



North Columbus Elementary School shares the vision and mission of the Muscogee County School District.

Mission

To inspire and equip all students to achieve unlimited potential.

Vision

The MCSD is a beacon of educational excellence where all are known, valued, and inspired.

Values

MCSD fosters a healthy organization where...

- ❖ **WE** embrace equity and diversity
- ❖ **WE** hold ourselves and others to the same high standards
- ❖ **WE** commit to continuous learning and improvement
- ❖ **WE** treat everyone with dignity and respect

...as **WE** serve the needs of others.

Strategic Anchors

WE will make decisions ...

- ❖ that benefit student achievement
- ❖ that are fiscally responsible with an eye on Return on Investment
 - ❖ that invest in stakeholders
 - ❖ that promote equity and access

SCHOOL HOURS

K-5th Grade Students	7:45-2:15	Teachers	7:20-2:45
Administration/Secretary	7:15-3:15	Clerk/Clinic Worker	7:15-3:15

APPOINTMENTS WITH ADMINISTRATION

Administrators want to be available to parents as needed. If possible, please call to set up an appointment to speak to one of us. If you drop by, you may need to wait, or we may or may not be able to meet with you at that moment. Unless there is an emergency, most calls will be returned after students are dismissed or within 24 hours.

ARRIVAL

Please plan for your child(ren) to arrive by 7:45 a.m. each day, and remember to allow time for your child(ren) to walk to classrooms by 7:45 a.m. Morning drop-off procedures are as follows:

- From 7:00am. – 7:45am bus and daycare students may enter the building through the back door. Only bus and daycare students may enter from 7:00-7:15am.
- All car riders may begin entering the building at 7:15am. Third, fourth and fifth grade students should be dropped off in the back loop. All kindergarten, first and second grade students should be dropped off in the front loop.
- **Buses and day care vans will have first priority in the bus loop/drop off area.** They will be the only vehicles allowed to go into the left lane for student drop off. If you are behind a bus/day care van you must allow them to completely unload their students before traffic can resume.
- **The back doors will be closed and locked at 7:46 a.m.** Students and parents are asked to NOT knock on the back doors to gain entrance.
- Students are tardy at 7:45 A.M. and must be escorted into the front office by an adult via the front door of the building.
- Parents will not be allowed to enter the building via the back door (at any time).
- **All parents wishing to come into the building must use the front entrance.** Parents must park, in the front parking lot, and walk their children into the building.

BREAKFAST

Breakfast begins at 7:00. If your child will be eating breakfast and comes to school by car, please have them at school by 7:15 so he/she will have time to eat and get to class before the tardy bell rings. Breakfast ends at 7:30.

DISMISSAL

All passes into the building end at 1:45. All visitors must exit the building at this time and wait outside the building, away from the doors, to help us have a safe and orderly dismissal.

STUDENT CHECKOUT ENDS AT 1:45. Please plan for appointments and arrive before 1:45 to checkout or be prepared to wait until dismissal. Do not call the office and ask for the teacher to have your child ready for your arrival; this is a disruption of instructional time. Please plan to arrive early enough to allow your child to prepare for departure once you have arrived on campus.

Please be observant and move cautiously while waiting to pick-up your child. **If you need to talk to your child's teacher, please wait until after dismissal.**

AFTERNOON CAR PICK-UP

From the first day of school to the last day of school, each vehicle that picks up a student must have a pickup number displayed for easy viewing by the teachers. This number helps with safety and helps to locate your child(ren) quickly, load your vehicle, and get you on your way in a timely manner. This number will be given to you at registration. Each family will be given two of the same car numbers. (Additional numbers can be purchased for \$1.00 in the office.) Without a pickup number displayed, you will be directed to park in the parking lot. You then will need to go to the office to provide identification. **NO EXCEPTIONS.**

NO WALK UPS ARE ALLOWED. ALL STUDENTS MUST BE LOADED INTO A CAR.

Grades K-2: Parent pick-up is in the front driveway (two lanes)

Grades 3-5: Parent pick-up in the back entrance (bus loading area)

Parents with children in BOTH groups should instruct the older child to meet the younger child at the front of the school for pick up. Please let the teachers know this will be the dismissal routine.

