



Leadership Academy

2018/2019

Student/Parent Handbook  
&  
Schoolwide Discipline Guide



## Muscoogie County Public Schools 2018-2019 School Year Calendar

<p>2-31 Summer Break (No school for students and teachers)</p>	JULY 2018	JANUARY 2019	<p>1-4 Winter Break (System-wide shut down) 7 Staff Professional Development Day (No school for students) 8 Teacher Planning Day (No school for students) 9 Begin 2nd Semester Report Cards (All levels) 15 Martin Luther King Jr. Day (System-wide shut down)</p>																																																																																																	
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<p>1-7 Teacher Pre-Planning Days (No school for students) 2 System-wide Verification Day (AM) 2 System-wide District Contact Day (PM) 3 Staff Professional Development Day 8 FIRST DAY OF SCHOOL</p>	AUGUST 2018	FEBRUARY 2019	<p>8 Progress Reports 18 President's Day (No school for students and teachers)</p>																																																																																																	
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<p>12 Veteran's Day Observed (System-wide shut down) 13 Progress Reports 19-23 Thanksgiving Break (System-wide shut down)</p>	NOVEMBER 2018	MAY 2019	<p>1-10 State &amp; National Testing 23 LAST DAY OF SCHOOL 23 Report Cards (Elementary) 23-25 Graduation 24 Teacher Post-Planning 27 Memorial Day Holiday (no school for teachers) 28 Teacher Post-Planning 28 Report Cards (Secondary) 29-31 Begin Summer Break</p>																																																																																																	
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Progress Reports  
 First and Last Day of School

Report Cards  
 Teacher Planning/Staff Development

Student/Teacher Holidays

## REESE ROAD LEADERSHIP ACADEMY MISSION STATEMENT

The mission of Reese Road Leadership Academy is to develop today's achievers into tomorrow's leaders.

### OUR SCHOOL VISION

The vision for Reese Road Leadership Academy is to create a nurturing and safe learning environment that encourages and prepares all students to reach their highest potential through discovery and the use of their unique learning styles. As a magnet school within our school district, we strive to inspire students in their growth as effective school and community leaders. As the foundation for our magnet program, we use the *7 Habits of Highly Effective People*, a part of The Leader In Me™ program developed by the late Dr. Stephen Covey.

### CONTACT INFORMATION

#### Phone/Fax numbers:

Front Office	706.569.3684
Clinic	706 569.3691
Cafeteria	706 569.3687
Fax	706.569.3686

#### Mailing Address:

3100 Reese Road  
Columbus, GA 31907

#### School Website Address:

<http://reese.muscogee.k12.ga.us>

#### School District Website Address:

[www.muscogee.k12.ga.us](http://www.muscogee.k12.ga.us)

### SCHOOL HOURS

School hours are 8:00 a.m. – 2:30 p.m. for all grades. Students shall not enter the building before 7:15 a.m. Students are tardy after the bell rings at 8:00 a.m. Students may not check out after 2:00 p.m.

# The 7 Habits of Happy Kids



## **HABIT 1: BE PROACTIVE: You're in charge**

I am a responsible person.

I take initiative.

I choose my own actions, attitudes, and moods.

I do not blame others for my wrong actions.

I do the right thing without being asked, even when no one is looking.

## **HABIT 2: BEGIN WITH THE END IN MIND: Have a plan**

I plan ahead and set goals.

I do things that have meaning and make a difference.

I am an important part of my classroom and my school.



## **HABIT 3: PUT FIRST THINGS FIRST: Work first, then play**

I spend my time on things that are most important.

I say "No" to things I know I should not do.

I set priorities, set a schedule, and follow my plan.

I am self-disciplined and organized.

## **HABIT 4: THINK WIN-WIN: Everyone can win**

I want everyone to be a success.

I don't have to put down others to be a success.

When a conflict happens, I look for a third solution.

I believe that we all can win!



## **HABIT 5: SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD: Listen before you talk**

I listen to other people's ideas and feelings.

I try to see things from their viewpoints.

I listen to others without interrupting.

I share my opinions and ideas.

## **HABIT 6: SYNERGIZE: Together is better**

I know that everyone is good at something.

Everyone needs to get better at something.

We can all learn something from each other.

Working in groups helps to create better ideas than one person can do alone.



