

# Arnold Magnet Academy



## Student/Parent Handbook 2020-2021

High Standards! High Expectations! No Excuses!

Student Name \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

**ARNOLD MAGNET ACADEMY**

2011 51<sup>st</sup> Street

Columbus, Ga 31904

Phone: (706)748-2436 Fax: (706)748-2435

Website: <http://sites.muscogee.k12.ga.us/arnold/>

**Dear Arnold Students and Parents:**

On behalf of the faculty and staff, it is my pleasure to extend you a warm and heartfelt welcome to Arnold Magnet Academy! As a mathematics, science, and technology magnet, AMA offers students a rich tradition of academic superiority. Here at Arnold, our faculty is dedicated to every student's intellectual development and emotional growth following the 3 P's: Passion, Perseverance; Positive Attitude. Students will discover new skills, new friends, and new interests as they explore the wide variety of academic and athletic activities, clubs, organizations, and teams. I encourage parents to become actively involved with our PTSA. Our PTSA has a long tradition of supporting Arnold's students and faculty. Let's have a great school year and remember...

***Say It loud! Say It Proud! It's great to be an ARNOLD RAM!***

*Stacy S. Day, Passionate Principal*

### **Administration Team**

Mrs. Stacy Day, Principal  
Mrs. Erika Gandy, Academic Dean  
Ms. Sonja Parker, Guidance Director

Dr. Osie Huling, Assistant Principal  
Mrs. Jennifer Ellis, Instructional Coach  
Mrs. Jennifer Stewart, Lead SPED

### **Mission Statements**

**The Muscogee County School District:** To inspire and equip all students to reach their unlimited potential.

**Arnold Magnet Academy:** To prepare students for the workforce through quality STEAM instruction.

# SCHOOL DAY PROCEDURES

School hours for students are from 8:45 AM to 3:50 PM.

School office hours are from 8:00 AM to 4:30 PM.

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**NO student should arrive on campus before 8:20 AM as there is NO SUPERVISION to ensure their safety.**

**Doors open at 8:20 AM** to admit students in a quiet, orderly manner to supervised designations until **8:42 AM** bell, which dismisses students to their homeroom.

**Breakfast begins at 8:20 AM and ends at 8:40 AM.**

**Car Riders** are dropped-off in the back of the school **ONLY**. For students' safety, drop off is prohibited in the bus loop and on the streets in front of the school. All Car Riders must have a visible Number assigned to their household displayed in the front windshield of the vehicle. All cars with visible numbers will be called in the order they arrive on campus.

**Bus Passes** are available to students who live more than 1½ miles from the school and whose addresses are within Arnold's attendance zone. **Riding the bus is a privilege**; thus, the rules and regulations governing bus behaviors outlined in the Muscogee County School District Behavior Code and Discipline Policy are to be followed. Students will be assigned seats on the bus to ensure a safe ride to and from school. Administration reserves the right to initiate a Bus Contract between the student/ parent/ administration and transportation.

**Personal deliveries such as, but not limited to: flowers, balloons, gift bags, food and messages for students** will be kept in the office until the end of the school day.

**Food from outside vendors cannot be brought into school. No exceptions per the Nutrition Manager.**

**Before school activities** require a teacher-generated pass to include signature ,time, and date.

**Tutorials and Detentions:** Students participating should report directly to those designated classrooms with a written pass from the teacher/ administrator who is serving as the instructor.

## ATTENDANCE

**Attendance** affects student achievement. Letters are sent home by the attendance clerk at 3, 5, and 10 days absent. Follow ups will be made by our school social worker and administration, for those whose attendance exceeds 15 absences, regardless of whether these are excused or unexcused, retention for the following year will be considered. Parents will be notified by the principal to attend a Retention Committee meeting after 15 absences.

**Excused absences** are: personal illness, death in the immediate family; prior approval by the principal; state recognized religious holidays; mandate by government agencies; instances where attendance by the pupil would be hazardous; service as a page in the General Assembly of Georgia.

Within **3 days** of returning to school following an absence, the student must submit a written excuse to include the **date, parent signature, telephone number, and a statement of the nature of the absence**. Failure to submit a note within **3 days** will result in the absence being recorded as **unexcused**. Only eight parent notes per school year will be allowed to excuse absences. After eight absences, a doctor's note is required in order for absences to be excused.

**Out of school (OSS) suspensions are considered unexcused absences.**

**Make Up Work:** Students have 3 days to make up missed work. Any extensions to this deadline are at the discretion of the teacher.

### **Late Arrival to School:**

**Excessive late arrivals to school** are subject to consequences as part of the **Expectations for Student Behavior** in this Student/Parent Handbook.

**Any student arriving at school after 9:00 AM**, must report to the office to check in before being admitted to class and **MUST BE signed in by a parent/guardian**.

An excused tardy, in which documentation is required, results from events beyond a student's control, such as an accident, area power outage, late bus, or excuses determined by the principal.