CHANGES IN A STUDENT'S TRANSPORTATION

If there is a change in the way your child goes home, please send a signed and dated note with your child. Please do not email/text/fax this information to your child's teacher/school. He/she may not have time to check email/text messages before your child goes home. If it is an emergency, please call the school, and inform the office of the need for a change for that day. **PLEASE REMEMBER THAT EVEN IN AN EMERGENCY, THE PERSON PICKING YOUR CHILD UP FROM SCHOOL MUST BE ON THE YOUR CHILD'S "AUTHORIZED TO CHECK OUT" LIST THAT YOU COMPLETED ON THE REGISTRATION FORM. No changes will be relayed after 1:30 p.m.**

A change in bus stops on the same bus requires a written letter from a parent with prior approval from an administrator. Frequent requests or requests to ride a different bus cannot be approved.

STUDENT ATTENDANCE

The 2004 Georgia General Assembly passed a new law which affects every public school student in the state of Georgia. The law, O.C.G.A. §20-2-690.1, provides penalties for any parent, guardian, or other person residing in Georgia who has control or charge of a child or children who violates this law after the School District serves notification. Any student of compulsory school age with five unexcused absences will be referred to the school social worker. Each day's violation of this law will subject the person notified to the following measures:

1. Fine of not less than \$25 and not greater than \$100
2. Imprisonment not to exceed 30 days
3. Community service
4. Any combination of the above penalties

When a student is absent from school, a written excuse is to be brought to school explaining the reason for the absence. This excuse is to be brought to school within three (3) school days of each absence, as required by school district policy. It is the responsibility of the parent, guardian, or person in control of a child to ensure that the school receives each and every written excuse. If a child was at a doctor's appointment, please provide the excuse from the doctor. Students with excessive excused sick absences may be asked for a doctor's excuses for future absences to be excused. **North Columbus Elementary will only accept, from parents/guardians, 5 handwritten "sick absence" excuses. If you exceed this number, you must send in a doctor's excuse.**

Each absence is entered as "unexcused" until a note is sent by the parent or guardian. At that time, a determination will be made as to whether or not the absence is excused. Any student with 5 or more unexcused absences will be referred to the school social worker for further action as outlined above.

Children may be temporarily excused from school (1) when they are personally ill and their attendance in school would endanger their health or the health of others; (2) when in the immediate family there is a serious illness or death which would reasonably necessitate absence from school; (3) on special and recognized religious holidays observed by their faith; (4) when mandated by order of governmental agencies (e.g., pre-induction physical examination for military service or court order); (5) with principal's approval of attendance at school related experiences. Family vacations will not be excused.

Every student receives a Student Behavior Code and Disciplinary Handbook, which describes the attendance policy adopted by the school district. The Muscogee County School District policy states that a student who misses more than 15 days in any class during the school year may not receive credit and may be retained in that grade level. NCES will schedule a retention meeting with the parent at the end of the school year for absences that exceed 15 days which includes excused and unexcused absences.

It is the responsibility of the student and parent, guardian, or person in control to read and understand the contents of the handbook. Also, for the purpose of monitoring school and class attendance, it is the responsibility of the parent, guardian, or person in control to initiate regular contact with school personnel to ensure that their child attends school and class regularly.

Makeup work is given upon the student's return to school only in the case of an excused absence. Teachers should not be asked for makeup work ahead of time for unexcused absences (including family vacations).

STUDENT CHECKOUTS

Students leaving school for appointments, or if they become ill during the day must be signed out in the office. Persons checking out a student must show identification. Students will be released to individuals listed by the parent on the MCSD – School Information form filled out during registration. Please notify the school any time this information changes during the year. You may notify the office by having the enrolling parent come into the office to make changes on the registration form. This cannot be done over the phone.

Any doctor's notes need to be turned in to the teacher for the check-out to be excused. If called by the clinic, your child's checkout is excused. Student checkouts will not be permitted after 1:45. If your child has an appointment please make arrangements to pick him/her up before 1:45. The office will call the classroom for any student who is being checked out once the parent is on campus and has entered the front office. **Please do not call the office and ask us to have your child ready and waiting.** We are unable to interrupt class instruction to ask the teacher to have your child packed. Please plan your arrival to allow time for your child to prepare to go home.