## **HABIT 7: SHARPEN THE SAW: Balance feels best**

I take care of my body by eating right, exercising and getting sleep.

I learn in lots of ways and lots of places, not just at school.

I take time to help others.

# REESE ROAD LEADERSHIP ACADEMY SCHOOLWIDE DISCIPLINE PLAN

## WHAT WE EXPECT FROM OUR STUDENTS:

- : **Respect:** Students are expected to conduct themselves in a respectful manner at all times and maintain positive behavior.
- : **Responsibility:** Students are expected to be responsible for their own behavior.
- : **Empowerment:** Students are to recognize that they have the power to maintain their positive behavior and change inappropriate behavior.
- : **Learning:** Students are to learn that when they make mistakes, someone is there to help them think of better choices.
- : **Dignity and Self-Improvement:** Students are to respond with dignity when they are disciplined and understand that they are not bad people because they made a mistake.

At Reese Road Leadership Academy, we believe that all students can and should behave responsibly and appropriately while they are on school property, which includes our school buses and the bus stops. Student behavior that hinders the teaching and learning will not be tolerated. RRLA's Discipline Plan involves the use of natural, logical and realistic consequences. This plan provides a simple structure and reasonable rules. Students are encouraged to be responsible for their own behavior. All students are expected to abide by the MCSD Behavior Code and Discipline Policy as well as Reese Road Leadership Academy's Schoolwide Discipline Plan.

## WHAT PARENTS CAN EXPECT FROM US:

It is our job to work with our students to help them adjust to school and learn our expectations. When a student presents a problem in his/her behavior, we will make every effort to involve the parents and other people on our staff to help the student improve his/her behavior. Students involved in inappropriate behavior at RRLA are subject to certain disciplinary actions.

The teacher will follow his/her classroom discipline plan and document all interventions. This includes requesting parent conferences, referrals to guidance counselor, etc. If attempts by the teacher to teach desirable behavior to the student are unsuccessful, the student will be sent to the office.

Our schoolwide discipline plan reflects our commitment to helping our students develop leadership skills and our belief in the 7 Habits that we teach our students and refer to on a regular basis.

Using the following plan of action, teachers will give students multiple opportunities to correct their behavior. Unless the misbehavior is severe and needs immediate attention by an administrator, parents can expect that teachers have made contact with them, or attempted to do so, prior to an office referral.

1. Be proactive – conference with student
2. Begin with the end in mind – change student's seat
3. Put first things first - contact parent
4. Think win-win – grade level time out
5. Seek first to understand – referral to counselor
6. Synergize—parent/teacher conference.
7. Sharpen the saw – implement new strategies

Bus drivers may also submit discipline referrals to the office. Students are expected to follow all rules while using MCSD transportation. School administration will address behaviors using a progressive discipline plan. Bus riding privileges may be revoked if student behaviors persist.

### **MAJOR OFFENSES**

The following behaviors are not in the best interest of RRLA and will not be tolerated. They will be dealt with according to MCSD Behavior Code and Discipline Policy:

- : Fighting or inciting to fight
- : Open defiance and disrespect of teachers, school authorities, or school employees.
- : Disruption of school operations
- : Bullying behaviors, verbal harassment, potential physical harm to self or others
- : Sexual harassment, sexual misconduct
- : Threats, profanity, name calling or other verbally/physically threatening actions toward students or adults.

Please refer to the MCSD Behavior Code and Discipline Policy and read it with or to your child.

# SCHOOL POLICIES & PROCEDURES

## **ATTENDANCE**

Please refer to the MCSD Behavior Code and Discipline Policy for system policies that govern attendance. We ask our parents and guardians to help us instill in our children the value of their education and to understand the importance of arriving to school on time and having good attendance. Federal and state guidelines factor in attendance in school as one measure of accountability. The habits developed by children during their formative years will last a lifetime. Students with good attendance generally achieve higher levels of learning than students with poor attendance.

## **ABSENCES FROM SCHOOL**

When your child is absent, you must send a written excuse to school with your child on the day that he/she returns to school. Please address the note to your child's teacher and include the following information: your child's name, date(s) of absence, specific cause/reason of absence and your signature. Doctors or dentist statements are also accepted. These notes are to be sent to the teacher and they will turn them into the office daily with the attendance roster. If you call the school to inform us of an absence, you must still provide a written excuse upon your child's return to school. Teachers take attendance by 8:15 a.m. each morning. A Connect-Ed automated message will be delivered to the home phone of each student marked absent by 8:45 a.m. each morning informing parents of their child's absence. Parents are requested to follow up with the school as directed by the automated messaging system.

