

RICHARDS MIDDLESCHOOL

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STUDENT/PARENT HANDBOOK 2018-2019



Lance Henderson, Principal

LaToya Sanders, Assistant Principal

Princess Crittenden, Guidance Director

Kim Casleton, IB Coordinator

Ronda Allen, Academic Dean

Troy McGarr, Athletic Director

Ceci Riedel, PTSA President

Mission Statements

The Muscogee County School District mission is to inspire and equip all students to achieve unlimited potential.

The Mission of Richards Middle School is to prepare students to become life-long learners through intercultural understanding and respect.

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

BELIEF STATEMENTS

- Developmentally responsive: Decisions are based on what is developmentally appropriate for young adolescents.
- Challenging: High expectations are held for all learners.
- Empowering: Learners are provided with knowledge and skills to become productive citizens.
- Equitable: Advocacy for students' rights to learn is provided through relevant learning opportunities.

THIS BOOKLET IS THE PERSONAL PROPERTY OF _____
(Print Name)

School Day Procedures

School hours for students are from 8:50 AM to 3:52 PM.
School office hours are from 8:30 AM to 4:30 PM.

Car Riders are dropped-off in the front drive only. Vehicles enter from Edgewood Road and exit onto Sue Mack Drive. **For students' safety, drop off is prohibited in the bus loop and behind the cafeteria.**
NO DROP OFF BEFORE 8:20AM- there is no supervision.

Bus Passes are available to students who live more than 1 ½ miles from the school and whose addresses are within the Richards' attendance zone. Riding the bus is a privilege; thus, the rules and regulations governing bus behaviors outlined in the school district Behavior Code and Discipline Policy are to be followed.

Doors open at 8:20 AM to admit students in a quiet and orderly manner to supervised designations until the 8:40 AM bell, which dismisses students to 1st period. **Breakfast begins at 8:20 AM. Note: There is no supervision on campus before 8:20 AM. Please do not drop off students prior to 8:20 AM.**

Before school activities require a teacher-generated pass.

Tutorials: Students participating in morning tutorials report directly to those designated classrooms.

Working Warriors: Approved students report to Clubview ES to assist teachers with morning class activities.

Attendance affects student achievement. Students are marked absent by class period. For those whose attendance exceeds 15 absences, regardless of whether these absences are excused or unexcused, retention for the following school year will be considered. Parents will be notified by the principal to attend a Retention Committee meeting.

Excused absences are: personal illness; death in the immediate family; prior approval by the principal; state-recognized religious holidays; mandate by government agencies; instances where attendance by a pupil would be hazardous; service as a page in the General Assembly of Georgia. Within 3 days of returning to school following an absence, the student must submit a written excuse to include the date, parent signature, telephone number, and a statement of the nature of the absence. Failure to submit a note within 3 days will result in the absence being recorded as unexcused. Students have 3 days to make up missed work. Only eight parent notes will be allowed for excused absences. After eight absences, a doctor's note is required in order for absences to be excused.

Note: Family Emergencies without explanations and suspensions are considered unexcused absences.

Excessive late arrivals to school are subject to consequences as part of the **Expectations for Student Behavior** in this Student/Parent Handbook. The student will be referred to the school social worker or 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.

Arrival to class after the period bell denotes tardiness, and consequences for being tardy to class will be determined by the classroom teacher and/or team.

Note: Students who are excessively tardy to school will not qualify for recognition for perfect attendance.

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

Student Check-In after 9 AM takes place in the front office.

Student Check-Out for appointments, or in the case of illness, takes place in the front office by individuals listed by the parent on the Check-Out Authorization Form. Identification will be required of persons checking out a student. **Students who check in after 12 Noon and check out before 12 Noon will be counted as absent for that school day.**

In order to excuse an early dismissal, documentation is required. Records will be kept to document the number of days a student misses due to early checkouts. Excessive incidents of unexcused early checkouts will result in a mandatory conference with the school social worker. **As per MCSD policy, students will only be permitted to check out after 3:20 PM with a documented appointment notice.**

Afternoon Dismissal from School takes place at 3:50 PM.