STUDENT TARDIES

Students arriving at school after the 7:45 bell are tardy. At 7:45, a parent or adult must come to the office with the student to sign them in. Students who are consistently tardy will receive a letter and a referral will be made to the school social worker or a referral to support agencies outside the school system which may include the Department of Family and Children Services (DFCS), Juvenile Court, Family Connection, or other external agencies. If your child had a doctor's appointment, please provide the excuse for the tardy to be counted as excused.

STUDENT WITHDRAWALS

If a student is to be withdrawn from NCES, parents should notify the school office TWO DAYS IN ADVANCE (48 hours) to begin the withdrawal process.

PAYMENTS SENT FROM HOME

Please place all money sent from home to NCES in a sealed, labeled envelope. Please write your child's first and last name, classroom/homeroom teacher, the amount, and what the money is to be used for on the outside of the envelope. This will help with record keeping, and make money collection smoother for the teachers, thank you.

Please note, NCES does not accept checks, debit/credit cards, or money orders. Please send cash only with the exact change.

DRESS CODE

Student dress at NCES is expected to reflect self-pride and pride in our school. The staff at NCES believes it is in the best interests of the students and the instructional program that dress code guidelines are set for the students. It is the responsibility of the student and parent to ensure that the dress code is observed. It is the responsibility of the teachers and administrators to ensure that the dress code is enforced. If your student is out of dress code, you will be called.

Shirts

- Undergarments should not be worn as outer garments.
- Midriffs should not be bare. Shirts must cover the midriff when the arms are raised.
- See-through shirts or blouses are not permitted.
- No tank tops, spaghetti straps, tube-tops, fishnet shirts, or body armor (tight form fitting)
- Nothing that advocates drugs, sex, alcohol, violence, gangs, hate, profanity, or degrading/negative/offensive wording is allowed (including negative attitude towards school, family or self-worth)

Pants and Shorts

- Pants should be worn on or above the waist.
- If pants can be worn properly on or above the waist, no belt is required.
- Pants with holes are not allowed.
- Shorts must not be more than three inches above the knee for 3rd through 5th grade students.
- Cut-off shorts are not allowed.
- Leggings/Jeggings are to be worn as undergarments only. They DO NOT take the place of pants when worn with tops.

Dresses, Skirts, and Skorts

- Dresses, skirts, and skorts must not be more than three inches above the knee for 3rd through 5th grade students.
- If leggings are worn, dresses, skirts, and skorts must still follow the length requirements.

Shoes

- **Closed-toed shoes must be worn by all students each day. If the students have PE with the coach, they must wear tennis shoes that day.**

Hats

- Hats, gloves, and caps may not be worn in the building.
- No stockings, doo-rags, sweatbands, or bandanas.

Jewelry

- No jewelry with reference to gangs, drugs, hate, violence, or sex is allowed.
- Items such as large hoop-earrings, long dangling earrings, chains on a belt, wallet, etc. or items with spikes are not permitted.

ALL CLOTHING MUST FIT PROPERLY. NO OVERSIZED CLOTHING IS ALLOWED

DISCIPLINE HONOR CODE

It is the philosophy at NCES that the purpose of discipline is to foster responsibility, independence, self-discipline and positive behavior. We believe it is important for students to realize that logical and natural consequences occur from the choices they make. It is our belief that a discipline philosophy, when applied consistently by teachers and staff, will result in a wholesome atmosphere for teaching and learning.

DISCIPLINE GOALS

- To provide a safe and consistent environment where children can learn reasonable rules, limits, and consequences, as well as the reasons for them
- To develop self-discipline and self-control
- To promote respect and appreciation for cultural differences
- To achieve and maintain academic excellence.
- To pursue a course of parental involvement that will make parents partners in achieving goals of a safe and well-disciplined school

SCHOOL RULES/CODE OF CONDUCT

In order to provide a positive school climate that is safe, where students can attain their potential both academically and socially, NCES will enforce the following reasonable expectations of student conduct:

CODE OF CONDUCT

The conduct grade on the report card is determined by, but not limited to, the following behaviors:

- Shows self-control
- Listens to and follows instructions
- Obeys school rules
- Treats everyone with respect

- Respects rights and property of others
- Shows a positive/cooperative attitude
- Assumes responsibility for actions
- Controls talking
- Cafeteria behaviors/manners are appropriate
- Plays and interacts well with others

The teacher will notify parents by phone, e-mail, and/or in writing (assignment book) when constant inappropriate behavior occurs. The teacher will schedule a parent conference if any inappropriate behavior is continuous.