### **Late Arrival to Class:**

**Arrival to class after the tardy bell** denotes tardiness, and consequences for being tardy to class will be determined by the classroom teacher and/or team. Students will only be excused with a pass from an administration or staff member of AMA.

**Hall Passes** are required for a student to leave the classroom. They should include the student name, teacher name, date, and time. Students are expected to remain in class for maximum learning opportunities; thus, restroom and water breaks should not interfere with instruction. Halls will be monitored during the school day.

### **Student Check-Out:**

**Student Check-out** for appointments, or in case of illness, takes place in the front office by individuals listed by the parent on the Check-Out Authorization Form. The **Raptor Management System** will be used to check students in and out. Identification will be **required** of persons checking out a student. **Attendance is taken daily in every class, therefore, six missed classes calculates as a whole day absence.**

In order to excuse an early dismissal, documentation is required. Records will be kept to document the number of days a student misses due to early checkouts. Excessive

incidents of unexcused early checkouts will result in a mandatory conference with the school social worker.

Check out officially ends at 3:20 pm. **As per MCSD policy, students will only be permitted to check out after 3:20 PM with a documented appointment notice.**

### **Consequences for failure to adhere to attendance policies:**

**The student will be referred to the school social worker or administration for:**

- (1) Students arriving on campus before 8:20 AM.**
- (2) Students with excessive tardies/absences**
- (3) Excessive student check-outs.**
- (4) Student who are picked up after 4:20 PM.**
- (5) Students who remain on campus 30 minutes after an extracurricular event.**

## **AFTERNOON DISMISSAL**

**Afternoon Dismissal from School** takes place at **3:45 PM**.

**Bus riders:** Via the PA system, bus riders are dismissed as their bus arrives and will exit the building.

**Walkers:** Those walking home from school are dismissed at approximately **3:55 PM** and must leave campus immediately. Loitering/socializing on campus is not permitted.

**Car Riders:** Students who ride home in private vehicles will be dismissed to the back of the building in the car pick up area at 3:45 PM. Students who are not picked up by **4:20 PM** will report to the bus loop to be picked up.

**Student pick up in the bus loop, in the front of the school, in the parking lot, and on the streets is strictly prohibited.**

**There is no supervision on campus after 4:20 PM except for specific clubs, organizations, and sports teams.**

## **AFTER SCHOOL EVENTS**

**After-school events** require parent permission. Students are **NOT** allowed to leave campus unless accompanied by an adult and to be picked up within 15 minutes of the conclusion of an event, or they will **not** be able to attend future extracurricular activities.

**If transportation cannot be arranged, the student should not attend the function. Students are prohibited from walking off campus before events start.**

**Clubs/organizational meetings:** Opportunities for students to participate in enrichment activities after school are supervised by an Arnold staff member. Information about these opportunities is communicated through our website, morning announcements, and ConnectEd correspondences.

**Athletics:** Students who participate in team sports practice or competition are under the supervision of a coach and are to report to designated locations when directed. For games, spectators and athletes are to be picked up in the parent pick up loop in the back of the school.

**Dances: Arnold students only, who have maintained acceptable conduct,** may attend school dances. If students are not picked up within 15 minutes of the designated end time, they may be prohibited from attending the next dance. The pick-up location is on the front bus loop. The school dress code and other school policies apply at dances.

## **FOOD:**

**The Arnold cafeteria** provides nutritious, well-balanced meals each day for free. Parents may contact the School Nutrition Manager at the school with related issues. As a lunch option, students may bring lunch from home, but competitive/fast food is prohibited. If the student will not be eating lunch, documentation stating this, signed by parents, must be on file with the homeroom teacher. **All** extra foods must be purchased with cash.

**Outside food and snacks such as:** carbonated drinks, bottled water, chewing gum and candy, chips, etc are not to be brought to school. Items will be confiscated and discarded.

**Eating anywhere besides the cafeteria (to include gum, candy, and snacks) is prohibited with the exception of administrative approval.**

**Classroom parties/celebrations** are at the discretion of the classroom teacher/team and must be cleared with administration first.

## **School Nutrition Program (SNP)**

**Mission Statement of the Muscogee County School Nutrition Program is to provide a nutrition program that will maintain and improve the health of school children and the educational community and encourage the development of sound nutritional habits that will foster academic success.**

USDA has regulations that the School Nutrition Program (SNP) has to meet to be in compliance with their guidelines. Caloric and nutrient requirements are based on age and grade. Also, MCSD Board Approved Wellness Program (EEE and EE-R) encourages and promotes healthy guidelines to be followed including, but not limited to, elimination of the consumption of fried foods, foods containing > 35 % sugar by weight, and FDA standards for portion sizes. School lunches also offer a variety of foods, whole grains, and fat free and low fat milk choices. Muscogee County School District shall abide by nutrient standards of the School Nutrition Program for all foods sold and served on campus during the school day. The sale of foods or beverages to students on school premises other than through SNP is prohibited from 12:01 a.m. until 30 minutes after the end of the school day. Food shall not

be used as a reward or punishment and shall prohibit the use of candy and other food rewards for academic performance or good behavior. **Fundraising efforts** shall be supportive of healthy eating, encouraging the sale of non-food items or nutrient dense foods. USDA regulations ban the sale of foods of minimal nutritional value.