Bus riders: Via the PA system, bus riders are dismissed and will exit the building by the bus loop.

Walkers: Those walking home from school are dismissed at the 3:50 PM bell and must leave campus immediately. Loitering/socializing on campus is not permitted.

Car riders: Students who ride home in private vehicles will be dismissed by the 3:50 PM bell and are to meet their rides in the front drive of the school. Pick-up behind the cafeteria or parking in the bus loop at dismissal time in order to pick-up a student or to enter the building is prohibited. Students, who are transported by car, and are not picked-up by 4:15 PM, may be subject to a consequence.

While in the pick-up lane, please do not pull around cars or other vehicles unless directed to do so by a school faculty or staff member. Violation of this policy endangers students and adults helping with traffic control and could result in a driver being prohibited from driving on campus.

There is no supervision on campus after 4:15 PM except for specific clubs, organizations, and sport teams.

After-school events require parent permission. Students are to be picked up within 15 minutes of the conclusion of an event, or they will not be able to participate in future extracurricular activities.

Note: If transportation cannot be arranged, the student should not attend the function.

Clubs/organizational meetings: Opportunities for students to participate in enrichment activities after school are supervised by a Richards staff member. Information about these opportunities is communicated through our school web site, morning announcements, and eBulletin/Warrior Weekly correspondences.

Tutorials: Students participating in afternoon tutorials report directly to those designated classrooms.

Athletics: Students who participate in team sports practice or competition are under the supervision of a coach and are to report to designated locations when directed. For basketball games, spectators and athletes are to be picked-up on the Clubview side of the gym; for home football games, spectators and athletes are to be picked-up at either the stadium ticket gate or on the Clubview side of our gym.

Dances: **Richards students only, with picture ID cards and who have maintained acceptable conduct,** may attend school dances. School dances always conclude at 6PM. If students are not picked-up by 6:15 PM, they may not attend the next dance. The pick-up location is at the bus ramp on Nancy Street only. The school dress code and other school policies apply at dances.

Note: Students who remain on campus after 4:15 PM without purpose/permission may be subject to a consequence. Loitering/socializing on campus is not permitted.

Social and Academic Opportunities for students to explore special talents or interests are available throughout the school year. Some of the clubs and organizations offered at Richards are:

Student Council	Model United Nations	Math Team	Drama
Peer Helpers +	National History Day	Spanish Club	Yearbook Staff
NJHS**	Band	Builders Club	Art Club
Science Fair	Chorus	Science Olympiad	Orchestra
Social Science Fair	Academic Bowl Team	Writers Club	Reading Bowl
Broadcast Team	Movie Maker	Warriors for Christ	Green Club

** Students must meet eligibility requirements for National Junior Honor Society

+ Peer helper requirements below

PEER HELPERS are chosen by our school counselors from student applications. Selection is based on the application, the interview, 1st nine week progress report, and teacher evaluations. Students must not have an “F” on report cards prior to the application. Peer helpers are expected to demonstrate good behavior and respectful attitudes both with peers and with adults. They are also expected to fully participate in all meetings and scheduled activities.

⌘ Grades must not fall below a “C” average in any class per nine weeks. If this occurs, the peer helper will be suspended and possibly terminated from the program.

⌘ If a Peer Helper receives an “NI” or “U” in conduct for a nine week term, or receives administration detention, he/she will be placed on probation. If given ISSP, he/she will be given probation and possibly expelled from membership. If given OSS, he/she will be expelled from membership.

PE Requirements include participation and appropriate dress. Although there is no required uniform for any PE class, t-shirts, shorts, and sneakers are expected to be worn. PE shorts should fall three inches above the knee. Health classes will be scheduled intermittently.

The Richards cafeteria provides nutritious, well-balanced meals each day. 100% of Richards students are provided breakfast and lunch at no charge.