## **TARDINESS**

Our school day begins promptly at 8:00 a.m. with the ringing of the morning bell. Students are tardy if they are not in their classrooms at the sound of the 8:00 a.m. bell. Parents are asked to drop their children off at the back of the school no later than 7:45 a.m. to give them sufficient time to walk to their classrooms, use the restroom, etc. Allowances are made for late buses and inclement weather.

When a student accrues five (5) tardies, the principal/assistant principal will become actively involved by sending a letter home to the parent/guardian with a signature required. Ten (10) tardies will result in a required parent/guardian conference. Fifteen (15) tardies will result in a referral made to the School Social Worker/Visiting Teacher. Tardies are cumulative throughout the school year and will be recorded by the homeroom teacher in the student record system.

## **CHECKING STUDENTS OUT EARLY FROM SCHOOL**

Students are expected to remain in school for the entire day unless they have a medical/dental appointment or family emergency. Instruction occurs in every classroom until the dismissal of students.

Parents are urged to make dental, medical, and other appointments for their children after school hours, Saturdays, planning days, and school holidays, if at all possible. However, if this is not possible and your child must leave at any time during the day, then you must sign them out in the office. Parents **will** be asked to provide an appointment card to confirm the appointment. Persons listed on the record to sign out your child will be asked to show a picture I.D. Please let the teacher and office staff know if someone else will be picking up your child early. We will confirm alternate persons checking out children by calling you.

Testing **WILL NOT** be interrupted for any reason and parents should be aware of the standardized testing schedule when making appointments.

Parents must come to the office to check children out, and the secretary will call for your child. **ALL PARENTS ARE ASKED TO WAIT IN THE OFFICE AND THEIR CHILD WILL BE BROUGHT TO THEM.** Please inform the principal of any custody or other family problems ahead of time. As a precaution, make sure your child has a thorough understanding about the persons with whom they should or should not leave school.

Parents are asked not to sign out their children early to avoid waiting in the car line. The system is designed to move quickly with everyone's cooperation. When children are checked out early, they are missing instructional time, homework assignments, and end of the day procedures and instructions. Parents who continually check their children out early for reasons other than medical appointments will be referred to the school social worker and DFACS. Parents will be asked to provide an appointment card to verify medical/dental appointments.

**Students may not be checked out through the office between 2:00-2:30 p.m. to avoid pick-up traffic. It is a very busy time in the office with the calling of buses and vans. Please be patient and wait until the office staff has a chance to attend to your needs. Emergencies will be handled with the consent of the principal or assistant principal only.**



## ARRIVAL AND DEPARTURE

In the morning,

- + Students eating breakfast should report to the cafeteria to begin eating breakfast at 7:15 a.m. When they have finished breakfast, students will wait to be dismissed by the adult on duty to an assigned location outside classroom doors. Breakfast ends at 7:45 a.m.
- + Students who arrive prior to 7:30 and who are not eating breakfast are to proceed quietly to the cafeteria and be seated. When the bell rings at 7:45 a.m., students should enter their classrooms.
- + Students transported by car are to ENTER AT THE BACK DROP OFF ONLY and not through the front door. The front drop off is reserved for students arriving by bus, daycare van or being walked in by their parent or guardian after parking their cars in an unmarked space. Under no circumstances should parents park in any part of the drop-off lanes directly in front of the school. These lanes are reserved for buses and daycare vans.
- + Students arriving by bus, day care van, or walking are to use the front entrance.
- + Students are not allowed to play on the playground before the beginning of the school day.



