



Crystal Middleton, Principal

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Freedom Park Student and Family Handbook 2024-2025

We S.O.A.R in Excellence!

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Dear Parents, Guardians, Students, and Community Members,

Welcome back to the 2024-2025 school year at Freedom Park School. I am thrilled to experience an exciting year with all of you. My name is Crystal Middleton, and I am honored to serve as your principal. With 16 years of experience in the field of education, I am dedicated to fostering a positive and engaging learning environment where every student and teacher can thrive.

At Freedom Park, our mission is to ensure that each student receives the highest quality education while feeling supported, valued, and inspired. We believe that strong relationships are the foundation of a successful school community. This year, we will continue to build on our commitment to collaboration, respect, and excellence as we S.O.A.R.

To provide an optimal learning experience for your child:

1. Attendance: Ensure that your child is at school on time each day.
2. Parental Involvement: We encourage all parents and guardians to get involved in our school community. Attend parent/teacher conferences and school events. Whether through the PTA, volunteering, or attending school events, your participation is invaluable.
3. Assignments: Monitor your child's homework daily. Review their grades and assignments on the Infinite Campus Parent Portal.
4. Communication: We believe in open and transparent communication. Please keep an eye on our school website, newsletters, and Class DoJo for updates and important announcements
5. Safety Protocols: The safety and well-being of our students and staff are our top priorities. Encourage and support positive behavior at school We ask that you visit the front office each time you visit the school

As a school, we will do the following to support your child:

1. Make provisions for all students to have the opportunity to receive an excellent education that will prepare them for life beyond the classroom and positively contribute to our society.
2. Create lessons that provide targeted instruction and exciting, challenging learning opportunities.
3. Partner with all stakeholders (students, parents and community members) in our pursuit of academic excellence.
4. Maintain an awareness of the best practices in education.

As we embark on this new school year, I am excited about the opportunities that lie ahead. Together, we will work towards academic excellence, personal growth, and creating a supportive community for all.

If you have any questions or concerns, please do not hesitate to reach out to me directly. My door is always open, and I look forward to working closely with each of you.

Thank you for your continued support and partnership. Let's make this a fantastic year at Freedom Park School!

Warm regards,

Crystal Middleton

Principal

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Building a world-class school system through education, collaboration, and innovation.

The Richmond County School System will create a world-class, globally competitive school system where all students will graduate and are college/career ready.

Freedom Park School Shared Beliefs

Mission

The mission of Freedom Park School to provide all students with a high quality education that enables them to be contributing members of a global society. We seek to create an environment that achieves equity for all students and ensures that each student is a successful learner.

Vision

To ensure quality teaching and learning in every classroom, every day, for every teacher and every student.

The school motto

Every student, every day, that is the FPS way!

School Theme

One school, One direction, Up!

- **Our Nickname:** "The Park"
- **Our Mascot:** "Eagles"
- **Our Colors:** Red, White, and Blue

About Freedom Park

School hours for students are from **7:25 AM to 2:10 PM**. Students are not to report to school before **6:50 AM** and must be picked up by **2:30 PM** each day. Please do not leave students unattended before school starts. Those students who are here before school starts will have a letter sent home. A student who is consistently (two times or more) left outside on school premises before **6:50 AM** unattended, will be reported to the social worker. Students who are not picked up by **2:30 PM** will be recorded of their parents' tardiness by the secretary. If the tardiness becomes chronic (three times or more), the following will occur: If you are on a zone exemption, you will receive a letter from the administration and/or a referral to the social worker. Also, you will be invited to a meeting discussing whether or not the zone exemption will be upheld. If you are not on a zone exemption, you may receive one or all of the following: a letter from the administration, a referral to the social worker, and/or a meeting to discuss other options for arrival/dismissal of your student(s).

Options for Dismissal

Following the rules for dismissal makes for a safe and orderly dismissal. It also gives us an opportunity to model appropriate behavior in social settings for our students. The following are options for dismissal of our precious Eagles.

Car Rider

We use a silent dismissal system. Students are escorted to their parents' car by an adult. While in the car rider line on arrival/dismissal, please pull up to the end of the sidewalk.

Walkers

Students who are old enough to walk home alone and/or walk home with a sibling (please follow Garrison Command orders concerning walking siblings home) are held in the art room until they are dismissed.

Parent Pick Up

Students are located in the large gym until the authorized adult picks them up. Be prepared to present your identification card.

Teen Center

Students who attend the teen center walk to the teen center after dismissal.

CYS

Students who receive after school care through CYS are held in the large gym. CYS representatives escort them to the center.

