

RICHARDS MIDDLE SCHOOL



3555 SUGARLOAF PARKWAY
LAWRENCEVILLE, GEORGIA 30044
(770) 995-7133

<https://richardsms.gcpsk12.org/>
2025-2026

The officers, employees and officials identified in this policy/procedure/handbook are charged with using their personal judgment and deliberation in executing the functions and tasks set forth herein and nothing in the policy/procedure/handbook should be construed or interpreted to create any ministerial duties on behalf of any officer, employee or official.

A Message from Mrs. Caldwell, Principal of Richards Middle School

Dear RMS Students,

Welcome to a brand-new school year at Richards Middle School! I am thrilled to begin this exciting journey with each of you as your new principal. As we embark on this academic adventure together, I want you to know how honored I am to be part of a school community that believes in *Excellence in Every Endeavor*.

This motto is more than just words—it's a way of life. It means striving for your personal best in every subject, every activity, and every interaction. Excellence is not about perfection. It's about commitment, courage, and continuous growth. Every day is an opportunity to take one step closer to the best version of yourself.

This year, I encourage you to be a **LEADer**—not just in big, visible ways, but in the everyday choices you make. **LEADership** starts with the small things:

- **LEAD with kindness.** Smile at others, use respectful language, and go out of your way to include someone who might be left out.
- **LEAD with integrity.** Do the right thing, even when no one is watching. Be honest with yourself and others.
- **LEAD by example.** Show up prepared, stay focused, and encourage your classmates to do the same.
- **LEAD through perseverance.** Don't let failure stop you—let it teach you. Keep going even when it's hard.

To help you have a strong academic year, I want to share a few key strategies that can guide you to success:

1. **Stay Organized and Prepared**
Use your agenda to write down assignments, test dates, and upcoming projects. Keep your backpack and materials tidy so you can easily find what you need. Preparation leads to confidence.
2. **Set Clear and Measurable Goals**
At the beginning of each week, identify specific academic goals. For example, aim to improve a quiz score, read a new chapter each night, or participate in class discussions more often. Check in with yourself to track your progress.
3. **Develop Strong Study Habits**
Find a quiet place at home to complete your homework without distractions. Break larger tasks into smaller, manageable steps. Don't cram—review your notes regularly and use tools like flashcards or summaries to reinforce learning.
4. **Engage Actively in Learning**
Ask questions when something isn't clear. Take notes during class, make connections between subjects, and speak up during discussions. Curiosity is the fuel for learning.
5. **Prioritize Self-Care and Balance**
Academic success is deeply connected to your well-being. Get at least 8 hours of sleep each night, eat nutritious meals, stay physically active, and take breaks to relax and recharge. A healthy body supports a healthy mind.
6. **Seek Support When Needed**
Never be afraid to ask for help—from your teachers, counselors, or classmates. Success is not a solo journey, and we are all here to support you every step of the way.

You each have tremendous potential, and I believe this year will be one of growth, achievement, and discovery. Let's commit to lifting one another up, working with intention, and striving for excellence—together. I'm here if you need me!

With great enthusiasm,

Felisha Caldwell

Felisha Caldwell
Proud Principal, Richards Middle School

Richards Middle School

Information Sheet 2025-2026

This document provides an overview of important information about RMS.

For additional information and details, please refer to the **RMS Parent-Student Handbook**, which can be found on our website and at the front of your child’s agenda.

Address	Richards Middle School 3555 Sugarloaf Parkway Lawrenceville, GA 30044
Main Office Phone Number 770-995-7133	School Hours 8:55 AM-4:00 PM No checkouts after 3:30 PM
Social Media	<ul style="list-style-type: none"> ● Website: https://richardsms.gcpsk12.org/ ● Facebook: https://www.facebook.com/rmstitans ● Instagram: www.instagram.com/richardsmiddletitans/
Title I Family Center	<ul style="list-style-type: none"> ● A Parent Outreach Liaison is available daily to support parent questions and requests. ● 770-338-4815 ● Open daily from 8:30-4:00. ● Please visit https://richardsms.gcpsk12.org/parentsstudents/title-i-family-center for more information.
Parent Square & ParentVue	<ul style="list-style-type: none"> ● Parent Square: Visit www.parentsquare.com or download the app to get important information from RMS and GCPS and email your child’s teachers. ● ParentVue: Visit https://go2.gwinnett.k12.ga.us/ to view student grades and other important information. ● Contact our Family Center for more support: 770-338-4815
Arrival	<ul style="list-style-type: none"> ● Early drop-off is permitted in the Café starting at 7:30 AM. ● Students who arrive before 8:55 will wait in the Café unless they have a pass from a teacher. ● All students who arrive early on Wednesdays and Thursdays will attend Morning Tutoring sessions.
Morning Tutoring	<ul style="list-style-type: none"> ● RMS teachers will be available for additional instructional support and assessments at 8:15 AM on the following days <ul style="list-style-type: none"> ○ Wednesdays: Language Arts & Science ○ Thursdays: Math & Social Studies
Car Riders	<ul style="list-style-type: none"> ● Morning <ul style="list-style-type: none"> ○ Drop off from 8:55-9:20 ○ After 9:20, students must check in at the front office. ● Afternoon <ul style="list-style-type: none"> ○ Pick up from 4:00-4:20 ○ After 4:20, please park at the front and enter the building for pick up. ● Students will not be allowed to cross the bus lane, car rider lane, or road to meet parents.