At the end of the school day,

- + Walkers exit the 100 wing door (2<sup>nd</sup> and 3<sup>rd</sup> grade hall) and the 200 wing door (4<sup>th</sup> and 5<sup>th</sup> grade hall). Walkers are children who actually walk HOME and **NOT TO UNAUTHORIZED AND UNSAFE PICKUP AREAS** (cars parked along the street/fence). Parents/guardians who refuse to follow the guidelines and encourage their children to disregard the school's rules will be referred to the School Social Worker and subsequently the Department of Family and Children Services.
- + Walk up parents will need to pick up K-2<sup>nd</sup> at the end of the 100 wing and 3<sup>rd</sup>-5<sup>th</sup> at the end of the 200 wing. Parents should have their walker numbers with them.
- + Car riders are to report to the 300 hallway, sit at designated areas and wait for their car numbers to be called. Parents must have a Reese Road car number displayed in order to pick up their child. Parents or others who do not have a car number will be required to park their cars in the front of the building and come to the office for a duplicate number and confirm their names on the pick-up list. A picture ID must be presented. This minor inconvenience is for the safety and well-being of our children.
- + **Parents of car riders are not permitted to pick up children from the back door of the cafeteria, the 300 wing door or from the front door.**

**They must wait inside their cars until their child comes out.**

- + All bus and daycare van riders will wait in the cafeteria until called.
- + Except for students in the After School Program, all students are to be picked up by 2:45 p.m.
- + Students participating in the After School Program are to report to their assigned area in the gym.

**DROP OFF AND PICK UP PROCEDURES**

The safety and protection of all students is our primary concern. Please help us ensure their safety by doing the following:

- Be patient - especially during the first week of school
- Drive carefully on school grounds. Please drive slowly in and around the parking areas.
- All students who participate in the After School Program will be picked up from the cafeteria and/or gym in the afternoon.
- All students who ride in cars should be picked up and dropped off at the back area of the school. All cars should have a Reese Road window hanger. We will not release children to cars without the car hanger. The driver must go to the office and be cleared to receive the child. **IT'S FOR YOUR CHILD'S SAFETY.** All students who are transported by car are to proceed to the 300 hall, sit in the designated area and wait for their numbers to be called.
- Children who are transported by bus will proceed to the cafeteria and wait for their bus to arrive. They will exit the building through the front doors.
- Children who are transported by daycare vans will proceed to the cafeteria and wait for their vans. They will exit the building through the front doors.
- All students should be picked up promptly from school. Parents should call the school no later than 1:45 p.m. if they will be delayed in picking up their child. Students not picked up by 3:00 p.m. will receive notification as listed below.
  1. Courtesy call from an administrator and/or designees.
  2. Letter issued to parent/guardian
  3. Referral to School Social Worker and DFACS referral

**GENERAL TRAFFIC PROCEDURES**

SAFETY of all students is our primary concern. While some of our rules may not be the most convenient for drivers, they are designed for the safety of children who will be walking, riding buses, or being dropped off and picked up.

- Cars need to make a right or left turn into the Entrance driveway of the parking lot. The driveway in front of the building is for day care vans and buses only!
- Cars are to be in a single file entering the back parking

lot and remain in line until your child is brought to the pickup area. PARENTS ARE NOT TO GET OUT OF THEIR CARS. This slows down the dismissal process. PATIENCE is essential. Our experience shows that when all follow the rules, dismissal goes smoothly and quickly.

- ⊖ When you have all the students you need to pick up, you should carefully pull out of the back pick up and exit onto Reese Road.
- ⊖ In consideration of teachers and others parked in the front parking lot, please do not park behind their cars. Parents should park in the back parking lot or along the playground fence to walk their children in or conduct school business especially in the mornings and during dismissal. **DO NOT PARK IN THE FRONT.**



## **TRANSPORTATION**

Students transported by cars should be dropped off and picked up at the back entrance to the school. Students transported by daycare vans will be picked up at the front of the building. Please do not encourage your child to come to the street or cross the street unescorted to board their transportation home. This is extremely dangerous. If your child is changing plans for his/her “usual end of the day” transportation procedures, please plan ahead and send a note to your child’s teacher. The school will not permit a change in transportation procedure without a written note. If you are calling to verify an end of the day emergency change for your child, please call no later than 1:45 p.m. After that time, it will be extremely difficult to relay a message for changes in transportation.

**PLEASE DIRECT QUESTIONS REGARDING  
BUS TRANSPORTATION ISSUES TO  
YOUR SCHOOL’S ZONE SUPERVISOR LISTED BELOW:**

**Mrs. Donna Lamar 706-748-6984 – Zone 2  
Mr. Randy Ruff 706-748-6985 – Shuttle  
Mr. Homer Chambley 706- 748-3113 – Special Needs**

**FOR BUS TRANSPORTATION  
706-748-2876**

**IN CASE OF AN EMERGENCY,  
CONTACT THE TRANSPORTATION OFFICE AT 706-748-2882**

## **CHANGES TO A STUDENT'S DISMISSAL PLAN**

Parents must come to the office to submit dismissal changes in writing. Phone calls/verbal notices will not be accepted.

