

# **FREEDOM MIDDLE SCHOOL**

## **Student/Family Handbook**

**2019-2020**



Sheila Grimes, Principal

Lawrence Gluckson, Assistant Principal

Dana Townsend, Assistant Principal

## A MESSAGE FROM THE PRINCIPAL

Welcome to the 2019-20 School Year! This year we will continue the traditions of excellence that are crucial to the success of our school as well as identify new initiatives that will provide our students the very best opportunities to fulfill **our mission** to create an environment that promotes a culture of growth, character, and knowledge. We value our partnerships with families, students, and the community and look forward to working together for the benefit of each child at Freedom Middle School. Students who are dedicated to following school rules experience middle school years which are filled with success and confidence. Following is information intended to support families as we progress through the year. The expectation is that each student will abide by the rules and policies set forth by Cherokee County School District and Freedom Middle School. Our staff appreciates your support as we work collaboratively for a productive and safe school-year, and we look forward to embracing what the future holds for our school.

*Sheila Grimes*

Parents/Guardians and students are responsible for reading the 2019-20 Freedom Middle School Student/Parent Handbook. The handbook can be found online at <http://cherokeek12.net/freedomms/>. A hard copy is available upon request. Please contact your student's homeroom teacher should you require a hard copy.

Please sign and return the last page of this handbook with first day packet information. A copy of the coupon is included in first day packet information. Once all required forms are completed, student lockers will be assigned.

### Freedom Middle School Beliefs

- All students have the right to learn; all students can learn; all students can take ownership for their learning.
- High expectations for academic achievement and student behavior result in high levels of student performance.
- Instructional decisions are guided by what is best for the child as well as student achievement.
- Sustained professional development and collaboration are key to building successful learning communities.
- Positive, professional communication is essential to building student, staff, and community partnerships.
- The school models the principles of democracy to foster successful citizenship.
- A safe and orderly school environment supports student achievement.

### FREEDOM MIDDLE SCHOOL EXPECTATIONS

1. ALL POLICIES AND DISCIPLINE PROCEDURES OUTLINED IN THE 2019-2020 CCSD STUDENT/PARENT HANDBOOK AND THE 2019-2020 CCSD DISCIPLINE CODE WILL BE FOLLOWED. It is the responsibility of each student and parent to read both books and complete the signature coupons included in the Gateway Registration, the online registration format adopted by CCSD. POLICIES MAY BE CHANGED AND/OR ADDED BASED ON DECISIONS MADE BY THE CHEROKEE COUNTY BOARD OF EDUCATION.
2. For safety reasons, students must have a hall pass to move around the building during the school day.
3. Students are expected to be respectful to students, staff, and visitors at all times.
4. Students are expected to walk throughout the building. Running is not allowed at any time.
5. Attendance is expected to be a priority at all times.
6. Each student is expected to be in school on time and prepared to learn.
7. Students may enter the building at 8:15 a.m. Sixth and seventh grade students report to the gymnasium. Eighth grade students report to the cafeteria.
8. For safety reasons, silence must be maintained during fire drills, severe weather drills, and other emergency situations. Cell phones are not allowed.
9. It is the responsibility of students and parents to make sure students have a ride home after any school activity (on campus and off campus). If students are continually picked-up late, they may forfeit their privilege to participate in future after-school activities.

## ACCIDENT INSURANCE

School Accident Insurance is offered through the School District to students. Several insurance plans are available to provide protection against medical expenses resulting from accidental injury to your child. Information regarding student accident insurance can be found in the Back to School Gateway.

## ARRIVAL, DISMISSAL, AND TARDIES

Students may enter the building at 8:15 a.m. and report immediately to the cafeteria or gym. Students cannot be left outside, unattended before the doors open at 8:15 a.m.

As a safety note, the left lane is for exiting campus, not dismissing students from cars. Safety concerns also keep us from allowing students to be dropped off in the parking lots. Student are not allowed to cross from the parking lot either in the morning or the afternoon. We appreciate you waiting in the carpool line.