<p style="text-align: center;">Lunch</p>	<ul style="list-style-type: none"> ● Student lunch: \$2.50 ● You can add money to your child’s account using www.mypaymentsplus.com ● Apply online for free and reduced lunch after July 8, 2025. <ul style="list-style-type: none"> ○ http://gwinnett.school lunchapp.com. ● Students who participated in the meal program last school year are required to reapply. ● Contact the Café Manager, 770-338-4795, for assistance.
<p style="text-align: center;">Technology</p>	<ul style="list-style-type: none"> ● All GCPS students will have a Chromebook assigned to them for the 2025-2026 school year. ● For technology support, please contact your child's teachers to have a technology support ticket submitted. The technology team can also be reached at 795.TechTeam@gcpsk12.org. ● It is the family’s responsibility to monitor the use of the device and to ensure that the device is returned in the condition in which it was received.
<p style="text-align: center;">Cell Phone Policy</p>	<ul style="list-style-type: none"> ● <u>Richards Middle School has a NO VISIBILITY POLICY for cellphones and headphones/earbuds.</u> ● Cell phones must be turned off while on school grounds. Cell phones and headphones/earbuds are not to be visible while on school grounds.
<p style="text-align: center;">Dress Code Policy</p>	<ul style="list-style-type: none"> ● Student dress should not cause a distraction from the instructional program. Students are encouraged to dress appropriately for the school setting. ● Specific dress code details are listed on page 11 of the RMS Parent-Student Handbook. ● The leadership team has the discretion to determine if clothing or attire is distracting from the instructional program.
<p style="text-align: center;">School Visits</p>	<ul style="list-style-type: none"> ● For the safety of our children and staff all visitors must check in and out through the office and wear a visitor’s badge while in the building. ● Parent involvement in our school is welcomed. Parents are welcome to observe and visit their child’s class. Please contact the teacher at least 24 hours in advance to arrange a time and date.
<p style="text-align: center;">Transportation Changes</p>	<ul style="list-style-type: none"> ● Any change in dismissal requires a signed note with the new information and dates. ● Please note that we are not allowed to issue bus passes for students to ride on a different bus (other than their permanent address).
<p style="text-align: center;">Activities, Clubs, & Sports</p>	<ul style="list-style-type: none"> ● Richards has many activities which provide students an opportunity to expand interests, enhance talents and grow academically and personally. ● Please visit our website or page 15 of the Student Handbook to view available activities, clubs, and sports.
<p style="text-align: center;">Counseling Program</p>	<ul style="list-style-type: none"> ● Each of our counselors follows a program that involves counseling, consulting, and coordinating in the following three areas of student development: academic, career and personal/social. ● Please visit https://richardsms.gcpsk12.org/about-us/counseling to contact your child’s counselor.
<p style="text-align: center;">Clinic</p>	<ul style="list-style-type: none"> ● Students may not bring ANY medication to school (Tylenol, Advil, etc). ● A parent or guardian may drop off medications to the clinic for students to come as needed.

Richards Middle School

Hoja informativa 2025-2026

Este documento proporciona una descripción general de información importante sobre RMS.

Para obtener información y detalles adicionales, consulte el **Manual para padres y estudiantes de RMS**, que se puede encontrar en nuestro sitio web y al principio de la agenda de su hijo.

DIRECCIÓN	Richards Middle School 3555 Sugarloaf Parkway Lawrenceville, GA 30044
Número de teléfono de la oficina principal 770-995-7133	Horas de escuela 8:55 AM-4:00 PM No se permiten salidas después de las 15:30
Medios de comunicación social	<ul style="list-style-type: none"> ● Sitio web: https://schools.gcpsk12.org/RichardsMS ● Facebook: https://www.facebook.com/rmstitans ● Instagram: www.instagram.com/richardsmiddletitans/
Centro Familiar Título I	<ul style="list-style-type: none"> ● Un miembro del personal de Parent Outreach está disponible todos los días para responder a las preguntas y solicitudes de los padres. ● 770-338-4815 ● Abierto todos los días de 8:30 a 4:00. ● Visite https://schools.gcpsk12.org/domain/5896 para obtener más información.
Parent Square & ParentVue	<ul style="list-style-type: none"> ● Parent Square: Visite www.parentsquare.com o descargue la aplicación para obtener información importante de RMS y GCPS y envíe un correo electrónico a los maestros de su hijo. ● ParentVue: Visite https://go2.gwinnett.k12.ga.us/ para ver las calificaciones de los estudiantes y otra información importante. ● Comuníquese con nuestro Centro Familiar para obtener más apoyo: 770-338-4815
Llegada	<ul style="list-style-type: none"> ● Se permite dejar a los estudiantes temprano en la cafetería a partir de las 7:30 a.m. ● Los estudiantes que lleguen antes de las 8:55 esperarán en el Café a menos que tengan un pase de un maestro. ● Todos los estudiantes que lleguen temprano los miércoles y jueves asistirán a las sesiones de tutoría matutina.
Tutoría matutina	<ul style="list-style-type: none"> ● Los maestros de RMS estarán disponibles para apoyo educativo adicional y evaluaciones a las 8:15 a.m. en los siguientes días: <ul style="list-style-type: none"> ○ Miércoles: Artes del lenguaje y ciencias ○ Jueves: Matemáticas y Estudios Sociales
Pasajeros en coche	<ul style="list-style-type: none"> ● Mañana <ul style="list-style-type: none"> ○ Regreso de 8:55 a 9:20 ○ Después de las 9:20, los estudiantes deben registrarse en la oficina principal. ● Tarde <ul style="list-style-type: none"> ○ Recogida de 4:00 a 4:20 ○ Después de las 4:20, estacione en el frente y entre al edificio para que lo recojan. ● No se permitirá a los estudiantes cruzar el carril del autobús, el carril del conductor del automóvil o la carretera para encontrarse con los padres.