Registration

Important Note: *All students are required to show proof of residency (Fort Gordon) or school zone exemption form each year at Registration. Richmond County students must be registered each school year by a parent or guardian.*

The first crucial step in developing a good school program is proper registration of students. This gives us essential information in order to work with each child. In order to properly register your child at FPS you must follow the procedures below:

New Student Registration

- Proof of Fort Gordon Residency ~ FPS is a community-based school. Proof of residency is required for attendance. Acceptable proof of residence is a current copy of the rental lease or a letter from Balfour Housing indicating the new address with scheduled move in date or a current utility bill.
- Child's report card showing grade level
- Withdrawal paperwork from previous school
- Previous school's contact information
- Social Security Card
- Certified copy of Birth Certificate
- Immunization information transferred to Georgia form*
- Eye, Ear, and Dental (EED) examination on Georgia form*

*Immunization and EED forms may be obtained from the Richmond County Health Department in Augusta or Eisenhower Medical Center, Fort Gordon

The child's age, address, telephone number, and emergency health information are very important. We may need them in an emergency. We also use them in developing an adequate school record. Please help us by being accurate and by updating any changes.

Transfers from GA schools not in Richmond County:

- Withdrawal papers from previous Georgia school
- Current copy of student's report card
- Social Security Card
- Completed Eye, Ear, and Dental form
- Certified Birth Certificate
- Proof of Fort Gordon Residency

Transferring from another Richmond County School:

- Current report card from previous school
- Withdrawal papers from previous school
- Proof of Fort Gordon Residency

Enrolling in School

Georgia law requires that children must be five years old on or before September 1 to enroll in Kindergarten and six years old on or before September 1 to enroll in First Grade in the public schools. A child who has lived in another state for at least two years before moving to Georgia and who was legally enrolled in a public kindergarten or first grade in that state may enroll in a Georgia public school kindergarten or first grade by December 31. To qualify for Pre-K, children must be four (4) years old by September 1.

Information about programs available for Students with Disabilities can be obtained from RCSS Special Education Department at 846 Broad St., Augusta, GA. The Director of Special Education Services is Dr. Larina Thomas. The Special Education Department phone number is 706-826-1132 and the fax number is 706-826-4649.

Please keep us informed of your correct **telephone number** at all times. Both the **home** and the **work** numbers should be given to the school. If you do not have a telephone, please list a nearby neighbor's number or that of a friend or relative. We need to be able to reach you in case of an emergency.

NOTE: Please cooperate by observing the **school attendance zones**. INACCURATE RESIDENCY INFORMATION WILL VOID YOUR CHILD'S REGISTRATION.

Attendance Policy

One of the most important habits of school children is that of regular attendance during the school year. Students are expected to attend school daily. Students who are absent from school, due to illness/emergency, are required to bring a written excuse for the absence their first day back at school. If there is a planned absence(s), students have a time specified by the teacher to make up the homework. You may request the homework and/or classwork within twenty-four hours to the classroom teacher if you know the date(s) your child will not be in school. If there is a prolonged illness, steps will be taken with the principal, data clerk, nurse and district representatives for Homebound Services.

An absence is either excused or unexcused. Absences that are excusable shall be governed in accordance with the laws of the state of Georgia, the rules and regulations of the State Department of Education, and local school board policy. ***Lawful excuses shall include personal illness of the student, serious illness or death in the student's immediate family reasonably necessitating absence, special and recognized religious holidays observed by the student's faith, mandate or order of governmental agency and school related functions previously approved by the principal or other appropriate official.***

Absences for any other reasons are unexcused. Classroom time missed due to unexcused absences (except suspension) cannot be made up. Students are truant after five (5) unexcused absences.

Students who arrive after the start of school or are removed from school before the end of the day will be counted tardy. Please refer to 160-5-1-.10 STUDENT ATTENDANCE from the state of Georgia for questions. Ten (10) tardies is equivalent to an absence.

A great deal of absences makes it difficult for a child to keep up with his work. Even a day missed puts a child behind. There is not a satisfactory substitute for class instruction. In all cases, whether the child has been absent or tardy, we request a written excuse by the parents be sent with the child when he/she returns to school. **For any absences beyond five (5), the parent must have a physician's note or other excuse from an acceptable or official third party justifying the absence.**

If you have any specific questions to attendance policies which were not answered in this document, please refer to the Richmond County Code of Student Conduct and Discipline Manual sent home with every student.

Illness

Should your child become **ill** or **injured** at school, you will be notified as soon as possible. Please make sure the school has a **home** and **work number** in addition to an **emergency number** where you can be reached any time during school hours. **Please keep all phone numbers, health information and people who have permission to act as caregiver current. THIS IS MOST IMPORTANT AND CRITICAL FOR STUDENT SAFETY!**

We have a full time nurse who will discuss with you the nature of your child's illness. If your child vomits or has a fever when leaving the school, the student must be fever/vomit free for twenty-four hours before returning to school.

Medication

For the protection of your child and school staff, we must adhere to Richmond County School System policies, procedures and standards of safety measures regarding the administration of medication

Medication may NOT be transported to or from school by a student. This includes Tylenol, aspirin, and cough drops. A parent needs to bring the medication directly to the nurses' office.

