

Dawson Elementary 2020-2021 School Supply List

Pre-K - Please label all items with your child's name.

- Backpack without wheels (large enough to fit folder and towels)
- 2 large towels for rest time (no oversized blankets or pillows)
- 1 plastic folder (to send papers to and from school)
- Extra set of clothes (underwear, socks, pants-in labeled Ziploc bag)
- **For the safety of everyone on campus, all students attending in person need a personal face covering, pencil box/pouch, earbuds, and sealed water bottle(s).**
- Classroom Donations: hand sanitizer, hand soap, paper towels, disinfecting wipes, disinfecting spray, tissue

Grades K-2

- Index Cards
- Composition Book (Primary Preferred)
- Glue Sticks
- #2 Pencils (1 Dozen) and Erasers
- Notebook Paper (Wide-Ruled) (Grades 1-2 only)
- Markers
- Scissors (safety)
- Crayons
- 3-Ring Binder (1-Inch)
- **For the safety of everyone on campus, all students attending in person need a personal face covering, pencil box/pouch, earbuds, and sealed water bottle(s).**
- Classroom Donations: hand sanitizer, hand soap, paper towels, disinfecting wipes, disinfecting spray, tissue

Grades 3-5

- Index Cards
- Composition Book
- Glue Sticks
- #2 Pencils (1 Dozen) and Erasers
- Notebook Paper (Wide-Ruled)
- Markers
- Scissors (safety)
- Crayons
- 3-Ring Binder (1-Inch)
- 3-Prong Pocket Folders
- 1 Pack of Dividers with Tabs
- Pens (Black or Blue Ink)
- Ruler
- **For the safety of everyone on campus, all students attending in person need a personal face covering, pencil box/pouch, earbuds, and sealed water bottle(s).**
- Classroom Donations: hand sanitizer, hand soap, paper towels, disinfecting wipes, disinfecting spray, tissue



Assistance with Homelessness: McKinney-Vento Students

Students experiencing homelessness are protected by the McKinney-Vento Homeless Assistance Act.

MCSD is committed to assisting students who qualify as McKinney-Vento Students. Please contact your School Counselor or Principal at your school or the McKinney-Vento Department at the Muscookee County Public Education Center.

The McKinney-Vento Act states that children and youth who lack "a fixed, regular, and adequate nighttime residence" will be considered homeless [42 U.S.C. §11434A(2)(A)]. The Act does not define those terms. However, the following definitions may provide guidance:

- (1) **Fixed:** Securely placed or fastened; not subject to change or fluctuation. A fixed residence is one that is stationary, permanent, and not subject to change.
- (2) **Regular:** Normal, standard; constituted, conducted, or done in conformity with established or prescribed usages, rules, or discipline; recurring, attending, or functioning at fixed or uniform intervals. Consistent. A regular residence is one which is used on a regular basis.
- (3) **Adequate:** Sufficient for a specific requirement; lawfully and reasonably sufficient. Fully sufficient; equal to what is required; lawfully and reasonably sufficient. An adequate residence is one that is sufficient for meeting both the physical and psychological needs typically met in home environments.

The following definition of "homeless" is given in the McKinney-Vento Homeless Assistance Act

- A. Means individuals who lack a fixed, regular, and adequate nighttime residence...; and
- B. Includes:
 1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
 2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 4. Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (1) through (3).

Unaccompanied Youth

Unaccompanied youth includes youth in homeless situation who are not in the physical custody of a parent or guardian.

Children and youth who are sharing the housing of others due to loss of housing, economic hardship, or a similar reason are covered by the McKinney-Vento Act [42 U.S.C. § 11434A(2)(B)(i)]. This can include unaccompanied youth who are running away from home, even if their parents state a desire for the youth to return home. It could also include families who move in with others as a result of an emergency related to a job loss, reduction in work hours or pay, unexpected medical bills, natural disaster, or domestic violence. Families who share adequate housing on a long-term basis due to preference or convenience would not be covered by the McKinney-Vento Act.

MCSD will follow state procedures to ensure that youth in transition are identified and given equal access to appropriate secondary education and support services. School personnel shall refer children and youth in transition to appropriate health care services, including dental and mental health services. The liaison will assist the school in making referrals, as necessary. School personnel must also inform parents of all educational and related opportunities available to their children and provide parents with meaningful opportunities to participate in their children's education. All parent

information required by any provision of this policy must be provided in a form, manner, and language understandable to each parent.