As a lunch option, students may bring a lunch from home; however, if the student will not be eating lunch, documentation stating this, signed by parents, must be on file with the homeroom teacher. **All** extra foods must be purchased with cash. **Competitive food may not be brought for students per Georgia law. Carbonated drinks, chewing gum, and candy are not to be brought to school.**

Personal deliveries for Students will be kept in the office until the end of the school day. The office does not make copies for personal records.

Eating in Class (to include gum, candy, and snacks) is prohibited because it (1) draws rodents/bugs; (2) results in litter and building maintenance issues.

Hall Passes are required for a student to leave the classroom. Students are expected to remain in class for maximum learning opportunities; thus, restroom and water breaks should not interfere with instruction. Halls

will be monitored during the school day.

Student ID Cards with each student's picture are required for checking out library books and for admission to dances. Lost ID cards (\$5), lanyards (\$2), and ID cases (\$1) can be replaced in the media center.

Media Center hours are from 8:45 AM until 4:15 PM. Books may be checked out, with the required school ID card, during this time. Periodicals may be checked out with special permission from the librarian. The person to whom the item is checked out is responsible for its delivery back to the media center and for any damage to the item unless otherwise reported. **Always inspect a book before you check it out.**

Guidance Services provide interventions for behavior, academic or personal issues through (1) teacher/parent referral; (2) classroom guidance. Appointments are made by emailing the designated counselor, consulting with the counselor in person, or submitting a referral form.

Cell Phones/Electronic Devices may be brought to school but are NOT to be visible on the person, or powered on during school hours. **Cell phones and ear buds or headphones that are visible during the school day (whether they are being used or not) will be taken up.** Identified classrooms ONLY are BOYD (Bring Your Own Device) classrooms. Specific rules apply and will be presented to parents and students prior to electronic device use. Otherwise, personal use of electronic communication devices by students during classroom instruction is not permitted unless requested/required by a teacher, and only for academic purposes. Cell phones may be used after school or after school events. ANY cell phone use without permission or that disturbs class/instruction will be taken and held for parent pick-up. The cell phone owner and any party using the phone at an unauthorized time will receive the same penalty. Texting, which is similar to writing notes, is suspect due to inappropriate content and distracts from the instructional environment. **PLEASE NOTE: THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ELECTRONIC DEVICES. KEEP THIS IN MIND WHEN SENDING EXPENSIVE ELECTRONIC DEVICES TO SCHOOL WITH YOUR STUDENTS.**

Note: Students may access a telephone line for communication in the Guidance/Main Office. Texting or calling parents on personal cell phones during the school day without permission is prohibited.

Medication schedules, when possible, should be arranged so that parents can monitor dosage at home. If medicine must be taken at school, parents must contact the school clinic worker or the guidance office, where all medication is housed. Students are not to carry medication of any kind (even non-prescription) on their person during the school day. **The school does not provide medicine of any kind for students. The Richards clinic worker is on campus from approximately 10:30 AM – 2:30 PM Monday through Friday.**

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

Hall Lockers are issued to students for a rental fee of \$5, which covers the expense of changing combinations and replacing worn hardware. Rules for lockers:

- Use only the locker assigned to you; sharing lockers is not permitted.
- Do not leave your locker unlocked or share your combination with others.
- Each locker has a built-in combination lock; thus, no other locks are to be placed on hall lockers.
- Do not attach items to the inside with glue or paste.
- Lockers are school property; the administration has the right to conduct locker inspections and/or searches

when the need arises.

Book Bags and string bags must be stored in lockers for the duration of the school day.

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

Progress Reports/Report Cards are posted on Infinite Campus every 4 ½ weeks (progress reports) and 9 weeks (report cards). Card sleeves are signed by parents and returned to the homeroom teacher the following day.

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

The GA Milestones Test (GMS) is one measure of academic achievement required by the State of Georgia is to speak to assess content mastery via 4 levels of performance. The results are shared with parents and act as a guide in student placement for the next school year.

