

Student Handbook

2017-2018

School Colors: Red and Gold

Mascot: Bears



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This book belongs to:

Teacher:

Rigdon Road Elementary School
1320 Rigdon Road
Columbus, GA 31906
(706)565-2989

We are excited to have you at Rigdon Road Elementary School!

Core Business

The core business of Rigdon Road Elementary School is to ensure every child will grow/achieve in all content areas.

Mission

Our mission is to inspire and equip all students to achieve unlimited potential.

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

Motto

“Failure is not an option!”

Partners In Education

Amerigroup: RealSolutions in healthcare

Uniform Colors:

Shirt Colors – Red, White, Navy or Royal Blue

Bottom Colors – Navy or Royal Blue and Khaki

Shirts

- Shirts are to be a solid color
- Shirts with a collar are preferred, but your child may also wear school T-shirts
- Short or long sleeved
- No graphics allowed
- Logos/emblems (Nike, Polo, etc) may only be approximately 1 inch in size
- Shirts must be tucked in

Not permitted

- No tank tops, spaghetti straps, tube tops, or see-through shirts allowed.
- No midriffs should be exposed (including when arms are raised).

Pants

- Students may wear khaki or navy shorts, pants, capris, skirts, skorts, and jumpers.
- Shorts and skirts must be no higher than 3 inches above the knees.
- If pants/shorts have a loop, then a belt is required.

Shoes

- All shoes (boys and girls) need to be rubber-soled with enclosed toes and heels.

Tennis shoes preferred

Not permitted

Flip flops, crocs, sandals, and high heels

FAQ's

1. What if I cannot afford a uniform or need assistance? Our counselor will provide assistance on a needs basis.
2. Is there a procedure to trade in used uniforms? The school will accept clean, gently used uniforms donated to the school.
3. What about new students to Rigdon? New students will have a two-week grace period to obtain school uniforms. If they are coming from another school that had a uniform policy, that uniform may be used until a Rigdon uniform can be purchased.
4. Where can uniforms be purchased? Uniforms can be found at Wal-Mart, JC Penney, Target, Old Navy, Family Dollar, etc.

Morning Procedures

Students will enter the school and report directly to the cafeteria. Breakfast will be served each morning from 7:00 a.m. to 7:45 a.m. Supervision is provided for students during this time. All students must follow the directions and instructions of the adults on duty.

After eating breakfast, students will report to their assigned area until dismissed to their classroom by the supervising adult. Pre-Kindergarten students will remain in the cafeteria until their teacher pick them up.

Late Arrivals

All students are required to be in their classrooms and seated by 8:00 a.m.

Students who arrive after 8:00 a.m. must check in through the office to get a tardy slip. Students that arrive at school after 8:00 a.m. must have an adult sign them in through the front office.

Teachers will begin standards-based instruction after the ringing of the 8:00 a.m. bell, and continue teaching until the end of the school day. Therefore, it is important that students are on time, and not miss valuable instruction. Being tardy to school, as well as, leaving school early can affect your child's grades and success in school. Chronic absences and tardiness will be referred to the Social Worker.

Excused Absences and Makeup Work

Students may be temporarily excused from school for the following reasons: (1) those who are personally ill and whose attendance in school would endanger their health or the health of others; (2) those who have an immediate family member with 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 an order of governmental agencies (e.g. court order), or upon principal's approval based on the merit of the request in advance.

In order for an absence to be "excused"; a note must be brought from the parent or custodial parent to the teacher or other designated personnel within three (3) school days of the student's return to school.

Examples of acceptable notes: doctor's excuse, copy of court order, note from parent regarding student's illness.

Additional verification may be required for absences deemed excessive and problematic.

A student may request makeup work for excused absences. Makeup work must be arranged within three (3) school days after the last date of absence.

Unexcused Absences

Unexcused absences include, failure to attend school for reason other than those specifically excused by the administration. Unexcused shall include but not be limited to the following: (1) oversleeping; (2) missing the bus; (3) baby-sitting; (4) family vacation; (5) skipping school and cutting classes; (6) out of town; (7) family emergency/issues (without specific detail)

The school year is 180 days. According to MCSD Policy, a student who misses more than fifteen (15) days may be retained in his/her present grade for the next school year. Students considered habitually truant may have a truancy petition filed with the Courts.

Parents will be notified in writing by the principal and social worker when a child is excessively absent. Letters will be sent home at the following intervals: at three (3) days, five (5) days, seven (7) days, ten (10) days, and fifteen (15) days.

Checking out students

Students are expected to remain in school for the entire day unless they have a medical/dental appointment. Instruction occurs in every classroom until the dismissal of students. Only parents, guardians, or other adults listed on the "Student Information Card/Sheet" will be allowed to sign out students. Adults must show a valid form of ID in order to sign out students.