**Please do not put your child's safety in jeopardy by having them disregard the rules concerning dismissal.**

## **RETURNING TO THE BUILDING AFTER DISMISSAL**

The custodial staff has been instructed not to allow students or parents in the classrooms to retrieve homework or other forgotten items after 3:30 p.m. unless the teacher is still in the classroom. This is for security reasons. In the event your child forgets their homework or other items at school, they must report to the office to receive permission to go to a classroom.

## **WITHDRAWALS FROM SCHOOL**

Please notify the school secretary **at least 48 hours in advance** if you plan to withdraw your child from Reese Road. We want to give your request adequate attention. Textbooks and library books must be returned or paid for as well as lunchroom fees cleared to complete the withdrawal process. The student withdrawal form must be completed for any student withdrawing from our system or transferring to another school within Muscogee County School District.

## **DRESS EXPECTATIONS (STUDENTS & PARENTS)**

Students, as well as parents, volunteers, college students and visitors are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive and obscene or which endangers the health and safety of students or others is prohibited in the school building. Visitors to our school, including students, parents, and volunteers are expected to adhere to the dress expectations established at our school.

In addition, Reese Road students are expected to follow the dress code set forth below. (NOTES: Some of the information below is for the occasional non-uniform day. If students have any questions regarding the school uniform or appropriate dress, they should ask the teacher or other school staff member.)

- + School uniforms are worn on **MONDAYS-FRIDAYS**. Student uniforms consist of khaki or navy pants, slacks, capris, long shorts, jumpers or skirts and red, white, navy blue, or light blue polo-type shirts. Other collared shirts in these colors are acceptable. Non -uniform days will be announced by the principal periodically (picture day, special celebrations, etc.) On non-uniform days, modest, neat, clean and comfortable clothing will be acceptable as long as it is within guidelines per MCSD policy.

- + Flip-flops, high heels, slip on sandals (no back strap) and sneakers with wheels are not permitted. Students should wear shoes that are safe.
- + Students must wear sneakers when participating in physical education classes (all grades) or on the playground.
- + See-through clothing or tops that reveal the stomach area are not appropriate. This includes tube tops, spaghetti straps, strapless tops or crop tops.
- + Clothing that advertises alcohol or tobacco products, profane, vulgar, offensive, obscene pictures or words that endanger the health and safety of students or others is prohibited in the school building.
- + Mid-length shorts/skirts/skortis are allowed if they are not too tight or too revealing. These clothing items should be longer than the fingertips when the student is standing with arms at their sides. No body parts should be visible. Pants should be on the natural waistline, not sagging to reveal one's underwear or bare skin. Pants with belt loops should be worn with a belt.
- + Long dangling earrings (more than 2 inches) that can get caught on clothing, hair, etc., and tear the ear, are not appropriate for school, during physical education or recess and should not be worn to ensure safety.
- + Shirts or sweatshirts should not be longer than shorts. Shirts should be long enough so that a student's bare skin will not show if his or her arms are raised. Shirts should be tucked in neatly by boys and girls.
- + The bottom of pants should not drag the floor. This is dangerous. No intentionally torn/ripped clothing should be worn to school. No holes in the legs of the pants, tee shirts, etc.
- + All leggings, tights, and exposed socks must be solid white, red, or navy. Shoes and socks should be worn as a matching pair.
- + Coats, jackets, or hoodies worn during the school day must be solid red, white, or navy blue. Shirts underneath coats, jackets, or hoodies should be uniformed.

\*\*All boys and girls at Reese Road Leadership Academy are expected to be neat and clean in both dress and person. We expect that there be no extremes in attire, fashions, or hair. Teachers will send students whom they feel may be inappropriately dressed to the principal, assistant principal, or counselor with a note of concern. The principal, assistant principal, or counselor will make the determination and then make immediate contact with the parent/guardian for corrective actions.