<p>Almuerzo</p>	<ul style="list-style-type: none"> ● Almuerzo estudiantil: \$2.50 ● Puede agregar dinero a la cuenta de su hijo usando www.mypaidplus.com ● Solicite en línea almuerzo gratuito o reducido después del 8 de julio de 2024. http://gwinnett.schoollunchapp.com. ● Los estudiantes que participaron en el programa de comidas el año pasado deben volver a presentar su solicitud. ● Comuníquese con el Gerente del Café, 770-338-4795, para obtener ayuda.
<p>Tecnología</p>	<ul style="list-style-type: none"> ● A todos los estudiantes de GCPS se les asignará un Chromebook para el año escolar 2025-2026. ● Para obtener soporte tecnológico, comuníquese con los maestros de su hijo para que les envíen un ticket de soporte tecnológico. También puede comunicarse con el equipo de tecnología en mailto:795.TechTeam@gcpsk12.org. ● Es responsabilidad de la familia controlar el uso del dispositivo y garantizar que se devuelva en las condiciones en que se recibió.
<p>Política de telefonía celular</p>	<ul style="list-style-type: none"> ● <u>La Escuela Intermedia Richards tiene una POLÍTICA DE NO VISIBILIDAD para teléfonos celulares y audífonos.</u> ● Los teléfonos celulares deben estar apagados mientras se encuentren en los terrenos de la escuela. Los teléfonos celulares y audífonos/auriculares no deben estar visibles mientras se encuentren en los terrenos de la escuela.
<p>Política de código de vestimenta</p>	<ul style="list-style-type: none"> ● La vestimenta de los estudiantes no debe causar una distracción del programa de instrucción. Se anima a los estudiantes a vestirse apropiadamente para el entorno escolar. ● <u>Los detalles específicos del código de vestimenta se enumeran en la página 11 del Manual para padres y estudiantes de RMS.</u> ● El equipo de liderazgo tiene la discreción de determinar si la ropa o el atuendo distraen del programa de instrucción.
<p>Visitas escolares</p>	<ul style="list-style-type: none"> ● Para la seguridad de nuestros niños y del personal, todos los visitantes deben registrarse a través de la oficina y usar una tarjeta de visitante mientras estén en el edificio. ● La participación de los padres en nuestra escuela es bienvenida. Los padres pueden observar y visitar la clase de sus hijos. Comuníquese con el maestro con al menos 24 horas de anticipación para concertar una fecha y hora.
<p>Cambios de transporte</p>	<ul style="list-style-type: none"> ● Cualquier cambio en el despido requiere una nota firmada con los nuevos datos y fechas. ● Tenga en cuenta que no podemos emitir pases de autobús para que los estudiantes viajen en un autobús diferente (que no sea su dirección permanente).
<p>Actividades, Clubes y Deportes</p>	<ul style="list-style-type: none"> ● Richards tiene muchas actividades que brindan a los estudiantes la oportunidad de ampliar sus intereses, mejorar sus talentos y crecer académica y personalmente. ● Visite nuestro sitio web o la página 15 del Manual del estudiante para ver las actividades, clubes y deportes disponibles.
<p>Programa de Consejería</p>	<ul style="list-style-type: none"> ● Cada uno de nuestros consejeros sigue un programa que implica asesoramiento, consultoría y coordinación en las siguientes tres áreas de desarrollo estudiantil: académica, profesional y personal/social. ● Visite https://schools.gcpsk12.org/domain/5819 para comunicarse con el consejero de su hijo.
<p>Clínica</p>	<ul style="list-style-type: none"> ● Los estudiantes no pueden traer NINGÚN medicamento a la escuela (Tylenol, Advil, etc.). ● Un padre o tutor puede dejar medicamentos en la clínica para que los estudiantes vengan según sea necesario.

GWINNETT COUNTY PUBLIC SCHOOLS

Vision

Gwinnett County Public Schools will be a system of world-class schools where students acquire the knowledge and skills to be successful as they continue their education at the postsecondary level and/or enter the workforce.

Mission

The mission of Gwinnett County Public Schools is to pursue excellence in academic knowledge, skills, and behavior for each student, resulting in measured improvement against local, national, and world- class standards.

RICHARDS MIDDLE SCHOOL

EXCELLENCE IN EVERY ENDEAVOR

Mission

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

Our School's Namesake

Richards was named in honor of James Everett Richards, an outstanding Gwinnett Educator for 17 years. Mr. Richards became principal of Norcross High School in 1957 after several years of teaching and leadership. During his years as a high school principal, Richards realized the need to mold work habits and character in students during their transitional middle school years. In 1969, Mr. Richards became the first principal of Lawrenceville Middle School, which opened in 1971.

Sadly, Mr. Richards' tenure as principal was cut short by a tragic automobile accident on February 2, 1972, and he died on September 21, 1972. His wife, Mrs. Vinnie Richards, had been an active supporter of the school since 1987 until her passing in the fall of 2005. During the 1987 dedication ceremony for RMS in 1987, Principal John Ford said of Mr. Richards, "Knowing the goals of J. E. Richards genuinely gives our school positive direction and an inspiration by which we can aspire to achieve."



GCPS 2025-2026 Calendar

August 4	First Day of School
September 1	Labor Day (System-wide Holiday)
September 19	Digital Learning Day 1
October 9-13	Student/Teacher Holidays
October 22-23	Early Release/Teacher Conferences
November 4	Digital Learning Day 2
November 24-28	Thanksgiving Break
December 19	End of 1st Semester
December 22-January 1	Winter Break Days
January 2	Teacher Planning Day
January 5	Students Begin 2nd Semester
January 19	MLK, Jr. Day- Holiday
February 6	Digital Learning Day 3
February 12-16	Student/Teacher Holidays
March 4-5	Early Release Days
March 13	Digital Learning Day 4
April 6-10	Spring Break (School Holidays)
May 20	Last Day of School

ATTENDANCE

What time should I arrive to school?

School starts with homeroom at 9:00am. Students arriving before school for tutoring, to use the media center, or for detention must have their agenda book signed by the assigning teacher or possess an appropriate pass.

If students are not in homeroom by 9:20 A.M., they will be considered tardy. Students who are tardy MUST check-in in the front office.

What are our morning procedures?

- As students arrive at school, they are to pick up breakfast and then report immediately to their homeroom. The bus arrival time prior to the beginning of class time will be a time for silent reading and assignment preparation for students. All students are encouraged to use this time wisely. Breakfast is offered from 8:55 - 9:20 A.M. in the school hallways and cafeteria.

What time do we leave?

Car Riders

- Car riders will be dismissed at 3:57 PM each day. Students who are car riders should be picked up at the end of the day by **4:00 P.M.** unless they are involved in a school- sponsored activity. **For the safety of all students, car riders must be picked up in the car rider area designated by the school. Students will not be allowed to cross the bus lane, car rider lane, or road to meet parents.** Students who are picked up by parents, relatives, or friends on a regular basis must have a note designating this on file with the school. Any changes in who will pick up a student must be stated in an advance note to the school. All notes are verified and must have a telephone number included on the note.

Walkers

- Walkers will be dismissed at 3:57 PM and should be off the school grounds by 4:10 pm. Students should never walk home without school knowledge and parent permission.

After School Activities

- Students remaining at school for activities, including after-school detention, should remain in the classrooms until after the last bus has been called. **Students involved in activities later than 4:15 must be picked up within 30 minutes of the end of that activity.**

Bus Riders

- Students riding a bus are expected to ride their designated bus to and from their designated bus stop and may not walk without written permission. Bus passes are only issued for permanent changes. Students may not ride home on a different bus with a friend or to a family member's address. Permanent changes must be submitted to the school in writing so that a bus pass may be approved by the transportation department. Please sign and include a contact number with the information.

Check Outs and Absences

How do I get checked out early?

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

Who can check me out?

- When there is cause necessitating an individual student to be released from school, the student may only be released to his parent(s) or to a person authorized by the parent/guardian and properly identified to school personnel. **During registration, parents will receive forms to designate individuals who are permitted to check out their child.**

Can I still participate in an after-school activity if I am absent for the whole day or a portion of the day?