Students may not be checked out of school the last 30 minutes of the day. Dismissal is a very busy time in the office. 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.

Dismissal

We ask all parents/visitors to wait outside the building during dismissal. All teachers will escort students to the designated area when the bell rings. No student will be released before that time, unless checked out through the office before 30 minutes of dismissal time.

A. Bus Riders

- Students will wear a lanyard/name tag that identifies their bus assignment. Students will give the tag to the teacher on duty, and their name will be checked off the bus roster.
- All students will have an identifying mode of transportation tag/pass tied to their book bag.
- For your child's safety, someone should be at the stop to meet any student who is in grades PK-1st. Due to time constraints, the driver is unable to wait at the stop to watch all students walk to their homes. Also, very young

students may get lost or distracted on the way home. Please have someone there who will make sure your child gets home safely.

Bus Conduct

Under the laws of our State, the Muscogee County School District has the authority to make reasonable regulations governing bus conduct. The walking distance to school shall be one and one-half miles. The walking distance to a bus stop shall not exceed one-half mile. To provide for a safe and comfortable trip to and from school, students are required to observe the following rules:

All Muscogee County rules and policies apply to student behavior at the bus stop, during any school activities, and en-route to and from school.

- The driver is in full charge of the bus and the students and will initially work with parents to resolve minor incidents.
- If problems arise, parents are not to confront the bus driver at the stop. Make an appointment with the Transportation Department at (706) 748-2876 to discuss the matter.
- The driver has the right to assign students to certain seats to promote order on the bus **ALL STUDENTS WILL REMAIN SEATED WHILE THE BUS IS IN MOTION.**
- Parents are responsible for getting their children to and from the bus stop. Buses run on schedule and **CANNOT WAIT** for passengers.
- Misbehavior at the bus stop could result in refusal of transportation by the principal.
- Drivers will only let students off at their designated stop.
- Students are expected to sit three to a seat. A standing load of 20% over the seated capacity is permitted, per state mandate.
- Do not use profane or vulgar language while waiting for the bus.
- Stand off the roadway while awaiting the bus.
- Keep arms and head inside windows.
- Be quiet and orderly on the bus; talk in low tones; **ABSOLUTE SILENCE** is required at railroad crossings.
- Tobacco, drugs, and alcohol are prohibited.
- No eating or drinking allowed on the bus.
- Objectionable or dangerous objects are not permitted on the bus.
- Fighting or physical play is prohibited. Fighting at the bus stop or on the bus could result in refusal of transportation by the principal.
- No knives or other weapons allowed on the bus.
- When crossing the street is necessary, students will immediately cross in front of the bus in full view of the driver.

- Riding the bus is a privilege. Do not abuse it.
- Buses will be monitored by surveillance cameras.
- Students shall be prohibited from using any electron devices during the operation of a school bus, including but not limited to cell phones, audible radios, CD players, mp3 players; or any other electronic devise that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus.
- Students shall be prohibited from using mirrors, lasers, cameras, or any other lights or reflective devices that might interfere with the school bus driver's operation of the school bus.

Punishment for violation of any of the above rules may result in your student being removed from the bus following a progressive plan. Any student found guilty of student endangerment may result in automatic removal from the bus. Riding the bus is a privilege not a right. Do not abuse your privilege.

When a student chooses not to follow ALL rules set by the driver, parents will be notified and the following consequences will occur:

- 1st Offense: Verbal warning issued by driver and/or school administrator. If violation is a major offense, more severe actions will be taken for the first offense.
- 2nd Offense: Parent will be notified by a school administrator and the student will receive a 1 day bus suspension. If violation is a major offense, more severe actions will be taken.
- 3rd Offense: Parent will be contacted by a school administrator, and the student will be suspended from bus for 2 days. If violation is a major offense, more sever actions will be taken.
- 4th Offense: Parent will be contacted by a school administrator, and the student will receive a 3 day bus suspension. If violation is a major offense, more severe actions will be taken.
- 5th Offense: Parent will be notified by a school administrator and the student will be suspended from riding the bus for 4 days. If violation is a major offense, more sever actions will be taken.
- 6th Offense: Parent will be notified by a school administrator and the student will be suspended from riding the bus for 5-10 days. If violation is a major offense, more severe actions will be taken.
- Any offense over the 6th will result permanent removal from riding the bus either for the semester or remainder of the school year.