## CARE OF SCHOOL FACILITIES

Students are expected to assist in maintaining cleanliness in the classrooms, lunchrooms, halls, restrooms, gyms and grounds. They are also expected to exercise proper care in the use of school furniture, books, and equipment. Destruction of school property is an offense that requires restitution.

## CELL PHONES

Elementary students **are not** permitted to have a cellular phone at school per Muscogee County School District Policies. Phones will be secured by administrators, and parents will be called to the school to come pick them up.

## CHANGE OF ADDRESS/PHONE NUMBERS

It is extremely important that you promptly notify the teacher and the office if you change your address or phone number during the school year. The school must be able to get in touch with you in case of an emergency. Please provide us with the telephone numbers of grandparents, other relatives or friends, and your work number. We may need these contact numbers as part of our files in case of illness, accident, or other emergencies.

## CLASSROOM OBSERVATIONS

In an effort to make the most of the instructional time, we will be reducing the interruptions during the regular classroom time. Students can learn best when announcements, unexpected visitors and messages from the office do not interrupt instructional time. Your help is needed as we work together to give your child and every child the best possible learning experience. Classroom observations should not exceed 15 minutes in length in any one classroom. Exceptions to this policy can be made for specific academic or behavioral concerns; however, they should be made ahead of time with the principal.

**Parent conferences must be scheduled and teachers are not permitted to discuss individual student concerns with parents during dedicated instructional time. You must schedule an appointment**

## **AFTER SCHOOL PROGRAM**

Columbus Parks and Recreation Division operates the after-school care program for our school. Hours are from 2:30 – 6:00 p.m. The phone number for Columbus Parks and Recreation is 706-653-4500.

## **BIRTHDAY PARTIES**

**Student birthday parties will not be held at school.**

If your child is only inviting a few friends, invitations may not be distributed at school. Please be sure that you follow this rule so that feelings are not hurt.

If your child is celebrating his/her birthday, you may send or bring in a special treat for the class. The treats should be ready to serve. Please ask if there are children with food allergies or other health issues in the class before purchasing treats. You must communicate in advance with your child's teacher. Treats for birthday celebrations may not be distributed in the cafeteria at lunch.

## **EMERGENCY CLOSING OF SCHOOL**

Announcements relative to the closing of schools due to inclement weather will be broadcast over all the major radio stations and television networks between 6:00 a.m. and 8:30 a.m. The MCSD Parent Notification System (Connect-Ed) will also be used for emergency closing announcements.

## **CONNECT-ED**

The Connect-Ed messaging system sends personalized messages to parents, faculty and staff in minutes. A message is sent to parents regarding student absences at 8:45 a.m. each morning. Parents will receive important messages from the principal weekly. Emergencies such as bus delays, weather alerts, and school closings come through the Connect-Ed system. Messages are delivered by phone and e-mail. Please make sure the school has a correct and current phone number and e-mail address for your child.

## **HOMework POLICY**



Although homework may not be assigned each night, time should be spent every night reading, writing, studying math facts or solving math word problems. Whenever students are absent, parents may request homework assignments early in the school day so there will be time for the teacher to have the necessary materials ready for pick-up at the end of the day. Reese Road parents are expected to support their children in the completion of homework by checking folders, bookbags, teacher websites, or assignment books each night and giving their children time and space to complete their homework.

## **LOST AND FOUND**

All lost articles of clothing, lunch boxes, and various other items that are turned in when found are stored. Lost eye glasses are kept in the office. During the year, clothing and other items will be displayed for students and parents to reclaim. After two weeks, all unclaimed clothing will be donated to Sara Spano Clothing Bank. It would be helpful if parents would label their children's clothing with their names, especially jackets and sweaters.

## **MEDICATION AT SCHOOL**

Muscogee County School Medication Administration/Medical Authorization and Release Forms must be completed before we can administer any medication. This form, once completed and signed by the parent/guardian, is filed and must be updated when changes in medication dosage or type are made. All medications will be stored under lock and key in a secured area in the school clinic.

All medications must be taken to the office/clinic for registration and storage. Asthma inhalers may be kept with the child but must be registered in accordance with policies.

Parents must ensure that all medications sent to school are in the original, current prescription bottle, not in an envelope, plastic bag, or wrapped in paper. All medication must have the following information on the container:

1. Child's name
2. Name of medication
3. Strength of medication
4. Dosage for this child
5. Physician's name
6. Date prescribed (must be a current prescription)

The clinic phone number is 706-569-3691.