Student Dress Code is designed (1) to maintain a level of personal hygiene necessary to ensure a healthy school environment; (2) to ensure safety; (3) to refrain from any mode of dress which distracts from the learning environment; and (4) to reflect self-pride and pride in our school. The dress code must be followed at all school functions on and off campus.

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

- Students shall dress, groom, or wear clothing that does not distract others or disrupts/interferes with the operation of the school.
- Shoes shall be worn. However, flip-flops, thong sandals, shower sandals, house slippers, or heels higher than two inches are prohibited.
- Sweat pants, wind pants, basketball shorts, and ANY OTHER pants bound at the ankle are not to be worn. Pants with holes are not permitted.
- Caps, hats, headbands or outer scarves are not to be worn in the school building during the school day unless there is a special activity during which they are deemed appropriate by the administration.
- Clothing or ornamentation displaying or advertising substances illegal for minors is prohibited. Suggestive phrases, designs, markings, profanities, or gang-related attire/items are also prohibited.
- All students shall maintain an acceptable standard of dress. All shirts should be tucked in. No halters, under garments, spaghetti straps, see-through clothing, biker's shorts, sagging pants, and bare midriffs are to be worn. Belts are required for pants that cannot be worn properly on or above the waist.
- Richards students may wear shorts or skirts that fall three inches above the knee.

NO RIPS OR HOLES IN JEANS!!!! NO DISHEVELED PANTS ARE TO BE WORN AT RICHARDS

- Hooded garments may be worn to school as long as the hoods are not worn indoors. Outer garments are to be unzipped/unbuttoned to expose shirts while on campus. No heavy coats can be worn in the classrooms – light jackets are acceptable.
- Items such as chains on a belt, wallet, etc. and items with spikes are not allowed.
- No excessive oversized clothing is allowed.

Parent/Teacher Conferences are scheduled through each team, please email your child's teacher.

Phone Numbers and Addresses should be current; keep the office informed of any changes. Emergency contact information is required for every student.

eBulletin/The Warrior Weekly Newsletter broadcasts and emails are sent each Sunday evening during the school year to update stakeholders on Richards news. Telephone numbers and emails are acquired from Infinite Campus, the MCSD student information system. If you do not receive this weekly correspondence via phone or email, please update your contact information with our school office.

Richards School Website is an excellent source of information:
<http://sites.muscogee.k12.ga.us/richards/>

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

PTSA encourages every students and parent to join. Membership dues are \$7.
President – Ceci Riedel - villegasriedel@gmail.com

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

Visitors and Volunteers must check in through the office and be properly identified before visiting any area of the campus. Visitors will be given a temporary pass, which must be worn at all times while visiting.

Visitor Parking is located in the front drive of the school.

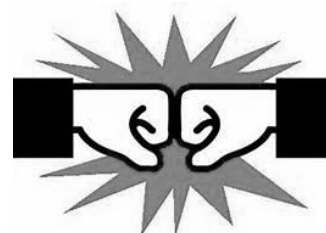
ANNOUNCEMENT: From The Business Affairs Office Muscogee County School District: The Asbestos Hazard Emergency Response Act (AHERA) Management Plan is available for scrutiny in the principal's office of each school.