Staff members are assigned car duty to help the flow of traffic each morning and afternoon. Please be mindful they will be giving directions for you to pull forward in order to accommodate a maximum number of cars at a time.

Students report to homeroom at 8:50. Any student arriving after 9:00 must check in at the office to receive a tardy slip. Please note the attendance and tardy policies outlined below. Unexcused tardies to school may result in detention, Saturday School, and/or an administrative referral.

Students may not leave campus once they arrive unless checked-out by an adult in the student's contact file.

Instruction ends at 4:00 each day. Car riders must leave the campus immediately upon dismissal. For safety reasons, students are not allowed to cross to parking lots. Students must go to cars quickly in order to keep the car rider line operating efficiently. Students who continuously delay may be subject to discipline.

## ATTENDANCE

There is a direct correlation between academic performance and student attendance. Chronic tardiness, early checkouts from school and truancy are not acceptable behaviors. Upon returning to school after being absent, students must bring a note from home explaining the absence. Notes must be received within 5 days of the absence or the absence will remain unexcused. Students must attend at least one-half of the academic day to be counted present. Students checking in before 12:30 will be considered present.

**It is vitally important that parents make every effort to have their children attend school and avoid all absences that are not absolutely necessary.** We appreciate your diligence to insure your child is in school each and every day.

### FMS Attendance Policy

Absences	Action
2 consecutive days	<ul style="list-style-type: none"><li>Teacher contact with parent/guardian</li></ul>
3 days absence	<ul style="list-style-type: none"><li>Counselor contact with parent/guardian</li></ul>
5 <sup>th</sup> unexcused absence	<ul style="list-style-type: none"><li>Attendance letter sent home</li><li>Parent meeting</li></ul>
7 <sup>th</sup> unexcused absence	<ul style="list-style-type: none"><li>Doctor's note required for additional absences</li><li>A social work referral initiated</li></ul>
10 <sup>th</sup> unexcused absence	<ul style="list-style-type: none"><li>Attendance letter sent home</li><li>Saturday School assigned with administrative contact</li></ul>

**FMS Tardy Policy**

<b>Tardies</b>	<b>Action</b>
3 <sup>rd</sup> unexcused	<ul style="list-style-type: none"><li>• Teacher contact with parent</li></ul>
5 <sup>th</sup> unexcused	<ul style="list-style-type: none"><li>• Silent lunch assigned</li><li>• Tardy letter sent home</li></ul>
7 <sup>th</sup> unexcused	<ul style="list-style-type: none"><li>• Detention assigned</li><li>• Counselor contact with parent/guardian</li></ul>
10 <sup>th</sup> unexcused	<ul style="list-style-type: none"><li>• Saturday School assigned</li><li>• Administrative contact</li></ul>
12 <sup>th</sup> + unexcused	<ul style="list-style-type: none"><li>• Administrative referral</li><li>• Administrative contact</li></ul>

**AGENDAS**

Agendas are no longer required at FMS. Students are welcome to purchase and maintain individual agendas as individual needs dictate. Teachers may work with students and families to determine an appropriate organizational system should that become necessary.

**ATTENDANCE INCENTIVES**

The following incentives will apply each quarter. All students with no absences and no tardies or early check-outs may select one of the following:

- Free seating pass for lunch
- Free ultimate pass
- Courtyard lunch

Students who qualify for the Cherokee County School District Platinum Attendance Award will be eligible for a drawing for a \$50 gift card at the end of the year.

**BEHAVIOR AND DISCIPLINE**

It is our intent that every student be treated with respect and dignity. The faculty and staff at Freedom see discipline as a learning process, not as a punishment. Ultimately, students must be responsible for their own behavior, and we are committed to working with families to help shape student behavior that is respectful and safe and promotes positive relationships.

In order to maintain a safe, orderly, secure environment and to ensure an atmosphere that promotes student learning and academic achievement, FMS incorporates a school-wide discipline plan into the day to day operations. The discipline plan system begins anew each nine-week grading period. A Canvas Learning Management System course will be used at each grade level to document behavior infractions.