## **MONEY & VALUABLES**

Please send all monies for PTA, pictures, tee shirts, etc. in an envelope clearly marked with your child's name, teacher, and purpose for the money. Please do not allow your child to bring large sums of money or valuable items to school. The school cannot and does not assume responsibility for lost, misplaced, or stolen money or valuables.



## **NIGHT ACTIVITIES EXPECTATIONS**

Students must be accompanied by a parent/guardian to evening or night activities at school. Do not drop off your children and leave them. During performances, students are to sit with their parents or guardians. They should not be allowed to wander in the building or outside the building. It is your responsibility to provide the supervision unless your child is with the sponsoring teacher of the performance. During the performances, insist that your child show respect for the performers by not talking, making fun of performers or making loud noises. Adults expect students to follow directions. As parent/guardians, you must set an example of following directions and being polite.

## **PARENT/TEACHER CONFERENCES**

We welcome and encourage parent/teacher conferences. Teachers or parents may request parent/teacher conferences. Conferences should be arranged for a time before or after school. Teachers cannot give your concerns proper consideration during teaching time. Please make every effort to attend conferences scheduled by your child's teacher. Parents may also contact the school counselor to set up appointments for conferences.

**PLEASE DO NOT DISRUPT CLASSROOM INSTRUCTION TO HOLD A PARENT CONFERENCE OR CONVERSATION WITH THE TEACHER.** Teachers may schedule parent conferences during limited planning time, or before and after the student day. Teachers will not be called to the phone during the instructional day. You may leave a message with the secretary and the teacher will return your call as soon as it is convenient.

## **PHYSICAL EDUCATION**

Students in grades 1-5 participate in the Physical Education program. It is important that students participate and have appropriate shoes (sneakers/tennis shoes) and clothing for this class. Students will not be pulled from physical education classes as a form of punishment.

## **PTA**

Reese Road has a very active PTA. Please become a part of our Roadrunner Family by joining our PTA. Encourage family and friends to join, too. The PTA and our school needs your help and welcome your involvement. The PTA will sponsor several parent education programs and fundraisers. School wide participation is strongly encouraged because everyone benefits.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards are sent home every nine (9) weeks. Progress reports are sent home at the 4 1/2 week midpoint of the grading period. With the exception of the last grading period, report card envelopes and progress reports should be signed by the parent and returned to school. There is a place on the report card envelope that you may use to indicate the need for a conference. Parents may also access grades and other information regarding their student through the online Parent Portal. Parents who wish to use the Parent Portal will need to come to the office to obtain the Parent Access Code. Please make sure you know about your child's progress during the year. Do not wait until the end of the year to inquire about your child's performance and progress. All students in grades K-5 will receive report cards for the school year.



## **SCHOOL ACCIDENT INSURANCE**

The Muscogee County School District offers student accident insurance to all enrolled students. This insurance is available at a nominal fee. Information is sent to parents with the registration packet at the beginning of each school year.

## **CAFETERIA PROCEDURES**

We have a wonderful cafeteria staff that prepares delicious lunches with a variety of choices. Menus are printed in the newspaper, on the MCSD website, and announced daily. Menus may change on a very short notice due to market conditions, deliveries, or special school activities. Please contact School Nutrition for more information.

We welcome your coming to eat with your child and ask that you either bring a lunch from home or buy a school lunch. Your child may ask 1 (one) friend to join you for lunch.

Food from restaurants/outside vendors are not allowed in the cafeteria. Carbonated, canned or bottled sodas are also not allowed and should not be included in the student's lunch.

# 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

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 meals. 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 2017-2018 application on file, then benefits will be extended for the first 30 days of the 2018-2019 school year. 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	.95
Middle/High, Paid	1.20
Reduced	.30
Adult	1.50

  

LUNCH PRICES	
Elementary, Paid	2.35
Middle/High, Paid	2.60
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

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.