Expectations for Student Behavior Discipline Plan


PBIS = Positive Behavioral Interventions & Supports

RICHARDS MIDDLE SCHOOL

Repin' Richards
#Rep50



School-Wide Behavior Expectation Matrix

	Halls	Restrooms	Cafeteria	Bus/Car
RESPONSIBILITY	<ul style="list-style-type: none"> --Know your destination --Take the shortest route --Know and follow traffic patterns during class changes 	<ul style="list-style-type: none"> --Ask permission to use the restroom --Know procedure for obtaining a pass --Know your target and flush 	<ul style="list-style-type: none"> --Follow given procedures --Stay in your assigned table/seat --Pay for what you purchase 	<ul style="list-style-type: none"> --Know and follow all MCSD bus safety rules --Listen carefully for bus/car riders being called --Go directly to your bus/car
EXCELLENCE	<ul style="list-style-type: none"> --Walk on the right side of the hallway --Move purposefully --Talk quietly 	<ul style="list-style-type: none"> --Keep restrooms clean --Respect your school's property --Use restroom and leave promptly 	<ul style="list-style-type: none"> --Clean up after yourself and others --Recycle and reuse when possible --Move purposefully when entering or exiting 	<ul style="list-style-type: none"> --Follow the directions an adult gives you the first time --Look for opportunities to assist other students
PROFESSIONALISM	<ul style="list-style-type: none"> --Arrive on time --Respect others' personal space by keeping hands/feet to self --Monitor tone and use kind words 	<ul style="list-style-type: none"> --Practice good personal hygiene --Be mindful of others waiting --Report problems to an adult 	<ul style="list-style-type: none"> --Respect cafeteria and janitorial staff --Monitor volume of voice and topic of discussion --Respect others' personal space 	<ul style="list-style-type: none"> --Monitor tone and topic of conversations --Report problems to driver/principal

PBIS = Positive Behavioral Interventions & Support

#REP50 Reward System

Warrior Success Celebrations are opportunities for recognition for good standings in academics and conduct.

Wampum is the token economy to encourage/reinforce/teach expectations of student behavior.

Conduct Points objectively assess student behaviors to determine student participation in extra-curricular and school day events/activities. Daily points are averaged over a given period.

Definitions of Consequences for Disruptive Behaviors

OSSP Students who are suspended out-of-school are prohibited from attending or participating in any extra-curricular sports events, concerts, dances, clubs, etc. This includes practicing for such events. Penalties will include additional ISS or OSS days and possible criminal trespass charges.

ISSP Students are assigned to ISSP, in room 203, by the school administration for Level I and II offenses and are to report to the cafeteria before homeroom. Students are supervised by the ISSP technician while they work independently on class assignments. In order for students to return to class, they must (1) fulfill the time in ISSP and (2) complete all assignments. Students assigned to ISSP are considered present and are given every opportunity to complete the same work that their peers are doing in class.

Lunch Detention This three-day consequence is assigned by the school administration and is held in the ISSP room, #203. Lunch Detention students receive a 'carry out' lunch, and report to ISSP. The ISSP technician supervises the students for 20 minutes while they eat and returns them to their classes.

Teacher Detention Every teacher/team has a detention plan for their classes. Parents are to be notified and the contact recorded in Infinite Campus.

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

Level III Offenses: Personal and Property Safety	
Note: Due to the nature of the behaviors that fall under Level III Offenses, conduct points will be deducted.	
<ul style="list-style-type: none">●Fighting●Tobacco Use/Possession (including possessing lighters and matches)●Indecent Exposure (including extreme dress code violations)●Sexual Misconduct●Severe AUP Violations●Gang-related Activity	<p>1st Offense: 3 days OSSP 2nd Offense: 5 days OSSP 3rd Offense: 10 days OSSP</p> <p>Fights of an extremely violent nature may result in 10 day suspension, tribunal, police charges, or any combination of the three.</p> <p>Gang-related activities will be referred to MCSD Discipline Tribunal & a police report will be filed</p>
<ul style="list-style-type: none">●Major Vandalism	<p>1st Offense: 3 days OSSP & restitution 2nd Offenses: 5 days OSSP & restitution 3rd Offense: 10 days OSSP; refer to MCSD</p>