- Individual students who have emergencies necessitating their absence from school for a portion of the school day must have been present for most of the school day to be included in the average daily attendance count. **Students must be counted present for the day to participate in after school activities such as basketball.**

Do I have to bring an excuse note for an absence?

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

Remember...

- **Research clearly shows that good school attendance is closely related to high academic achievement. In fact, student “time-on-task” is the most important factor related to student learning.** Therefore, we want to ensure that all students attend school every day possible so that they can maximize their learning potential.

Can my parents visit me at school?

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

How will I know if school is cancelled?

If it becomes necessary to close school due to inclement weather or other conditions, parents and students need to listen to WSB radio 95.5 FM or AM 750 to obtain accurate information. **Announcements are usually made by 6 A.M. Please do not call the school for school closing information. Decisions are made at the county level and reported to the media.** GCPS will send an electronic message to all families if school is being moved to digital learning, due to inclement weather. In case of a school emergency, parents should also visit the school’s website at <https://www.gcpsk12.org/RichardsMS> to receive up-to-date information regarding the situation and instructions on student dismissal.

MAKING THE GRADE

Do I really have to do my homework?

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

A	90 and above shall indicate excellent progress
B	80-89 shall indicate above average progress
C	70-79 shall indicate average progress
U/F	0-69 shall indicate unsatisfactory progress/failure of acceptable progress

E = Excellent
S = Satisfactory
N = Needs to Improve

All students are given adequate time to make up work - **two days for each day absent.**

(Except in extenuating circumstances or by special request.)

Can my parents check my progress?

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

How can my parents arrange a meeting with my teachers?

Parents may make appointments for conferences with teachers, counselors, and administrators. Please call the main school number to contact teachers and request a conference. Parents are encouraged to maintain regular contact with their child’s teachers.



IMPORTANT INFORMATION ABOUT RMS

How much does it cost to eat at school?

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

- Students may apply money to their account during the breakfast or lunch period.
- When sending a check, please write your student's name AND ID number on the check.
- Online payments can be made at <https://www2.mypaymentsplus.com>. (You will need to know your student's ID.)
- In the event your student does not have lunch money, his/her account will be charged and **should be paid back on the next school day**.
- Each student receives one free breakfast per day. Additional breakfasts can be purchased for \$1.75.

Reimbursable Lunches:

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

Food Deliveries

Students may not receive food deliveries of any kind to the school office. Parents may not bring food for students serving in school suspension for any reason.

Staying hydrated

Students are permitted to bring clear water bottles to school. However, colored, carbonated, and/or sugary drinks such as Gatorade, Kool-Aid, sodas, coffee, Frappuccino, etc. are not permitted.

May I bring my personal items to school?

It is requested that large sums of money, expensive jewelry and expensive articles of clothing not be brought to school. Items, such as tablets, are permitted for instructional purposes only and at the discretion of the teacher. The following items should never be brought to school by a student: cameras, skates, skateboards, scooters, basketballs, footballs, soccer balls, or baseballs, etc. Students may not bring toy or replica guns or knives and absolutely may not bring any weapons. Schools are not responsible for any items that are brought from home.

Earphones/earbuds/headphones are allowed at the teacher or bus driver's discretion but otherwise should not be visible at ANY time while on school grounds. In addition, students **MAY NOT** bring items to school for sale/resale (candy, electronics, etc.) The Gwinnett County Board of Education permits students to possess electronic communication devices on a limited basis. RMS is not responsible for any personal items brought to school without permission.

What is the RMS Cell Phone policy?

Richards Middle School has a NO VISIBILITY POLICY for cellphones and headphones.

Cell phones must be turned off while on school grounds. Cell phones and/or Bluetooth devices are not to be visible while on school grounds.

This applies to instructional and non- instructional times such as class change, restroom breaks, etc. Please note that simply turning a phone to silent does not comply with this guideline. Cell phones are not to be used on the bus ride to or from school unless approved by the Transportation Department.

Recording or taking pictures of students and/or teachers/staff is never permitted. Students may not charge their cell phones at school. Administration reserves the right to collect the electronic device until the end of the day or until a parent can pick up the device from the front office. (This includes cell phones, earbuds, air pods, Beats type headphones, or other Bluetooth devices.)

Should one of these items be lost or stolen the school cannot be responsible for replacing it and will only investigate such situations on a limited case by case basis.

Our first and foremost priority is preserving the learning environment for all students.

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

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

What if I must call home?

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

How should I handle my concerns with other students?

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



RMS CLINIC

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

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

DRESS CODE

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

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

1. Clothing shall fit appropriately. Pants and shorts must be always worn at the waist and not be so large that the crotch sags or underwear of any type is showing. Belts must be worn with pants that do not fit in the waist. Girls’ tops must be appropriate; they should not be too tight or too loose that cleavage is shown. Outer garments cannot

be off the shoulders. Sleeveless shirts for females will be permitted, but no bras may show. No tank tops or spaghetti straps are allowed. Tank tops are tops that are scooped in the back and front neckline. Boys cannot wear sleeveless shirts. Gloves are not allowed to be worn inside the school building.

2. Students **MAY NOT wear pajama pants** to school.
3. Shorts, skirts, and dresses may be worn if they are **no more than 3 inches above the knee**.
4. Students may not wear clothing or accessories in a manner that would distinguish a particular side of the body.
5. Students **MAY NOT** wear stretch, Lycra, spandex, leggings, or jeggings unless an appropriate length shirt, skirt, or shorts are worn over them. **An appropriate length shirt/skirt is one that covers the student's bottom.** Nylon tights, leotards, biker shorts, cheerleading shorts, or underwear worn as an outer garment are strictly prohibited (except in P.E.).
6. Bare midriff clothing (crop tops) or similar tops should **never be worn**. This type of clothing may not be worn even with a zip up hoodie.
7. **Students MAY NOT wear sagging pants**, even if gym shorts are worn underneath. Students under garments should always remain unseen.
8. Students may not wear **house slippers** or **bring blankets** or **stuffed toys**.
9. **Pants cannot have holes more than three inches above the knee unless legs are covered by leggings or shorts.**
10. Clothing and jewelry shall be free of inflammatory, suggestive, or other inappropriate messages, advertisement, or artwork. This includes offensive words and designs, violence (blood, death, and weapons), sex, hate groups, gangs, tobacco products, drugs, and alcohol.
11. Jewelry or accessories that may be used as weapons are not to be worn at school. This includes, but is not limited to, purse clutches and cell phone cases with brass knuckles attached, wallet chains, metal-pronged hair picks, jewelry such as spiked rings, spiked bracelets, spiked/talon/taper earrings, two or three finger rings that are joined, and bulky chains worn around the neck or waist. Sharp objects that could pose a danger, such as spikes or safety pins, are not allowed on exposed body parts, clothing, or book bags.
12. Clothing and jewelry which is associated with gang activity is not acceptable. This includes but is not limited to: sagging pants or shorts, pants cut off at the knee and worn with knee socks, extra-long belts hanging loosely, suspender(s) worn off the shoulders, and bandanas regardless of tread or color.
13. Headgear: **Hoodies**, hats, bonnets, berets, toboggans, sweatbands, visors, **sunglasses**, scarves, doo-rags, or other types of head-coverings are not to be worn or carried around by students. **Students may not wear headbands that are more than three inches wide, should not cover the entire head or have a bandana/paisley print.**
14. Students may not wear costumes or onesies except on designated schoolwide days.
15. Any student dress/appearance not specifically stated which the faculty or staff deems distracting will not be permitted. It is essential that students respect the learning environment by being appropriately dressed for school. The purpose of the student dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of "dress" instilling dignity and pride. Students wearing clothing or accessories not described in these rules but which become distracting to the learning environment or identified as gang-attire will receive a warning in advance of any disciplinary action.
16. The Principal or his/her designee for specific reasons may make exceptions to the RMS dress code.