Violations and Behavioral Consequences

Behavioral consequences are stepped and sequential following the code of conduct:

Level 1 Violations

The following are handled by the teacher and include, but are not limited to:

- Horseplay, wrestling, clowning, acting out
- Name calling or verbal exchanges not involving profanity or threats
- Excessive talking
- Throwing objects in class (other than those which could cause injury)
- Pencil pops, spitballs
- Minor hall disruptions, out of class without a pass
- Possession of unauthorized objects/toys (other than drugs or weapons)
- Inappropriate behavior in the lunchroom (loud talking, playing with food, breaking in line etc.) or bathroom
- Continuous lack of instructional materials
- Dress code violations
- Cheating/Plagiarism

Level 1 Interventions

Handled by the teacher as appropriate for the age and individual needs of the child

(Any other consequences or interventions used must be approved by the administration):

- Verbal warning
- Loss of conduct points
- Low profile intervention (classroom behavior system)
- Change of seating
- Discussion with grade level team
- Private conference with student
- Telephone call/e-mail/written note to parents
- Denial of privileges
- Detention with the teacher

- Time out in another teacher's room
- Behavior contract
- Action plan
- POI (Pyramid of Interventions Tier I)

Level 2 Violations

The following are violations which have consequences specified in the Muscogee County School District Student Behavior Code or which have more serious consequences. The student will be taken directly to the office.

- Repeated Level 1 infractions after a parent conferences has been held
- Continuous major/disruptive behavior after a parent conference is held
- Bullying/Intimidation (MCSD Handbook)
- Fighting (exchange of blows with intent to do bodily harm), biting, spitting
- Horseplay, wrestling, pushing, scuffling, clowning, acting out, hitting, kicking
- Obscene or inappropriate language, gestures, or acts; profanity, abusive/disrespectful gestures and/or language
- Leaving class or designated area without permission
- Major insubordination (defiance of authority)
- Stealing
- Forgery or altering school forms or documents
- Damage to school property

Level 2 Interventions

Handled by the administration as appropriate for the age and individual needs of the child, but not limited to:

- Conference with the parent (A phone call home to notify parents is considered a parent conference.)
- Action Plan/Student conference with a verbal reprimand
- Behavior Plan
- Student written letter
- Referral to Counselor
- Detention with an administrator to do assigned classwork
- Loss of privileges
- After school detention with an administrator
- Parent required to sit in class with student
- Sent home for the day
- Suspension
- Referral to Discipline Tribunal

Level 3 Violations/Critical Infractions

These are the most serious misbehaviors and may result in an automatic referral to the Disciplinary Tribunal at any time:

- Possession of toy guns/knives at bus stop, on the bus, or at school.
- Continued bullying behavior/intimidation
- Possession of a firearm or deadly weapon
- Verbal threats or physical assaults toward students or staff
- Student assault or battery upon a student (fighting)
- Use of a dangerous weapon to intimidate or injure
- Substantial damage to personal or school property (vandalism)
- Issuance of a bomb threat
- Possession, sale, attempted sale, use of, or distribution of alcohol, controlled substances, and/or controlled paraphernalia
- Smoking, dipping, or possession of tobacco-related products such as lighters, matches
- Verbal threats (oral or written) of violence
- Sexual harassment
- Terroristic threats
- Willful or dangerous act such as throwing any object with intent to do harm; possession of or setting off firecrackers, stink or smoke bombs or setting fires
- False fire alarm
- Technology tampering/Inappropriate Internet use
- Possession of any dangerous items

Level 3 Interventions

Handled by the administration or disciplinary tribunal

- Referral to the disciplinary tribunal (suspension until tribunal date set)
- Suspension

BULLYING

MCSD and NCES prohibit bullying at school, at school functions, on school property, or in any manner which directly affects the learning environment.

PLEASE SEE THE MCSD POLICY IN THE *MCSD BEHAVIOR CODE AND DISCIPLINE HANDBOOK*. Your child(ren) has(have) received one of these, and it is also available on-line at muscogee.k12.ga.us.

MUSCOGEE COUNTY SCHOOL BUS POLICY

See the *MCSD Behavior Code and Discipline Policy Handbook*. Your child(ren) has(have) received one of these, and it is also available on-line at muscogee.k12.ga.us.

