

RICHARDS MIDDLE SCHOOL
Rising 6th Graders' Handbook



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LAWRENCEVILLE, GEORGIA 30044
(770) 995-7133

www.gcpsk12.org/RichardsMS

EXCELLENCE IN EVERY ENDEAVOR

Mark McCain
Principal

La Tasha M. Cook
6th Grade Assistant Principal

THE MIDDLE SCHOOL EXPERIENCE: WHAT TO EXPECT IN 6TH GRADE

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Dear Parents,

We excitedly take this opportunity to say **WELCOME** to Richards Middle School!

You are approaching a new and exciting time in your child's life! The middle school years have been called the transition years, due to the changes students go through in developing from children to adolescents. It is during this time that students undergo many physical, intellectual, emotional, and social changes. It is our goal to assist parents in understanding this period and transition. Due to these various aspects of growth, our middle school seeks to provide an atmosphere, which will foster stability and guide students through this developmental process.

Parents, it is important that you continue your involvement in your child's school life. Sometimes, middle school students indicate that they want you uninvolved; however, we believe your involvement is **crucial** to their success. Together we can make the next three years **the best ever!**

This booklet contains information that we feel will be helpful to you as parents of Richards Middle School students. If you have any questions, or wish to discuss any aspect of our school, please do not hesitate to let us know. We are here to help.

Sincerely,

The Richards Middle School Staff



RICHARDS MIDDLE SCHOOL

EXCELLENCE IN EVERY ENDEAVOR

Mission: Why we exist

The mission of Richards Middle School is to create positive learning environments where students are challenged to pursue academic excellence while maximizing their learning potential to prepare them for college, careers, and life.





The History of Richards Middle School

J.E. Richards Middle opened its doors to 1,470 students in August of 1987. Built to relieve overcrowding at Five Forks, Lawrenceville, and Sweetwater middle schools, **Richards** was the 13th middle school built in Gwinnett County. The school is named in honor of the late James Everett Richards, a highly respected educator who served as principal of both Norcross High School and Lawrenceville Middle School.

School Facts

Richards is a part of the Discovery cluster, which consists of:
One high school (Discovery), one middle school (**Richards**), and four elementary schools (Alford, Baggett, Benefield, and Cedar Hill).

Richards Middle School has over 115,000 square feet of learning space. A new edition of 65,670 opened in the Fall of 2019. This edition primarily houses 7th and 8th grade students, as well as Connections classes.

There are approximately 200 staff members at **Richards Middle School**. This includes seven Assistant Principals, five Guidance Counselors, and more than 115 teachers.

To date, there have been seven principals to lead Richards Middle School. Our current leader, Mark McCain, is the longest serving principal in the school's history. He began his tenure at Richards in 2010.

School Colors: Blue, Green and Gray

School Mascot: Titans



GRIP BDay Social Homeroom Pep Band Language Arts AHall
Spanish Lockers Marketing 6thGrade Band
Cheerleading Art NewSchedule Science BHall
EnrichmentClasses AgendaBooks CQI
Futbol TeamofTeachers
ComputerScience Drama Orchestra Math
RisingTitans DifferentSchoolHours DHall
NewFriends ConnectionsClasses
STEM Health PeerLeaders NewTeachers
Basketball ADay Soccer SocialStudies StepTeam Counselors
Clubs Emotional Physical Advisement
CHall

THE MIDDLE SCHOOL EXPERIENCE: School Hours

Richards MS Hours

Office

8:30am – 4:30pm

Students

8:55am – 4:00pm

Free School Wide Tutoring

Every Wednesday Morning at 8:15am



THE MIDDLE SCHOOL EXPERIENCE: A typical 6th grade student's day

Sample 6th Grade Schedule

| | |
|-------------|------------------|
| 8:55-9:20 | Homeroom |
| 9:30-10:00 | CQI/Advisement |
| 10:00-11:30 | Academic 1/Lunch |
| 11:35-12:35 | Academic 2 |
| 12:40-1:50 | Connections |
| 1:55-2:55 | Academic 3 |
| 3:00-4:00 | Academic 4 |

Starting The Day

Students are separated in the building by grade level. ©

- > 6th graders pick up **BREAKFAST** immediately upon entering the building.
- > **Homeroom**
- > In middle school, students are assigned to a team of teachers.
 - Each teacher (typically) teaches one of the following subjects:

| | |
|-----------------|----------------|
| • Language Arts | Social Studies |
| • Math | Science |



CQI & Advisement

- ❖ CQI
 - Continuous Quality Instruction
 - **Mondays-Thursdays @ 9:30-10:00am**
 - Time used for academic remediation and enrichment.
- ❖ Advisement
 - **Fridays @ 9:30-10:00am**
 - Time used to develop and reinforce character traits necessary for academic, personal/social, and career success for all RMS students.



Agenda Books

- Record assignments/projects;
- Serves as student's hall pass;
- May be used as a Parent/Teacher communication tool;
- RMS policies, procedures, and expectations.



Lockers

- Located in the students' homeroom;
- Store books and personal belongings;
- Students taking P.E. will also have access to a locker; however, students must provide their own lock to secure their belongings in this location.



WHAT TO
EXPECT

THE MIDDLE SCHOOL EXPERIENCE: Middle School Classes



6th Grade Supply List*

(Lots & lots of) of filler/notebook paper (wide rule)
(Lots & lots of) #2 pencils
Blue and/or black pens
Highlighters
Colored pencils
3-4 Composition Notebooks
1 pk of Index cards (3x5)
1-pk of Index cards (5x8)
Elmer's' Glue (liquid) or 1 large glue stick

Academic Classes

Language Arts
Math
Science
Social Studies

Connections Classes**

Band (year-long commitment)
Computer Sciences

Chorus (year-long commitment)
General Music

Health
Marketing

Math Enrichment
Media Arts
Music Technology

Orchestra (year-long commitment)
Physical Education

Reading Enrichment
Technology/Engineering

Spanish
Visual Arts

6th Grade Supply List, cont.*

1-pk of Black Dry Erase Markers
2 Binders (1 or 1 ½")
Notebook Dividers
1-pair Student (blunt tip) scissors
2-bottles of hand sanitizer
1-2 boxes of tissues
1-2 rolls of paper towels
1 pack of Sticky Notes
1 pack of Copy Paper
Basic 4-function Calculator
USB/Flash drive

* Parents, teachers may request additional items. Thank you in advance for your flexibility.
Please be sure to visit www.richardsmiddle.org for up-to-date supply lists.

** Please note: Band, Chorus, and Orchestra are all year long commitments, which means students enrolled in these classes must take them for the entire school year. All other Connections classes are taken by semester, or ½ year. Please see the next page for a description of all Connections classes.



THE MIDDLE SCHOOL EXPERIENCE: Connections

In elementary school, these types of classes are referred to as “Specials”.

In middle school, Connections classes are on an “A/B” Schedule. This allows students to take two connections classes each semester, alternating class days. For example, a student can take Spanish on A days and Art on B days. Their Connections schedule may look like this:

- Monday (A Day) – Spanish
- Tuesday (B Day) – Visual Arts
- Wednesday (A Day) – Spanish
- Thursday (B Day) – Visual Arts
- Friday (A Day) - Spanish

Connections Courses & Descriptions

Academic Support Courses

Reading Enrichment- Allows students to reinforce Language Arts skills through additional assistance in specific areas of need such as reading and writing through comprehension.

