

Liberty Point Elementary School

2024-2025 Student and Parent Handbook



**Liberty Point Elementary School
9000 Highpoint Rd
Union City, GA 30291
470-254-3510 (office)
470-254-3516 (fax)**

Table of Contents

Arrival/Dismissal Procedures	page 4
Attendance	page 6
Birthday Celebrations	page 7
Cafeteria and School Nutrition Program	page 8
Cell phones	page 9
Change of Address, Phone Number, and Contact Information	page 9
Clinic	page 9
Communication	Page 9
Conferences	page 10
COVID-19	Page 10
Discipline	page 10
Dress Code	page 11
Early Intervention Program	page 12
Emergency Closing of School	page 12
Exceptional Education Program	page 13
Extra-Curricular Activities	page 13
Field Trips	page 13
Grading Procedures	page 13
Homework	page 13
Infinite Campus	page 13
Instructional Program	page 13
Local School Advisory Council/School Governance Council	page 13
Media Center	page 14
Observations	page 14
Parents Right to Know	page 14
Parties	page 14
Phone Usage	page 15
Registration	page 15
School Pictures	page 16

Security	page 16
Student Insurance	page 16
Student Records	page 16
Student Rights and Responsibilities	page 17
Teacher and Student Support Team	page 18
Talented and Gifted (TAG) program	page 18
Technology	page 19
Town Hall Meeting	page 19
Toy, Games, and Valuables	page 19
Visitors	page 20
Volunteers	page 20
Frequently Asked Questions	page 21

Arrival and Dismissal Procedures

Bus Transportation

Bus information is distributed at Meet and Greet, during orientation and via Parent Portal on Infinite Campus. Parents should provide their child's bus number to the homeroom teacher during Meet and Greet or the first day attending school. Parents are encouraged to download the Here Comes the Bus App to help monitor bus changes and times.

Students must ride their scheduled bus and get on and off at their designated bus stops only. In cases of emergency, the principal and/or the transportation may grant permission to ride another bus or change stops. Parents are required to submit, in writing, a request for a change of transportation to the front office the day of the request. Upon approval, the change of transportation will be given to the bus driver by a school official.

Riding the bus is a privilege contingent upon proper and courteous conduct. Students who ride the bus are expected to stay in their seats while the bus is in motion, speak in low voices, refrain from throwing objects, keep arms and hands inside the bus, keep hands and feet to self, refrain from eating or drinking, cooperate with the bus driver and act in a respectful manner. Specific regulations regarding bus transportation are provided in detail in the Fulton County Code of Conduct.

All rules governing student conduct while on campus/school property apply while students are on the school bus, as well. Due to the additional safety factors and for the protection of the driver and students on the bus, school administrators have the authority to impose an immediate suspension from the school bus for serious offenses as well as for minor violations. School bus drivers have the right to assign seats or move students when deemed necessary. Consequences will occur after the bus driver has communicated verbal and/or written warnings and has attempted intervention strategies and the problem continues. Examples of possible consequences are verbal/written warning, parent conference, in-school office time-out, out-of-school suspension, and/or bus suspension. Depending on the severity of the offense, the administrator may place the student on the most appropriate step of the cycle, which may include probation, suspension, or permanent removal from the bus. Bus discipline does not prevent additional sanctions as provided in policy, procedures, school rules, or federal, state, and local laws.

If students experience issues on the bus, parents should bring the matter to the attention of a school administrator for an investigation to take place. Parents are not allowed to enter Fulton County school buses or act inappropriately towards school bus drivers or staff at any time.

Parents are encouraged to download the "**Here Comes the Bus**" app for iPhones and Androids. "Here Comes the Bus" uses global positioning system (GPS) technology to locate and track your child's school bus. It is powered by software from Synovia Solutions, who are experts at tracking data, which they have been providing to fleet managers across North America for over 15 years. **School Code: 87428**

Carpool

Carpool numbers will be provided to parents at Meet and Greet or during registration. Students are dismissed by carpool numbers only. Parents are required to hang the number card on the rearview mirror and in plain view for school staff members. Cars should circle the carpool loop and wait for students to exit the building. Cars without number cards on display are required to pull into a parking space, enter the school and display appropriate identification for students to be released. All adults must produce official identification and be listed in as an approved contact eligible for student pick-up. If sharing driving responsibilities with another family, all cars should maintain the same number, and all adults must be listed in Infinite Campus as an approved contact eligible for student pick-up. Please use Infinite Campus Parent Portal to add/revise the names of adults approved to pick up your student from school.

Parents and guests are expected to follow designated traffic patterns (always indicated by cones) and staff directions. The carpool lane is a “No Idling” zone, and all parents and visitors are expected to turn off vehicles while waiting for students to exit the building. Students may not enter or exit the car until the car has reached the sidewalk. For the safety of all students, staff and visitors, adults are expected to refrain from utilizing cell phones in the carpool lane. Parents and guests are to form a single line in the loading/unloading area, as this prevents students from running between cars. No passing other cars, unless directed by staff. Please do not drop off students anywhere on campus other than the carpool area. Drop off in other areas will be addressed with FCS School Police to ensure student safety. There is no drop off in the bus lanes, parking lots, emergency vehicle lane, street entrances or on Highpoint Road. Carpool will be slower the first two weeks of school as families learn the procedures.

School staff members supervise carpool lines. Excessive tardiness and late pick-ups will result in a referral to the school social worker.

Change of Transportation / Irregular Departure / Student Check-out

If a student is to go home in a different manner, the parent/guardian must provide a written note for the classroom teacher. The note should be submitted in the morning of the change and get approved by an administrator. Emergency changes in transportation must be emailed to:

LPEStransportation@fultonschools.org from the parent or legal guardian with picture identification.
“Call-in” dismissal changes are not accepted.