School Nutrition Program provides a healthy breakfast and lunch choice for students every day. Students may bring their own lunches from home. **Restaurant containers are not allowed in the cafeteria.** Parents are encouraged to have lunch with their children and a school lunch may be purchased to eat in the cafeteria with the students.

School meals are captured using palm scanners for identification, capturing only the image of the veins in their hand. If the parent opts out on their children being scanned, the meal will be rung up under the name.

### **Community Eligibility Provision (CEP)**

The Community Eligibility Provision (CEP) was established by Congress through the Healthy, Hunger-Free Kids Act of 2010, which reauthorized the Child Nutrition Programs. CEP aims to increase access to the School Meal Programs by offering breakfast and lunch at no charge to all students, without the need to process or collect individual free and reduced meal applications. 41 of our schools are CEP schools. **Please contact your student's school office or call the School Nutrition Office at (706) 748-2386 to see if your student's school is a CEP school.**

### **Free and Reduced Meal Priced Meal Applications (Non-CEP Schools Only):**

If your student is **not** enrolled in a CEP school, a new application has to be completed and approved every school year before your child can qualify for free or reduced price meal benefits. For quicker processing, an online application is available at [www.myschoolapps.com](http://www.myschoolapps.com). If you prefer, a paper application is available upon request at your child's school or at the School Nutrition Office at 2960 Macon Road. If completing a paper application, we must receive an original since these applications are scanned. We cannot accept a faxed or copied application. **ONLY ONE** application needs to be completed for your entire household. If someone receives SNAP (Supplemental Nutrition Assistance Program) OR TANF, you must include the current CASE number on the application (NOT the EBT or food stamp card number) and indicate whether the program is SNAP or TANF. We receive thousands of applications every year. Completed applications are processed within 10 days. A letter will be sent home from school with your child stating if you have been approved or denied. Applications **CANNOT** be approved if they are not completely filled out so please **COMPLETE ALL REQUIRED FIELDS** on the application. ***Until your application is approved, please provide your child(ren) with money to purchase meals.***

If you have an approved MCSD 2019-2020 application on file, then benefits will be extended for the first 30 days of the 2020-2021 school year (or until a new eligibility determination is made, whichever comes first). After that, your child's status will change to PAID and they will be charged for meals until a new application is approved. If your application has been denied or is incomplete, please call our office if you have any questions: 706-748-2389. Applications can be submitted at any time throughout the year, especially if your income goes down, you lose your job, your family qualifies for SNAP or TANF benefits, or there is a change in your family size. **For quicker processing of meal benefit applications, the Family Meal Application is available online at <https://www.MySchoolApps.com/>. If you prefer, you may complete a paper application at your child's school or at the School Nutrition Office located at the Muscogee County Public Education Center, 2960 Macon Road.**

### Paying for School Lunch

Muscogee County SNP no longer accepts personal checks as payment for meals in our cafeterias. Payments

may be made by cash, money order, cashier's check, traveler's check, or on-line via **our online payment system, My School Bucks**, using your credit or debit card.

Pre-pay for your child's school breakfast, lunch, and a la carte food items. On-line payments include a transaction fee per school site. You must know your child's birthdate and/or PersonID Number from Infinite Campus (available at the school office). Allow 24 hours for payments to be posted to your child's account. From the Muscogee County School District website, on the home page, click on the Families tab, then click on the My School Bucks link to access our online payment system.

### School Meal Prices:

BREAKFAST PRICES	
Elementary, Paid	1.00
Middle/High, Paid	1.25
Reduced	.30
Adult, MCSD Staff	1.50
Adult, Outside MCSD	2.00
LUNCH PRICES	
Elementary, Paid	2.45
Middle/High, Paid	2.70
Reduced	.40
Adult, MCSD Staff	3.75
Adult, Outside MCSD	4.50
Free and reduced priced meals for breakfast and lunch are available for eligible students. Applications can be picked up at the School Nutrition Office, or parents may contact the School Nutrition Manager at any school.	



## Food Purchases

Only students purchasing a reimbursable meal may also purchase extra foods from the menu. Students bringing a lunch from home may purchase milk, juice, water, or ice cream.

## Charging Meals

Charging meals is discouraged, but may be necessary in certain cases. Elementary students will be allowed to charge a total of three breakfasts and three lunches. Middle and high school students will be allowed to charge a total of one breakfast and one lunch. If your child reaches his/her charge limit and does not have money in his/her account, and does not have cash with which to purchase their meal, an alternative meal will be provided. **There is no provision for adults to charge.** No charges will be accepted for a la carte items. **Students will not be able to charge any meal after May 1<sup>st</sup> through the duration of the school year.** It is necessary that all outstanding charges be paid to the cafeteria Manager prior to the last day of school. Please respond promptly to messages that you receive, both written and phone calls, regarding charges on your student's account.