Spanish- Engages students on the progressive development of listening, speaking, reading, and writing skills in Spanish.

Health & Physical Education Courses

Health- Students will learn about physical, mental, emotional and social health. It builds students' knowledge, skills, and positive attitudes about being healthy in these areas.

Physical Education- This course provides students with the opportunity to learn a variety of sports and sport related movements, as well as health and fitness concepts. Health topics relate to nutrition, fitness health and wellness.

Fine Arts

Visual Arts- Students focus on further developing art skills, vocabulary, and creativity, as well as learn about Art history.

Orchestra- Students in the orchestra classes will work on techniques for their chosen string instrument (violin, viola, cello, or bass) and develop the skills to perform in a small and large ensemble group.

Band- The purpose of band class is to introduce and to cultivate musical literacy and improve the technical musical skill of each student through rehearsals, utilizing a wide range of musical styles for performances.

STEM

Media Arts & Technology/Engineering - The goal of STEM is to focus on a learning environment in which students are motivated to come up with original ideas, objects, and structures according to certain specifications using concepts and skills from math, science, engineering and technology.

Math Enrichment- Is a course that is taken as a support for students through expanding their understanding of content through real-world applications, project based learning, and student discussions. Students will explore everyday real world mathematical problems and find different mathematical methods to solving the problems.

Please note: The Connections classes offered change from year to year.



Richards Middle School Music Programs



BAND



CHORUS

ORCHESTRA

Please visit our RMS Web page for Rising 6th Graders to get more information on how to sign up for our Music programs



THE MIDDLE SCHOOL EXPERIENCE: Extracurricular Activities

Richards Middle School offers a wide range of extracurricular activities. We believe that the student must have satisfactory grades in order to participate in extracurricular activities. The goals for these activities are:

- To expand the students' interests.
- To enhance the students' self-concept and allow them to experience success and possibly excel in areas in addition to academics.
- To promote better relations between peers and encourage them to experience group dynamics.

The following extracurricular activities are currently available at Richards Middle School:



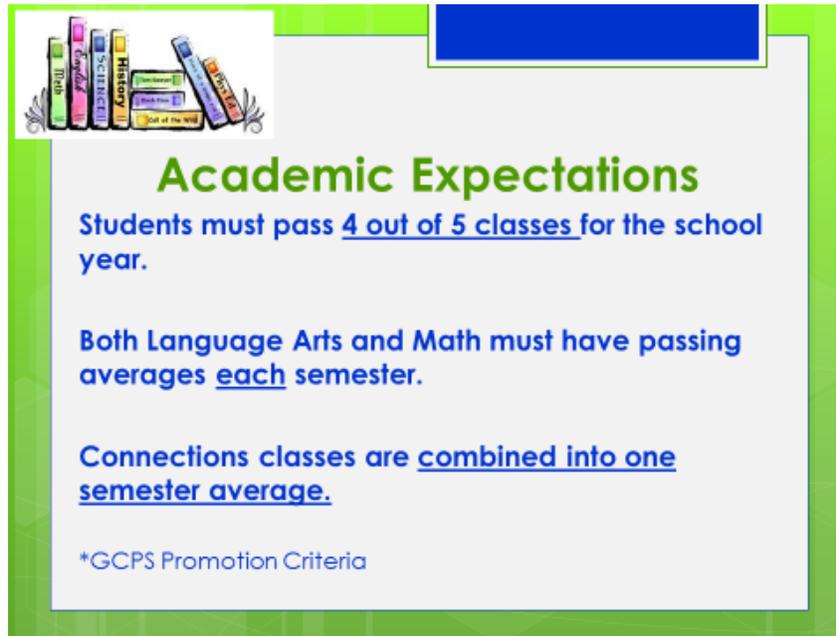
SCHOOL CLUBS

Student Clubs & Activities

| | | | |
|-----------------------|---|------------------------|---|
| Jr. Titans Volleyball | + | 6th Grade Science Club | + |
| Band | + | Boys Basketball | + |
| Chorus | + | Cheerleading | + |
| Intramurals | + | Girls Basketball | + |
| Orchestra | + | Jr. Beta Club | + |
| Step Team | + | Kids for Christ | + |
| Student Council | + | Peer Leaders | + |
| Titan Futbol | + | Readers' Rally | + |
| Titan Television | + | Relay for Life | + |

GET INVOLVED!

THE MIDDLE SCHOOL EXPERIENCE: Academic Expectations and Recognition



Academic Expectations

Students must pass 4 out of 5 classes for the school year.

Both Language Arts and Math must have passing averages each semester.

Connections classes are combined into one semester average.

*GCPS Promotion Criteria

See page 38 of this booklet, for more information on grading, or visit www.gwinnett.k12.ga.us.

Awards Recognition Programs

At Richards Middle School, we celebrate students who have gone above and beyond academically throughout the year. Students earning Honor Roll status (All As, as well as As and Bs), are recognized at a mid-year awards celebration. This program is held in January our school. Additionally, our students are recognized for their yearlong commitment to excellence at an end of the year awards ceremony. Each grade level hosts an Awards Night to celebrate students' success for the entire school year. This program is held in May, at an off-campus location. Parents are invited to attend both celebrations.

Special Recognition Program

Each year, students that have demonstrated the most significant improvements in areas such as academics, citizenship, and/or behavior are celebrated in a special program spearheaded by our RMS Counseling Department. Each homeroom teacher selects a student for this special recognition. Parents are invited to attend this heart-warming celebration.

THE MIDDLE SCHOOL EXPERIENCE: Behavior Expectations

Richards Middle School is a Positive Behavior Intervention School (PBIS). School wide PBIS is a broad range of systemic and individualized strategies for achieving important social and learning outcomes while preventing problem behaviors with all students.

Our Code of Honor:

G—Good Judgment

R—Responsibility

I—Integrity

P—Pride

Below, you will find examples of how and when our students can show **GRIP**.

| G.R.I.P | Bus | Café | Classroom | Hallway | Restroom |
|-----------------------|--|--|--|---|---|
| Good Judgment | <ul style="list-style-type: none"> Follow directions Remain in your seat | <ul style="list-style-type: none"> Stay with your teacher Stay seated in designated area Refrain from touching others | <ul style="list-style-type: none"> Follow teacher directions Be considerate of others space Be respectful of yourself and others Follow directions | <ul style="list-style-type: none"> Walk inside and outside of the building Talk quietly | <ul style="list-style-type: none"> Ask for permission |
| Responsibility | <ul style="list-style-type: none"> Follow all safety rules Report problems to adults | <ul style="list-style-type: none"> Keep account balance current | <ul style="list-style-type: none"> Bring all materials needed for class Be on time Enter and exit the room orderly | <ul style="list-style-type: none"> Have your agenda Walk in a straight line Walk on the right side of the hall | <ul style="list-style-type: none"> Have your hall pass Report problems to adults |
| Integrity | <ul style="list-style-type: none"> Be courteous | <ul style="list-style-type: none"> Use appropriate language | <ul style="list-style-type: none"> Use appropriate language Do your own work | <ul style="list-style-type: none"> Be where you are supposed to be | <ul style="list-style-type: none"> Be courteous Be mindful of others waiting |
| Pride | <ul style="list-style-type: none"> Keep the bus clean | <ul style="list-style-type: none"> Clean up after yourself Keep tables and floor clean | <ul style="list-style-type: none"> Complete assignments Work hard Take care of your belongings | <ul style="list-style-type: none"> Keep school property clean | <ul style="list-style-type: none"> Clean up after yourself Keep school property clean |

Gwinnett County Public Schools publishes a Student Discipline Handbook each school year. The GCPS Rules and Guidelines for discipline are clear and consistent across grade levels and schools.