If a student must leave school early, please discuss this with the student and send a written note to the teacher. Any student leaving before the regular dismissal time must be signed out through the front office by a parent, legal guardian or parental designee who is 18 years of age or older and listed as approved in the student’s Infinite Campus records. Students will not be released to a parent from the classroom. All students must be checked out from the front office. Anyone checking out a student is required to provide a valid ID as proof of identity. Only persons listed as emergency contacts (18 years or older) in Infinite Campus will be permitted to check out students. Any changes to student records, including adding additional contacts approved to check out students must be completed by the enrolling parent via Infinite Campus Parent Portal. **To avoid disruptions to the dismissal process, no student check-out will be allowed after 1:50pm.**

Walkers

For safety reasons, Liberty Point will not have walkers to or from the campus. Families must select an approved mode of transportation including carpool, bus, APEC, or van.

Attendance

Absences

Regular attendance is essential to the learning process. Students who are absent from school are deprived of a variety of educational and social experiences. To maximize instructional opportunities, regular attendance is encouraged.

Truancy

Any child subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences is considered truant.

Excused Absences: The Fulton County Board of Education Policy number JBD denotes that a student's absence from school or class will be considered excused when it is due to any of the following circumstances:

1. Personal illness of the student.
2. Situations where attendance at school would be detrimental to the health of the student or others.
3. A serious illness or a death in the immediate family necessitating absence from school
4. Compliance with a court order or order issued by a governmental agency, including an order for a pre-induction physical examination for service into the armed forces, mandating an absence from school.
5. Observance of religious holidays necessitating absence from school.
6. Conditions rendering attendance impossible or hazardous to the student's health or safety.
7. Absences not exceeding a total of five days per school year for the following reasons, but only if the absence has been pre-approved by the principal or designee:
 - a. scholarship interviews/college visitations,
 - b. travel opportunity with educational benefits,
 - c. graduation or wedding of an immediate family member,
 - d. specialized educational experience,
 - e. other circumstances that is mutually agreeable to the parent and principal.
8. Up to five of these days can be used to visit with a parent or guardian who is on leave from, or is being deployed to, military service overseas.
9. Up to ten (10) instructional days (60 instructional hours) per year for school-sponsored, non-instructional activities (defined as functions during the school day that are under the auspices or sponsorship of a school or the school system)
10. That are specifically approved in advance by the principal or designee. The principal shall ensure that an accurate record of all such absences is maintained.
11. School days missed because of an out-of-school suspension.
12. An absence not to exceed one-half day for registering to vote. Students may register to vote at their high school.
13. Serving as a Page in the Georgia General Assembly. Students serving as pages in the Georgia General Assembly shall be recorded as present.

Early Check Out

To be considered for attendance on a school day, a student must be present for at least one-half of the school day (11:40 am). Students leaving school before meeting this requirement will be considered absent for a school day. A parent or guardian may be required to bring appropriate documentation for early checkout at the time the student is released from school.

Written Excuse for an Absence/Tardiness

Any student who has been absent from school is required to present a written excuse to the teacher or designee(s) within three (3) days of returning to school. If the written excuse is not provided within 3 days, the absence(s) will remain on the student's record as "unexcused" for the remainder of the school year. The excuse must state the student's name, the reason for the absence and be signed by the student's parent or guardian. Excuses will be kept on file at the school until the beginning of the next school year. Students who have missed ten (10) days of school or more in a school year may be required to provide additional verification such as a medical excuse from a doctor or dentist.

Unexcused Absences: An unexcused absence is any absence not covered in the definition above. A student accompanying a family member on a business trip or vacation during the regular school calendar is unexcused. When a student accumulates 3 unexcused absences, the teacher will contact the parent. When 5 are accumulated, a referral will be made to the school social worker.

Make-up work due to absence: Parents/guardians are encouraged to request make-up work for any excused or unexcused absence; however, it is a parent's responsibility to contact the teacher or teachers to request make-up work. Make-up work may be requested before, during or after the student's absence, subject to the following: Parents may request make-up work in person, by phone or by letter by 9:00 a.m. for it to be received by 9:00 a.m. the following day. Requested assignments may be picked up in the school office or sent home with another student as designated by the parent, or students may request the work upon their return to school.

Tardiness: Parents are responsible for getting students to school on time. A student is tardy when he/ she arrives at school after the beginning of the official school day or is not in the assigned class at the official beginning of the class period. Parents are required to submit a written excuse for tardiness that are a result of medical appointments within 3 days of the tardy. If the written excuse is not provided within 3 days, the tardy(s) will remain on the student's record as "unexcused" for the remainder of the school year. When a student is late, important classroom instructional time is lost and it creates a distraction to other students when entering the classroom. Parents must escort tardy students into the school and sign them in at the front office. As not to disrupt instructional time, tardy students will walk to their classrooms independently or with staff assistance. Five unexcused instances of tardiness result in a referral to the school social worker.

Birthdays

Invitations to birthday parties should be distributed *outside of school and not interfere with the instructional day*. Student birthdays will be recognized during our monthly Town Hall meetings. ***Parents are not allowed to send cupcakes, pizza, or other edible treats to celebrate the child's birthday. Items such as balloons, large gift bags, and flowers may not be delivered to the school.*** Parents may donate non-edible treats for all classmates to be distributed during dismissal.

Cafeteria and School Nutrition Program

The school participates in the school lunch and breakfast programs. ALL students enrolled at Liberty Point Elementary are eligible to receive a FREE breakfast and lunch daily.