## Menus

Monthly menus can be found on the MCSD website. Menus may change on a very short notice due to market conditions, deliveries, or special school activities.

## Special Dietary Needs

MCSD School Nutrition will make modifications and substitutions to the regular school meals for a student **with a disability that restricts their diet.** The Special Dietary Needs Prescription Form **must be** completed and signed by a licensed physician or an active 504 Plan for a student with a disability before the school cafeteria can provide any modifications or substitutions. The completed form must be provided to the school cafeteria Manager, the clinic worker, and the special needs dietitian. A form and instructions can be found on the School Nutrition page of the MCSD web site, or at the school clinic or cafeteria. Nutrition analysis chart for menu items is available on the website.

Please be aware that there are factors that may affect a product's actual nutritional value and/or ingredient composition at any given time: Manufacturers' formulations may change without notice. USDA donated products may become available at any time during the year and may replace a purchased item. Product brands may change during the year as new bids are approved. Schools may be using inventory from a previous bid or manufacturer. Our recipes may change during the school year. A la carte snack items vary from school to school so check with the Nutrition Manager at your student's school for specific information.

## Seamless Summer Option

SNP provides breakfast and lunch at various schools throughout the district during the summer. Please check the web site or call 706-748-2386 for locations. All children up to 18 years of age receive a free meal. Adults may purchase a lunch.

This institution is an equal opportunity provider.

## **GRADES/ASSESSMENT:**

**Grading Scale** is as follows: **A** (90-100: Excellent), **B** (80-89: Above Average), **C** (70-79: Below Average), and **F** (below 70: Failing).

**Progress Reports** are posted in Infinite Campus every 4 ½ weeks.

**Report Cards** are posted in Infinite Campus every 9 weeks.

\*Grades will be updated on Infinite Campus weekly for student/parent review\*

**The GA Milestones Test (GMAS)** is one measure of academic achievement required by the State of Georgia to assess student mastery of content taught. The results are shared with parents and act as a guide in student placement for the next school year.

## **PARENT COMMUNICATION:**

**Parent/Teacher Conferences** are scheduled through our guidance clerk on Tuesdays and Thursdays before or after school.

**Parent Portal of Infinite Campus** allows students' grades and academic progress to be accessed in real time. Access is passcode protected; passcode information is obtained in the school office.

**Phone Numbers and Addresses** should be current; keep the office informed of any changes in case of an emergency.

**Personal Student Logins** may be used anywhere in the school where students use a computer. This login gives each student specific access to computer software and is not to be shared with any other student. Students are responsible for ALL activities committed under their student login. Consequences for misuse will be issued.

**ConnectEd** broadcasts and emails are sent during the school year to update stakeholders on Arnold news. Telephone numbers and emails are acquired from Infinite Campus, the Muscogee County School District student information system. If you do not receive this correspondence via phone or email, please update your contact information with our school office.

## **PARENT INVOLVEMENT :**

**PTO** encourages every student and their parents/guardians to join. Membership dues are \$8.

**Local School Council** provides advice, recommendations, and assistance to principals and local boards of education.

**Visitors and Volunteers** must check in through the office and be properly identified before visiting any area of campus. The **Raptor Management System** will be used for visitors to sign in and each visitor will be given a temporary pass, which must be worn at all times while visiting. If visiting a classroom, for confidentiality reasons, we ask that classroom visits not exceed 30 minutes. **No parent/ teacher conferences will be held at this time.**

**Arnold Magnet Academy Website** is an excellent source of information:  
<http://sites.muscogee.k12.ga.us/arnold/>

**STUDENT WELLNESS:** (reference p. 20 in the Muscogee County School District handbook for more information).

**Due to the COVID 19 Pandemic, guidelines may change throughout the school year. Please see updated information as it is distributed/communicated.**

**Medication** schedules, when possible, should be arranged so that parents can monitor dosage at home. If medicine must be taken at school, parents must contact the school clinic worker or guidance clerk. **Students are not to carry medication of any kind (even non-prescription) on their person during the school day.** If a student requires an inhaler throughout the day, documentation must be on file with the clinic worker.

**The school does not provide medicine of any kind for students.**

The clinic worker is on campus **Monday-Thursday 9:00 AM -12:45 PM;** and **Friday 9:00 AM -11:45 AM.**

**Parents who bring medication must report to the office when entering the building.**

**Guidance Services** provides interventions for behavior, academic, or personal issues through (1) teacher/parent referral; (2) classroom guidance. Administration reserves the right to make references to the guidance counselor in order to assist students with personal/social, academic, behavioral, careers or physical needs. As a result, parents or guardians will be contacted to address student needs. Appointments are made by emailing the counselor, consulting with the counselor in person, or submitting a referral form.