SCHOOL TELEPHONE

The school telephone is a business phone and can be used by the students only in the case of illness or emergency. The following suggestions are made for parents:

- Feel free to call the school to deliver a message to your child in case of an emergency or a real need.
- Have an understanding with your child in the morning as to how they are getting home in the afternoon (bus or parent pick-up).
- Changes in the way your child goes home should be **IN WRITING** to the teacher. Changes should not be made by phone or email.
- Students will not be allowed to call to ask if they may go home with a friend. If you wish your child to go home with someone, that arrangement should be made ahead of time in writing to the teacher.
- Students CANNOT be called from class to accept phone calls from parents. As long as it is before 1:45, the front office will be glad to relay any message you may need to leave for your child.

VISITORS

Visitors to NCES are welcome! We require that ALL visitors check in through the office and be properly identified before visiting or stopping by a classroom or other location within the building, or on the grounds. This includes mornings if you walk your child to class. Visitors will be given a temporary pass to visit our school and campus. This pass must be worn at all times while visiting and returned at checkout. All campus visitors must be dressed appropriately, following the same standard of dress that is set for the students.

Parental visitation in the classrooms is encouraged although there may be times when classroom visitation is limited. In order to maximize instructional time, we ask that parents walking students to the classroom in the morning leave at the 7:45 bell signaling the beginning of the day. This will allow the teacher to begin instruction promptly. Any item being dropped off for a student should be left in the front office. Please note that teachers arrive in the mornings early to prepare for receiving students. This is not the proper time to have a parent conference. Teachers need to be focused on receiving their students. If you would like a parent conference please schedule one with the teacher. Mornings and after noon pick-up are not proper times to have a parent conference. If you show for an unscheduled conference the teacher may or may not be able to speak with you due to prior commitments. Please call or let your teacher know if you would like a parent/teacher conference and they will call you within 48 hours to schedule an appointment.

As teachers prepare for dismissal, all passes into the building end at 1:45. All visitors must exit the building at this time and wait outside the building away from the doors to help us have a safe and orderly dismissal.

ACADEMIC GRADES

NCES operates on a nine-weeks academic grading period. At the midterm of a nine weeks period, each student will receive a midterm progress report. Report cards are issued to students at the end of each nine-weeks period. Students are to return the signed report card cover to their homeroom teacher. The grading scale approved by the Muscogee County School District for academics is as follows:

A = 100-90	(excellent progress)
B = 89-80	(above average progress)
C = 79-70	(average progress)
F = 69 and below	(unsatisfactory progress/failure)

AWARDS PROGRAM (Grades 2 – 5)

At the Awards Program held at the end of the school year, students are recognized with the presentation of trophies, medals and certificates. Students who have met specific criteria for each award will be recognized at this time. The dress for this occasion is dressy, casual attire. Listed below are the criteria for each award:

- Principal's List – All A's on the report card for every grading period, no B's
- Honor Roll – All A's and B's on the report card for every grading period.
- Lifeskill Award – Each teacher selects a boy and a girl student as the overall good citizens for the year.
- Excellence in Academics Awards – For the five academic areas (math, language arts, reading, social studies, and science), each teacher will select a student who strives for excellence and exhibits a passion for learning in the respective subjects.
- Excellence in Music/Physical Education/Art Awards – One top male and one top female student from each class will be selected for outstanding performance in each area.
- Most Outstanding 5th Grade Student – Presented to the most all around student in the fifth grade who has most exemplified the spirit of NCES Elementary School students academically, through their character, as a role-model, etc. This award is voted on and selected by fifth grade teachers and the Principal.
- Perfect Attendance – Presented to students with no absences, no unexcused tardies, no more than three EXCUSED tardies or three excused, early check-outs.
- Accelerated Reader Award – Presented to the student who, within his/her class, has the most accelerated reader points earned within their ZPD (reading ability) with a passing average of 85% or higher. A special recognition will be given to the student with the MOST overall A/R points within their ZPD and an 85% or higher average.
- Achieve 3000: Presented to the student, in grades 3-5, who within his/her class had the most Lexile point gain for the school year.

- Doreen Sears: Presented to the 5th Grade who has shown the most gains in reading during the school year.