Current school nutrition prices are as follows:

Meal Cost	Per Day	Per Week	Per Month
Breakfast	Free		
Lunch	Free		
Extra Milk	\$0.75	\$3.75	\$15.00
Adult Breakfast Meals	\$2.75	\$13.75	\$55.00
Adult Lunch Meals	\$4.75	\$23.75	\$95.00

Liberty Point Elementary utilizes a prepaid lunch program. The cafeteria menu is sent home at the beginning of each school month and parents may prepay for meals or food/beverage items up to one full school year. Parents are expected to notify the teacher and cafeteria staff of any food allergies via letter and provide the required doctor documentation to FCS food and Nutrition. Parents may prevent their student from purchasing certain items from their prepaid account such as ice cream, fruit chews, cookies, etc., by providing a written request to the School Nutrition Manager.

All students must bring a lunch from home or eat a lunch provided by the school cafeteria. No child may elect not to have a lunch in front of them during the lunch block. In the event of a forgotten lunch, parents may deliver it to the front door, the front office staff will notify the child's teacher that the lunch has arrived. Please refrain from sending food delivery services to the school for student lunches.

All payments for extra snacks should be submitted online.

<https://www.mypaymentsplus.com/welcome>

Cafeteria Rules

1. Students will remain quiet when in the hallway, entering and exiting the cafeteria, as well as while waiting to be served.
2. Students may talk in a quiet voice with other students sitting around them after the initial transition into the cafeteria.
3. Students are expected to clear the cafeteria table/floor area of all debris and push chairs under their lunch table prior to exiting the cafeteria.
4. Students are to keep their hands and feet to themselves and walk in line.
5. Students are to use food and condiments appropriately.
6. Students are not permitted to get up once seated. All extra purchased items should be taken care of as students go through the serving line. Only extreme emergencies will warrant a student leaving their seat.
7. Due to allergies and the spread of germs, sharing food and drinks is not allowed.

Note: Outside vendor foods (fast food restaurants) and carbonated soft drinks are not allowed in the cafeteria. There is a designated area for parent to join scholars for lunch.

Guests During Lunch

Liberty Point Elementary School will allow approved parents and guardians. If you wish to have lunch with your scholar, please arrive 10 minutes prior to lunch, where you will check in and be cleared via an

Infinite Campus Review by our Front Desk PA. Visitors can purchase lunch at the adult prices and will sit in the parent resource room with their scholar only.

During lunch, recording students via any device/platform is strictly prohibited. Any visitor who is found to be recording will be asked to leave due to student privacy and rights.

Visitors are allowed to remain throughout the lunch period but will need to exit the building when the scholar's class is picked up. Visitors cannot go back to the classroom without prior approval from the administration.

Cell Phones

Fulton County Schools has updated its Code of Conduct as it pertains to the use of and carrying cell phones in schools. **Personal devices, including cell phone use, will be prohibited for elementary school students while at school.** They may keep these devices in their bookbags, etc., but they should remain in the 'off' position. Unauthorized recording and sharing of inappropriate conduct on school grounds will be a Tier 3 offense with a potential consequence of 5 days suspension. Additionally, if a cell phone or other electronic device is found to contain evidence of criminal activity, including types of pornography, that device may be permanently confiscated and relinquished to the School Resource Officer (SRO). The school is not responsible for cell phones that are damaged, lost or stolen while on school grounds or school system transportation.

The Code of Conduct policies outlining cell phone usage apply while riding the bus to and from school. Any act of misconduct or prohibited usage including but not limited to, recording students, viewing inappropriate material, and/or usage which creates an unsafe environment for the driver will be addressed as a tier 3 offense with consequences outlined in the Code of Conduct.

Change of Address, Phone Number or Contact Information

The school must maintain accurate records and contact information on all students in the event of an emergency. Please visit <https://www.fultonschools.org/InfiniteCampus> to update changes in address, phone numbers (home, cell, or office), email, or emergency contacts in Infinite Campus.

Clinic

A clinic assistant oversees the school clinic. Please note that if your child has a contagious condition, including, but not limited to COVID-19, diarrhea, vomiting, fever, pink eye, or head lice, he/she should remain at home. Children must be diarrhea, vomit and fever-free (without the assistance of fever-reducing medication) for 24 hours before returning to school. The school may request that parents provide a doctor's note before allowing the child to return to school after an illness.

Communication

School events will be published on the school's website: <https://www.fultonschools.org/libertypointes>.

Please visit <https://www.fultonschools.org/InfiniteCampus> to update changes in address, phone numbers (home, cell, or office), email, or emergency contacts in Infinite Campus.

Teachers and Administrators will also use the ClassDojo App to communicate events and school announcements. Please make sure you are connected to the class and the school accounts.

All students will receive a “VIP” (very important papers) folder to hold school communication, work samples, and other important correspondence. These folders will go home every Friday starting the third week of school. All documents requiring signatures should be signed and returned to the teacher.

Phone calls, email, progress reports, report cards, conference, Class Dojo, the website, parent level newsletter and grade level newsletters will also be utilized to communicate with parents. Please allow staff 24-48 hours to return phone calls, emails, and messages. All concerns with students and staff should be presented to the person closest to the issue first. Parents should begin by speaking to or conferencing with the classroom teacher. Administrative staff will direct parents to contact the teacher or staff member to discuss the concern prior to intervening. If additional information is required, parents may schedule a conference or speak with the Counselor (regarding social/emotional needs), Curriculum Support Teacher (regarding academics), Assistant Principal, Principal or Area Superintendent, in the order denoted.