See pages 40-43 of this booklet for a list of those rules, or visit www.gwinnett.k12.ga.us.





Did you know?

- You can borrow learning materials such as, videos, novels, educational board games & more !**
- Get assistance with E-Class: Monitor what your student is learning.**
- Parent Portal Access: Assistance with set-up & Navigation.**

Hours of Operation:

Monday– Friday 8:30-am-4:30pm

RMS PARENT CENTER

Room 1.144

We look forward to your visit!

Kristina Fuller @ 770-338-4815 or

Kristina.Fuller@gcpsk12.org



Sabias que?

- ¡Puedes pedir prestados materiales de aprendizaje como videos, novelas, juegos de mesa educativos y más!
- Consiga asistencia con E-Class: controle lo que su estudiante está aprendiendo.
- Acceso al portal de padres: asistencia con la configuración y navegación

HORARIOS

Monday– Friday 8:30-am-4:30pm

CENTRO DE PADRES RMS

Room 1.144

Esperamos Su Visita!

Kristina.Fuller @ 770-338-4815 or

Kristina.Fuller@gcpsk12.org

Tips for Parents

Transitioning to Middle School



Tips for Parents Transitioning to Middle School

1. Stay informed by:
 - attending meetings;
 - reviewing the student handbook;
 - visiting the school's website;
 - visiting teachers' eClass pages;
 - using the Parent Portal.
2. Constantly monitor your child's progress;
3. If you have questions or concerns, call or email school staff;
4. Ensure your contact information is current. If it changes during the year, please let the school know ASAP.
5. Be sure to set rules and expectations at home regarding behavior, homework, and other responsibilities.
6. Have your child tell you about their day (i.e. classes, peers, even lunch 😊).
7. Remember, you are your child's BEST teacher and BEST advocate!
8. Be the BEST...EXPECT THE BEST.😊

**Are you interested in volunteering at Richards Middle School?
Contact Parent Coordinator, Kristina Fuller at 770-338-4815.**

The

A B Cs

of RMS

An alphabetical listing of important school information.

Attendance

Attendance at school is an important part of student success and achievement. A pattern of absences may put a student at risk of not achieving the Academic Knowledge and Skill (AKS) for his/her grade level and courses. Certain absences are considered to be excused according to state guidelines.

Excused absences include:

- Personal illness or attendance in school endangering a student's health or the health of others
- A serious illness or death in a student's immediate family necessitating absence from school
- 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
- Observing religious holidays, necessitating absence from school
- Conditions rendering attendance impossible or hazardous to student health or safety
- Serving as a page in the Georgia General Assembly
- A period not to exceed one day is allowed, at the discretion of the local unit of administration, for registering to vote or voting in a public election
- Visiting with a parent or legal guardian prior to or during leave from deployment to a combat zone or combat support posting as a member of the armed forces of the United States or the National Guard (maximum of five school days per year).

Please remember that if your student is absent from school, **you need to send a note to the school stating the reason for his/her absence.** Should the reason be one noted above, your child's absence will be marked excused. Make up work is given for excused absences.

It is important for parents to be aware of attendance requirements. In addition, our teachers and school leadership will communicate with you regularly on school attendance issues.

Thank you for your support of your student's academic achievement. Your child's regular attendance at school makes a difference!



Café

The RMS Nutrition Team works very hard to ensure that your student's meals are nutritious and prepared daily for the best possible quality. The Gwinnett County School Nutrition Program employs a nutritionist and chef who create the menus. They are very careful to consider dietary issues while providing a delicious meal.

If your student has any dietary issues (allergies, lactose intolerant, diabetes, etc.) please send a doctor's note to the school nurse and the café so we can mark the student's account accordingly.

How much does it cost to eat at school?

The primary goal of the School Food Services Program is to provide appetizing and well-balanced meals, which are basic to the good health of our students. Every effort will be made toward this goal.

- Students may apply money to their account during the breakfast or lunch period.
- When sending a check, please write your student's name AND ID number on the check.
- Online payments can be made at www.mypaymentsplus.com. (You will need to know your student's ID.)
- In the event your student does not have lunch money, his/her account will be charged and **should be paid back on the next school day.**
- Each student receives one free breakfast. Additional breakfasts can be purchased.

Breakfast - \$1.25

Lunch - \$2.50

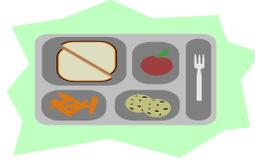
A second breakfast is \$1.50. Lunch prices are \$0.40 for reduced lunch and \$2.25 for full pay. A la carte items are \$0.40 and second entrees are \$2.25. Additionally, milk is \$0.40 and water is \$0.75. **Please be aware that prices are subject to changes.**

We run a weekly nutritional analysis to make sure we meet or exceed the USDA Guidelines. The nutritional information for each menu item is posted on the RMS Website along with a link to mealpayplus.com. At this site, parents can pay for lunch online and check their student's account.

Students are allowed a week of charges but are asked to call home to remind their parents to send money if charges exceed one week. We have applications for the Free and Reduced Lunch Program for those who qualify. If you have any questions or concerns, you may contact the Café at **770-338-4795**.

Reimbursable Lunches:

All lunches are planned using a Food-Based Menu Planning Approach and contain 5 food components- Fruits, Vegetables, Grains, Meat/Meat Alternate, and Milk. A **reimbursable meal** must contain 3 of the 5 components at a minimum and 5 of the 5 components at a maximum. A **reimbursable meal** must also contain at least one serving of the fruit or vegetable component. Students may take up to 2 servings from the fruit and vegetable component.



Clinic

We at Richards wish for your students a happy and healthy school year. Therefore, we would appreciate your cooperation with the following school clinic policies:

1. Clinic hours are **9:00 a.m. – 4:00 p.m.** Monday through Friday (excluding emergencies).
2. If your child is to be on any medication, whether short term or long term, WE MUST have the medication in the original container/prescription bottle, a note giving your permission, dosage, the reason your child is receiving the medication, and time medication is to be given. A “Medication Form” will be given to you to complete and return BEFORE the medication will be given. Please understand that medication will NOT be administered if it is not in the original container/prescription bottle. Your pharmacist will give you an extra-labeled prescription bottle upon request. **All prescription medicine must be delivered to and from the school by the parent. Students may not have medication-- prescription or over-the-counter--in their possession.**
3. County policy does not permit us to dispense aspirin, Tylenol, Advil, etc. Therefore, we do not keep these in the clinic for students. Parents may bring in the above-mentioned over-the-counter medicines for their children. A “Medication Form” must be completed and be on file in the clinic.
4. If it becomes necessary for your child to go home due to illness (fever of 100 or more, vomiting/diarrhea, pink eye) or serious injury, please come to the office as soon as you are called. We are here to help your children; however, we cannot make a diagnosis of your child’s illness or injury or provide treatment.
5. Please do not send your child to school sick, nor if he/she has had a fever or vomiting within 24 hours. Your child may still be contagious.
6. If your child has allergies (food, bee stings, etc.) please notify the clinic. It is important that this information be on file with the type of treatment your child needs.