PARENT PORTAL

To access Parent Portal, you need to have been assigned your child(ren)'s activation code. If you did not do this last year, please come into the office and we will help you. You only need to do this once, so if you got it last year, you will use the same number to access your child(ren)'s grades on-line. This is an excellent way to keep up with your child(ren)'s grades, missing assignments, etc.

MCSD has established that daily assignments and test grades will be entered into the Parent Portal within five (5) school days. Major projects/units will be entered into the Parent Portal within ten (10) school days. If, due to complications, a teacher needs to make modifications to this schedule, then he/she will address those modifications in the message section on the Parent Portal.

STUDENT TESTING AND ASSESSMENT

SGM's (Student Growth Measures) K-3 – All students in grades K-3rd will be given a test in various subject areas at the beginning of the school year. These same tests will be administered the last month of school to track the progress and growth of each child during the school year.

Georgia Milestone End of Grade Test (EOG) – In April, all students in grades 3, 4, and 5 are required to take the Georgia Milestone End of Grade Test. This is a summative test in the content areas of language arts, mathematics, science, and social studies.

The Georgia Milestone End of Grade Test will include:

- open-ended (constructed-response) items in language arts and mathematics
- a writing component (in response to text) within the language arts assessment
- norm-referenced items in all content areas to complement the criterion-referenced information and to provide a national comparison; and

On testing days, testing will take place through the entire school day. To help North Columbus experience a successful and smooth testing window, *please ensure that your child arrives at school on time* (by 7:45 a.m.). Also, please make sure your child eats a good breakfast and gets plenty of rest the night before.

GIFTED EDUCATION

Gifted education is provided for all students, K-12, who have the potential for exceptional academic achievement. To be eligible for gifted education services, a student must meet specific criteria established by the State Board of Education.

To have a student evaluated for gifted education, two forms should be completed and returned to Programs for the Gifted. The parent should complete the "Parent Referral" and return it to the school. The school will complete the "Teacher Referral". The student will be scheduled for evaluation after these forms are received. (Forms are available from Ms. Chelsey Sawyer, school counselor.)

NCES RECOGNIZES STUDENT ACHIEVEMENTS STARS ARE THE GREATEST STUDENTS!

Throughout the year, we recognize students for achievements in many different ways. Listed below are examples of student recognition:

- Life Skill Winner of the Month – Selected each month by each teacher and given a certificate, pencil, and group picture displayed in the hallway.
- Star Tickets – Classes will be able to earn "Star Tickets" as they pass through the halls or work in their classrooms. Classes earn "Star Tickets" for showing proper hallway and classroom procedures and behaviors. "Star Tickets" will be turned in on Fridays. Once the school has earned a goal number of tickets a "Star Ticket Party" will be held for all.

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. 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. Several of our schools are CEP schools. **Please contact your student's school office or call the School Nutrition Office at (706) 748-2389 to see if your student's school is a CEP school.**

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

MCSD currently has 41 schools that operate under the Community Eligibility Provision (CEP) where all students eat at no charge. An online application is available to apply for free and reduced price meal benefits for the other 12 schools that are not operating under CEP.

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. 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 **2018-2019** application on file, then benefits will be extended for the first 30 days of the **2019-2020** 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 web site, 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 1st 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

School Nutrition will accommodate food allergies and special dietary needs when documentation from a doctor is provided. MCSD SNP will make modifications and substitutions to the regular school meals for a student **with a disability that restricts their diet**. Special Dietary Needs Prescription Form **must be** completed and signed by a physician 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.

Summer Lunch

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.

HEALTH SERVICES

First aid is given in the classroom, school office or by the school clinic worker. The clinic is staffed by a school clinic worker four hours a day. If there is a serious injury, parents or emergency contacts are notified and/or the family physician is called. Parents are notified when a student becomes ill at school. If the parents are unable to be reached we will call the emergency numbers listed on your registration paper filled out at the beginning of the school year.

All medication is administered to students and logged in the office. A release form must be filled out and signed by a parent for ALL medication. Medicine will be given only when a release form is signed and sent along with the medication container with the original label (including name, type of medication, physician's name, dosage, and instructions regarding medication to be administered). Students may not self-administer medication (prescription or non-prescription) and no medication will be given to students without the signed form.