17. Dress code expectations include Field Trip experiences and any after school activities.

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

TITAN MEDIA CENTER

RMS MEDIA CENTER: STUDENTS' FREQUENTLY ASKED QUESTIONS (FAQs)

Q: When can I visit the media center?

A: After 9:30AM up until 3:55PM, on a pass from your teacher. Your teachers may also bring your class down to check out books or do research. Always check in with the circulation desk when visiting without your teacher.

Q: What do I need to know about checking books out from the media center?

A: You may check out up to two books for four weeks and can renew your loan if you need more time. If you have any overdue books or fines, checking out more books depends on a conversation with whoever is at the circulation desk.

Q: How do I find books in the media center?

A: You can search by genre, title, author, or keyword by opening the Media Catalog from the Student Lookup Computer by the circulation desk. Fiction books are alphabetized by the author's last name. Nonfiction is organized by Dewey Decimal number and author's last name. Find a book's call number in the media catalog to locate it on the shelves.

Q: What happens if I lose or damage a book or have an overdue book?

A: No fines are charged for overdue books; however, if you lose or damage a book, you'll have to pay \$20.

Q: Who can help me in the media center?

A: The Media Specialist is available to assist you.

Q: What can I do in the media center?

A: You can check out books and magazines for academic and personal reading. You may also use the computers for research with a pass from your teacher and guidance from the media staff. You may not play games, randomly surf the Internet, or access email or chatting from school. Inappropriate use of the Internet will result in a discipline referral. You may print information or pictures that relate to your class assignments with a pass from your teacher to do so and clearance from the media center staff. Color print outs are not permitted in the media center.

Q: What can I use for research on the computer?

A: Our first choice is always the GCPS Online Research Library, which provides links to county-purchased databases to access electronic reference books, magazine articles, and more. You can access this on the student portal and look for the pink icon with a book and magnifying glass.

SCHOOL BUS RULES

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

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

Responsible Use of Technology and Electronic Media for Students

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

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

1. **Personal Responsibility.** As a representative of this school, I will accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse may come in many forms, but it is commonly viewed as any message sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below.
2. **Acceptable Use.** The use of the electronic information service must be in support of educational research and in accordance with the educational goals and objectives of Richards Middle School. I am always personally responsible for this provision when using an electronic information service. Any usage should comply with local, state, and federal laws governing transmission of information and copyrights.
3. **Privileges.** The use of the information system is a privilege, not a right, and inappropriate use will result in a loss of those privileges. The system administrator will decide what is appropriate use, and his/her decision is final. The system administrator or staff of Richards Middle School may revoke or suspend usage privileges any time it is deemed necessary or appropriate.
4. **Network Etiquette and Privacy.** I am expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:
 - A. **Be polite.** Never send or encourage others to send abusive messages.
 - B. **Use appropriate language.** Remember that I am a representative of my school. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
 - C. **Privacy.** I will not reveal any personal information, home address or personal phone number, or those of other students or colleagues.
 - D. **Electronic mail.** I will not have access to an individual e-mail account at Richards Middle School unless such an account is required by instructional objectives. Student e-mail use for legitimate educational purposes will be subject to monitoring and review, including review of text and attachments that are related to that student or students. At NO TIME should a student consider GCPS e-mail private or confidential in any way.
 - E. **Disruptions.** I will not use the network in any way that would disrupt its use by others.
 - F. **Alterations.** Students will not make changes to the hardware or software configuration of any machine, including installing or deleting any software.
5. **Services.** Richards Middle School specifically denies any responsibility for the accuracy of information obtained through electronic resources.
6. **Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy any available hardware or data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses, and/or removing or disfiguring keyboards, mice or monitors or power and network cabling. Any vandalism will result in the loss of computer services, disciplinary action, and/or legal referral.
7. **Unauthorized software, games systems, and game cartridges** are not allowed to be used at any workstation at Richards Middle School.

STUDENT SCHOOL ACTIVITIES

Richards has many activities which provide students an opportunity to expand interests, enhance talents and grow academically and personally.