	Discipline Tribunal, restitution & file a police report
<ul style="list-style-type: none"> •Weapons (as noted in the MCSD Behavior Code and Discipline Policy Handbook, to include pellet/toy guns) •Assault of School Employee •False Fire Alarm •Bombs/Terroristic Threats •Arson •Drugs/Alcohol Use/Possession 	1 st Offense: 10 days OSSP; refer to MCSD Discipline Tribunal & file a police report
<ul style="list-style-type: none"> •Bullying (written/verbal/cyber) •Threat/Intimidation 	1 st Offense: Bullying Incident Report completed by Admin.; mandatory counselor conference 2 nd Offense: 3 days ISSP; mandatory parent conference 3 rd Offense: 3 days OSSP; 4 th Offense: 10 days OSSP and refer to MCSD Discipline Tribunal
<ul style="list-style-type: none"> •Sexual Harassment (written/verbal) 	1 st Offense: 3 days ISSP and/or mandatory counseling 2 nd Offense: 1 day OSSP; mandatory parent conference 3 rd Offense: 3 days OSSP

Level II Offenses: Misrepresentation	
Note: Due to the nature of the behaviors that fall under Level II Offenses, conduct points will be deducted.	
<ul style="list-style-type: none"> •Theft 	1 st Offense: 3 days OSSP & restitution 2 nd Offenses: 5 days OSSP & restitution 3 rd Offense: 10 days OSSP & restitution
<ul style="list-style-type: none"> •Forgery/Academic Dishonesty 	1 st Offense: Contact parent - refer to Honor Council
<ul style="list-style-type: none"> •Skipping School/Class •Leaving Campus 	1 st Offense: Warning / Contact Parent 2 nd Offense: 2 days ISSP 3 rd Offense: 5 days ISSP 4 th Offense: 3 days OSSP
<ul style="list-style-type: none"> •Selling of Items 	1 st Offense: Lunch detention 2 nd Offense: 1 day ISSP 3 rd Offense: 3 days ISSP 4 th Offense: 5 days ISSP

●Misbehavior in ISSP	1 st Offense: Administrative warning 2 nd Offense: OSSP remaining days
●Skipping Detentions (3)	Teacher Detention 1 st Offense: Lunch detention 2 nd Offense: 1 days ISSP 3 rd Offense: 3 days ISSP
●Bus Referral	1 st Offense: Parent contact / Warning 2 nd Offense: 1 days off bus 3 rd Offense: 3 days off bus 4 th Offense: 5 days off bus 5 th Offense: 7 days off bus 6 th Offense: 10 days off bus and possible expulsion from bus for the remainder of the semester.
●Tardiness to School	3 rd Tardy: Parent called by school Every 5 th Tardy: Assignment to lunch detention and/or a referral to the school social worker and /or other support agencies
●Attempting to Fight/Play Fighting	1 st Offense: Administrative counseling 2 nd Offense: 3 days ISSP 3 rd Offense: 5 days ISSP 4 th Offense: 3 days OSSP

Level I Offenses: Disruptions	
Any behavior that takes away from the integrity of instruction and learning	1 st – thru 3 rd offenses = deduction of conduct points Continual interruptions = Level II
<ul style="list-style-type: none"> • Dress Code Violation • Profanity • Gum/candy • Misconduct (severe class disruption that interferes with the educational process) • Blatant Verbal Defiance/Disrespect • Tardy to Class • Inappropriate Display of Affection 	<ul style="list-style-type: none"> • Conference with Student • Counselor Referral • Refer to IB Coordinator • Parent Contact/Conference • Detention Assigned • Friday Evening School • Grade Level Time-out • Behavior Contract • Silent Lunch • PUSH IN <p>All majors require administrator consequence, parent contact, and signature.</p> <p>Teachers will make contact with parent, hold a detention, a conference, or other consequences before an office referral is filed.</p>

Cell Phone Policy

1st offense-student pick up at the end of the day

2nd offense held in office for 2 school days parent must pick up (no exceptions)

3rd offense-held in office for 4 school days parents must pick up (no exceptions)

4th offense- held in office for 7 school days ISS for two days-letter sent home to parent, parent pick up

5th- OSS device held for 10 school days. Parent conference

Richards Middle School ask parents to stand united with us on these consequences.

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. (Continued on next page)***

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 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.

Updated 5/30/18