Teachers will follow the point system in Canvas for minor behavior infractions as a student management tool. Major infractions will require an administrative referral in place of documentation in Canvas.

We believe our partnership as educators and families will give our students the opportunity to develop behavior habits that are respectful and safe and promote positive relationships as well as build good habits for a lifetime. If you would like to schedule a conference to discuss your child's behavior, you are welcome to contact the front office to schedule a time to meet.

Students who have been assigned Out of School discipline are not permitted to attend any Cherokee County School District or Freedom Middle School sponsored event during the duration of the out of school suspension.

**BOOK BAGS AND SUPPLIES**

Students are permitted to bring bags to school but not to class. Book bags must fit into the student's locker. Individual teams will notify students if any special supplies are required.

## **BRING YOUR LEARNING DEVICE**

Appendix L (page 58-9) of the Cherokee County School District 2018-19 Discipline Code outlines the Cherokee County School District Bring Your Learning Device (BYLD) Initiative, and Freedom students and families are expected to abide by all information and requirements set forth for technology use. Discipline will be initiated based on infractions to the discipline code.

## **BUS INFORMATION AND BUS CONDUCT**

Appropriate behavior is expected on the bus. Maintaining proper conduct on the school bus is vital to the safety of all persons riding the bus. Inappropriate behavior is subject to an administrative discipline referral and possible suspension of bus privileges. Please refer to the Cherokee County School District 2019-20 Student/Parent Handbook for additional information. You may also visit the CCSD website, <https://www.cherokee.k12.ga.us/>, for information to access bus routes.

## **CAFETERIA**

Every effort is taken to make our cafeteria lunches tasty and nutritious. We encourage all students to eat in the cafeteria on a daily basis. Ice cream may be purchased separately during the lunch period.

Gateway Registration will contain information from our district school nutrition office regarding free & reduced meal application, online payment, and student meal charges.

### **Guidelines for Students Bringing Lunch To School**

- Food purchased from outside restaurants and remaining in original packaging (ie. bags and wrappers) is not permitted in the cafeteria.
- Food brought from home must be prepared at home. Food will not be refrigerated, heated, or prepared by staff.
- Student use of kitchen equipment is not permitted.

**MEAL PAYMENT** – Meals may be paid using cash, the online payment system, or personal check. (If your check is returned, applicable collection service charges and processing fees, as permitted by state law, will be debited from the same account). Please make every effort to keep student meal accounts updated. CCSD offers an online payment system for students. Parents must set up an account. Go to <https://www.k12paymentcenter.com/> to enroll your student in the new online payment program. There is a 4.75% convenience fee per transaction.

**MEAL CHARGE DONATIONS** - If you are interested in donating funds to pay for unpaid meal charges, please complete the Meal Donation Tracking form and return the form and monetary donation to the address listed on the bottom of the form. Go to [www.cherokee.k12.net](http://www.cherokee.k12.net). In the Parents and Community area, select Forms. Scroll down to School Nutrition. Click on the Donation Tracking Form

**MEAL CHARGES** – The following information regarding student charges is also included in the first day information packet from the CCSD Office of School Nutrition.

**Middle School Students** – The procedure for middle school students without adequate funds to purchase school meals allows them to charge one (1) day of meals. If students use <https://www.k12paymentcenter.com/>, they need to notify the cashier who will allow the student to charge the meal. Students who have charged one day of meals will be offered a substitute meal. The cost of a substitute meal is 75 cents and consists of a cheese sandwich, juice or milk and one serving of fruit or vegetable.

Students who owe for charges are not allowed to purchase supplemental sale items.

Supplemental sale items cannot be charged. A signed parental permission form must be on file if a student is not allowed to purchase supplemental sale items from their account.