- **BAND:** Band is a connections class and students will attend this class on alternating days in their schedule. 6th graders will take beginning Band, while 7th and 8th grade Band is for those students with prior experience.
- **BASKETBALL:** The boys and girls basketball teams are composed of 6th, 7th and 8th grade students who represent our school in competitive games with other GCPS middle schools.
- **CHEERLEADING:** Cheerleaders are chosen from eligible 7th and 8th grade students in the fall. RMS Cheerleaders work to promote school spirit at pep rallies, basketball games and other performances here at RMS.
- **CHESS CLUB:** Chess Club is a place where chess players ranging from beginners to experts come to play chess against one another. Through the game of chess, members of the club can bond and improve their chess skills.
- **CHORUS:** Chorus, like Band, is a connections class that meets on alternating days of a student's schedule. The RMS Chorus performs at various concerts and other exhibitions throughout the year.
- **CROSS COUNTRY:** The CROSS COUNTRY team is composed of 6th, 7th and 8th grade students who represent our school in competitive meets with other GCPS middle schools.
- **FBLA:** FBLA inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.
- **GRAPHIC NOVEL CLUB:** Dive into a world where stories come alive through vibrant illustrations and captivating tales! Our Graphic Novels book club is the perfect place for middle schoolers who love manga, graphic novels, and everything in between. Each month, we'll explore new genres, themes, and characters with a curated selection of two exciting graphic novels or manga comics. Whether you're a seasoned manga reader or just getting into graphic novels, this club is the perfect place to share your passion, make new friends, and dive into amazing stories.
- **INTRAMURALS:** Intramurals are an extension of the RMS PE Program. Students will participate in a variety of sports and activities before school on specified days. This is a great way to exercise and have fun with classmates.
- **JR. BETA CLUB:** This club recognizes students for their academic achievement, while highlighting community involvement and service.
- **KIDS FOR CHRIST:** Kids for Christ meets before school on specified days and is a time where likeminded students can gather and spend time with classmates.
- **ORCHESTRA:** Orchestra is a connections class at RMS and is organized much like Band and Chorus for all three grade levels.
- **PEER LEADERS:** RMS Peer Leaders are a group of students who have progressed through a rigorous selection process to represent our school and serve their fellow students. Students can gain more information from their grade level counselor about this program.
- **PEP BAND:** The RMS Pep Band is a smaller group of students who perform at RMS pep rallies, basketball games, and other exhibitions.
- **PRISM:** PRISM is an all-inclusive student led club that aims to provide a safe, tolerant, and supportive place for LGBTQ+ students and allies. This club can touch on topics such as family, identify, and respect.
- **RELAY FOR LIFE:** Relay for Life is a club here at RMS that works alongside the Gwinnett County Relay for Life programs to help serve our community.

- READERS RALLY: Are you an avid reader and would like to represent RMS in reading competitions? Contact our Media Specialist for more information.
- ROBOTICS COMPETITION TEAM: The Robotics club is a learning club for students interested in Technology and Robotics. Club members will work on group projects and will compete in the robotics' competition. Science, Technology, Engineering, Art, and Math (STEAM) concepts are found in and are utilized in planning, designing, building, programming, and operating the robots.
- SCIENCE CLUB: A club for students who are interested in exploring more science topics, science activities, Earth Day. The RMS Science clubs aims to interest children further in science and allow them to participate in homemade science experiments.
- SOCCER: The boys and girls soccer teams are composed of 6th, 7th and 8th grade students who represent our school in competitive matches with other GCPS middle schools.
- STEP TEAM: The Step Team members are chosen from eligible 7th and 8th grade students in the Fall. Our Stomp Squad performs at pep rallies, basketball games, and other exhibitions throughout the school year.
- STUDENT COUNCIL: This representative assembly of students will have the opportunity to do service projects, sponsor social events, and communicate student concerns to the faculty.
- TITAN TELEVISION: Titan Television is open to students in grades 6-8 and is responsible for the RMS Morning News, recording and editing for school events. Students may pick up an application from the Media Specialist.
- VOLLEYBALL: The girls volleyball team is composed of 6th, 7th and 8th grade students who represent our school in competitive games with other GCPS middle schools.
- Please visit the RMS website at <https://schools.gcpsk12.org/RichardsMS> for up-to-date information on new clubs and activities!

TITAN COUNSELING PROGRAM

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

BULLYING

Bullying will not be tolerated at Richards Middle School. Bullying is any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so or any intentional display of force such as would give the victim reason to fear or expect immediate bodily injury or harm. OCGA 20-2-751.4 requires a third incident of bullying in a school year to be presented before a disciplinary hearing. Upon a finding that a student has committed the offense of bullying for the third time in a school year, such student may be assigned to an alternative school.

CYBERBULLYING

If you're like most teenagers, you spend a lot of time on a cell phone or instant messenger chatting with friends and uploading photos, videos, and music to websites. You may have online friends whom you've never met in person, with whom you play games and exchange messages. Teens' lives exist in a variety of places such as school hallways, part-time jobs, and friends' houses. Now many teens also have lives on the Internet. And bullying has followed teens online. Online bullying, called cyberbullying, happens when teens use the Internet, cell phones, or other devices to send or post text or images intended to hurt or embarrass another person. Cyberbullying is a problem that affects almost half of all American teens. Whether you've been a victim of cyberbullying, know someone who has been cyberbullied, or have even cyberbullied yourself, there are steps you and your friends can take to stop cyberbullying and stay cyber-safe.

How Are Teens Cyberbullied?

Being a victim of cyberbullying can be a common and painful experience. Some youth who cyberbully

- Pretend they are other people online to trick others
- Spread lies and rumors about victims
- Trick people into revealing personal information
- Send or forward mean text messages
- Post pictures of victims without their consent

When teens were asked why they think others cyberbully, 81 percent said that cyberbullies think it's funny. Other teens believe that youth who cyberbully

- Don't think it's a big deal
- Don't think about the consequences
- Are encouraged by friends
- Think everybody cyberbullies
- Think they won't get caught

How Do Victims React?

Contrary to what cyberbullies may believe, cyberbullying is a big deal, and can cause a variety of reactions in teens. Some teens have reacted in positive ways to try to prevent cyberbullying by

- Blocking communication with the cyberbully
- Deleting messages without reading them
- Talking to a friend about the bullying
- Reporting the problem to an Internet service provider or website moderator

Many youth experience a variety of emotions when they are cyberbullied. Youth who are cyberbullied report feeling angry, hurt, embarrassed, or scared. These emotions can cause victims to react in ways such as

- Seeking revenge on the bully
- Avoiding friends and activities
- Cyberbullying back

Some teens feel threatened because they may not know who is cyberbullying them. Although cyberbullies may think they are anonymous; they can be found. If you are cyberbullied or harassed and need help, save all communication with the cyberbully and talk to a parent, teacher, law enforcement officer, or other adult you trust.

How Can I Prevent Cyberbullying?

Teens have figured out ways to prevent cyberbullying. Follow in the footsteps of other quick-thinking teens and:

- Refuse to pass along cyberbullying messages
- Tell friends to stop cyberbullying
- Block communication with cyberbullies
- Report cyberbullying to a trusted adult

You can also help prevent cyberbullying by

- Speaking with other students, as well as teachers and school administrators, to develop rules against cyberbullying
- Raising awareness of the cyberbullying problem in your community by holding an assembly and creating fliers to give to younger kids or parents

Don't forget that even though you can't see a cyberbully or the bully's victim, cyberbullying causes real problems. If you wouldn't say it in person, don't say it online. Delete cyberbullying. Don't write it. Don't forward it.

What Else Can I Do to Stay Cyber-safe?