DRUG/SMOKE FREE SCHOOL ZONE

Legislation enacted by the General Assembly of Georgia makes it unlawful to manufacture, distribute, dispense, or possess a controlled substance in, on, or within 1000 feet of a school. **(This includes your personal vehicle)** Violation of this law is punishable by up to 20 years in prison and/or up to a \$20,000 fine. The Muscogee County School Board has enacted a policy making all school grounds smoke free zones. Smoking is not allowed by employees, students, or visitors.

EMERGENCY PROCEDURES

Fire and disaster drills are a necessity and are not to be treated lightly. These drills will be held at irregular and unannounced intervals. All signals and procedures are rehearsed with students to provide the safest actions in the case of an emergency. In case Muscogee County is placed under a TORNADO WARNING, we ask that parents NOT come to pick up students or call the school during the WARNING. Emergency procedures will be followed. Shelter areas have been assigned to each classroom and all NCES personnel know what to do in an emergency. The driveway in front of the school and the telephone line must both be clear for emergency use during a tornado WARNING. In the event of a "lockdown" no one will enter or leave the building until it is determined safe by school officials and/or law enforcement. The MCSD and NCES have emergency/crisis management plans in place.

CLASSROOM PARTIES/BIRTHDAYS

The Georgia Dept. of Education requires a specific amount of time each day to be used for instructional purposes. This time requirement allows for physical education time, lunch time, and a variety of other instructional activities. There will be a variety of celebrations conducted during the year which support and enhance the instructional program. As much as we would like to have the time to celebrate each child's birthday with a party, the time needed for instruction will not allow this. Please limit birthday celebrations to a small snack which can be served as part of the regularly scheduled lunch time. The small snack should be passed out to your child's class only. Flowers, presents and/or balloons will not be sent to any classroom and they cannot be taken on a bus. Also, please DO NOT put signs on NCES' campus wishing your child a "Happy Birthday". If there is a sign placed on NCES' campus it will be removed by administration or school personnel. Please feel free to visit for lunch on your child's birthday and any time it is convenient for you. Student party invitations may not be distributed at school unless all students in the class are given invitations. NO EXCEPTIONS.

INTERNET USE

Students at NCES will not be allowed independent access to the Internet. We believe that the Internet is a valuable tool for research and communication and we do have the technology to use on-line services. Such activities will always be under the supervision of an adult. Parents

will be asked to sign an Internet Use Form allowing such research and for publication of student achievements and works.

FIELD TRIPS

Field Trips are designed for a specific age group and to address the curriculum/standards required for that grade level. Please do not bring siblings to field trips in order to maximize the learning process. Many field trips are at locations that have limited seating or admission and we may not be able to accommodate parental attendance. Please check with the office or your child's teacher before planning to attend.

COUNSELING PROGRAM

Counselor: Chelsey Sawyer

The counseling program follows the Georgia Comprehensive Guidance Plan for classroom guidance, but is flexible in other areas in order to meet your needs. The program includes presentation of the Good Touch/Bad Touch curriculum in grades Kindergarten, 2nd, and 4th, Too Good for Drugs in grades K-5, and career development lessons in grades 1-5. All other classroom guidance lessons grades K-5 follow the ASCA (American School Counseling Association) standards under three domains: Academic, Career, and Social. The counseling program also includes small group counseling for ADHD students, students of divorced parents, students of a deployed parent, grieving students, and other areas determined as needed. Individual counseling, parent/teacher consultation, and coordination of services for students is also available.

Life Skill Winner of the Month – One student per class is chosen each month. Each chosen student is given a certificate and a group picture is displayed in the hallway

BEHAVIOR CODE AND DISCIPLINE POLICY BOOK

For your convenience, the *Behavior Code and Discipline Policy Book* is accessible on-line at muscogee.k12.ga.us.

DISCLAIMER

**The administration reserves the right to determine the class and consequences for offenses not listed.

**The administration reserves the right to change and/or alter consequences as deemed appropriate.

**The administration reserves the right to change and/or alter policies and procedures stated in the NCES Handbook as deemed necessary and/or appropriate.

SCHOOL DISTRICT POLICIES

Each student will be issued a copy of the *Muscogee County School District Behavior Code and Discipline Policy Book* during the first week of school. Parents should study that book with their children and understand that violations of School District policies may result in a hearing before the Superintendent's Disciplinary Tribunal.