To prevent your child from being offered a substitute meal, please provide money for your student's meals each day or prepay for meals in advance. To assist parents, student account balances can be monitored at any time via our online payment program <https://www.k12paymentcenter.com/>. This service can be used regardless of whether you use the online funding option (a service fee is charged) or send cash or checks directly to the school. Create an account for each student, then throughout the year monitor the student meal account balance (or fund their account). Add your student(s) by entering their student ID# and selecting their school. The account balance displays in the middle of the screen. We highly

recommend that you set a Low Balance Alert (\$10 or higher is suggested) using the links on the page to receive an email reminder when funds are low.

During the month of May, students who owe \$5 or more will not be allowed to charge meals and will receive a substitute meal (the cost is 75 cents).

School cafeterias make every effort to inform students and parents when funds are low by sending home notices via students, verbal reminders to students, telephone calls and/or emails.

**Parents are responsible to ensure that children have an adequate lunch from home or sufficient funds to purchase school meals.**

**FREE AND REDUCED-PRICE MEAL ONLINE APPLICATIONS –**

FREE AND REDUCED PRICE MEAL ON-LINE APPLICATION PROCEDURE Benefits can be processed faster by entering Free & Reduced Price Meal Applications online.

1. Access the internet from home, the library or district-provided computers with Internet connections.
2. Go to: [www.cherokeek12.net](http://www.cherokeek12.net)
3. In the Parents and Community area, select Forms
4. Scroll down to School Nutrition
5. There you will find a link to Free and Reduced Price Meal Applications
6. Click the Free & Reduced On-Line Application link
7. Use the simple-to-use “wizard” that will walk you through each field.

FREE AND REDUCED PRICE MEAL PAPER APPLICATION PROCEDURE

1. Free and Reduced-Price Meal Applications may be obtained through the school nutrition manager at your child’s school. You may also print out a paper application from the districts website.
  - Go to [www.cherokeek12.net](http://www.cherokeek12.net)
  - In the Parents and Community area, select Forms
  - Scroll down to School Nutrition
  - There you will find both English and Spanish versions of the application.
  - Click either English or Spanish and print.
  - A new free and reduced application must be submitted each school year.
2. After the application is completed, it should be submitted to the school nutrition manager. (Note: If a family has more than one child in the school system, only one application with all students listed needs to be submitted.)
3. The manager will send the application to the School Nutrition Department at the Central Office. The School Nutrition Department will process the application for final approval. A letter will be sent to the school nutrition manager indicating the child’s free or reduced meal status. The manager will give this letter to the child to take home to his/her parent/guardian. If you have provided an email address this letter will be emailed to you. Please retain a copy of this letter for possible discounts on other programs.
4. Students who are approved for free or reduced-price meals are eligible for free or reduced-priced breakfast and lunch.
5. Free and reduced meal applications are valid for one school year only. Applications expire June 30 of each year; therefore parents/guardians must complete an application each year the child(ren) is enrolled in the School District.
6. Parents/Guardian of all children, including free, reduced and foster, are responsible for paying for all meals their children charge until his/her application has been completed, submitted and approved.

**2019-2020 Cafeteria Prices**

	Elementary	Middle	High
<b>BREAKFAST</b>			
Paid Students	1.50	1.50	1.50
Free Students	0.00	0.00	0.00
Reduced Students	0.30	0.30	0.30
Staff and student second meals	1.75	1.75	1.75
Visitors*	1.75	1.75	1.75

<b>LUNCH</b>	Elementary	Middle	High
Paid Students	2.35	2.60	2.60
Free Students	0.00	0.00	0.00
Reduced Students	0.40	0.40	0.40
Staff and student second meals	3.50	3.50	3.50
Visitors ( <i>Adults and non-student children</i> )	4.00	4.00	4.00

### **CANVAS LEARNING MANAGEMENT SYSTEM**

Cherokee County School District and Freedom Middle School invite you to experience Canvas, our Learning Management System. Canvas allows you to view your child’s lessons, assignments, resources, web links, grades and conduct. Following is a step-by-step process to sign up and observe your child’s academic progress.