Conferences

Parent-teacher conferences are an integral part of reporting student progress and Liberty Point emphasizes a close relationship between the home and school. With parents as school partners, conferences are scheduled to share information and plan a more effective educational program to meet the needs of the student. A parent-teacher conference is scheduled for the first semester of the school year and additional conferences may be scheduled, as necessary. Teachers are not able to conference with parents during instructional time, during staff meetings or during professional development sessions.

Discipline

The Fulton County School System operates on the philosophy that all students have the right to learn. To do so, each student must be in a school climate that is satisfying and productive, without disruptive behavior by any student infringing upon the rights of others.

The education of Fulton County students involves parents, teachers, administrators, and the students themselves. All parents are encouraged to become familiar with the discipline guidelines and consequences for violations. These guidelines are drawn from Section JD, “Student Discipline” of the Fulton County School System Board Guidelines, as a part of the Student Discipline/Code of Conduct. **Every parent should sign for a copy of the Code of Conduct in Infinite Campus during the first week of attendance.** All families are expected to read the policies and become familiar with them.

The Fulton County School System takes seriously its responsibility to educate its students in safe and drug-free schools where they are free from fear of harm or intimidation by a few. Therefore, disrespect, bullying, weapons, drugs, and gang activity will not be tolerated in Fulton County Schools. Students who violate Board of Education rules or State laws related to these offenses will be suspended or expelled from school. Violators will also be reported to the police and may be charged with a felony and arrested.

Certain forms of misconduct and disobedience of school rules and board policy by students make it necessary for disciplinary action to be taken. Disciplinary action of misconduct may be a result of events that occur at school, on the way to and from school or at school-sponsored activities. Disciplinary action is intended to show the student how he/she has ownership of the problem, to help the student formulate ways to prevent the problem from recurring and to inform parents of the

misconduct. The administration may use a variety of local school interventions including, but not limited to the following: student conferences, parent conferences, time-out for the student with a teacher or administrator, out-of-school suspension, school transfer, long-term suspension, or expulsion. Professional counseling and evaluation of the student for consideration for placement in a special program may also be recommended. Consequence ranges on the Elementary School Student Responsibility Cycle cover general infractions. However, responsibility cycles cannot cover all possible examples for violating the listed offenses; therefore, the school administration retains the option to impose either a lesser or more severe consequence if warranted by individual circumstances. Offenses not covered by the Student Responsibility Cycle are handled by the school administration as provided in policy, procedure, school rules, or federal, state, and local laws. Each grade level sets up a discipline program within the classroom, which supports the Liberty Point Elementary School School-Wide Discipline Plan. Teachers are encouraged to communicate students' progress and strategies used with parents as well as the classroom discipline program.

Dress Code

Liberty Point is a uniform school. Students are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and good taste. We suggest that all students wear school uniforms consisting of: navy pants, skirts, walking shorts, skorts, jumpers or crop pants with a collared shirt. Shirt colors include red, blue, or white polos and may be long or short-sleeved. Sweaters, vests, and turtleneck shirts of the aforementioned colors are also appropriate options for the winter. All students shall be modestly dressed and groomed so as not to distract the attention of others, cause disruption or interference with the education program or the orderly operation of the school. The principal or another administrator shall determine whether any mode of dress or grooming results in a violation. Tank tops with straps narrower than 3 inches, spaghetti straps, baggy pants below the waist, shirts revealing midriffs, clothing that has holes that show skin above the knee and on the upper body, short-shorts, beach style flip-flops, shoes without heel straps, or slides of any kind etc., are not appropriate attire and should not be worn. Parents will be contacted to bring a change of clothes to school if an administrator deems clothing as inappropriate or not in uniform.

Early Intervention Program (EIP)

The EIP program serves qualifying students who require additional instruction in various core curricular subjects. Students qualify based on their standardized test scores, an instructional checklist and via teacher recommendation. Students receive remediation in a pull out or push-in classroom setting by a certified teacher.

Emergency Closing of School

It is vital that students and parents have a plan should the school close during the day due to an emergency. Please discuss emergency plans so students will know what to do in case of an emergency and which neighbor's home he/she should go to if parents are not home. Parents should complete an Emergency Contact form for each child at Open House or upon registering. Time permitting, updates related to emergencies, late dismissal, evacuation plans or after school activity cancellations will be posted on the school website, the district website, Twitter, disseminated via the school-wide callout system, or announced on the local television stations.

Exceptional Education Program

Qualifying students will receive academic and/or behavioral services via the exceptional education program based on a student's Individualized Education Plan (IEP). You may contact your child's homeroom teacher, special education teacher, or Instructional Support Teacher regarding questions regarding your child's IEP.

Extra-Curricular Activities

Several opportunities are available for students to participate in extra-curricular activities, with opportunities varying by grade level and from year to year. (i.e., band, chorus, Fine Arts, Jr. Beta, etc.) All students are encouraged to participate when available; however, participation may be limited due to scheduling.

Field Trips

Field trips are planned to supplement and enrich instructional units that are aligned with Georgia State Standards. No student will be denied permission to attend field trips due to an inability to pay bus/entrance fees, however, misbehavior will warrant non-participation. Written permission from a parent or legal guardian is required in advance for all students attending a field trip and teachers will notify parents when chaperones are necessary.

All chaperones must complete volunteer training and must accompany the class by bus to attend the trip.

Grading Procedures

Each student will receive a report card every nine weeks and 4.5 week progress reports to inform parents of student progress. At the end of each semester, a cumulative grade will be given.