Administering Medication

We encourage parents to administer necessary medications to their children at home if possible. When medications must be administered during the school day, the medication must be delivered to the School Nurse in **the original container, properly labeled by the pharmacy or physician, stating the name of the student, the medication, the dosage, and current date.** Prior to administering the medication, **the physician and parent must complete and sign a**

medication permission form. This form, with signatures of both the physician and the parent, must also be on file before administering routine over-the-counter medications (such as Tylenol, cough medicine, cough drops, etc) to students.

The School Nurse may train unlicensed personnel to give medications in his or her absence. Designated unlicensed personnel must demonstrate competency in administering prescription drugs before assisting students with medication. In-service training shall include instruction in the safe administration of medication.

Medications given at school must be documented either on an individual log or in an adopted computerized student health management system. Written documentation must include time, dose, route, and signature of the nurse or person administering the medication. Best practice includes an individual log for each medication and each dosage.

Storage of Medication

Medications must be kept in a locked cabinet at school, with the exception of asthma medication. Students diagnosed with asthma must have doctor and parental permission to carry their medication as well as a signed statement taking responsibility for the proper use of the medication.

Minor Injuries

Injuries requiring minor first-aid treatment such as scrapes, cuts, minor burns, and insect stings will be managed at the school level by the school nurse or other appropriate school personnel.

Serious Injuries

In the case of serious injury or illness the following procedure will be followed: The parents will be contacted immediately. In the event contact with the parent is not possible, the EMERGENCY CONTACT person will be called. **PLEASE MAKE SURE YOUR EMERGENCY CONTACT INFORMATION IS CURRENT AND CORRECT.** A 911 call will be initiated when the administrator or School Nurse determines the nature of the illness or injury requires emergency medical attention.

Diagnosis of special needs and/or services

If your student has needs which require special attention from the nurse, please ensure the doctor provides us with a patient care plan.

Tardy Policy

Students are not allowed on campus prior to 6:50 a.m. All students should report to school by 7:25 AM. Any student reporting to the classroom after **7:30 a.m.** is tardy. **A parent must sign the student in tardy students.**

The accumulation of unexcused tardies may warrant disciplinary action and/or referral to Department of Family and Children Services.

Leaving school for unauthorized purposes before the end of the instructional day will be counted as a tardy. Parents should not pick their children up before the end of the school day except where

there is a legitimate emergency. Lawful excuses for tardiness are cited in the RCSS Code of Student Conduct and Discipline.

Students who are eating breakfast must be in the cafeteria by 7:20 am to be served and get to class on time. The cafeteria stops serving breakfast at 8:00 AM.

Please refer to the Richmond County Student Code of Conduct and Discipline for more details regarding these policies.

Early Dismissal

Parents are urged to schedule all appointments after school hours. If an appointment necessitates that a student leaves school before dismissal time, the parent should send a **written request to the school stating the time and reason for the early dismissal**. This helps the teachers to get all assignments to the child in preparation for dismissal. This also allows for a smooth departure with the least disturbance to the class routine.

Parents are to report to the office and sign a release form before a student is excused. Students will not be released at the classroom door without a pass from the office. Due to the inability to authenticate the identity of a caller, students' mode of dismissal will not change per phone call. No student is permitted to leave school campus without permission from the office. We apologize for any inconvenience this may cause but the safety of the children is our first priority.

Students will not be called to the office after **1:45 PM** due to classroom preparation for dismissal. **Students will not be released to anyone who is not listed on the release form in the office.** Please keep this information current. **Any person picking up a student will be asked to show some form of identification.**

Withdrawals

If you plan to withdraw your child from school, please give us written notice at least 3 days in advance in order to prepare the proper papers. **Teacher cannot stop in the middle of class to look up all the necessary information and average grades as needed to complete the forms.** This information will aid you in enrolling elsewhere.

Pupil Records

Student records are confidential documents. The information is shared with the student, parents and only those educational personnel who are directly responsible for the planning of the child's educational program.

Supplemental Support

A **Response to Intervention (RTI) Team Meeting** may be held during the year to address the needs of any student who experiences difficulty in the classroom (academic or behavioral). It may be composed of a school administrator, classroom teacher, parent, school psychologist and a Special Education teacher. The purpose of this committee is to generate ideas to help the student to achieve success in the classroom. RTI meetings may be requested by a teacher or parent.

The Early Intervention Program (EIP) is offered in grades K-5 to assist those students with academic weaknesses in reading and/or math. Eligibility is determined by standardized test performance, and/or Response to Intervention Team/or Teacher recommendation. All expectations regarding curriculum are the same for ALL students.

The Remedial Education Program (REP) is offered in grades 6-8 to assist students with academic weaknesses. Multiple sources of data is used to determine eligibility.