**Student Accident Insurance** is offered to all students in the Muscogee County School District. This insurance is available for a nominal fee. If you are interested, please contact the school office. If you do not wish to take out Student Accident Insurance, your child's health insurance is your responsibility. The Muscogee County School District does not carry health coverage on students.

## **CELL PHONES/ELECTRONIC DEVICES:**

### **Cell Phone Policy for 2020-2021 School Year**

We at Arnold Magnet Academy are aware of the need for parents and students to communicate before and after school to arrange transportation, pick-ups, drop-offs, and other necessary safety concerns. We are also aware that cellular devices create an unwanted distraction to the teaching and learning environment that we strive to maintain each and every day. With these two factors in mind, we are implementing a “**NO cell phone policy**” that we believe will address the concerns of all stakeholders.

#### **Students are asked to refrain from bringing cellphones to school.**

If a student chooses to bring a cell phone to school, Arnold Magnet Academy (AMA) will **not** be held responsible if the cell phone is lost, stolen, or damaged. Cell phones should be put away and turned off at all times. Failure to do so could result in disciplinary action.

#### **Other Electronic Devices**

All other electronic devices are prohibited. Electronic devices include, but are not limited to: SmartWatches, MP3 players, personal gaming devices, AirPods, bluetooth headphones, bluetooth speakers, etc.

#### **Please note per MCSD Handbook: Electronic Devices**

MCSD personnel are not expected to search for items that students have lost after they elect to bring them to school and personnel will not be responsible for the value of a phone or other device in the event of an unintentional damage, loss or theft of the phone or device.

Students are prohibited from using any electronic device during the operation of a school bus, including, but not limited to, cellular phones, pagers, audible radios, audible tape or compact disc players, or laser light in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus.

## **DRESS CODE:**

**\*Masks/Face Coverings must be worn inside the building. Bandana will not be allowed as face coverings.**

**Student Dress Code** is designed to maintain a level of personal hygiene necessary to ensure a healthy school environment, to ensure safety, to refrain from any mode of dress which distracts from the learning environment, and to reflect self-pride and pride in our school. The dress code must be followed at all school functions on and off campus.

**WEDNESDAYS ARE DESIGNATED AS DRESS FOR SUCCESS. DRESS UP IN YOUR VERY BEST.**

Students who participate will receive PBIS points from their homeroom teacher. Examples include: khaki/dress pants and collared shirts with ties for males and dresses or dress suits for females. In both instances, tennis shoes should not be worn.

**The required standard of dress for students shall be as follows:**

Students shall dress, groom, and wear clothing that does not distract others or disrupts/interferes with the operation of school. **No excessive oversized clothing is allowed.** Clothing or accessories displaying or advertising substances illegal for minors is prohibited. Suggestive phrases, designs, markings, profanities, or gang-related attire/items are also prohibited.

**All Students:**

**Head:** Caps, hats, bandannas of any color, bonnets, or outer scarves are not to be worn in the school building during the school day unless there is a special activity during which they are deemed appropriate by administration. Items listed as headbands or approved by administration are allowed to secure the hair.

**Shoes:** Must be worn at all times. However, crocs, flip-flops, thong sandals, shower shoes, slides, house slippers, or heels higher than two inches are prohibited.

**Hoodies:** Hoodies are not allowed to be worn on the student's head during the school day.

Items such as chains on a belt, wallet, etc. and items with spikes, or bandannas worn around the leg or arm are not allowed.

**Holes in Pants:** The holes are only allowed below the knee and the skin/ flesh is not revealing- ie: leggings underneath

**Clothing:** No clothing that is offensive to others; ie: profanity, racial slurs, gender, sex, pornography, etc. Administration discretion.

**Male Students:**

**Pants:** Sweatpants, athletic shorts, and wind pants that are considered athletic clothing are only allowed during PE. Belts are required for pants that cannot be worn properly on or above the waist. No sagging. **No Pajama pants (flannel/ cotton/ silk, etc.) are allowed to be worn.**

**Shirts:** No sleeveless shirts or tank tops. No solid white t-shirts. Undershirts may not be worn as an outer shirt. **No transparent clothing allowed.**

**Female Students:**

**Pants/Skirts/Shorts: NO leggings are to be worn as pants (Pants are considered to have pockets.)** Shorts or skirts must fall no less than one inch above the knee. **No Pajama pants (flannel/ cotton/ silk, etc.) are allowed to be worn. No transparent clothes allowed.**

**Shirts:** No crop tops, halter tops, undergarments, spaghetti straps, or see-through clothing is allowed. No sleeveless shirts or tank tops. No solid colored t-shirts. Undershirts may not be worn as an outer shirt. Shirts **must** be worn under jackets. Midriffs should not be seen.