Immunizations

Georgia State law requires that all students attending public and private schools have an adequate health certificate on file. Students entering sixth (6th) grade must have a current Georgia Certificate of Immunization Form #3231 in their file. Parents/Guardians may request a copy of their child’s immunization certificate from their current school to verify with the Health

Department or their physician if additional immunizations are needed. Parents/Guardians with questions regarding health certificates may **contact Patti Nelson, Registrar at Richards Middle School, at 770-995-7133, for more information.**

Communication

Please access our website, www.richardsmiddle.org, for critical dates, upcoming school events, information relative to student and parent resources, and many other helpful links.

The Parent Portal allows parents and guardians instant access to up-to-date attendance, grades, course history, test history, your child's schedule and discipline history.

To gain access to the Parent Portal, you must be the parent or legal guardian on file. You will need to complete the registration form that is available on the Richards Middle website. You must then bring the registration form along with a photo ID to our main office to confirm guardianship. Further information is available on our website. **Please contact Kristina Fuller in our Parent Center at 770-338-4815 if you have any additional questions.**

Our teachers also keep up-to-date eClass pages, which are accessible to students enrolled in their classes. This is another resource for monitoring assignments.

If you ever have any questions or technical problems, please do not hesitate to contact our front office for assistance.

Common methods for school/home communication

- o Agenda Books
 - o Biweekly Newsletters
 - o Conferences
 - o eClass
 - o Email
 - o Facebook/Twitter/Instagram
 - o Flyers
 - o Progress Reports
 - o Parent Portal
 - o Remind 101
 - o RMS Website/Calling system/Marquee
 - o Phone calls
- (Unfortunately, no weekly folders or weekly newsletters)

Counseling Program

The Richards Middle School Counseling Program supports the RMS Mission Statement of providing a safe and secure learning environment where each student can develop high levels of excellence in knowledge, skills, and behaviors for success in school and life. The mission is carried out by the counselors through a program that involves counseling, consulting and coordinating in the following three areas of student development: academic, career and personal/social. The individual **counseling** process considers the rights and well-being of the student. Counselors address adolescent concerns, academic concerns and needs specific to the student population served. In **group counseling**, counselors meet with students to work on shared goals and develop supportive relationships. Through **classroom guidance**, counselors deliver lessons with activities related to the personal/social, academic and career development of students. The middle school counselor also consults with parents, teachers and other professional educators. The middle school counselor's role as a coordinator involves managing various programs and other services that help students succeed. Services include providing information on family resources in the community, and developing programs such as peer mediation, peer tutors, and peer leaders.

Our 6th grade students are very fortunate to be supported by two full time counselors:

Rosemary Dixon – Rosemary.Dixon@gcpsk12.org

Michelle Gossard – Michelle.Gossard@gcpsk12.org



Kids and Peer Pressure

- ❖ Standing up to peer pressure is one of the greatest challenges that children face. Too often children are unable to stand up to the challenge and are led into participating in risky and sometimes illegal activities.
- ❖ Help your children deal with peer pressures by doing the following:
- ❖ Strengthen bonds with your children. They will be more likely to respect your views and values and better able to resist peer pressure if they have a good relationship with you and feel you are a source of support. This bond needs to be nurtured long before your children's teenage years.
- ❖ Promote your children's self-esteem. Children who are confident and have positive self-worth are more likely to pursue friendships with children who are good role models. Boost your children's self-esteem by involving them in activities that capitalize on their strengths and interests and praise them for things they do well.
- ❖ Set a good example. Your children are keen observers of what you do. If they see that you are constantly striving to keep up with others, they will likely do the same with their peers.

- ❖ Talk with your children about peer pressure. Let them know that you understand how hard it can be to do things that make them stand out. Help them understand that someone who is pressuring them to do something that may be harmful is not much of a friend.
- ❖ Avoid overreacting when talking about peer issues. You do not want to discourage your children from talking with you about important issues.
- ❖ Choose your battles tactfully. Make your stand on high-risk peer behavior. Battling your children constantly over minor issues may drive them toward peers who are similarly alienated from their parents.
- ❖ Help your children develop good decision-making skills. Encourage them to think through the possible consequences of a decision, including whether it may cause harm to themselves or others.
- ❖ Help your children develop responses to peers. Suggest responses that are short and simple and that they can say comfortably.
- ❖ Get to know your children's friends and create a network of parents. Spend some time with them and assess whether they are positive influences.
- ❖ Do not hesitate to set limits for your children. Your willingness to say no sets a good example and may help give your children the courage to say no when faced with a potentially harmful situation.



Dress Code

We believe there is a direct correlation between student dress and student behavior and achievement. Studies have shown that appropriately dressed students have better behavior and score higher on both standardized tests and regular classroom assignments.

Any form of dress, hairstyle, makeup, or jewelry that is considered distracting or disruptive to the learning environment will not be permitted. As styles change, so may the restrictions on what is appropriate for school. The following are specific areas that are addressed:

1. Clothing shall fit appropriately. Pants and shorts must be worn at the waist at all times and not be so large that the crotch sags or underwear of any type is showing. Belts must be worn with pants that do not fit in the waist. Girls' tops must be appropriate; they should not be too tight or too loose that cleavage is shown. Outer garments cannot be off the shoulders. Sleeveless shirts for females will be permitted, but no bras may show. No tank tops or spaghetti straps are allowed. Tank tops are tops that are scooped in the back

and front neckline. Boys cannot wear sleeveless shirts.

2. Shorts, skirts, and dresses may be worn if they are **no more than 5 inches above the knee.**
3. Students should be dressed in a symmetrical fashion. Students may not wear clothing or accessories in a manner that would distinguish a particular side of the body.
4. Students **MAY NOT** wear stretch, Lycra, spandex, leggings, or jeggings unless an appropriate length skirt or shorts are worn over them. **Bare midriff clothing should never be worn.**
5. Nylon tights, leotards, biker pants, cheerleading shorts, or underwear worn as an outer garment are strictly prohibited (except in P.E.).
6. Students **may not wear sagging pants**, even if gym shorts are worn underneath. Student underwear should be covered and unseen at all times.
7. Students may not wear clothes intended for sleeping; including pajamas, blankets, and/or house slippers.
8. Jeans cannot have holes above the skirt requirement, unless leggings are worn underneath.
9. **Clothing and jewelry shall be free of** inflammatory, suggestive, or other inappropriate messages, advertisement, or artwork. This includes offensive words and designs, violence (blood, death, and weapons), sex, hate groups, gangs, tobacco products, drugs, and alcohol.
10. Jewelry or accessories that may be used as weapons are not to be worn at school. This includes, but is not limited to, purse clutches and cell phone cases with brass knuckles attached, wallet chains, metal-pronged hair picks, jewelry such as spiked rings, spiked bracelets, spiked/talon/taper earrings, two or three finger rings that are joined, and bulky chains worn around the neck or waist. Sharp objects that could pose a danger, such as spikes or safety pins, are not allowed on exposed body parts, clothing, or book bags.
11. Clothing and jewelry that is associated with gang activity is not acceptable. This includes, but is not limited to sagging pants or shorts, pants cut off at the knee and worn with knee socks, extra-long belts hanging loosely, suspender(s) worn off the shoulders, bandanas and combat boots regardless of tread or color.
12. Hats, berets, bandanas, sweatbands, visors, sunglasses, scarves, or pacifiers are not to be worn or carried around by students. Boys are not permitted to wear headbands or other hair accessories.
13. Any student dress/appearance not specifically stated which the faculty or staff

deems distracting will not be permitted. It is essential that students respect the learning environment by being appropriately dressed for school. The purpose of the student dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of "dress" instilling dignity and pride. Students wearing clothing or accessories not described in these rules but which becomes distracting to the learning environment or identified as gang-attire will receive a written warning in advance of any disciplinary action.