Homework

Homework is schoolwork of any type completed outside of the regular classroom that is directly related to the course. The homework is assigned at the student's independent level. In **grades K-8**, homework should offer follow-up practice activities with explicit directions or examples provided. Homework reinforces, enriches, and expands the student's understanding of concepts taught in the classroom. It also provides opportunities for the student to improve study skills, to assume responsibility, and to follow instructions. Homework is assigned Monday through Thursday and at the teacher's discretion, on weekends. Often, a natural outcome is parental involvement as a member of the educational team. In **grades K-3**, there should be **15 to 40 minutes** of homework each day. In **grades 4-6**, there should be **30-60 minutes** of homework daily. In **grades 7-8** there should be **30-90 minutes** of homework.

Gifted Program

Richmond County provides programs for all qualifying system students in grades K-12 who exhibit superior performance, advanced learning needs and demonstrate higher-level motivation and creativity. The identification process uses multiple criteria as mandated by the Georgia Board of Education.

Students may qualify on mental abilities and achievement or on three of four components, which include mental abilities, academic achievement, creativity and motivation or mental abilities alone for grades K-2.

EXAMPLES

Grades 3-12

1. John has the required total mental abilities score of 96th percentile and an achievement score at the 90th percentile. He qualifies for placement.

Grades K-12

2. Mary has the required mental abilities component score at the 96th percentile but not the 90th percent on achievement. She will be given a test of creativity and rated on

motivation. If creativity and motivation meet requirements of the 90th percentile, Mary will qualify for placement. Mary could qualify if her mental ability test was not high enough but achievement scores, creativity, and motivation were. Other combinations of the four components are possible.

Grades K-2

3. Students in K-2 who score at the 99th percentile composite score on a mental ability test will automatically qualify on that score alone.

An automatic referral process requires all schools to screen intelligence and achievement test scores on their students twice annually for referral purposes. Parents, peers, teachers, principals, or counselors of the student may refer students. Referrals are solicited in May for August testing and in November for testing in January. Gifted Program personnel notify parents of students referred of test dates two or more weeks in advance.

Students entering the system who had prior placement in a gifted program will be placed at once if they met Georgia Department of Education eligibility. Gifted Program staff will evaluate those who do not have the required eligibility documentation.

Written parental consent must be on file before students are evaluated. Parents receive a written report of evaluation results and are offered an opportunity to discuss the results with program personnel.

Written parental consent for placement must be on file in the gifted program office before students are allowed to participate. Qualifying students in K-8 are enrolled in a five-hour per week resource program, which provides thematic units of study. Parents receive a progress report three times per year. Students are provided transportation to a Gifted Program resource center.

Parents are invited to an annual review to evaluate the student's progress in the program and are provided the Curriculum Focus for the coming year.

Continuation in the program will be dependent upon maintenance of an overall 3.5 GPA in academic classes, satisfactory performance in both regular and gifted classes, motivation and behavior, attendance, attitude and completion of all assigned tasks. Students who meet these conditions will automatically continue in the program. Students who do not meet these terms at any time during the school year will be allowed a six weeks' probationary period. If satisfactory improvement is not shown, the student will be removed from the program. Parents will be notified by letter at the beginning and end of the probationary period. Students who leave the program will be reassessed and must meet current criteria for reentry.

Richmond County School System

TESTING PROGRAM

The Georgia Milestone End-of-Grade Test (EOG) is administered in all grades 3-8 as the accountability measure under the Every Student Succeeds Act (ESSA) legislation. This assessment is one measure of student success for accountability and for making promotion retention decisions at grades three, five and eight.

Kindergarten students participate in the Georgia Kindergarten Inventory of Developing Skills (GKIDS) is a yearlong, performance-based assessment. The goal of the assessment program is to provide teachers with information about the level of instructional support needed by individual students entering kindergarten and first grade. GKIDS allows teachers to assess student performance during instruction, record student performance in an on-line database, and generate reports for instructional planning, progress reports, report cards, RTI, and/or parent conferences. Throughout the year, teachers may assess students and record GKIDS data based on their system's curriculum map or report card schedule. At the end of the year, summary reports and individual student reports can be generated based on the data the teacher has entered throughout the year.

There are seven areas or domains of learning that are assessed as part of GKIDS:

- English Language Arts
- Mathematics
- Social Studies (optional)
- Science (optional)
- Approaches to Learning
- Personal and Social Development
- Motor Skills (optional)

Four of these domains (ELA, Math, Science, and Social Studies) are based on and aligned to the Common Core Georgia Performance Standards for kindergarten.

Other tests administered in Richmond County schools are Georgia Alternate Assessment (GAA) and the Cognitive Abilities Test (CogAT).

Data derived from assessments will be valuable in identifying student-by-student information relative to State competencies.