- Under federal law, McKinney-Vento students must have access to a free appropriate public education, including preschool, and are given an opportunity to meet state and local academic achievement standards. They must be included in state and district-wide assessments and accountability systems.
- Information regarding the rights and services for McKinney-Vento students will be distributed to all students and parents in August and January and upon enrollment. Information is posted in every school in the District, as well as other places where children, youth, and families in transition receive services, including family and youth shelters, motels, campgrounds, welfare departments, health departments and other social service agencies.

For more information, please see Board Policy JBC-1 and Georgia Department of Education Rule 160-5-1-28.

McKinney-Vento Parent and Student Rights

The school district shall provide an educational environment that treats all students with dignity and respect. Every McKinney-Vento student shall have equal access to the same free and appropriate educational opportunities for students who are not homeless. This commitment to the educational rights of students experiencing homelessness and youth not living with a parent or guardian applies to all services, programs, and activities provided or made available.

All McKinney-Vento Students Have Rights To:

- Immediate school enrollment. A school must immediately enroll students even if they lack health, immunization, school records, proof of guardianship, or proof of residency.
- Enroll in:
 - The school he/she attended when permanently housed (school of origin)
 - The school in which he/she was last enrolled (school of origin)
 - Any school that non-homeless students living in the same attendance area in which the McKinney-Vento child or youth is actually living are eligible to attend.
 - The school is in the best interest of the student.
- Remain enrolled in his/her selected school for as long as he/she remains in a homeless situation or, if the student becomes permanently housed, until the end of the academic year.
- Priority in preschool programs.
- Participate in a tutorial-instructional support program, school-related activities, and/or receive other support services.
- Obtain information regarding how to get fee waivers, free uniforms, and low-cost or free medical referrals.
- Transportation services: A McKinney-Vento student attending his/her school of origin has a right to transportation to go to and from the school of origin as long as he/she is in a homeless situation, or if the student becomes permanently housed, until the end of the academic year.

McKinney-Vento students may receive appropriate full or partial credit, such as: consulting with prior school about partial coursework completed; evaluating students' mastery of partly completed courses; offering credit recovery.

If a dispute arises over any issues dealing with enrollment or other concerns, the McKinney-Vento student shall be immediately admitted to the school in which enrollment is sought, pending final resolution of the dispute. The student shall also have the rights of a student experiencing homelessness to all appropriate educational services, transportation, free meals and Title I services while the dispute is pending.

MSCD McKinney-Vento Department (Homeless Resources) below:

McKinney-Vento Liaison
Dr. Trikella Nelson 706-748-2226
Nelson.Trikella.L@muscogee.k12.ga.us

McKinney-Vento Outreach Specialist
Ms. Kimberly Brown 706-748-2276
Brown.Kimerly.D@muscogee.k12.ga.us

McKinney-Vento Case Worker
Ms. Monique Roberts 706-748-3226
Roberts.Quanasia.M@muscogee.k12.ga.us



**Muscookee County School District
Columbus, Georgia
Student Health Services**

Dear Parent or Guardian:

Student Health Services is proud to be a part of the team effort that supports student success in Muscookee County. We are a team of a Lead Nurse, 9 Registered Nurses, 7 Licensed Practical Nurses and 54 Clinic Workers who work diligently to ensure your child remains healthy while at school. The RNs and LPNs travel throughout the school district to support students. School Clinic Workers are available 4 hours per day in your child's school to provide first aid, administer daily medications and emergency medications, and provide assistance during an acute illness. As your child's school nurse works with you this year, we need your assistance and cooperation in preparing for the possibility that your student might need to take medication, become ill, or have an injury during school hours.

School Medication Administration

The Muscookee County School District's medication administration policy (JGCD) is available on the MCSD website for your review. Important points to remember:

- The parent or legal guardian must complete and sign the Medication Administration Authorization form for ALL medications given at school. This applies to both prescription and over-the-counter medications. A new form is required each school year, and whenever there is a change in the student's medication (dosage, timing, etc.).
- A parent or legal guardian must bring all medication to the school clinic.
- All medication (prescription and over-the-counter) must be in their original containers, with unexpired dates and labeled in English. Prescription medications must be clearly labeled with the physician's name, medication's name, strength, dosage, time for administration and dispensing pharmacy. Over-the-counter medications must be provided in the original unopened containers.
- If your student has a life-threatening condition (i.e. asthma, diabetes, or severe allergy), permission may be granted to the student to carry medication on his/her person. Your health care provider's signature is required on the Permission to Carry Prescription Medication form.
- If medication can be provided BEFORE school, while the student is at home, then please do so. School clinics are staffed 4 hours per day and morning medications cannot be safely given prior to clinic worker arrival.
 - Medications should be given at home whenever possible.
 - Once a day medications should be given at home, before school.
 - If medication must be taken with food it should be given at home.
 - If medication is twice a day, both doses should be given at home (before and after school), unless specified differently on the prescription.
 - If medication is three times a day, all three doses should be given at home (before school, after school, and before bed), unless specified differently on the prescription.
- All students with medication administered during school hours, and those with emergency medication, must have a Student Health Care Plan signed by a physician and on file in the school clinic.