14. The Principal or his/her designee for specific reasons may make exceptions to the RMS dress code.

15. Dress code expectations include field trip experiences.

The following articles of clothing and items are not to be worn at RMS: bare midriff clothing; fishnet clothing; visible underclothing; boxer shorts worn as exterior shorts; flannel pajama pants; bedroom slippers/shoes, see-through or backless clothing; trench coats; metal beads or chains; dog collars.

This dress code is merely a guide for what is considered appropriate school dress. **Any RMS staff member** has the authority and responsibility to determine appropriate or inappropriate appearance. If a student is in violation of our dress code, they will be given a school purchased shirt or sweat pants to wear for the remainder of the school day. The student's clothing will remain with school officials until the school clothing is returned clean. This will allow students to remain in class and receive instruction. Repeat dress code violators may receive an administrative consequence after two dress code violations.

Richards Middle School Dress Code Information



As you shop and prepare for the school year ahead, please be mindful of the following Dress Code specifics. Students are expected to dress in a manner that is Supportive of a Positive learning environment. Students shall not dress in a way as to **DISTRACT** from the learning environment. Below are some examples. Please review your student's agenda for all Dress Code Guidelines.

- No tank tops (boys or girls), tops that reveal midriff, or sheer clothing that makes underclothing visible are allowed at school.



- Shorts and skirts can be no shorter than 5 inches above the kneecap. Leggings must be covered in the back with a long top.



- Holes should not be visible higher than 5 inches above the knees.



- All pants should be worn at the waist. **Pants cannot "SAG"**. No underclothing (boxers or shorts) should be visible.



- No head accessories can be worn at school. This includes hats, headscarves, berets, toboggans, and bandanas. **No bandanas should be brought to school*



- No Ear buds, Headphones, or electronic devices should be visible at school.



Media Center

The primary purpose of the RMS Media Center is to support the learning experiences of students and the teaching efforts of staff members through resources and collaborative lessons.

Hours: For students, the hours are 8:55am-4:00pm. If the Media Specialist is at the front circulation desk, students may check out books as early as 8:30am.

Resources Available: Over 18,000 books to include fiction, nonfiction, biography, and reference are available. There are 32 computers for student use. Online media databases are also available. These databases provide reliable, relevant, and safe internet based sources of information. Passwords are available from the RMS Media Center for off-campus use.

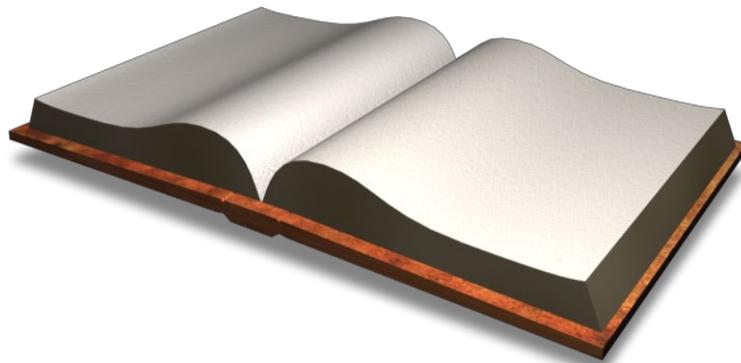
Borrowing Privileges: Students are allowed to checkout 2 items for a 4-week period.

Research: Students should not use Google, or any other general search engine to conduct research in the RMS Media Center. Instead, students **should use** the **GCPS Media Databases, Galileo, or WebPath Express**. To access these sites go to:

<http://www.richardsms.org/media/index.htm> .

The RMS Media Center provides the following services:

- Read Woke Reading Book Club
- Collaborative units and experiences for research training
- A full range of literature to meet the needs of the casual reader as well as the serious researcher
- A full service, closed-circuit television studio and a student video club that produces Richards' school news shows-club members also videotape basketball games and other special events
- A media center website linked to the school website



Richards Middle School No Visibility Policy



Technology devices should not be visible at Richards Middle School unless it is being used for instructional purposes in a classroom.

Repeated violations of this policy could result in administrator confiscation of the device requiring a parent or guardian to pick up the device from the Front Office along with possible disciplinary consequences.

J.E. Richards Middle School Acceptable Use Policy

We are pleased to announce that Internet and networked services are available to students and staff. Richards Middle School strongly believes in the educational value of such electronic services and recognizes their potential to support its curriculum and student learning in facilitating resource sharing, innovation, and communication. Richards Middle School will make every effort to protect students and teachers from any misuses or abuses as a result of experiences with an information service. Inappropriate and/or illegal interaction with the information service is strictly prohibited.

Please read this document carefully. Listed below are the provisions of this contract. Failure to abide by the terms of this policy will result in a loss of network privileges for the remainder of the school year. Students may also be subject to further disciplinary action as a result of misuse.

1. **Personal Responsibility.** As a representative of this school, I will accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse may come in many forms, but it is commonly viewed as any message sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below.

2. **Acceptable Use.** The use of the electronic information service must be in support of educational research and in accordance with the educational goals and objectives of Richards Middle School. I am personally responsible for this provision at all times when using an electronic information service. Any usage should comply with local, state, and federal laws governing transmission of information and copyrights.

3. **Privileges.** The use of the information system is a privilege, not a right, and inappropriate use will result in a loss of those privileges. The system administrator will decide what is appropriate use, and his/her decision is final. The system administrator or staff of Richards Middle School may revoke or suspend usage privileges any time it is deemed necessary or appropriate.

4. **Network Etiquette and Privacy.** I am expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- A. **Be polite.** Never send or encourage others to send abusive messages.
- B. **Use appropriate language.** Remember that I am a representative of my school. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- C. **Privacy.** I will not reveal any personal information, home address or personal phone number, or those of other students or colleagues.
- D. **Electronic mail.** I will not have access to an individual e-mail account at Richards Middle School unless such an account is required by instructional objectives. Student e-mail use for legitimate educational purposes will be subject to monitoring and review, including review of text and attachments that are related to that student or students. At NO TIME should a student consider GCPS e-mail private or confidential in any way.
- E. **Disruptions.** I will not use the network in any way that would disrupt its use by others.
- F. **Alterations.** Students will not make changes to the hardware or software configuration of any machine, including installing or deleting any software.

5. **Services.** Richards Middle School specifically denies any responsibility for the accuracy of information obtained through electronic resources.

6. **Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy any available hardware or data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses, and/or removing or disfiguring keyboards, mice or monitors or power and network cabling. Any vandalism will result in the loss of computer services, disciplinary action, and/or legal referral.

7. **Unauthorized software and personal disks.** Personal disks that contain games or other programs are not allowed to be used at any workstation at Richards Middle School. Disks containing student work that are brought from home must be approved by a member of the technology support staff prior to use.

8. **Instant Messages/Private Messages.** Students at Richards Middle School do not have access to instant or private messaging.

Kids and Technology

Teens and Technology

Media and digital devices are an integral part of our world today. The benefits of these devices, if used moderately and appropriately, can be great. However, research has shown that face-to-face time with family, friends, and teachers, plays a pivotal and even more important role in promoting children's learning and healthy development. Keep the face-to-face up front, and do not let it get lost behind a stream of media and tech. Here are some great tips for keeping your children safe on the internet.