## TELEPHONE USE

The office staff or Clinic Worker will contact parents in case of sickness or an emergency. Students will be permitted to use the office phones in case of emergency or when given permission by teachers, administrators or counselor concerning homework, lunch, etc. during a scheduled break, **not during instructional time**. The school office staff will take telephone messages from parents to students. The message will be delivered as soon as possible. If the call comes before lunch the student will receive the message at lunch or recess time. STUDENTS WILL NOT BE CALLED TO THE OFFICE TO RECEIVE PHONE CALLS. Parents are asked to make after school arrangements with their children before they leave home. It is not desirable to interrupt the classroom to deliver messages. In addition, the office staff cannot handle last minute calls for all students in the building.

## TESTING

Testing dates can be found on the MCSD website. Notes from the teacher and the school will inform parents prior to testing dates. Testing will not be interrupted for messages or check out.

- + Make sure your child is present every day of the testing period (unless the child is ill).
- + Be sure your child gets a good night's sleep.
- + Encourage your child to eat a good breakfast.
- + Talk with your child often about the importance of doing well on any test without creating anxiety.
- + Contact the school counselor for more ways to help your child.



## VISITORS

We love visitors at Reese Road. To ensure a smooth running and safe school, it is necessary to come to the front office first to sign in at the computer and receive a visitor's pass. At the end of your visit, it is necessary to be signed out on the computer. Please enter the building only through the front doors and check in according to established policies and procedures. This is for the safety and protection of all our children and staff. Please do not feel insulted if a staff member asks to see your visitor's pass. They are only doing their part to keep our children safe. Please do not enter or exit the building through any door other than the front door.

## VOLUNTEERS

We welcome all school volunteers. If you are interested in volunteering at our school, please contact your child's teacher. Volunteers are required to register with the principal or designee and attend a volunteer orientation which includes the School

Volunteer Code of Ethics, Privacy Concerns and Procedures. This is required of ALL school volunteers. This includes PTA and Partners in Education volunteers.

### **STUDENT CLUBS**

Reese Road student leaders have many opportunities to be involved in clubs or teams. Some of these groups meet during the school day; others meet after or before the school day. Participation in clubs may be throughout the year or for a set period of time during the school year. All clubs are supervised by a teacher or staff member. The following is a list of some of the clubs that are available at our school:

Student Lighthouse Team  
Recycling Club  
Science Olympics  
Guitar Club  
Yearbook Club  
Robotics

WRRLA Broadcasting Team  
Helen Ruffin Reading Bowl Team  
Orffestra  
Student Safety Patrol Team  
Art Club  
Jr. Beta Club

### **ACCOUNTABILITY OF REESE ROAD FACULTY**

We are committed to your child's success in school and promise to work together to promote his/her achievement. Our teachers have high expectations for all students, provide a climate that is conducive to learning, nurture the Multiple Intelligence strengths of their students, enrich and remediate students as needed, communicate with parents in a timely fashion, and design and teach engaging, rigorous and relevant lessons that will prepare our students for success.



# Notes

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**PLEASE TEAR OUT AND RETURN TO YOUR CHILD'S  
TEACHER**

Dear Parent/Guardian,

We would like to give you the opportunity to write a letter to your child's teacher. Please tell the teacher things you want him/her to know about your child. You may want to include how you think your child is "smart" (music smart, art smart, word smart, body smart, etc.), his/her hobbies/interests, and some of the special characteristics or qualities of your child. Thank you for allowing your precious child to attend the Reese Road Leadership Academy.

Child's Name: \_\_\_\_\_

Dear Teacher:

Sincerely,

Parent/Guardian Signature: \_\_\_\_\_

# The 7 Habits<sup>®</sup> Tree

AND REMEMBER TO  
TAKE CARE OF YOURSELF

**Habit 7**

**SHARPEN THE SAW<sup>®</sup>**  
Balance Feels Best

THEN PLAY WELL  
WITH OTHERS

**Habit 6**

**SYNERGIZE<sup>®</sup>**  
Together Is Better

**Habit 5**

**SEEK FIRST TO UNDERSTAND,  
THEN TO BE UNDERSTOOD<sup>®</sup>**  
Listen Before You Talk

**Habit 4**

**THINK WIN-WIN<sup>®</sup>**  
Everyone Can Win

START WITH YOU

**Habit 3**

**PUT FIRST THINGS FIRST<sup>®</sup>**  
Work First, Then Play

**Habit 2**

**BEGIN WITH  
THE END IN MIND<sup>®</sup>**  
Have a Plan

**Habit 1**

**BE PROACTIVE<sup>®</sup>**  
You're in Charge