- From a laptop or desktop computer and with Chrome as your browser, go to <https://myccsd.instructure.com/login/canvas>
- Click the link labeled “Parent of a Canvas User? Click Here for an Account”
- On the Parent Signup screen, you will be prompted to enter the following information:
  - Your Name: Enter your full name (first and last name)
  - Your Email: Enter your email address (a personal email address is preferred over a work email address)
  - Password: Create a password of your choice
  - Re-Enter Password: Re-enter the password you just created
  - Student Pairing Code: **\*\*This is a random series of numbers and letters generated from your student’s account]**

**\*\*Student pairing codes are generated from the student’s dashboard . Students can log into their Canvas Accounts and click “Pair with an Observer”. Parents can write down the code and enter it into the log in screen. Pairing Codes are valid for seven days or after one use.**

- Review and agree to the terms of use and privacy policy
- Click “Start Participating”
- Check your email for an email from Instructure/Canvas

### **Adding Additional Students**

- Login to your Canvas Parent Account
- On the left navigation bar, click “Account”
- Click “Settings”
- Click “Observing”
- You will see a place to add a Student Pairing Code. Enter the additional student pairing code generated from their account.
- Click “+ Student”

### **CELL PHONES**

Students are not permitted to use cell phones during the school day (including arrival time before the bell rings) except in the context of Bring Your Learning Device (BYLD) activities in the classroom. This includes sending/receiving text messages, using social media, operating the camera, etc. If parents or students need to communicate during the day, the front office is available to relay information. Students and parents should not communicate through cell phones during the school day. Students using cell phones without permission to contact home are subject to typical discipline procedures.

### CHECKING OUT

If a student needs to be checked-out during the school day, a parent or other adult listed as a student contact must come to the front office to sign the student out. Photo identification must be shown to the front office staff. Only persons listed on the student's contact list will be allowed to check students out of school. Every effort should be made to minimize student checkouts during the school day as it interrupts the instructional day. **Check outs are not permitted after 3:30 pm.** Unexcused checkouts may result in detention, Saturday School, and/or an administrative referral.

### CLUBS AND ORGANIZATIONS

Within the provisions of O.C.G.A. 20-7-705, schools must provide notification at the beginning of the school year to parents/guardians relative to the various school clubs provided at the school. (These notifications will specifically exclude interscholastic activities). Per district-led protocol, this notification will be accomplished through each school's website. Within that same requirement, parents/guardians may exclude their child from participation in any school-sponsored club. If a parent/guardian wishes to exclude their child's information, they must complete the "OPT OUT" information provided in Gateway Registration.

Following you will find a list of all clubs and organizations offered at Freedom Middle School. We hope every student will find a club or activity with which to participate. Please visit the FMS website <http://cherokeek12.net/freedomms/> for additional information and descriptions for each club.

<b>Club Name</b>	<b>Sponsor(s)</b>
<b>4-H Club</b>	Mary Chapman; Sonya Lombard Community Sponsors/Advisors- Ashley Witcher, Janie Ray
<b>Academic Bowl (by try-out)</b>	Jennifer Brewer; Jennifer Womack
<b>Boys Bible Study</b>	Nick Taylor
<b>Chess Club</b>	Chad Barner
<b>Craft Club</b>	Lisa Trayler
<b>Broadcasting and Video Club</b>	Shane Limes, Lee Lamb
<b>First Priority</b>	Leigh Lingerfelt
<b>Girls Bible Study</b>	Ashley Pettis; Anna Trull
<b>International Club</b>	Janelle Bean
<b>Intramurals</b>	Laura Dunlap
<b>Junior Beta Club</b>	Ansleigh Gregory; Misty Jones; Mitzi Killian; Brandi Shook
<b>Patriot Ambassadors</b>	Sarah Bigelow; Lauren Moss
<b>Patriot Pet Club</b>	Kristen Honkanen; Misty Jones; Mitzi Killian; Greta O'Neil
<b>Peer Leaders</b>	Ryan Evans; Cassie Fainter; Kaitlin



<b>(by application)</b>	Forbes; Haley Welsh
<b>Tome Student Literacy Society (by try-out)</b>	Allison Cook; Amber Effner; Amanda Struchtemeyer
<b>Yearbook Club</b>	Denise Terrezza

### CONFERENCES

Parent/Guardian-teacher conferences are encouraged as positive communication between home and school. Parents/Guardians may request a conference by calling the front office (770.704.1100) to schedule an appointment with the student's teachers. Teachers can also be reached by email.