Individual parent-teacher conferences are scheduled with the parents or guardians of every child during the first semester to discuss student progress. Additional conferences are held as needs arise. The grading scale with information can be found here,

[Elementary Grading Policy](#)

Homework

Each student is expected to spend a reasonable amount of time completing homework and reading outside of school. Homework assignments reinforce skills taught in the classroom and give students an opportunity for additional skill practice, parent involvement and responsibility opportunities. Please encourage your child to complete homework and assigned tasks, as this will help to build a strong work ethic, responsibility, and acceptable work/study habits. Homework should not exceed the following time frames: Kindergarten and 1st (20 minutes), 2nd (30 minutes), 3rd (40 minutes), 4th (50 minutes), & 5th (60 minutes), however, individual rates of completion may vary. In addition, all students should read aloud (or be read to) for 20 minutes per night as a part of their homework assignment. Completed homework will provide students the opportunity to improve their grade.

In the event of a student's absence, parents may request homework by contacting the teacher in writing. Materials may be sent home with another child or be picked up at the end of the school day in the front office. Please allow 24 hours to process the request. If students forget homework/books at home and a parent drops them off at school, the items will be placed in the teacher's mailbox for retrieval during a break. This procedure is in place to limit the number of interruptions during classroom instruction time. In addition, once school is dismissed, students will not be allowed to re-enter the classroom to get any forgotten homework, library books or textbooks.

Infinite Campus

The Infinite Campus portals - Campus Parent and Campus Student - provide access to information for all enrolled students in their household. Information includes grades, attendance, assignments, and school announcements.

Note: Parents must register the first time they are accessing their account. <https://bit.ly/InfiniteCampusParent> Parents and guardians will be responsible for maintaining all changes needed to student information via Parent Portal. Additionally, all students have access to Campus Student via ClassLink.

Within Parent Portal, families will have access to grades, progress reports, report cards, and state test results. Families are encouraged to use this system for monitoring and supporting their students' academic success.

Instructional Program

Liberty Point Elementary is organized into seven grades, Pre-Kindergarten through fifth. The self-contained classroom organization may be modified to group for instruction and team teaching. The curriculum for Kindergarten - 5th grade includes instruction in the following areas: Reading/Language Arts, Mathematics, Science, Health, Social Studies, SEL (Social Emotional Learning), Music, Physical Education and Art. Parents with questions about their student's instructional program should schedule an appointment with their student's teacher.

Local School Advisory Council/School Governance Council

The School Governance Council/LSAC provides input and recommendations to the principal on school programs and services. The committee also identifies school & community needs and evaluates the success of school-wide efforts. Council members include parents, staff, business partners and the principal. Meetings are held monthly throughout the school year and are open to parents and visitors.

Media Center

The Media Center, which is developed on an open library concept, is equipped with carefully selected books, kits, videotapes, films, recordings, computers, and computer software. The Media Specialist is available to work with classes and individual students, and all students are encouraged to take full advantage of the materials in the media center. Students are responsible for the care and timely return of all materials checked out. Lost/damaged items will result in a fine and possible loss of check-out privileges.

Observations

Parents who would like to observe the instruction in a classroom are required to make an appointment via a school administrator or designee. The request must be submitted to the Curriculum Support Teacher at least 72 hours in advance of the desired date/time and be mutually agreed upon between the parent, teacher and administrator or designee. Classroom observations are limited to 30 minutes in any one teacher's classroom on a given day, and excessive observations will not be permitted. An administrator or designee will accompany parents to the classroom and remain for the 30-minute observation, then escort the parent back to the front office for check out upon completion of the observation. Observations will not be permitted during testing, the first and last 2 weeks of school, during special events, when the regular teacher is out of the classroom or at other times the administrators deem inappropriate. All parents are expected to maintain confidentiality regarding other students during observations.

Parents Right to Know

In compliance with the requirements of the No Child Left Behind statute, Fulton County Schools allow parents to request information regarding the professional qualifications of teachers. The following information may be requested:

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

Parents who wish to request information concerning teacher qualification should contact the principal at 470-254-3510

Parties

Liberty Point celebrates a Winter Holiday Party and an End of Year Celebration in each classroom. Arrangements for these events will be coordinated by the teacher, room parents and classroom parents.

Other holidays/birthdays will not be celebrated with parties or other activities that interfere with instructional time. A special snack distributed by school staff may be given on special days but should not interfere with the regular instructional schedule.

Phone Usage

Students are not allowed to use the school phone unless a staff member deems the request an emergency,

such as clarification of dismissal, a lost house key, forgotten medication, etc. Students may not use the phone to request forgotten items such as books, homework, signed papers, agendas, contracts, etc., as our goal is to assist students in the development of responsibility.

Registration

New and returning students must reside in the Liberty Point Elementary attendance zone. Registration is now fully electronic, please visit <https://www.fultonschools.org/Page/19203> to register for school.

New students must provide two approved proofs of residence for the full policy please visit: <https://go.boarddocs.com/ga/fcss/Board.nsf/Public#>

The following documents should be uploaded in the registration portal for all students entering a Fulton County school district for the first time:

1. Ear, Eye and Dental Screening No child entering a Georgia school for the first time shall be admitted unless the child has a certificate of eye, ear, and dental screening. This Georgia Department of Human Resources certificate (Form 3300) must be signed by the Health Department or a licensed Georgia physician.
2. Immunization Certificate Georgia requires students to be immunized against measles, mumps, polio, rubella, whooping cough, tetanus, diphtheria, hepatitis B, influenza, and varicella. Immunization information must be on the proper Georgia Department of Human Resources form; these are available through the Fulton County Department of Health and Wellness or local physicians (Form 3231).
3. Birth Certificate must be government issued; hospital certificates are not acceptable. Birth certificates for children born in Georgia may be requested from: Georgia Department of Human Resources Vital Records 2600 Skyland Drive, NE Atlanta, Georgia 30319-3640 phone: 404-679-4701 fax: 404-524-4278
4. Proof of Residency per Board Policy JBC, "School Admissions," two documents indicating residence in the attendance area must be provided for all students. This includes students who are 18 or older; emancipated; adult students. Enrollment of any child who meets the definition of homeless is determined by guidelines in Fulton County Board of Education Policy JBCA. Appropriate records for verification of residency must include any two of the following:
 - Copy of home mortgage payment book.
 - Current utility bill (gas, electric, or water)
 - Apartment lease showing name of legal guardian.
 - Homeowner's insurance registration/card o Current paycheck stub
 - Current bank statement
 - Copy of sales contract for a home.
 - Receipt to have utilities connected.
5. Affidavit of Residence A notarized Affidavit of Residence must be submitted. This form is required prior to enrolling a student for the first time in a Fulton County school and is required for all students as they enter sixth grade and ninth grade. Affidavit forms can be downloaded from the Social Work Department's web page.
6. Social Security Number Social security numbers are voluntary. Waivers are available in local schools. Applications for social security numbers are also available in local schools. A migrant number is acceptable.
7. Academic Records, if possible, please bring most recent report card, withdrawal form from previous school and/or transcripts, as these are essential for proper placement of students.

School Pictures

Individual student pictures are taken in the fall and the spring. Class pictures are taken in the spring and there are no retakes on spring pictures due to time restraints. Please check the school calendar, student agendas, the school website, posters, and fliers for the dates.

Security

Exterior doors to the building are always locked. Parents, volunteers, guests, and visitors must report to the main front door and will be supported by front office staff.

Student Insurance

Group accident insurance is available for students through a private company approved by the Board of Education. Information and details of the plan are provided to parents during the first week of school or by request.

Student Records

Parents or legal guardians may examine their student's records via Infinite Campus Parent Portal and have the records explained by contacting the school to set up an appointment for record review. In addition, principals, counselors, teachers, or other authorized personnel who have a responsibility for supervising, instructing, or helping a student shall have access to student's records. Parents requesting student records and/or applications to be completed for private schools, should hand deliver the request to the school data clerk for processing, along with a fully addressed and stamped envelope. Records/transcripts will be mailed to the designated institution via U.S. Mail, and records for recommendation from staff members will be mailed from Liberty Point Elementary to the requesting institution. Please allow 48-72 hours for processing on all requests.

Student Rights and Responsibilities

Student Rights

Students have a right to:

1. Discuss education concerns with teachers and other school staff.
2. Receive a copy of the Guidelines for Student Behavior.
3. Receive fair discipline without discrimination in every aspect of the education system.
4. Study and learn in a positive atmosphere free from verbal and physical threats and abuse.

Student Responsibilities

Students have a responsibility to:

1. Attend school regularly, arrive on time, be prepared, bring appropriate materials, participate in class, and complete homework & projects.
2. Strive for academic growth.
3. Respect the rights, feelings and property of fellow students, parents, school personnel, visitors, guests, and school neighbors.
4. Conduct themselves properly on school grounds, to and from school, on school buses, at bus stops, at any school-related activity, and in the classroom so as not to interfere with the right of another student to learn.
5. Accept the consequences for failure to follow discipline guidelines adopted by the school and district.

Teacher and Student Support Team

Curriculum Support Teacher (CST)

The CST is a lead teacher selected to assist other teachers in organizing and implementing the curriculum. The CST participates in district-wide activities such as curriculum development and administers initial screenings of students new to the school to ensure appropriate placement. All placement, instructional, textbook & academic concerns should be discussed with the teacher first. If additional information is required, a conference may be scheduled with the CST.

Instructional Reading Coaches

The Instructional Reading Coaches work with teachers and students in Title I schools to improve the quality of teaching and learning in Reading and Language Arts at the Elementary level. The Instructional Reading Coach assists grade level teams with implementing the Georgia Standards of Excellence. They also support student growth by monitoring and analyzing data to recommend the best practices for students' success.

Instructional Math Coach

The Instructional Math Coach works with teachers and students in Title I schools to improve the quality of teaching and learning in Math at the Elementary level. The Instructional Math Coach assists grade level teams with implementing the Georgia Standards of Excellence. He/she also supports student growth by monitoring and analyzing data to recommend the best practices for students' success.

School Counselor

Counseling and guidance services are available to every student in the school via the school counselor. The school counselor aids with educational planning, interpretation of test scores, occupational information, study skills, school and/or social concerns and character education. The counselor provides classroom guidance lessons, parent training and individual & small group counseling for students. Students may request to visit with the school counselor when experiencing challenges at home, school or an alternate setting, and parents may also request that the school counselor meet with their student for varied reasons.

Instructional Support Teacher (IST)

The IST is a lead teacher that is selected to support teachers that serve students with disabilities. The IST assists school/cluster-based personnel in improving the quality of teaching and student learning for students with disabilities. The IST assumes responsibility for the knowledge and application of the appropriate curriculum and the instructional programs for students with disabilities in compliance with all State and Federal laws, State Department of Education, and Fulton County Board of Education policies, rules, and regulations, including the Georgia Standards of Excellence.

Talented and Gifted (TAG) Program

The Talented and Gifted Program identifies gifted students based upon State Board of Education Rule 160-4-2-.38. All Fulton County students are screened for the gifted program twice a year. If a student is referred for the gifted program, the school must gather information in the areas of multiple criteria: mental ability, achievement, creativity, and motivation. Students must qualify in three of the four areas of multiple criteria to be eligible for gifted services.