Grading Periods and Progress Reports

The determination of grades is primarily the duty and responsibility of the teacher. The teacher is the person most qualified to evaluate the student's work. When assigning grades, each teacher must resolve that it represents a true evaluation of the student's performance. Parents are encouraged to periodically review Infinite Campus to stay abreast of their child's progress. We hope that in the event of an error, all involved would be willing to admit the error and make the proper corrections. If you as a parent have any concerns, please feel free to contact the school. Please be sure to familiarize yourself with the Richmond County Promotion, Retention and Placement Policy you received at registration.

RCSS Grading Policy

How we use grades:

- To provide students with helpful feedback for success and growth
- To provide teachers with information to review and plan lessons
- To provide parents with information to support their children's learning

1. Grades should be based on what students have learned and know
2. Grades should be fair
3. Grades should be clear and consistent
4. Grades should be timely and provide helpful feedback
5. Grades should support learning

Weekly Papers

Each teacher is responsible for sending home papers with specific information on your child's conduct and academics. Please sign in the designated area and return it to your child's teacher the next day. This is a great way to keep up with your child's progress and remain in contact with the teacher.

Report Cards

Each semester represents an 18-week grading period.

- **Progress Report 1** will be issued at the end of the first 6-weeks.
- **Progress Report 2** will be issued at the end of the 12-weeks.
- **Semester Report Card** will be issued at the end of the 18-week grading period.
- Each progress report will reflect the student's cumulative achievement (the result of all grades since the first day of the semester).
- The student's final grade will reflect their cumulative achievement from the first day to the last day of the semester.
- This process allows teachers to evaluate the student's progress toward mastery of standards based on the full body of evidence from the entire semester.

K-3 Academic Grading Scale

4	Distinguished Learner	Make applications and inferences beyond expectations
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3	Proficient Learner	Meets standards consistently and independently
2	Developing Learner	Progressing toward meeting standards
1	Beginning Learner	Limited progress toward mastery of standards
ND	Not Demonstrated	Not yet demonstrated
NA	Not Applicable	Not applicable at this time

Academic Grade Reporting: Grades 4 - 5

Student performance in Grades 4-5 will be recorded and reported in all courses by numerical grades, based on a 100-point scale.

a. Calculation of Final Grades

Final grades will be determined by the cumulative semester average using the following criteria:

- **Minor Grades = 60%**

Examples include quizzes, labs, and other graded assignments to assess certain standards in a unit of study.

Minimum number of minor grades per 6-week progress report period = 5

- **Major Grades = 40%** Examples include unit tests, essays, research papers, project-based assignments, and other culminating assessments to measure mastery of standards that comprise a unit of study.

Minimum number of major grades per 6-week progress report period = 2

- **Content Mastery Assessments** These assessments will be given quarterly in all core content areas.

Academic Grading Scale

A	Represents an average of 90-100
B	Represents an average of 80-89
C	Represents an average of 75-79
D	Represents an average of 70-74
F	Represents an average of below 70

Honor Roll

A student may be eligible for the Honor Roll each progress report/semester report card if he /she did not receive any grade below 80 during that period. Students are also recognized for perfect attendance, demonstration of good character skills and persistent effort and improvement. Honor

Roll assemblies will be held throughout the year. This purpose of this is to recognize academic excellence as well as encourage other students to achieve good grades and good conduct.

Textbooks and Other School Property

All textbooks are issued to each student **free** of charge and are the property of the state of Georgia. If a child **loses or damages** a textbook that has been issued to him/her, the parents must pay for the book according to **SB526**, which became effective July 1, 1994. A child is to be charged full price for a lost book. Every effort will be made to look for a lost book before the parents are asked to pay for it. If the book is damaged but the school principal determines that the book can be used again, the student will be charged as follows:

Good condition – $\frac{3}{4}$ cost

Fair condition – $\frac{1}{2}$ cost

Poor condition – $\frac{1}{4}$ cost

Books should be **covered** and handled with care in order to reduce damages. Parents and teachers are asked to encourage students to take care of all school property.

Please follow the **procedures** listed below for handling **concerns**.

1. First, **contact the teacher** involved if the concern is classroom behavior, classroom procedures, and/or instructional related and request a **conference**. If there are still concerns or questions, please contact the **assistant principal(s)** and/or **principal**.
2. If you have questions concerning state testing, please contact the **principal or the guidance counselor**.
3. Contact the **principal** for all other matters that are not classroom related.

If you need to speak with the principal regarding any concerns you may have about your child, please use **the following procedure**:

1. Contact the school's office to confirm the **time and date** for a conference.
2. Give the **nature** of your concern(s).
3. Give your **child's name** and his/her **teacher's name**.

Usage of Mobile Devices and/or Personal Computers

The use of mobile devices or personal computers on campus is a privilege that the school grants to students who are willing to assume the responsibilities outlined in the Richmond County Acceptable Use Policy and Procedures. The usage policy also applies to the mobile devices checked out by the school and the RCSS Mobile Device/BYOT Agreement must be signed by the student and

parent. All guidelines in the Richmond County Board of Education Acceptable Use Policy and Procedures continue to apply when a student brings a personal laptop computer or other mobile device for use on campus.