Talk to your child

Parents and caregivers often ask children where they are going and who they are going with when they leave the house. You should ask these same questions when your child goes on the Internet. Because children are reluctant to disclose victimization for fear of having their Internet and cellular phone privileges revoked; develop solutions to prevent or address victimization that do not punish the child.

Develop rules

Together with your child, develop rules about acceptable and safe behaviors for all electronic media. Make plans for what they should do if they become a victim of electronic aggression or know someone who is being victimized. The rules should focus on ways to maximize the benefits of technology and decrease its risks.

Explore the Internet

Visit the websites your child frequents, and assess the pros and cons. Remember, most websites and on-line activities are beneficial. They help young people learn new information, interact with others, and connect with people who have similar interests.

Talk with other parents and caregivers

Talk to other parents and caregivers about how they have discussed technology use with their children. Ask about the rules they have developed and how they stay informed about their child's technology use.

Connect with the school

Parents and caregivers are encouraged to work with their child's school and school district to develop a class for parents and caregivers that educates them about school policies on electronic aggression, recent incidents in the community involving electronic aggression, and resources available to parents and caregivers who have concerns. Work with the school and other partners to develop a collaborative approach to preventing electronic aggression.

Educate yourself

Stay informed about the new devices and websites your child is using. Technology changes rapidly, and many developers offer information to keep people aware of advances. Continually talk with your child about "where they are going" and explore the technology yourself. Technology is not going away, and forbidding young people to access electronic media may not be a good long-term solution. Together, parents and children can come up with ways to maximize the benefits of technology and decrease its risks.

Transportation

Most students attending Richard Middle School take the school bus. However, we have students that walk to/from school, and a number of students that are car riders. Car riders do not ride the school bus and are picked up by their parent/guardian or adult designee (including day care busses and/or Boys and Girls Club busses).

Bus Passes:

- Each student is required to ride the bus that is assigned to his/her route number.
- A written note is necessary if a student should need to ride a different bus.
- This change must be approved by the grade level clerk and is only considered if there are extenuating circumstances.
- The Gwinnett County Department of Transportation has stated that there will be NO “Buddy Passes” (students riding home with friends) written due to safety reasons and possible bus overcrowding.

Alternate Bus Pass Form:

The parent/guardian completes an Alternate Bus Pass form when a student needs to be picked up before school or dropped off after school at a location other than their home address for an extended period. Example: Day Care Centers, Girls & Boys Club, etc.

See page 49 of this booklet for a list of GCPs School Bus Rules, or visit www.gwinnett.k12.ga.us.



FREQUENTLY ASKED STUDENT QUESTIONS:

What time should I arrive to school?

School starts at 9:20am. Students arriving before school for tutoring, to use the media center, or for detention must have their agenda book signed by the assigning teacher or possess an appropriate pass. Students arriving before school doors are unlocked will be unsupervised and not the responsibility of the school. Therefore, parents are encouraged to drop students off closer to starting time to ensure appropriate supervision.

If students are not in homeroom by 9:20 A.M., they will be considered tardy. Students who are tardy MUST check-in in the front office. If a student has four unexcused tardies to school during a nine-week period, they may be assigned an administrative consequence.

What time do we leave?

Students should be picked up at the end of the day by **4:00 P.M.** unless they are involved in a school-sponsored activity. **Students involved in activities later than 4:15 must be picked up within 30 minutes of the end of that activity.**

Individual students who have emergencies necessitating their absence from school for a portion of the school day must have been present for the majority of the school day in order to be included in the average daily attendance count. **Students must be counted present for the day in order to participate in after school activities such as basketball. When there is cause necessitating an individual student to be released from school, the student may only be released to his parent(s) or to a person authorized by the parent/guardian and properly identified to school personnel. During registration, parents will receive forms to designate individuals who are permitted to check out their child.**

Walkers will be dismissed at **3:55 pm** and should be off the school grounds by 4:10 pm. Once buses start moving, walkers remaining on campus must wait until the END of bus call to leave. Students will be called for dismissal by bus number. During this time, students must be seated and quiet to ensure that each person hears the dismissal announcements. If students miss their bus, they should go to the main office to contact their parents. Students should never walk home without school knowledge and parent permission. Students remaining at school for activities, including after-school detention, should remain in the classrooms until after the last bus has been called.

Students riding a bus are expected to ride their designated bus to and from their designated bus stop and may not walk without written permission. **Requests to ride another bus will be approved for childcare and emergencies only.** A signed note with telephone number must be provided **at the beginning of the school day to the administrator's clerk.** **If the request cannot be verified, it will be denied.**

How do I get checked out early?

If a student needs to leave during the school day for any reason, a parent must sign the student out through the office and furnish proper I.D. to the receptionist. **Anyone other than a parent wishing to check out a child must have a note from the parent authorizing the early checkout and be listed on the form provided during registration.** Students missing more than half the school day are considered absent for that day and are ineligible to participate in school-sponsored activities for that day. **No Check-Outs after 3:30** without an Administrator's approval.

Who can pick me up from school?

Students who are picked up by parents, relatives, or friends on a regular basis must have a note designating this on file with the school. Any changes in who will pick up a student must be stated in an advance note to the school. All notes are verified and must have a telephone number included on the note. **Car riders must be picked up in the area designated by the school. If it is necessary for the student to be picked up in another area, the adult picking the student up must come to the car rider area at the front entrance and escort the student to their car. Students will not be allowed to cross the bus lane or road to meet parents.**

Do I have to bring an excuse note?

Parents or guardians are encouraged to call the school on the day of the student absence to indicate the reason for the absence. **Parents or guardians should also send a signed, written note when the student returns to school explaining the reason for the absence, the date(s) of the absence(s), and a daytime phone number.** If the student fails to bring a note, the absence will be regarded as unexcused until such time as the parent provides a written explanation for the absence.

Can my parents visit me at school?

Parent involvement in our school is welcomed. When visiting Richards, please report directly to the front office, indicate the nature of your business, and sign in. We will provide you with a visitor's badge to wear while in our school. We thank you for strictly adhering to these Gwinnett County Public School Visitor Procedures. The safety of our students are our first priority. Parents are welcome to observe and visit their child's class. **Please contact the teacher at least 24 hours in advance to prearrange a time and date.** Lunch visitors should sit at the designated table with their child. Parents are encouraged to limit their interactions and conversations primarily to their child while in the cafeteria.

May I bring my personal items to school?

It is requested that large sums of money, expensive jewelry and expensive articles of clothing not be brought to school. Items such as Kindles, Nooks, iPads, etc., are permitted for instructional purposes only and at the discretion of the teacher. **The following items should never be brought to school by a student: DVDs or CDs, cameras, baseball cards, games, skates, skateboards, scooters, basketballs, footballs, soccer balls, or baseballs, etc.** Earphones/earbuds are allowed at the teacher or bus driver's discretion and otherwise should not be visible at any time while on school grounds. In addition, students may not bring items to school for sale/resale (candy, electronics, etc.) The Gwinnett County Board of Education permits students to possess electronic communication devices on a limited basis. RMS is not responsible for any personal items brought to school without permission. Students are permitted to bring clear water bottles to school. However, colored, carbonated, and/or sugary drinks such as Gatorade, Kook-Aid, sodas, coffee, Frappuccino, etc. are not permitted.