Technology

Devices

All students in grades 3-5 must complete work on a school-assigned device. Students and families will sign an agreement stating they will use the device responsibly. Any device that is misused or destroyed will result in a monetary fine. Student devices will not be returned and or replaced, until fees are paid in full. Any

missed assignment will be printed in paper form.

The poster is titled "LPES DEVICE FINES" in white text on a red background. It is divided into four horizontal sections. The first section is red and contains the title. The second section is dark blue and features a white laptop icon, the text "MISSING/LOST", and "\$250". The third section is red and features a white laptop icon with a cracked screen, the text "DAMAGED" in bold, a subtext "Computers that have been damaged (screen, missing keys etc.)", and "\$100". The fourth section is dark blue and features a white battery and charger icon, the text "MISSING CHARGER", and "\$30".

Category	Amount
MISSING/LOST	\$250
DAMAGED	\$100
MISSING CHARGER	\$30

Social Networking Web Sites

As a sign of technological times, many students are logging on to social networking websites such as Facebook, Twitter, Myspace, Tik Tok, Instagram, Snapchat, etc. These sites, when used safely, young people and adults have a unique opportunity to interact, however, when used inappropriately, these sites can become a hurtful or dangerous place for students.

The School District firewall prevents such access at school, but these sites are being accessed on personal computing devices and/or home computers. While at school, students often share or act on information they have read at home, which creates disruptions and negatively impacts peers, relationships, as well as the learning environment.

In some instances, students create hurtful websites and post negative messages about other students and adults, which is considered a form of "cyber harassment". Please talk with your student about appropriate internet behavior and the importance of refraining from posting something mean, hurtful, profane, or obscene online. Having access to your student's online networking account or internet use is a step in the right direction of understanding your child.

Please take the time to review your family's safety guidelines for using the internet wisely.

Town Hall Meetings

Town Hall meetings occur each month unless otherwise noted. Student of the Month recipients, birthdays, and other academic recognitions are highlighted during Town Hall meetings.

Toys, Games, and Valuables

Students are not to bring silly bands, toys, electronic games, trading or playing cards, portable CD players, MP3 players, iPods, iPads, radios, or any other such item to school unless approved by the teacher for educational purposes. Additionally, students are requested not to bring anything considered “valuable” to school and be put at risk of losing or misplacing the item. Parents are asked to be aware of what students bring to school. School personnel cannot be responsible for lost, stolen, or broken personal items. School staff will take inappropriate items away from students and require a parent/guardian to retrieve it from them or an administrator later.

Who to Contact

In order to support you and your child throughout this year, we have created a quick reference guide to help determine who should be contacted regarding various issues.

Liberty Point Elementary School – FY25 Contact List for Parents and Families

If You Have Questions About...	Contact...
Classwork, Assignments, Homework, Recess, Classroom Daily Schedule, Lost Items, Discipline Concerns, Assessment Results, Student Academic Data, Resources for Supporting Home Learning, Response to Intervention, BAS Data, iReady Data and Usage, Class Dojo Access, Transportation Changes	Your Child's Homeroom Teacher https://www.fultonschools.org/libertypointe
Student Records, Registration, Withdrawals, Report Cards, Transcripts, Infinite Campus Parent Portal Access, Excuses for Absences or Tardies	Mrs. Jessica McClain, Data Clerk mcclainje@fultonschools.org
Checking Students In/Out, School Bus/Daycare Information, Telephone Messages, VIP Folders, District Contacts	Mrs. Edna Johnson johnsone12@fultonschools.org
((3-5 ELA Coach) 3-5 RELA Support, ELA Georgia Standards of Excellence, ELA Tools & Resources, Georgia Milestones Resources, 3-5 School RELA Data, Electronic RELA Resources, iReady Support, Early Intervention Program (EIP), Great 3-5 Educational Websites, AVID	Ms. Kelicia Hodges 3-5 ELA Coach HodgesK1@fultonschools.org
(CST) FCS Curriculums, Placement Testing for Students, GKIDS, iReady Support, Georgia Milestones Science Support, Data, Academic Support Opportunities, Enrichment Opportunities, Great Educational Websites, Student Behavior Support, interventions, MTSS and Student Support Team meeting	Ms. Keenyada Maddox Curriculum Support Teacher MaddoxK@fultonschools.org
FCS Curriculums, Georgia Standards of Excellence, Pre-K, Ready Support, Georgia Milestones Math, K-2 Math, Data, Extended Learning, Great Educational Websites	Mr. Eugene Glover, Math Coach (K-2) glovere@fultonschools.org
3-5 Math, Georgia Standards of Excellence, Math Tools & Georgia Milestones Resources, School Math Data, Electronic Math Resources, iReady Support, Great 3-5 Educational Websites	Ms. Fatima Griggs, Math Coach (3-5) griggsf@fultonschools.org
K-2 RELA, Georgia Standards of Excellence, ELA Tools & Resources, School ELA Data, Electronic RELA Resources, iReady Support, Great K-2 Educational Websites, BETA Club`	Ebony White, K-2 ELA Coach whitee@fultonschools.org
Special Education Services, Testing for the Special Education Program, Transportation for Special Education Students, IEP (Individual Education Plan) Information, Testing Accommodations	Ms. Natalie Smith, IST-Instructional Support Teacher smithn7@fultonschools.org
Title I Programs Support, At Home Parent/Family Resources, Early Intervention Program, Student Device Support	Ms. Stephanie Lockhart, EIP-Title I Support and Device Coordinator lockharts@fultonschools.org
Lunch Amounts, Free and Reduced Lunch Applications, Menu Items, Menu Prices, Reporting Student Food Allergies	See cafeteria manager
Social Emotional Needs, Monthly Counseling Resources, Mental Health Resources, Community Partnership with Therapeutic Provider, Student Support Team, 504s, Chris 180 Services, Student Conflict Resolution, Career Day, Student of the Month, and P.B.I.S. Resources/Matrix/Rewards	Mr. Marques Jones, Counselor ionesm17@fultonschools.org
EL Testing, TPC Plans, ESOL Classes, EL Services	Raquel Clarke, ESOL Lead Teacher clarker1@fultonschools.org
Cleanliness of the Building and/or Grounds	Mr. Alexander Norris, Head Custodian norrisa@fultonschools.org
Student Attendance & Tardy Concerns, Homeless Needs, Community Resources, Mental Health Resources	Dr. Ashley Carver, School Social Worker carvera@fultonschools.org
Student Medication Storage and Distribution, Medical Forms, Illness Concerns, Masks	Ms. Lottie Whitley whitelv@fultonschools.org
Checking Out Books, Book Fair, Book Fees, School's Website, Digital Citizenship Resources, Summer Reading	Ms. Shaneene Fannin, METI fanninsv@fultonschools.org
Map Testing, GAA, Georgia, Milestone's Assessments, Student Information, Emergency Procedures, Discipline Concerns, Bus Information & Schedules	Ms. Tawanda Darden, Assistant Principal DardenT@fultonschools.org
Liberty Point's Academic Data, Liberty Point's School Governance Council, Student Handbook Questions, Board Policy, District and School Initiatives, Patriot Parent Post, Community Partnerships, Strategic Plan, Title One Plan, Parent Concerns	Ms. Tanisha Lewis, Principal lewisti@fultonschools.org