Cell Phone and Electronic Communication Devices

- The use of cell phones, electronic communication devices and/or accessories is prohibited for all students at all times during the instructional day.
- Students should keep their cell phones and/or electronic communication devices in their backpacks or in their lockers during the school day, turned off or on silent. **DISCIPLINE:** Due to the potential disruption a cell phone and electronic communication devices may cause to the instructional environment and safety of the school, the disciplinary actions and consequences for violation of this rule are as follows:

First Offense: The first offense will result in the electronic device being confiscated, to be picked up by the student or parent at the end of the same school day. The incident will be recorded in the student's discipline record within the student database (e.g., Infinite Campus).

Second Offense: The second offense will result in the electronic device being confiscated, to be picked up by the parent on the Friday following confiscation, at the specific time designated by the school. The incident will be recorded in the student's discipline record within the student database (e.g., Infinite Campus).

Third Offense: The third offense will result in the electronic device being confiscated, to be picked up by the parent on the Friday following confiscation, at the specific time designated by the school. The student will receive one day of in-school suspension (ISS). The incident will be recorded in the student's discipline record within the student database (e.g., Infinite Campus).

Fourth Offense: The fourth offense and thereafter will result in the electronic device being confiscated for ten (10) school days, and the parent must schedule a conference with an administrator to retrieve the electronic device. The student will receive three days of in-school suspension (ISS). The incident will be recorded in the student's discipline record within the student database (e.g., Infinite Campus).

Further incidents may result in the student losing the privilege of bringing electronic devices on campus, in-school suspension, out of school suspension, and any other forms of discipline deemed appropriate under the circumstances.

RCBOE Student Dress Code

All students enrolled in Freedom Park are required to adhere to the following guidelines of the Richmond County School System Dress and Grooming policy:

- Clothes and shoes should show good taste. **Extreme designs and styles which may pose a safety problem are not allowed at school.**
- **Males are not allowed to wear earrings to school.** Body piercing is prohibited for males and females.
- Students may not wear the following to school: clothing that exposes the torso, such as see-through garments, halters, spaghetti straps, backless dresses, tube tops, muscle shirts, bare midriff outfits, shirts or blouses that are tied at or may rise above the waist.
- **Skirts, shorts, skorts, and pants must be fitted at the waist.** Skirts, shorts, skorts, and dresses must be at a minimum to the knee area in length. RCSS deems miniskirts to be disruptive and students are not allowed to wear them to school. As a rule of thumb parents may use a dollar bill held sideways for a measurement of no more than 2 ½ inches from the crease at the back of the knee.
- **All pants**, including jeans, must be of traditional style without cutouts and holes which expose the skin. They must be fitted at the waist and must not be baggy or oversized or undersized and not sagging or frayed at the bottom. Pants must not drag the floor. Leggings are considered an accessory and are to be covered by the appropriate length skirt, dress or other garment. Students may not wear the following to school: boxer-type shorts, spandex-style “bicycle” shorts, cut-off jeans, cut-off sweat pants, short-shorts, running shorts or any see-through garment.
- **Belts** must be secured at the waist and buckled. All straps must be fastened and sashes must be tied. Excessively large belt buckles are prohibited.
- Students must wear **coats and jackets** of the appropriate size and should not be overly baggy. Coats and jackets should be worn in weather appropriate for the garment and generally should be removed and not worn while the student is in the classroom or school building.
- **Shoelaces** must be tied. No shower shoes, flip flops, thong shoes, house slippers or shoes with wheels should be worn at school. At all times student safety should be considered in shoe selection.
- **No hats, scarves, sweatbands, bandannas** or other head covers may be worn in the classroom or the school building.
- Sunshade and/or dark glasses will not be worn inside the school building unless prescribed by a physician and a doctor’s note is on file with the principal.
- Students are not to wear clothing (shirts, caps, etc.) that will in any way promote or advertise the use of narcotics, alcoholic beverages, tobacco or stimulant drugs which are illegal. Clothing with suggestive, vulgar, or obscene pictures and/or language are not to be worn to school.
- “Grills” or metallic caps on the teeth are prohibited

Dress and Grooming Policy consequences for policy violation see Rule 14 of the Code of Student Conduct and Discipline handbook.

Bullying: No Bullying. It's the Law

Bullying behavior is defined as any pattern of written or verbal expression or any physical act or gesture that is intended to ridicule, humiliate, intimidate, or cause measurable physical or emotional distress upon one or more students:

A student shall not do, attempt, or threaten to bully any person, including students and employees:

- a) In the school
- b) On school grounds
- c) In school vehicles (including school buses)
- d) At school bus stops
- e) Or at school activities or sanctioned events

A third instance of bullying in a school year would require that the student be assigned to an alternative educational setting. However, the principal or other appropriate designee may recommend the Alternative Center or suspension, in her discretion prior to the third offense.