**The school assistant principal will make the final determination on whether a student's dress conflicts with these guidelines.**

**Refer to the Muscogee County School System Handbook for more information on dress code.**

## **Expectations for Student Behavior:**

### **Discipline Plan**

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The Arnold Magnet Academy staff is committed to providing a safe and orderly environment that ensures each student a place to learn and to express ideas that are free from mental and physical threat. Because parents play a vital role in influencing student behavior, your involvement is essential to the development of your child and the preservation of a safe and well-disciplined school. As a home/school team, we hope to foster the following within each student: self-control, respect for others, and principled decision-making.

### **PBIS = Positive Behavioral Interventions & Supports**

Our staff will be providing positive behavior management strategies to monitor and encourage appropriate behavior for all students. These principles are taught, retaught, and modeled continuously throughout the year. The program enables all students to experience a safe, positive and proactive environment in which they can learn, grow and experience success.

**AMA Rams are Respectful, Accountable, Well Mannered, and Safe**

<b>Arnold Rams</b>	<b>Hallway/Common Areas</b>	<b>Cafeteria</b>	<b>Bathroom</b>
<b>Be <u>R</u>espectful</b>	Calm Voices Use kind words to and about orders	Calm Voices Use kind words to and about others	Wait your turn Flush the toilet
<b>Be <u>A</u>ccountable</b>	Use locker time wisely Gather all needed class materials	Stand in a straight line facing forward Enjoy your own food	Place your trash in the trash can Have a teacher initialed pass
<b>Be <u>W</u>ell <u>M</u>annered</b>	Say excuse me and open doors for others Keep hands, feet, and objects to yourself	Say please and thank you to cafeteria staff Clean up after yourself	Honor the privacy of others Keep hands, feet, and objects to yourself
<b>Be <u>S</u>afe</b>	Travel on the right Walk at all times	Remain seated until dismissed Sit in your designated area	Wash hands with soap and water Maintain personal space

**Positive Behavior and Making Good Choices has its Rewards!** Every student is able to earn PBIS Points each school day and in each of their classes. Teachers, Administration, and Staff use the PBIS App to reward students who are making positive behavioral choices. These points can be redeemed in their classes and at monthly celebrations as well as in the AMA PBIS store.

**Consequences for Disruptive Behaviors**

**Out-of-School Suspension (OSS):** Students who are suspended out-of-school are prohibited from attending or participating in any extra-curricular sports events, concerts, dances, field trips, clubs, etc. This includes practicing for such events. Penalties will include additional ISS or OSS days and possible criminal trespassing charges. After being Suspended out of school; students are requested to return to school with a parent or guardian and meet with the Assistant Principal.

**In-School-Suspension (ISS):** Students are assigned to ISS by the school administration for Level I, Level II and/ or Level III offenses and are to report to the cafeteria before homeroom. Students are supervised by the ISS technician while they work independently

on class assignments. In order for students to return to class, they must: (1) fulfill the time in ISS and (2) complete all assignments. Students assigned to ISS are considered present and are given every opportunity to complete the same work that their peers are doing in class. After students have served their ISS time allotted; students are requested to return to school with a parent/ or guardian.

**Administrative Lunch Detention:** This consequence is assigned by the school administration and is held in the ISS room. Lunch Detention students stand in the front of their classes' lunch line, receive a 'carry out' lunch, and report to ISS for lunch.

**Administrative After-School Detention:** This consequence is assigned by Administration and will be held on designated Tuesdays and/or Thursdays from **4 pm to 5 pm** in the Cafeteria. Pick up will be in front of the building. **All students must be picked by 5:10 p.m.**

**Teacher Detention:** Teachers/teams may have a morning or afternoon detention plan for their classes. Parents are to be notified and given a 48 hour notice of the detention.

Because students are learning to assume responsibility for their actions, it becomes the duty of the school to discipline the student when inappropriate behaviors occur. The following infractions and consequences mirror the contents of the Muscogee County School District Behavior Code and Discipline Policy Book, which is distributed to students. A parent and the student must sign that they have received the MCSD handbook. School administrators will take into account frequency, severity, grade level, and prior disciplinary problems when overseeing student discipline. This list is not intended to be exclusive, but exemplifies behaviors that will be addressed.

**\*\*\* All students are encouraged to adhere to the CDC guidelines as it relates to MCSD by practicing social distancing and wearing a mask or facial covering.**

<b>Level III Offenses: Personal and Property Safety</b>	
<ul style="list-style-type: none"> <li>● Fighting</li> <li>● Tobacco Use/Possession (including possessing lighters)</li> </ul>	<p>1st Offense: 3 days OSS / Parent Conference with Admin</p> <p>2nd Offense: 4 days OSS / Parent Conference with</p>