Visitors

Parents, volunteers, guests, and visitors are required to enter the building using the main front doors, check in with the front desk staff, sign in at the front office and obtain a name badge. To eat with a student, guests are required to sign in at the front office, obtain a visitor pass, and meet the student in the cafeteria. Parents should not go to the classroom to meet students for lunch or return to the classroom or other school areas once lunch concludes. Upon leaving the building, all visitors are required to sign out at the front desk and return the name badge.

Classroom and cafeteria visits, volunteering or contact in the halls during the school day are not appropriate times for teacher-parent conferences. Parents should not expect teachers to conference with them at these times, as the regular school program must continue during such visits. Children who are not enrolled at Liberty Point Elementary are not permitted to visit friends or relatives during the school day without prior approval from the principal or assistant principal.

All visitors are required to park in a designated parking space. Parking in the fire lane at the front entrance of the school or the bus ramp on the cafeteria side entrance of the school is prohibited.

The school district expects that all parents and visitors will treat school staff and students with courtesy. While we are very hopeful that this will not be an issue, please be aware that Georgia law prohibits

certain behavior on school property and in the school safety zones. For example, the law prohibits a person from loitering or being on school property without a legitimate need to be there. It requires that visitors check in at the school's designated location & it also provides penalties for individuals who

refuse to leave school property when directed. The law also prohibits disruptive conduct on school property, including upbraiding, insulting, or abusing public school employees in the presence of students and minors. If the educational environment is or could be negatively impacted, the School District reserves the right to place restrictions on the ability of certain individuals to come onto campus, attend school events, or interact with staff (in person, via written communication or via electronic communication). In addition, the school may also place restrictions on individuals who have violated certain school policies or state law. We appreciate your understanding and cooperation as we strive to provide a safe and productive environment for students and staff.

Volunteers

Parents are encouraged to volunteer their time and get involved at Liberty Point Elementary School. All volunteers must complete a Fulton County Schools “[Volunteer Registration Form](https://www.fultonschools.org/volunteer)” <https://www.fultonschools.org/volunteer> & undergo a background check (administered by the school) before gaining approval to volunteer in the building. After pre-arranging the volunteer time with a staff member, volunteers are required to sign in at the front desk and obtain a volunteer badge. The front office staff will contact the staff member to verify that they are expecting volunteers. All volunteers should report to the designated and not make other stops to classrooms, offices, or other areas, as instruction is not to be interrupted. Upon completion of the volunteer tasks, volunteers are expected to sign out at the front desk before leaving the building.

As a volunteer, the school depends on your service and dedication. If you must be absent, please leave a message in the office or notify the appropriate staff member.

Confidentiality: Confidentiality regarding students you are working with or have observed during your volunteer service is expected.

Chaperoning: When acting as a Chaperone on a field trip or school-sponsored activity, volunteers may be responsible for a group of children.

Parking: Please do not park in the fire lanes or obstruct traffic flow in any manner. All volunteers should park in a designated parking space.

Restrooms: There are adult restrooms located in the common area in the front lobby and on all 3 floors. Student restrooms are not to be utilized by volunteers.

Student Discipline: Volunteers are not permitted to discipline students but should notify a staff member for assistance.

Siblings: Volunteers are not permitted to bring non-school age children to school when performing duties in the classroom. Parents may escort non-school age children when volunteering if the task can be accomplished when students are not present.

Frequently Asked Questions

Q: What is the latest time that a student can be checked in/out?

A: *Students cannot check into school after 11:40 a.m. Students cannot check out later than 1:50 p.m.*

Q: Can we have birthday parties for students?

A: *Birthday parties are prohibited, but student birthdays will be recognized during our monthly town hall meetings.*

Q: What is the best way to contact my child's teacher?

A: *Email the teacher, reach out via Class Dojo, call the front office, and leave a message for the teacher, or complete a Parent Concern Form.*

Q: If I need to provide updated contact information (address, phone, and email), who do I inform?

A: *Immediately updating your contact information is paramount. Please update your information in Infinite Campus. <https://www.fultonschools.org/InfiniteCampus>*