*FOR PRE-K – 5 REFER TO RULES 23 AND 24 (RCBOE CODE OF CONDUCT)

*FOR 6 -12 DISCIPLINE OPTIONS, REFER TO RULES 23, 24, &27 (RCBOE CODE OF CONDUCT)

Code of Discipline for Freedom Park School

Students are expected to display admirable Character Traits at all times. They are representative of their family, school and community. At FPS we have always maintained a respectful environment for staff and students.

In the Classroom:

In order that all children in the classroom can benefit from the effective learning environment that they deserve, the following general rules have been adopted:

1. Follow established classroom rules.
2. Respect adult authority.
3. Raise hand to be recognized.
4. Respect the property of others.
5. Keep hands, feet, and objects to self.
6. Students should not bring toys, games, candy or gum to school unless instructed to do so by the teacher. The student will assume responsibility for any items brought to school.
7. No obscene language or gestures.
8. No threatening remarks or gestures are permitted.
9. No fighting or pushing.
10. Fighting will warrant immediate suspension.

In the Building:

DEMONSTRATE SCHOOL PRIDE!!! TAKE CARE OF OUR SCHOOL!!

1. No running. Walk quietly at all times.
2. Must have a pass when in the hallway.
3. Must be orderly and in line when leaving classroom as a group or class.
4. Must be orderly in line at dismissal time. No running or cutting in line.
5. Do not bother items on doors, walls, or bulletin boards.
6. Do not walk on or try to destroy restroom fixtures, stop up sink or toilets, or leave water running on purpose.
7. Do not put inappropriate items in the toilets. (Example: paper towels, etc.)

On the Playground:

1. No throwing objects of any kind.
2. Keep hands and feet to yourself.
3. No rough playing.
4. At the end of recess, line up quietly on signal and enter the building orderly and quietly.

Walking/Biking to School:

1. Stay on the sidewalk or near the curb if there is no sidewalk.
2. Walk at all times.
3. No running in the streets.
4. Bikers ride slow enough that you have control at all times.
5. Obey the crossing guard.
6. Respect the neighborhood property.
7. Pay attention to what is going on around you.
8. Do not talk to or ride with strangers or anyone without parent permission.
9. Bikers must wear helmets at all times.

General Rules:

1. Respect others and their property.
2. Follow all school rules.
3. Walk throughout the building.
4. Follow directions given by all school officials (includes sub teachers, lunchroom workers, custodians)
5. Display school pride. Help keep the school clean. Do not bring toys, games, candy or gum to school unless instructed to do so by a teacher. The student will assume responsibility for any items brought to school.
6. Students that continue to be disruptive will be suspended or parents will be called to pick them up.

Weapons and Dangerous Instruments:

A student shall not possess, handle, or transmit a razor, razor blade, ice pick, explosive, loaded cane, sword cane, machete, knife, pistol, rifle, shotgun, pellet gun, laser device, chemical agents or other liquids or other object that can be reasonably considered a weapon or instrument that can reasonably pose a danger to the health and safety of students, teachers, or any other person:

1. On the school grounds at any time;
2. Off the school grounds at a school activity, function, or event; or
3. In route to and from school.

Severe **disruptions** will result in **suspension** from school. An automatic suspension will be given to any student(s) who decides to resolve an issue by fighting. We cannot and will not tolerate any student that ignores school policy. Any student involved in a fight will be suspended from school. The number of days suspended will depend upon the severity of the incident and circumstances.

Our belief is that each student can behave appropriately in the classroom, in the halls, in the cafeteria, on the bus, and on the playground. We refuse to deny any student his/her learning experience because of inappropriate behavior.

Please consult your **Richmond County Code of Conduct Handbook** for more detailed rules and regulations governing student conduct as developed by the Richmond County Board of Education.

Transportation Rules for Students

The following **rules** are published for the safety, health, and welfare of all children who ride school buses. Parents are requested to impress on their children the necessity to obey these rules so the students may be transported safely and comfortably.

School Bus Rules and Student Responsibility:

1. The **driver** is in charge of the bus and all students aboard. Obey the driver promptly and cheerfully.
2. Obey and respect the orders of monitors or patrols on duty.
3. Be courteous to the driver and to fellow students.
4. **Be on time.** The driver cannot wait beyond his or her regular schedule for those who are late.
5. Wait in an **orderly** line **off** the street or road.
6. Cross in **front** of the bus only when the road is clear and at a safe distance in front of the bus in order to be seen by the driver. (Minimum: 10 feet)