Remember that the Internet is accessed by millions of people all over the world, not just your friends and family. While many Internet users are friendly, some may want to hurt you. Below are some ways to stay cyber-safe:

- Never post or share your personal information online (this includes your full name, address, telephone number, school name, parents' names, credit card number, or Social Security number) or your friends' personal information.
- Never share your Internet passwords with anyone, except your parents.
- Never meet anyone face-to-face whom you only know online.
- Talk to your parents about what you do online.

Information taken from www.ncpc.org. A public advertising campaign aimed at preventing cyberbullying.

GCPS STUDENT CONDUCT & BEHAVIOR CODE

RULE 1 - DISRUPTION AND INTERFERENCE WITH SCHOOL

No student shall cause or attempt to cause (either directly or indirectly) a disruption or interference with school by any means.

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

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

RULE 3 - DAMAGE, DESTRUCTION OR MISUSE OF PRIVATE PROPERTY

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

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

SECTION A - Regardless of intent, a student shall not:

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

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

SECTION A - Regardless of intent, a student shall not:

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

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

SECTION B - A student shall not:

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

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

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

RULE 7 - DRUGS, ALCOHOL AND TOBACCO

SECTION A

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

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

SECTION B

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

SECTION C

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

RULE 8 - DISREGARD OF DIRECTIONS OR COMMANDS

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute

teachers, teacher aides, administrators, school bus drivers, or other authorized school personnel.

RULE 9 - SEXUAL MISCONDUCT/INDECENCY

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

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

RULE 10 - UNEXCUSED ABSENCES

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

RULE 11 - OTHER CONDUCT WHICH IS SUBVERSIVE TO GOOD ORDER

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

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

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

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

RULE 13 - SCHOOL BUS INFRACTIONS

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

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

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

Portrait of a Graduate



The Portrait of a Graduate design process engaged GCPS leaders and the broader community—educators, students, elected officials, community members, families—to help build a unifying, collective vision for our students. Bringing together these diverse perspectives was a foundational step to launch the transformational work detailed in Our Blueprint for the Future strategic plan.

The design team provided their input on their hopes, dreams, and aspirations for our students, which resulted in the following word cloud and helped to shape the resulting competencies for the final portrait. These competencies are the vision of student success to which we will align our work going forward, including Our Blueprint for the Future.

Portrait of a Graduate Competencies

<p style="text-align: center;">Adaptability</p> <p>Gwinnett County Public Schools’ Students</p> <ul style="list-style-type: none"> ● work effectively in a climate of ambiguity and changing priorities, demonstrating flexibility when acclimating to various roles and situations. ● respond productively to feedback, praise, setbacks, and criticism; persevering to achieve success despite difficulty, opposition, and/or failure. ● are confident working independently and with diverse groups through various situations. 	<p style="text-align: center;">Critical Thinking</p> <p>Gwinnett County Public Schools’ Students</p> <ul style="list-style-type: none"> ● consistently reflect deeply about their own thinking and the “bigger picture”, integrating feedback from others and the world around them into their evolving understandings. ● consider the benefits and barriers of evolving technologies as they access those technologies to achieve their purposes. ● are mindful to analyze, evaluate, and assess solutions for complexity and impact on people and situations as they create or curate workable outcomes. ● are critical consumers of information.
<p style="text-align: center;">Collaborative Leadership</p> <p>Gwinnett County Public Schools’ Students</p> <ul style="list-style-type: none"> ● build relationships with others through trust, compassion, and principled behaviors. ● have a win-win mindset as they seek and maximize opportunities to actively listen and elicit diverse perspectives and contributions from others, consistently seeking collective commitment from others. ● take risks and know how to develop, organize, and manage new technologies, initiatives, and/or ventures in order to positively impact their world, crafting inspiring visions and action as they do so. ● intentionally seek and engage opportunities to work with others towards a common purpose. 	<p style="text-align: center;">Empathy</p> <p>Gwinnett County Public Schools’ Students</p> <ul style="list-style-type: none"> ● exhibit emotional intelligence (EQ) – they are introspective and self-aware. They understand and act on the feelings, thoughts, and behaviors of other people. ● are curious about, value and embrace diverse cultures and unique perspectives through mutual respect and open dialogue. ● understand, negotiate, and balance diverse views and beliefs as they engage with others.

Resourcefulness

Gwinnett County Public Schools' Students

- innovate - translating original and inventive thinking into viable solutions.
- demonstrate originality, imagination, and new ways of thinking about things.
- transcend traditional ideas, rules, patterns, and relationships to create new or meaningful ideas, methods, or interpretations.
- transfer and adapt to learning from diverse experiences in order to access, select, and use resources (i.e. technology, media, financial, etc.) efficiently and wisely to achieve success.

Communication

Gwinnett County Public Schools' Students

- articulate thoughts and ideas effectively using oral, written, and nonverbal communication skills in a variety of forms and contexts and for a range of purposes and audiences.
- listen effectively to understand knowledge, values, attitudes, and intentions.



Richards Middle School's Guide to PBIS

What is PBIS?

P	Positive
B	Behavior
I	Interventions and
S	Supports

PBIS is a program for teaching and supporting appropriate behavior that builds a positive school culture. The goal is to increase positive behavior and prevent negative behavior.

RESPECT
Richards

Our Expectations

Our expectations are: Good Judgment, Responsibility, Integrity, and Pride. These expectations are consistently referred back to as we are teaching procedures in various area at RMS. Below are some examples of how the expectations can be followed.

G R I P
 GOOD JUDGMENT RESPONSIBILITY INTEGRITY PRIDE
 BUEN JUICIO RESPONSABILIDAD INTEGRIDAD ORGULLO

Good Judgment	<ul style="list-style-type: none"> • Turn materials in on time. • Ask for permission. • Use inside voices.
Responsibility	<ul style="list-style-type: none"> • Have necessary materials. • Have a pass if required. • Report problems to adults.
Integrity	<ul style="list-style-type: none"> • Respect differing opinions. • Be where you are supposed to be. • Be supportive of classmates
Pride	<ul style="list-style-type: none"> • Clean up after yourself. • Own your actions. • Keep area food/drink free.

What We Do

- Students earn Titan Tokens for displaying GRIP throughout the building.
- Students and parents can view their Titan Tokens in the portal and on apps.
- Positive Behavior Referrals recognize GRIP behavior that is above and beyond.
- Students can turn in their Titan Tokens throughout the year to join awesome PBIS events like our Fall Festival and Spring Sports Extravaganza!