- School clinics are not stocked with medication. Any and all medication, to include antibiotic ointment, anti-itch lotion, cough drops, acetaminophen, ibuprofen, and antacids must be provided by the parent/guardian.

Student Illness and Injury

- The main reasons for keeping your student home from school are he/she is too sick to participate comfortably at school or might spread a contagious disease to other students. If your student has been diagnosed with a contagious disease, please contact the school principal and school clinic immediately.
- Your child will be sent home from school for fever of 100 degrees or greater; vomiting; diarrhea; drainage from a wound, eyes, rash or nose; head lice/nits; scabies; or unexplained rash.
- Your student may not return to school until they have been fever-free and symptom-free for 24 hours **without** the use of medication.
- Whenever there is a doubt about whether or not your child should attend school, please contact your physician.
- Students who become ill at school must be picked-up in a timely manner. Please ensure the school office and school clinic have working telephone numbers for you and an emergency contact. Always answer the phone when your child's school calls; they may be reaching you to inform you of an emergency.
- Ill students not picked up from school in a timely manner may result in a referral to the Department of Children and Family Services (DFACS).

Chronic Illnesses and Conditions

- If your child has a chronic illness or other health condition (i.e. asthma, diabetes, migraine headaches, seizures, sickle cell, or severe allergy, etc.) which may require medication or special care during school hours a Student Health Care Plan is required.
 - The Student Health Care Plan requires a physician's signature to be valid, and a new plan is required each school year.
- Any student returning to school following surgery or a hospitalization must present a physician's release to return to school. The release to return to school must include any instructions for care during the school day (i.e. activity restriction, use of crutches, etc.).
- If your child requires a procedure to be performed during the school day (i.e. catheterization, diaper change, tube feeding, trach care, etc.) a physician's order is required, as well as a completed Student Health Care Plan and Authorization for Administration of Health Procedure form. The parent/guardian of the student is required to provide training to all staff who will be performing the procedure.

Working together, we can promote the health and well-being of your student and ensure they obtain the maximum educational benefit while at school.

Sincerely,

Jeannie Polhamus, RN
Lead Nurse
Muscogee County School District

May 2020



Protection of Pupil Rights Amendment Notice

The protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires MSCD to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parents; or
8. Income, other than as required by law to determine program eligibility.

This parental notification requirement and opt-out opportunity also apply to the collection, disclosure or use of personal information collected from students for marketing purposes ("marketing surveys"). Please note that parents are not required by PPRA to be notified about the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. Additionally, the notice requirement applies to the conduct of certain physical exams or screenings. This includes any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. This does not include hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required by State law.

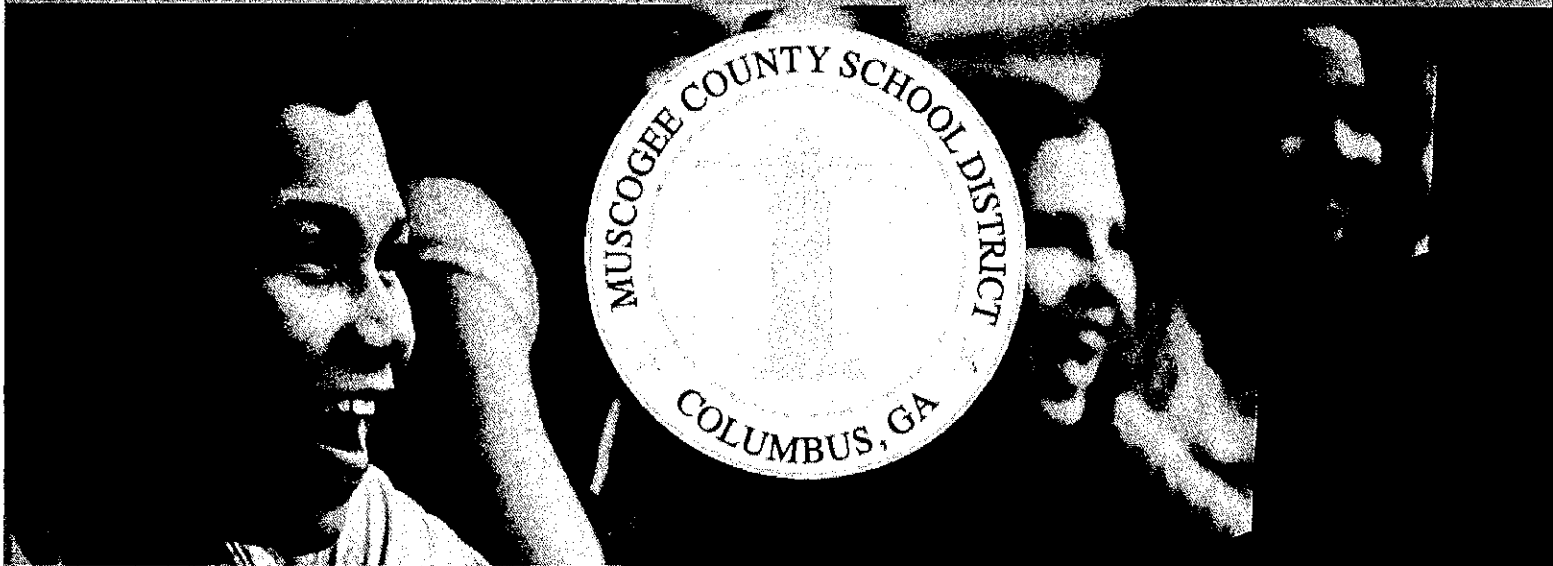
MCS D will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities, an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-8520