7. Do **not** run toward a school bus while it is in motion.
8. Ride only the bus **assigned** by the school official.
9. Do **not** try to get on or off the bus or move about within the bus while it is in motion.
10. Students **must** occupy seats assigned to them by the bus driver or school officials, and remain seated while the bus is moving. Ride three in seat if necessary, and do **not** exchange seats unless given permission of the driver. If all seats are taken, stand to the **rear** of the white marker line as long as the bus is in motion.
11. **Behave** on the bus as you are expected to behave in the classroom. Insolence, disobedience, vulgarity, foul language, fighting, pushing and similar offensive acts **will not** be tolerated.
12. **Do not** engage in any activity which might divert the driver's attention and cause an accident such as:
 - a. Loud talking or laughing, or unnecessary confusion.
 - b. Unnecessary conversation with the driver.
 - c. Extending any part of the body out of the bus.
12. Students must **not** open or close bus windows without permission of the driver, nor shall they regulate or operate any part of the bus.
13. Do **not** engage in any activity which might damage, cause excessive wear or litter to the bus or other property. The following activities are prohibited at all times:
 - a. **Smoking or eating** on the bus.
 - b. **Throwing** anything in or from the bus.
 - c. Possessing **knives or sharp objects** on the bus.
 - d. Bringing **animals** on the bus.
 - e. **Tampering** with mechanical equipment, accessories, or controls of the bus.
14. Students will **not** leave the bus on the way to school or home without permission of the driver. The driver will not give permission except in case of emergency, or upon request of the principal or the student's parents.
15. Students must be courteous to the driver, to fellow students, and to passers-by at all times.
16. Report **promptly** to the driver any damage done to the bus. Persons causing damage will be expected to defray its full cost.

Violations

Misconduct on the bus is subject to the same **disciplinary measures** as misconduct at school. When necessary, the principal, or Director of Transportation may **suspend or revoke** riding privileges. In most situations the **first offense** will result in a **verbal and written warning** stating that other offenses will result in suspension or revocation of riding privileges. The **second offense**

will result the student being placed on **bus probation**, meaning that repeated bus infractions will result in suspension of riding privileges. Parents will be notified. The **third offense** will result in **3-day revocation** of riding privileges. The **fourth offense** will result in **5-day revocation** of riding privileges. The **fifth offense** will result in a **10-day revocation** of riding privileges. **Continued offenses** on the bus will result in revocation of riding privileges for the **remainder** of the school year.

In extreme cases, or to protect life and/or property, any one or all steps may be skipped and riding privileges may be revoked before the fourth offense.

Students misbehaving at the bus stop or to and from the bus stop will be disciplined by the principal.

Fire and Emergency Drills

Fire and/or emergency drills will be conducted at regular intervals. They are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions as to their exit route and line up area. It is important that students realize that fire drills are serious business and not an extra recess. Parents should emphasize this with their child.

Lunchroom Behavior

Students are expected to behave in a proper manner while eating breakfast or lunch by exercising appropriate table manners, maintaining their area and using an acceptable volume when speaking.

Visitors

Instructional time and safety is valued at Freedom Park School.

In an effort to ensure the safety of students and staff, visitors are asked to adhere to the following expectations:

- Go to the front office, sign in upon arrival and obtain permission to be on campus.
- Visitors are considered role models and are expected to be appropriately and modestly dressed and to display respect for activities in progress at the school. Visitors should conduct themselves in a manner that is not disruptive to the educational environment.
- All visitors are expected to abide by the general rules of the school, any applicable provisions of the Code of Student Conduct and Discipline shall comply at all times while on Board property with Board of Education policies and procedures.
- Visitors shall maintain the integrity of student confidentiality policies. Any school

matters overheard or observed shall remain in the school, and any concerns should be discussed with the principal or an administrator.

- Visitors are not permitted to remove students from the classrooms or other school activities without the direct permission of the administrator.
- Visitors shall sign out and notify the administrative office that the visit is concluded.

Advanced notice helps us to prepare for your visit. A parent/guardian must give the teacher and administration a twenty-four hour notice to visit a classroom during instruction time. **If the parent's visits become excessive and interrupts the learning process, the principal has the discretion to deny the parent access to the classroom.** When classroom time is interrupted unexpectedly, some students become distracted and get off task. It is difficult to resume the same level of intensity on a lesson or test when an interruption has occurred.

Teacher-Parent Conferences

If you would like to schedule a conference with a teacher please do so by phone call, note, or email. Teachers will respond as soon as possible. Teachers cannot stand in the hall (or during class time) and hold a conference during the school day. Students must be supervised at all times. The school day is arranged to maximize instructional time. Please refrain from loitering in the hallway after our school instruction bell rings. If a parent is interrupting the learning process, the parent will be asked to leave by the administrative staff.

Volunteers

Volunteering at Freedom Park School is an excellent way to support your child's school. In order to volunteer you must attend Volunteer Training and complete a Georgia Criminal Investigation background check. Training is offered periodically throughout the school year. Parents must complete the volunteer training in order to participate in any activities involving students. A volunteer in the classroom is at the individual teacher's discretion and approval from the principal. In general, we do not recommend that parents volunteer to work in their own child's classroom. Volunteers must follow the visitor's policy when assigned to any area in the school.