Should one of these items be lost or stolen the school cannot be responsible for replacing it and will only investigate such situations on a limited case by case basis. Our first and foremost priority is preserving the learning environment for all students.

May I bring my cell phone to school?

Yes, but cell phones must be turned off while on school grounds -- this applies to instructional and non-instructional times such as class change, restroom breaks, etc.; unless specified by the teacher. Please note that simply turning a phone to silent does not comply with this guideline. Cell phones are not to be used on the bus ride to or from school unless approved by the Transportation Department. Cell phones and/or Bluetooth devices are not to be visible while on

school grounds. Recording or taking pictures of students and/or teachers/staff is **never** permitted. Students are not allowed to charge their cell phones at school.

Should one of these items be lost or stolen the school cannot be responsible for replacing it and will only investigate such situations on a limited case by case basis. Our first and foremost priority is preserving the learning environment for all students.

What if I lose my Agenda Book?

Each student is provided an assignment calendar for the school year. Please use it to record assignments, special projects, and important dates. It also contains information about clubs, school procedures, discipline plan, dress code, acceptable use policy, etc. An alternative version of the Agenda Book will be provided if the original copy is lost. Additional books may be purchased for \$5.

Do I have to dress out for P.E.?

All students will be required to participate in physical activities during their P.E. classes, which will necessitate their wearing clothing suitable for exercise. Students are not required to buy a specific uniform. All students will be required to change their clothing, "to dress out," in order to participate.

What if I have to call home?

The primary use of the school telephone is communication between parents and school personnel. It is not for student use except in case of emergency. If a student needs to make an emergency phone call, they must receive a signed pass from their teacher and use the phone in their designated grade level office.

How should I handle my concerns with other students?

Students with concerns should obtain Student Incident Report forms from their teachers or grade level clerks. Teachers will handle those forms individually. They may be handled on the team, referred to the counselor, or to the administrator.

MAKING THE GRADE

Do I really have to do my homework?

Students should turn in all assignments when they are due. Homework should be neat and complete. When students are absent, it is their responsibility to make up all assignments when they return. Any time a student is absent from school, we will provide assignments, handouts, and books at parent's request; however, teachers need 24-hours advance notice to have time to gather all materials and send them to the front office.

Gwinnett County Public Schools Grading Scale

| | |
|----------|---------------------------------------|
| A | 90-100 (excellent progress) |
| B | 80-89 (above average progress) |
| C | 74-79 (average progress) |
| D | 70-73 (below average progress) |
| U | 0-69 (unsatisfactory progress) |

Conduct & Effort

| |
|-----------------------------|
| E = Excellent |
| S = Satisfactory |
| N = Needs to Improve |
| U = Unsatisfactory |

All students are given adequate time to make up work - two days for each day absent. (Except in extenuating circumstances or by special request.)

Can my parents check my progress?

The GCPS Parent Portal is an on-line tool that displays student's academic averages and progress details, as well as attendance and discipline records. The Parent Portal is an invaluable communication resource through which parents can stay current on their child's progress in school. Parents can sign up for an account at the front office; a picture ID is required. The Parent Portal can be accessed at www.go2.gwinnett.k12.ga.us.

What if I forgot to write down my homework assignments?

You can visit www.myeclassgcps.com to receive your homework assignments each night along with information about upcoming assignments. However, you should practice writing down your assignments in your agenda each day in class.

How can my parents arrange a meeting with my teachers?

Parents may make appointments for conferences with teachers by calling the school at **770-995-7133**, or emailing the teachers directly. Parents are encouraged to maintain regular contact with their child's teachers.

How can my parents to speak with my counselor(s) or assistant principal?

Parents can contact counselors or assistant principals by calling the school at 770-995-7133, or emailing those individuals directly.

If I need extra help in a subject, what should I do?

All teachers are available for morning tutoring and extra help. School wide, tutoring is available every Wednesday morning, beginning at **8:15am**. Speak with your teachers about any other days they may be available for tutoring.

What if I have a bus concern or issue?

Have your parents speak to the bus driver, or contact the school at **770-995-7133**.

Who should my parents contact regarding the school's special education program?

Parents may contact Special Education Assistant Principal, Venita Ogletree, @ **770-995-7133** or Venita.Ogletree@gcpsk12.org.

What do I do if my parents want me to take accelerated math?

Have your parents contact your math teacher regarding eligibility criteria. Additionally, parents may contact Assistant Principal, Jane Dave @ **770-995-7133** or Jane.Davis@gcpsk12.org.

What if my parents want me in the gifted program?

Have your parents contact your teacher regarding eligibility criteria. Additionally, parents may contact Assistant Principal, Jane Dave @ **770-995-7133** or Jane.Davis@gcpsk12.org.

Who should my parents contact about changing by Connections schedule?

Parents may contact Connections Assistant Principal, Felisha Caldwell @ **770-995-7133** or Felisha.Caldwell@gcpsk12.org.



STUDENT CONDUCT BEHAVIOR CODE



RULE 1 - DISRUPTION AND INTERFERENCE WITH SCHOOL

No student shall cause or attempt to cause (either directly or indirectly) a disruption or interference with school by any means including but not limited to any of the following behaviors:

RULE 2 - DAMAGE, DESTRUCTION OR MISUSE OF SCHOOL PROPERTY OR EQUIPMENT

A student shall not cause or attempt to cause damage to school property or alter/misuse school technology or any other equipment, including accessing unauthorized areas on the computer. A student shall not steal or attempt to steal school property. A student shall not access/alter school/teacher records. A student shall not possess, sell, use, buy or transmit stolen school property or attempt to possess, sell, use, buy or transmit stolen school property.

RULE 3 - DAMAGE, DESTRUCTION OR MISUSE OF PRIVATE PROPERTY

A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property. A student shall not possess, sell, use, buy or transmit stolen private property on school grounds. Further, off school grounds, a student shall not cause or attempt to cause damage to private property belonging to a school employee where such theft or damage is because of that school employee's performance of his/her official duties. A student shall not sell or buy or attempt to sell or buy personal property on school grounds.

RULE 4 - ABUSE, THREATS, INTIMIDATION, ASSAULT OR BATTERY ON A SCHOOL EMPLOYEE

SECTION A Regardless of intent, a student shall not:

Make oral or written communication, create a document, or make a symbolic gesture or contact of a threatening, undermining, or provoking nature to or about a school employee or in the presence of a school employee. This includes, but is not limited to, disrespectful conduct, insult, use of profanity, ethnic, racial, sexual, disability, or religious slur, or harassment and includes the development of a "hit list", "people to kill", "people to shoot", or a statement about bringing a weapon to school and injuring people.

RULE 5 - ABUSE, THREATS, INTIMIDATION, ASSAULT OR BATTERY BY A STUDENT ON ANOTHER STUDENT OR TO ANY OTHER PERSON NOT EMPLOYED BY THE SCHOOL

SECTION A Regardless of intent, a student shall not:

Make oral or written communication, create a document, or make a symbolic gesture or contact of a threatening, distracting, or provoking nature to or about a person/student or in the presence of a person/student. This includes, but is not limited to, bullying, disrespectful conduct, insult, use of profanity;

ethnic, racial, sexual, disability, or religious slur; or harassment and includes the development of a "hit list", "people to kill", "people to shoot", or a statement about bringing a weapon to school and injuring people.