### DRESS CODE

Appropriate dress is important to a productive learning environment. Freedom Middle School follows all guidelines for dress code as defined by the Cherokee County School Board in the Discipline Code Handbook. Please take time to review the expected dress code and plan accordingly. Students who violate the dress code will be asked to change clothes, call home for a change of clothes, or attend ISS. Continued dress code violations could result in an administrative referral.

### FIELD TRIPS

During the school year, field trips may be scheduled to support the curriculum standards. These trips are a privilege that we provide for students in our school. During such a trip, it is imperative that our students exhibit excellent behavior when representing Freedom Middle School and the Cherokee County School District. If a student's behavior does not reflect acceptable standards in the school environment, the opportunity to attend a field trip may be forfeited. In an effort to achieve school wide consistency regarding types of behavior and/or circumstances that could exclude a student from participating in a field trip, the following guidelines have been set by the school.

- Students assigned ISS two or more times will not be allowed to attend school field trips for the remainder of the year.
- Students assigned OSS will not be allowed to attend school field trips for the remainder of the year.
- After violating any State or Police Reportable infraction (as defined in the CCSD Discipline Code), a student will not be allowed to attend school field trips for the remainder of the year.
- Students with 5 or more unexcused tardies and/or early check-outs will not be allowed to attend school field trips for the remainder of the year.
- Other discipline concerns could also result in denial of field trip participation as determined by the school administration.

Any checks returned to the school for insufficient funds will result in the student and/or adult chaperone forfeiting the opportunity to attend the field trip.

### FIRST DAY FORMS

Cherokee County School District has initiated Gateway Registration, an online system, for student registration and information requirements. In addition, Freedom Middle School will also provide first day packets which will contain important information and forms relative to the school. Student lockers can be distributed once all school forms are returned and Back-to-School Gateway is complete.

### GRADING SYSTEM

<b>Academic Grades</b>		<b>Conduct Grades</b>	
A	90-100	S	Satisfactory
B	80-89	N	Needs Improvement
C	71-79	U	Unsatisfactory
D	70		
Below 70 Failing			

## Access to Grades

Student grades are available at all times in the Canvas Learning Management System. Directions for accessing the Canvas Learning Management System are provided above.

## HARASSMENT AND BULLYING BEHAVIOR

It is the expectation at Freedom Middle School that all students are treated with respect, kindness, and tolerance. Our goal is for every student to enter the school building each day confident the school will work to fulfill our mission to create a school environment that promotes a culture of growth, character, and knowledge. This is accomplished in partnership with the school, the student, and the family. Bullying, cyberbullying, and harassment are defined in the 2019-20 CCSD Discipline Code, pages 16 – 20 for your reference.

In the event a student feels harassed or bullied,

- report the situation immediately to a school counselor or administrator.
- an investigation will begin, and in most instances, this will include CCSD documentation.
- during the investigation, the school will work with all parties involved for resolution.
- documentation of the outcome will be forwarded to the CCSD Office of School Operations for review.

In all situations, our goal is to teach students the importance of respect, kindness, and tolerance and that bullying, cyberbullying, or harassment will not be tolerated. We want our students to understand how serious such behavior has become and that consequences will become more significant as they grow. “I was teasing” is no longer a reason for such behavior.

Should you have questions, you are welcome to contact your counselor or grade level administrator.