What You Can Do

- Review the RMS GRIP expectations with your child.
- Ask your child about his/her day at school. Ask how many Titan Tokens they have!
- Keep in touch with your child's teacher.
- Check the Parent Portal to stay up to date on assignments and grades.



G.R.I.P	Bus	Café	Classroom	Hallway	Restroom
Good Judgement	<ul style="list-style-type: none"> • Be considerate • Refrain from touching others • Stay in designated area. 	<ul style="list-style-type: none"> • Stay with your teacher • Stay seated in designated area • Refrain from touching others 	<ul style="list-style-type: none"> • Follow teacher directions • Make good decisions • Be an active participant 	<ul style="list-style-type: none"> • Talk quietly • Follow appropriate traffic flow • All technology put away • Remove head coverings 	<ul style="list-style-type: none"> • Ask for permission • Be respectful of yourself and others • Make good decisions
Responsibility	<ul style="list-style-type: none"> • Follow all safety rules • Report problems to adults • Be aware of others on the bus 	<ul style="list-style-type: none"> • Keep account balance current • Keep tables and floor clean • Be on time 	<ul style="list-style-type: none"> • Bring all materials needed for class • Be on time • Enter and exit the room appropriately 	<ul style="list-style-type: none"> • Have your agenda with you at all times • Be aware of others in the hallway • Walk on the right side of the hall 	<ul style="list-style-type: none"> • Have your agenda/hall pass • Report problems to adults • Return to class quickly
Integrity	<ul style="list-style-type: none"> • Be courteous • Use appropriate language • Be where you are supposed to be 	<ul style="list-style-type: none"> • Use appropriate language • Be where you are supposed to be • Be mindful of others waiting 	<ul style="list-style-type: none"> • Use appropriate language • Do your own work • Be supportive of classmates 	<ul style="list-style-type: none"> • Be where you are supposed to be • Have your agenda with you at all times • Be honest 	<ul style="list-style-type: none"> • Be courteous • Be mindful of others waiting • Be where you are supposed to be
Pride	<ul style="list-style-type: none"> • Clean up after yourself • Value yourself and others • Own your actions 	<ul style="list-style-type: none"> • Clean up after yourself • Value yourself and others • Own your actions 	<ul style="list-style-type: none"> • Value yourself and your work • Clean up after yourself • Own your actions 	<ul style="list-style-type: none"> • Keep school property clean • Value yourself and others • Own your actions 	<ul style="list-style-type: none"> • Clean up after yourself • Keep school property clean • Own your actions

name:

MY G.R.I.P. EVALUATION

Read through the RMS GRIP Matrix in your agenda. Think about things you are really great at and things you need support with.

Matrix Category	I'm really great at...	I need support with...
Bus		
Cafe'		
Classroom		
Hallway		
Restroom		

RMS Agenda Scavenger Hunt

Search through your agenda and student handbook to find the answers to the questions below!

Who was RMS named after?

When is our first Digital Learning Day?

Between what times is breakfast served?

What time are walkers and car riders dismissed each day?

When is the last time an adult can check you out of school?

Where can my parents check my grades online?

What is the RMS cell phone policy?

Who is the Media Specialist at RMS?

What is rule #1 of the School Bus Rules?

List one student activity you'd like to participate in.

List one way to prevent cyberbullying.

What does G.R.I.P. stand for?

Exploring Your Colors

Below are 11 incomplete sentences that describe people. Each sentence has four possible endings. Give four points to the phrase that is “most like you,” three points to the phrase that is “next most like you,” two points to the next phrase, and one point to the phrase that is “least like you.”

Use the sentences below to describe your personality.

1. When I make decisions:

- _____ a. I do it quickly and go with the first impressions.
- _____ b. I think about it, consider the options, and then decide.
- _____ c. I listen to my feelings and consider how my decisions will affect others.
- _____ d. I take it seriously and always try to make the right decision.

2. The best way for others to show me they care about me is to:

- _____ a. Do fun things with me.
- _____ b. Give me space to be myself.
- _____ c. Spend time with me doing whatever.
- _____ d. Do what I want to do; not let me down or go back on their word.

3. When I'm with my friends, I like to provide:

- _____ a. The excitement; the fun; the jokes.
- _____ b. Questions; answers; a logical way of looking at things.
- _____ c. Concern for others; a lot of caring.
- _____ d. The planning; a sense of security; a good standard.

4. I like to:

- _____ a. Act on a moment's notice; do risky things.
- _____ b. Provide answers or give thought to people's questions.
- _____ c. Help maintain a sense of harmony and togetherness.
- _____ d. Be responsible, dependable, and helpful to others.

5. One thing I am really good at is:

- _____ a. Acting courageously.
- _____ b. Thinking.
- _____ c. Being sensitive.
- _____ d. Organizing.

6. Friends who know me best would say that I am:

- _____ a. Competitive.
- _____ b. Reserved, thoughtful.
- _____ c. Emotional, friendly.
- _____ d. Neat, prepared.

7. My basic approach to life is:

- _____ a. To take one day at a time and have fun.
- _____ b. To figure out what life is all about.
- _____ c. To help others and be happy and succeed.
- _____ d. To plan for the future and make it as good as possible.

8. When I am feeling discouraged or “down in the dumps”:

- _____ a. I often become rude, mad, or sometimes even mean.
- _____ b. I withdraw, don’t talk very much, and try to think my way out of the problem.
- _____ c. I feel emotional, am sad, and usually like to talk it over with someone close to me.
- _____ d. I try to figure out what’s causing the problem and fix it.

9. I feel good about myself when:

- _____ a. I can do things that are difficult.
- _____ b. I can solve problems or figure things out.
- _____ c. I can help other people.
- _____ d. I am appreciated or rewarded for things I do.

10. Teachers at school who saw me when I wasn’t on my best behavior might describe me as:

- _____ a. Rowdy or a little wild.
- _____ b. Arrogant.
- _____ c. Talkative.
- _____ d. Someone who wants things my way; dominant; worrying.

11. Teachers at school (who like me and in whose class I do pretty well) would probably describe me as:

- _____ a. Charming, a natural leader, clever, someone who is fun to have around.
- _____ b. Thoughtful, someone who has good answers, someone who likes to figure out problems.
- _____ c. Nice, friendly, someone who gets along with other students and is helpful to the teacher and others.
- _____ d. Neat, organized, prepared, someone who does assignments and is a good student

Write down the number of times you selected each letter and place your results in the blanks below.

- _____ a. Orange
- _____ b. Green
- _____ c. Blue
- _____ d. Gold

What is your first color? _____

What is your second color? _____