<p>and matches)</p> <ul style="list-style-type: none"> <li>●Vape Use/Possession</li> <li>●Indecent Exposure (including extreme dress code violations)</li> <li>●Sexual Misconduct</li> <li>●Severe AUP Violations</li> <li>●Gang-related Activity</li> <li>●Threats</li> </ul>	<p>Admin 3rd Offense: 5 days OSS / Parent Conference with Admin</p> <p><b>Fights of an extremely violent nature may result in 3-10 day suspension, tribunal, police charges, or any combination of the three.</b></p> <p><b>Gang-related activities will be referred to MCSD Discipline Tribunal &amp; a police report will be filed.</b></p>
<ul style="list-style-type: none"> <li>●Bullying (written/verbal/cyber)</li> <li>●Threat/Intimidation</li> </ul>	<p>1<sup>st</sup> Offense: Counseling Referral/ Parent Conference with Administration prior to returning to class- Documented in I.C. <b>"Bullying/ Harassment form Completed by Counselor"</b>.</p> <p>2<sup>nd</sup> Offense 1 days OSSP; Parent Conference with Administration</p> <p>3<sup>rd</sup> Offense: 3 days OSSP; refer to MCSD Discipline Tribunal</p>
<ul style="list-style-type: none"> <li>●Attempting to Fight/Play Fighting/Horseplaying/ Slap Boxing</li> <li>*Instigating a Fight</li> </ul>	<p>1<sup>st</sup> Offense: Administrative Detention</p> <p>2<sup>nd</sup> Offense: 1 days ISS</p> <p>3<sup>rd</sup> Offense: 2 days ISS</p> <p>4<sup>th</sup> Offense: 1 day OSS (Return to school with parent)</p>
<p>Recording or posting fights or any disturbance during or after school, to include on the bus or at the bus stop.</p>	<p>Consequences will result in Administrative discretion according to the Offense...</p>
<ul style="list-style-type: none"> <li>●Major Vandalism</li> </ul>	<p>1<sup>st</sup> Offense: 1 day OSS and/or restitution</p> <p>2<sup>nd</sup> Offenses: 2 days OSS and/or restitution</p> <p>3<sup>rd</sup> Offense: 3 days OSS and restitution; refer to MCSD Discipline Tribunal, restitution &amp; file a police report</p>
<ul style="list-style-type: none"> <li>●Weapons (as noted in the MCSD Behavior Code and Discipline Policy Handbook, to include pellet/toy guns)</li> <li>●Assault of School Employee</li> <li>●False Fire Alarm</li> <li>●Bombs/Terroristic Threats</li> <li>●Arson</li> <li>●Drugs/Alcohol Use/Possession</li> </ul>	<p>1<sup>st</sup> Offense: 10 days OSS; refer to MCSD Discipline Tribunal &amp; file a police report</p>
<ul style="list-style-type: none"> <li>●Sexual Harassment (written/verbal)</li> </ul>	<p>1<sup>st</sup> Offense: Counseling Referral/ Parent Conference with Administration prior to returning to class.</p> <p>2<sup>nd</sup> Offense 1 day OSS; Parent Conference with Administration</p> <p>3<sup>rd</sup> Offense: 3-10 days OSS; refer to MCSD Discipline Tribunal</p>

<b>Level II Offenses: Misrepresentation</b>	
<ul style="list-style-type: none"> <li>●Misconduct (severe class disruption that interferes with the</li> </ul>	<p>1<sup>st</sup> Offense: Parent Conference with Administration</p> <p>2<sup>nd</sup> Offense: 1 day ISS - Parent Conference with</p>

<p>educational process)</p> <ul style="list-style-type: none"> <li>●Blatant Verbal Defiance/Disrespect</li> </ul>	<p>Administration</p> <p>3rd Offense: 3 days ISS - Parent Conference with Administration</p> <p>4<sup>th</sup> Offense: 1 day OSS</p> <p>5<sup>th</sup> Offense: 3 days OSS</p> <p>*** Continuous Misconduct may result in tribunal referral for Chronic Disciplinary Problem Student ( 3-10 days OSS)</p> <p>*** Administrative Detention may be assigned at any given offense at the Admin Discretion.</p>
<ul style="list-style-type: none"> <li>●Profanity towards Faculty/Staff</li> </ul>	<p>1<sup>st</sup> Offense: 3 days ISS and Parent Conference-Admin</p> <p>2<sup>nd</sup> Offense: 2 days OSS</p> <p>3<sup>rd</sup> Offense: 1 day OSS</p> <p>Continuation of unacceptable behavior may result in SST referral, tribunal referral- admin discretion</p>
<ul style="list-style-type: none"> <li>●Profanity towards Peer</li> </ul>	<p>1<sup>st</sup> Offense: Teacher Consequence /Parent Contact</p> <p>2<sup>nd</sup> Offense: 2 days ISS</p> <p>3<sup>rd</sup> Offense: 1 day OSS</p> <p>4<sup>th</sup> Offense: 3 days OSS</p> <p>Continuation of unacceptable behavior may result in SST referral, tribunal referral- admin discretion</p>
<ul style="list-style-type: none"> <li>●Dress Code Violation</li> <li>●Gum/Candy- Teacher administer consequences</li> </ul>	<p>Violations that cannot be corrected by Teacher consequence will become an office referral:</p> <p>1st Offense: Parent Contact (documented in I.C.)</p> <p>2<sup>nd</sup> Offense: 1 day ISS - Parent Contact</p> <p>3rd Offense: 2 days ISS / Parent Contact</p> <p>4th Offense: 3 days ISS / Return to School with Parent</p> <p>Continuation of unacceptable behavior may result in SST referral, tribunal referral- admin discretion</p>
<ul style="list-style-type: none"> <li>●Stealing</li> </ul>	<p>1<sup>st</sup> Offense: 2 days OSS &amp; restitution</p> <p>2<sup>nd</sup> Offenses: 3 days OSS &amp; restitution</p> <p>3<sup>rd</sup> Offense: 5 days OSS &amp; restitution</p> <p>Continuation of unacceptable behavior may result in SST referral, tribunal referral- admin discretion.</p>
<ul style="list-style-type: none"> <li>●Forgery</li> </ul>	<p>1st Offense: 1 day ISS/ Parent Contact</p> <p>2nd Offense: 3 days ISS</p> <p>3rd Offense: 1-3 days OSS</p> <p>Continuation of unacceptable behavior may result in SST referral, tribunal referral- admin discretion</p>
<ul style="list-style-type: none"> <li>●Skipping School/Class</li> <li>●Leaving Class/Campus</li> </ul>	<p>1<sup>st</sup> Offense: Mandatory Parent Conference (Safety Issue)- 1 day ISS.</p> <p>2<sup>nd</sup> Offense: 2 days ISS- Parent Contact</p> <p>3<sup>rd</sup> Offense: 3 days ISS</p>