- 6<sup>th</sup> and 7<sup>th</sup> Grades Dana Townsend, [dana.townsend@cherokee.k12.ga.us](mailto:dana.townsend@cherokee.k12.ga.us)
- 8<sup>th</sup> Grade and Students with Disabilities Lawrence Gluckson, [lawrence.gluckson@cherokee.k12.ga.us](mailto:lawrence.gluckson@cherokee.k12.ga.us)
- Student Last Names A – L Lauren Moss
- Student Last Names M – Z Sarah Bigelow

## HOMEWORK POLICY

Homework is an integral part of the learning process. Schools in which homework is routinely assigned and assessed tend to have higher achieving students.

It is suggested that students spend at least 30-90 minutes a night studying and completing homework.

Students taking courses for high school credit will need to spend additional time doing homework.

Homework activities may be assigned Monday-Thursday. A syllabus for each class will be available on the Canvas Learning Management System. Paper copies are also available. Teachers will require acknowledgement of the course syllabus.

## LOCKERS

Students will be assigned a locker during the school year for the purpose of storing books, coats, book bags and other school-related items needed at school. Lockers are issued by homeroom teachers once Back to School Gateway and FMS first day forms are completed/returned.

- The assigned locker remains the property of Freedom Middle School even while being used by students. School administration may inspect lockers at any time.
- School administration reserves the right to remove locker privileges as a disciplinary consequence.

Students will be responsible for taking care of their locker in order to maintain the privilege of having use of a school locker. The following rules apply for all students:

- **Keep your combination secure.** Do not share your combination with anyone. Once you share your combination with someone else, your belongings are not secure. Students are not allowed to trade lockers with other students. They must utilize the locker assigned to them by their teacher.
- **Keep your locker locked at all times.** Make sure your locker is closed completely each time you use it.

- **Do not tamper with locks or lockers.** This may result in the loss of locker privileges. If it is determined that you have damaged your locker or any other student's locker, you will lose your locker privilege. In addition, damage to school property is an offense that will result in additional consequences including, but not limited to, restitution for the damaged locker.
- **Do not overload your locker.** Problems arise when a large amount of material is placed inside lockers. The lockers are designed to store books and only a few items and supplies. Please be sure to bring to school only what you need and clean the locker frequently. The locker should not be used for long-term storage.
- **No tape or glue or marking is allowed on the inside or outside of lockers.** Students should not write on or mark in the locker. Do not place stickers or tape on the inside or outside of the locker. You are welcome to use magnets.

PE lockers require a combination lock which will be rented to students through the PE department. Lockers remain the property of the school and are subject to periodic inspections by school personnel.

### **LOCKER DIMENSIONS**

**(W) 11.5 "      (H) 35"      (D) 10.5"**

### **LOST AND FOUND**

Lost and Found will be kept in the cafeteria. Students are encouraged to check for lost items periodically. **All unclaimed items will be donated at the end of each grading period.**

### **MAKE-UP WORK**

Students are allowed to make up work missed in accordance with CCSD policy. The responsibility for arranging to complete work missed is to be assumed by the student and parent/guardian in conjunction with the teacher. Parents/Guardians must contact the student's teacher and make arrangements if an illness requires them to be absent three or more days.

### **MEDICATION**

When at all possible, we encourage you to schedule your child's medication so that it may be given at home under your direct supervision. However, we realize that this is not always possible. Prescription medicine is given at parental request if it is in the original prescription bottle with a prescription label accompanied by a specific time line for administration. Over-the-counter medication is given at parental request if it is in the original container and accompanied by the name of the medication and a specific time line for its administration. All medications must be accompanied by the permission to administer medication form. **ANY TYPE OF MEDICATION brought to school must be immediately taken to the front office secretary. Students are NOT to be in possession of any form of medication during the school day.**

### **MEDIA CENTER**

The Media Center is open 8:30 – 4:00 each day and follows a flexible scheduling model which allows students to visit throughout the day with teacher permission. Students may check-out five (5) materials at a time for two weeks. A fee of \$.10 per day is charged for overdue materials. Notices are sent through the student's school email account until fines are resolved. Parents are also provided email notification to the email address provided to the school.