UNIVERSAL SCREENING

**BASC-3 Behavioral and Emotional
Screening System (BESS)**



Fall 2020, Winter 2021, & Spring 2021



BASC³



Pearson

5 Things you need to know about Universal Screening in MCSD

1. The screener is for all grades (PK-12).
2. The screener includes teacher/parent surveys.
3. Teachers and students will complete the survey at school.
4. Parents/legal guardians can complete the survey at home.
5. This will NOT be used to diagnose students but to help identify resources that can improve your child's overall well-being.



muscogee.k12.ga.us

FREQUENTLY ASKED QUESTIONS (FAQS)

Q: To what types of statements will a child be asked to respond?

A: Sample statements from the student form include: “I am liked by others,” “I worry but I don’t know why,” and “I like the way I look.”

Q: To what types of statements will a child’s teacher be asked to respond?

A: Sample statements from the teacher form include: “Pays attention,” “Is easily upset,” and “Has trouble keeping up in class.”

Q: To what types of statements will a child’s parent be asked to respond?

A: Sample questions from the parent form include: “Disobeys,” “Is easily distracted,” and “Organizes chores and other tasks well.”

Q: How much time will it take a child, teacher, or parent to complete the survey?

A: The average completion time of all surveys range from 10 minutes to 15 minutes but might be longer based on the individual.

Q: Will the results of the child’s survey be available to parents?

A: Yes, parents will have access to results of their child’s survey. Additional consultation may also be provided by a professional at the child’s school.

Q: How will all survey information be protected?

A: All survey information will be stored within a data system, with the highest level of encryption.. Access to information will be limited to parents and specific instructional leaders and staff for instructional planning purposes.

Q: How will all survey information be used by schools?

A: The survey information will be used for the planning and implementation of social, emotional or behavioral supports to improve the wellness and academic achievement of all students. Outside resources may also be provided.

Q: Can a parent or child opt-out of completing this survey? If so, how?

A: Children under the age of 18 may not opt-out of the survey. However, parents may opt–out their child/children by submitting the following statement, in writing or by email, with date of request and name of parent/legal guardian . Written statements must include signature of parent/legal guardian. See the Protection of Pupil Rights Amendment Notice for additional information:

“I would like to opt-out, (name of child/children), from the completion of the BESS for the 2020-2021 school year.”

Q: What contact information should be used for additional questions or concerns?

A: Contact your child’s school first. If further assistance is needed, contact MTSS@muscogee.k12.ga.us.

Food Services Management – Unpaid Meal Charges

This regulation implements the District goals and objectives for unpaid meal charges and alternate meals as outlined.

USDA REQUIREMENTS

The USDA has set certain standards and guidelines to be followed in the development and implementation of a policy or procedure on unpaid meal charges and alternate meals.

- A. A policy or procedure must be in place by July 1, 2017 for any district with schools not participating in Community Eligibility Provision (CEP) district-wide.
- B. Each State Food Authority (SFA) and Local Food Authority (LEA) has the discretion to set their own policy or procedure but should consider the following:
 - Maintain the financial integrity of the Programs
 - Provide children with adequate nutrition to focus in school
 - Minimize stigmatization of children with meal charges – no negative impact
 - Different payment options
 - Identify the stakeholders involved
 - Delinquent debt against the School Nutrition Program
 - Establish standard operating procedures for schools
 - Policy information must be shared annually at the start of each year with schools, parents, and School Nutrition personnel in direct contact with the students. Information should also be shared with students transferring into the district throughout the year. Examples: Student Handbooks, General Administrators' meetings, School Nutrition trainings, MCSD website, and/or again to parents after all avenues of payment has been exhausted.
 - SFAs must maintain documentation of policy communication methods.
 - SFAs must provide policies to the State agency during the Administrative Review.