	Continuation of unacceptable behavior may result in SST referral, tribunal referral- admin discretion *** Administrative Detention may be assigned at any given offense at the Admin Discretion.
<ul style="list-style-type: none"> <li>●Selling/ Possession of non-school related of Items ***Per MCSD Discipline Handbook. Some Selling of Items (Drugs, Alcohol, etc.) may result in a Tribunal Referral for further disciplinary action by MCSD. Ref.: MCSD Discipline Handbook</li> </ul>	1st Offense: 1 day ISS - Parent contact 2 <sup>nd</sup> Offense: 3 days ISS - Parent contact 3 <sup>rd</sup> Offense: 1 day OSS 4 <sup>th</sup> Offense: 3 days OSS Continuation of unacceptable behavior may result in SST referral, tribunal referral- admin discretion <b>Administrative Detention may be assigned at any given offense at the Admin Discretion.</b>
<ul style="list-style-type: none"> <li>●Misbehavior in ISS</li> </ul>	Any Misbehavior in ISS documented by the ISS instructor will result in additional days in ISS and/or OSS depending on the behavior displayed by the student/ Parent / Administration Conference upon the student's return to school the next school day.
<ul style="list-style-type: none"> <li>●Bus Referral</li> </ul>	1 <sup>st</sup> Offense: Warning and Parent Contact 2 <sup>nd</sup> Offenses: 2 days suspension from the bus-Admin Conference prior to riding the bus. 3 <sup>rd</sup> Offense: 3 days suspension from riding the bus Major violations such as fighting and severe disrespect are at the discretion of administration as outlined by the student handbook policy which may include students being suspended off the bus for remainder of the 9 week grading period.
<ul style="list-style-type: none"> <li>●Tardiness / Absences to School</li> </ul>	3 <sup>rd</sup> Tardy-Parent called by school personnel and a referral to the school social worker 4 <sup>th</sup> Tardy-Mandatory Parent Conference with Administration 5 <sup>th</sup> Tardy- Administrative Detention 6 <sup>th</sup> Tardy- 2 days ISS 7 <sup>th</sup> Tardy- 3 days ISS 8 <sup>th</sup> Tardy- Mandatory meeting with Social Worker/ Parent/ Admin (Legal Action may be Pending) <b>Students with excused absences must present written documentation to the Attendance Clerk.</b> Refer to page 4 for more information.
<ul style="list-style-type: none"> <li>●Electronic Device Violations (cell phones, SmartWatches, MP3 players, PS2 players, etc.)</li> </ul> <p>IF the electronic device belongs</p>	<b>These items are not allowed unless approved by Administration</b>

<p>to another person, the owner also receives a penalty.</p>	<p>1st Offense- Item confiscated and turned into Asst. Principal. Item returned to parent/ guardian only. (4:00 - 4:30 p.m.) - 1 day ISS  2nd Offense- Item confiscated and student will receive ISS - 2 days - Item returned to parent/ guardian (4:00 - 4:30 p.m.)  3rd Offense- ISS- 3 days - Item returned to parent/ guardian (4:00 - 4:30 p.m.)  <b>Continuous display of inappropriate behavior of any nature may result in further consequences which may include a Tribunal Referral</b></p>
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<b>Level I Offenses: Disruptions</b>	
<p>Any behavior that takes away from the integrity of instruction and learning from others or endangers the safety of the individual or others.</p>	<p>Parent Contact  <b>Continuous display of inappropriate behavior of any nature may result in a SST Referral and/ or Tribunal Referral</b></p>