### **MESSAGES and DELIVERIES**

Delivery of flowers, balloons, or gifts is not permitted. Students are not permitted to use cell phones to call home or to receive messages from home. In the event a student needs to call home, they may use the office phone to reach parents/guardians. Parents may also call the school in the event of an emergency, and information will be provided to the student. Any student using a cell phone without permission to contact home is subject to typical discipline procedures.

Students should bring everything they need for the day (lunches, money, homework, gym clothes, etc.) with them to school in order to avoid disruptions during the school day. **In the event something is brought to the school office for a student, class will not be interrupted, and the student will not be permitted to leave during class.** It is the student's responsibility to report to the office between class to retrieve items.

### NURSE

Our nurse is on campus each day from 9:00-4:00. The nurse dispenses student medications, assists with first aid in the event of an injury, and calls parents in the event of illness. Strict county guidelines are enforced regarding the proper handling of medication.

### END OF TERM/REPORT CARD DATES

End of Term	Report Cards Distributed
October 10, 2019	October 18, 2019
December 20, 2019	January 13, 2020
March 17, 2020	March 24, 2020
May 28, 2020	Mailed Home

These dates are subject to change due to days missed as a result of school closings, furlough days or schedule changes. Progress reports are available to parents at any time via the Canvas Learning Management System. End-of-Year report cards will be mailed within one week of the last day of school.

### PTSA MEMBERSHIP

We encourage all family members to join our award winning Parent Teacher Student Association (PTSA). The PTSA serves a vital link and support system for the activities of our school. You will have the opportunity to become a member of our PTSA and volunteer your services for our school.

### SEVERE WEATHER

Should severe weather approach our area and closing school becomes necessary, parents may be informed by the following:

- Metropolitan Atlanta television - ABC, CBS, NBC, FOX
- Radio Stations - WSB 750 AM, WGST 640 AM, WLJA 101.1 FM, WLJA 1560 AM
- <http://cherokeek12.net/>
- FMS Twitter and Remind

When school is dismissed early, FMS will follow directions on the *CCSD Emergency Information for Early Dismissal* form. All parents/guardians are required to complete this form as part of the first day packet information in Back to School Gateway. Please make sure accurate information is included. The information can be updated throughout the school-year as needed.

### TEXTBOOKS

Textbooks and instructional materials paid with district funds are the responsibility of the student. When textbooks, library books, or other instructional materials are not returned to the school in a form suitable for continued use, it shall be the responsibility of the student and his/her parents/guardians to reimburse the Cherokee County School District for the full replacement cost of the textbook, agenda, or other instructional materials.

### TRANSPORTATION CHANGES

Freedom buses are at student capacity which prohibits students riding home with other students. For emergency situations, please contact the Office of Student Transportation, and they will contact the school.

### VISITORS

**Anyone visiting the school must report to the front office to sign in and receive a visitor's pass.** Friends and relatives are not permitted to spend the day at school with students. Parents/guardians wishing to eat with their child may do so by making arrangements with the front office secretary 24 hours in advance, and the office will make arrangements for you to share lunch with your child.

### **Water Bottles**

Students are encouraged to remain hydrated throughout the day. Water fountains are located throughout the school for their convenience. In the event a student prefers to bring a personal water bottle to school, the following requirements are provided:

- Only clear water bottles are allowed
- Only water is allowed in water bottles
- All water bottles must be plastic, non-glass

If any bottles do not meet these guidelines, students will have the opportunity to pick-up the water bottle which does not meet requirements in the front office at the end of the day.

# FREEDOM MIDDLE SCHOOL

## Student/Parent Handbook Signature Page 2019-20

Parents and students are responsible for reading the 2019-20 Freedom Middle School Student/Parent Handbook. The handbook can be found online at <http://cherokeek12.net/freedomms/>. A hard copy is available upon request to the student's homeroom teacher.

I have read and reviewed the expectations, rules, policies, and procedures in the Freedom Middle School Student/Parent Handbook.

Parent \_\_\_\_\_

Date \_\_\_\_\_

Student \_\_\_\_\_

Student ID# \_\_\_\_\_

Date \_\_\_\_\_