UNPAID MEAL CHARGES

- a. Elementary students may charge up to three (3) breakfasts and three (3) lunches before an alternate meal is given. Middle and high school students may charge up to one (1) breakfast and one (1) lunch. There are no provisions for adult meal charges.
- b. No a la carte items may be charged.
- c. Students may not charge meals after May 1st for the duration of the school year. All outstanding charges must be paid by the end of the school year.
- d. Unpaid meal charges are rolled over into the next school year as delinquent debt and remain on the student's account until paid.
- e. Any meal charges are considered a debt against a federal program and must be repaid.
- f. Bad debt costs are unallowable. SNP account funds may not be used to cover costs related to bad debt and may not be absorbed.

PAYMENT OPTIONS

- Cash daily
- Pre-pay for meals with cash or through the School Nutrition on-line payment system.
- Meal re-payment plans can be set up for outstanding charges.

FREE AND REDUCED MEAL APPLICATIONS

- Meals at any time during the school year, especially if their financial status changes
- Any student transferring from a CEP school, free, to a non-CEP school, paying, will have a 10 day grace period in meal status to give them time to submit a Free and Reduced Meal Application.
- Students will begin the new school year with the same status as the previous year. A 30 day grace period is given to give time to submit a new Free and Reduced Meal Application. If no new application is received, the student's status becomes paid after the grace period has ended.
- Parents are responsible for meal payments until a Free and Reduced Meal Application has been submitted and approved.

SCHOOL PROCEDURES FOR UNPAID MEAL CHARGES

- a. Negative balance letters will be sent home weekly beginning as soon as the student's account becomes delinquent. For those accounts that have reached or exceeded the limit, letters will be sent home multiple times during the week. Telephone calls will also be made to the parents.
- b. Principals will be informed of the outstanding charges and made aware of the steps taken to collect the debt owed. Ask for assistance in contacting parents before having to serve an alternate meal.
- c. Send the Outstanding Balance Report weekly to the SNP office. A Connect-Ed call will be made to parents advising them of the outstanding balances.

Procedures for Alternative Meals

When funds allow, a School Lunch Fund account at all non-CEP schools will be activated to help students who may not have money for meal purchases. Students will be allowed to use this fund for two (2) days before an alternate meal is given.

After all avenues have been exhausted and you are forced to serve the alternate meal, speak to the student's teacher before lunch and let them know the student needs to see the Manager when they come to the cafeteria. A good practice would be to leave the list in the teacher's mailbox at the end of the day so he/she would have it first thing the following morning.

If payment is not received in time for meal service, an alternate meal will be provided. One suggestion is to place it in a bag with a smiley face or something cute on it. Remember, it is not the student's fault. Be sensitive to them and avoid embarrassment. There should be not negative impact on the students.

If a student that has met/exceeded the charge limit comes through the line and already has a tray, ask the child to come to the Manager's office after he finishes his meal. From there have the child call the

parent and let you speak to them. Advise the parent of the meal charges, that you served the student that day, and if no money is received the following day, the student will be given an alternate meal. Recheck to make sure the student's name is on the list provided to the teacher. Never take a tray from a student and throw the food away.

If a child has money to purchase a reduced or paid priced meal at the time of meal service, the child must be provided a meal. This money may not be used to repay previously unpaid charges if the child intends to use the money to purchase that day's meal.

ALTERNATE MEALS INCLUDE

- Breakfast – cereal, fruit, and milk
- Lunch – peanut butter sandwich or a cheese sandwich, fruit, vegetable, milk

ACCOUNT COLLECTIONS

If parents are not being responsible in providing meals or payments for students, principals may contact school social workers or the Department of Family and Children's Services (DFACS) for assistance as needed. Students who repeatedly abuse the payment policy may not be allowed to charge in the future.

If the school continues to be unable to collect outstanding charges from student's parent/guardian, the student may not be allowed to participate in senior activities including commencement or extra curricula activities.

CHANGE IN STATUS

At any time during the school year, if a family income decreases, an application for free or reduced price meals may be completed to determine eligibility.

Muscogee County School District

Date Issued: 6/26/2017
Original Date Issued: 4/28/2017