Bullying is any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so or any intentional display of force such as would give the victim reason to fear or expect immediate bodily injury or harm. (O.C.G.A. 20-2-751.4) Upon a finding that a student has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school. (O.C.G.A. 20-2-751.4)

SECTION B A student shall not:

Cause or attempt to cause physical injury or behave in such a way as could reasonably cause bodily injury to any student/person. A student shall not engage in any behavior that threatens the safety or well-being of another person or has the likelihood of provoking a fight.

RULE 6 - WEAPONS, DANGEROUS INSTRUMENTS AND EXPLOSIVE, OR IMPLOSIVE DEVICES

A student shall not solicit to buy or sell, or buy or sell or possess, handle, transmit, threaten with or discharge/use, any object that can reasonably be considered or converted to and/or used as a weapon such as, but not limited to knives; guns; pellet guns; brass knuckles; fireworks; lighters, tear gas, mace, explosives, pepper spray; bats (other than for athletics); clubs, sticks or other instruments of a bludgeoning type; Chinese stars; razors; projectiles and the like.

RULE 7 - DRUGS, ALCOHOL AND TOBACCO

Section A

A student shall not be involved in any substance, drug, alcohol or tobacco transaction, including, without limitation to buy, possess, sell, use, transmit, solicit; attempt to buy, possess, sell, use, or transmit; or be under the influence of any narcotic drug, depressant or stimulant drug including without limitation caffeine pills, hallucinogenic drug, anabolic steroid, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage, or intoxicant of any kind. A student shall not possess, sell, buy or transmit, or attempt to sell, buy or transmit any substance under the pretense that it is, in fact, a prohibited substance as described in this rule. The misuse or unauthorized possession of a prescription drug or nonprescription drug shall be considered a violation of this rule; however, this rule shall not apply to proper possession and/or use of a drug as authorized by a medical prescription from a registered physician.

Self-administration of asthma medication and prescription auto-injectable epinephrine is permitted with written parental approval and required documentation to the principal or his or her designee. See administrator for completion of proper county form/procedures.

SECTION B

A student shall not possess, sell, use, transmit, buy or solicit any drug-related paraphernalia, which includes, but is not limited to pipes, water pipes, clips, rolling papers, or any other items related to drug use or depicting drugs or drug use except where such items are related to approved curriculum.

SECTION C

A student shall not possess, sell, use, transmit, buy or solicit tobacco products, or tobacco paraphernalia such as, but not limited to matches, lighters, pipes, rolling papers and the like.

RULE 8 - DISREGARD OF DIRECTIONS OR COMMANDS

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, administrators, school bus drivers, or other authorized school personnel.

RULE 9 - SEXUAL MISCONDUCT/INDECENCY

A student shall not engage in any act of sexual harassment of a physical nature or verbal nature. A student shall not perform any act of indecent exposure, lewd exposure, gesture or lewd caress or indecent fondling/touching of the student's own body or the body of another person, or any act of sexual intercourse. A student shall not allow another student/person to commit a lewd or indecent act to the body of oneself. A student shall not use any inappropriate gestures that mimic or imply sexual acts or engage in any acts of "streaking" or "mooning" as those terms are commonly understood. Such acts will not be regarded lightly or considered pranks.

A student shall not possess, view, copy, sell, buy or transmit printed or non-printed pornographic materials including any non-curricular sexually explicit printed or non-printed materials; or a student shall not possess, view, copy, sell, buy or transmit printed or non-printed pornographic materials including but not limited to non-curricular materials depicting the human male or female genitals or buttocks with less than a fully opaque covering or any portion of the female breast with less than a fully opaque covering.

RULE 10 - UNEXCUSED ABSENCES

A student shall not be absent from school or from any class or other required school function during required school hours except for illness or other providential cause, except with written permission of the teacher, principal, or other duly authorized school official. A student may not leave school grounds prior to the end of the school day, after his/her initial arrival on campus, without the permission of a duly authorized school official.

RULE 11 - OTHER CONDUCT WHICH IS SUBVERSIVE TO GOOD ORDER

A student shall not perform any other act which is subversive to good order and discipline in the schools. This includes, but is not limited to, violation of local school rules; violation of state and federal law; involvement in criminal gang-related behavior and/or criminal gang conduct as defined and prohibited by O.C.G.A. 16-15-3 and 16-15-4; providing false information to school personnel; unauthorized possession or inappropriate use of laser pointers, and electronic communications devices (including tape recorders, radios, CD Players, MP3 players, video games, and televisions); loitering or trespassing, providing false information to or about school personnel, or community misconduct that would be so serious as to pose a threat to the school community.

A student shall not hold oneself out as a member of a criminal street gang identified by the Gwinnett County Gang Taskforce by one's mode of dress, means and method of communication including the use of hand signs, or the possession or publication of gang writings/symbols.

RULE 12 - REPEATED VIOLATIONS/MISBEHAVIOR/CHRONIC DISCIPLINARY PROBLEM STUDENTS

Students who chronically disrupt or repeatedly violate other school rules may be charged with repeated violations of school rules or misbehavior. This rule applies after remediation attempts, including the development and implementation of a student disciplinary and behavioral correction plan.

RULE 13 - SCHOOL BUS INFRACTIONS

No student shall cause or attempt to cause (either directly or indirectly) a disruption or interference with a school bus by any means including but not limited to any of the following behaviors:

Note: All other GCPS rules still apply while on a school bus or at the bus stop.

Safety is the first priority while transporting students to and from school. While on a school bus, the bus driver/manager is the school official who has supervisory responsibility of students. Drivers must be able to concentrate on their driving at all times. A momentary distraction from their concentration can lead to a serious accident resulting in injury or death. The safety and well-being of each student depend on everyone following the standards of conduct outlined in this Code. That safety is why certain infractions have a different level of consequences or are singled out as school bus infraction.

SCHOOL BUS RULES

Students will annually receive instruction in safe bus riding procedures. Bus managers will read bus rules to students starting the first day of school and will repeat monthly to enhance the safety of the children being transported. When bus managers talk about the bus rules, they should offer practical examples to help them be more consistent. We encourage all parents to review these rules with their children and help instill in their children the importance of safe and appropriate bus behavior.

1. Students will follow directions of the bus manager/driver.
2. Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 12 feet from where the bus stops.
3. Students will wait in an orderly line and avoid playing.
4. Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
5. Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up object.
6. Students will go directly to assigned seat when entering the bus. Keep the aisles and exits clear.
7. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
8. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
9. Students will not carry animals, glass objects, nuisance items, hazardous materials, skateboards, or weapons onto the bus. Students may carry only objects that can be held in their laps.
10. Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.
11. Students will not extend head, arms, or objects out of the bus windows.
12. Students will be totally silent at railroad crossings.
13. Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
14. Students are expected to ride the bus to which they have been assigned and get off at their assigned bus stop. Only in the event of an emergency, as determined by the principal or their representative, will a student be allowed to ride a different bus. Notification of this emergency must be sent to the school in a written note signed by the parent/guardian. The school administrator may provide a bus pass granting permission.
15. Students will keep their bus clean and in good, safe condition.
16. Students are allowed to "Bring Your Own Device" (BYOD), but shall be prohibited from using such device during the operation of the school bus in a manner that interferes with the communication equipment or the bus manager's/driver's operation of the school bus. The bus manager/driver may allow wearing of headphones with an audio system on a case-by-case basis as long as it is in accord with the local school rules.
17. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.