B. Car Riders

- All car riders are picked up from the front entrance of the school.
- Parents/Guardians are issued a car rider tag, which should be hung from the rear view mirror or placed in the front window. Car numbers are issued during the verification day before the school begins. Parents must have a school car tag displayed in order to pick up their child. If the tag is missing or lost please report to the main office for a duplicate number and confirm the names on the student's pick-up list. A picture ID must be presented at this time.
- When student's ride pulls up, the teacher/monitor calls out the name hanging from the rearview mirror. As the student comes forward, the monitor checks the student's tag with the car tag to make sure they match. The student is then walked to the car/parent.

Please note the following:

- Parents are asked to remain in their cars. Students will walk to the vehicle.
- Parents are asked to come around the circle and not come down the center of the parking lot. No students will be allowed to cross the street to load in a car.
- School ends at 2:30 p.m. Students are to be picked up no later than 2:45 p.m.

C. Walkers

• Gym Door

Teacher supervise and escort students from their classroom and out of the gym doors to the crossing guard on Rigdon Road. The crossing guard is posted at the intersection to ensure students cross safely.

ALTERNATE/EMERGENCY ARRANGEMENTS AT DISMISSAL

Parents/Guardians need to send a note to school when there will be alternate arrangements for dismissal. For instance, if your child is normally a bus rider but will be a car rider for the day.

When an emergency or unexpected situation occurs, parents must call the office no less than 30 minutes prior dismissal.

CHANGE OF ADDRESS/PHONE NUMBERS

It is extremely important that you promptly notify the teacher and the office in writing if you change your address or phone number. 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, family, friends, and your work number as part of our files for illness, accident, or other emergencies.

CLINIC/HEALTH SERVICES

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 or dosage 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. Students cannot administer medication to themselves or keep the medicine with them during the school day.

Parents must ensure that all medications brought 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 and must be brought to school by and adult:

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)

TEXTBOOKS

All school textbooks are checked out to students for their use during the school year. These books are the property of the school district and will be turned back in at the end of the school year. Textbooks are expected to be handled carefully. It is the responsibility of the student to keep up with and protect all textbooks. Parents may be required to pay for lost or damaged textbooks. All textbooks can be access at home via the internet. Reading Wonders can be accessed at: <https://connected.mcgraw-hill.com> and Envision Math can be accessed at <https://www.pearsonsuccessnet.com/>

VISITORS

Although visitors to Rigdon Road are always welcome, please know instructional time is valued and we do not allow visitors pass the office between the hours of 7:00 a.m. and 8:30 a.m., as well as, 1:30 p.m. and 2:45 p.m., unless escorted by an administrator or designee. To insure a smooth running and safe school, it is necessary for all visitors to sign-in with the front office and show your valid ID. You will be given a visitor pass. At the end of your visit, it is necessary to sign out. Please do not enter the building except through the front doors. You must 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.

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 attend a brief volunteer orientation which includes the School Volunteer Code of Ethics and Privacy Concerns and Procedures. This is required of ALL school volunteers, including Very Involved Parents (VIP) and Partners in Education volunteers.

PARENT/TEACHER CONFERENCES

We welcome and encourage parent/teacher conferences. Conferences should be prearranged 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.

REPORT CARDS/PROGRESS REPORTS

Muscogee County School District uses a traditional reporting system for academic grades for all 1st – 5th grade students. Kindergarten students will receive report cards which is standards based.

Rigdon Road operates on a nine-week academic grading period. At the midterm of a nine-week period, each student will receive a midterm progress report. Report cards are issued to students at the end of each nine-week 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=69-0 (unsatisfactory progress/failure)

EMERGENCY PROCEDURES

Fire and disaster drills are necessary and should be taken seriously at all times. 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 Rigdon Road's 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. MCSD and Rigdon Road have emergency/crisis management plans in place.

HOMEWORK POLICY

At Rigdon Road, we believe that homework has a definite purpose: it supports and extends what is learned in school. We also believe that it encourages students to develop responsibility and good work habits. In assigning homework, teachers consider the ability and maturity of their pupils and have reasonable expectations.

Parents can help their child's achievement by:

Promoting an appropriate attitude toward homework;

Ensuring that your child has regular time set aside for homework;

Making certain that your child has a quiet, well-lit place in which to work;

Making sure that the homework is done and brought back to school;

Making sure your child writes down all assignments and do not trust their memory;

Reminding your child that before they leave school to make sure they have all materials needed to complete the assignment. We encourage the use of this handbook or planners.

Although homework may not be assigned each night, time should be spent

reading, writing, studying math facts and 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 gather the necessary materials ready for pick up at the end of the day.

LOST AND FOUND

Any item that is found in the building will be stored in the office area until it is claimed. It would be helpful if parents would label their children's clothing with their names especially jackets and sweaters.

MEDIA CENTER

The school media center is open to all students for students to check out books and other materials. Books and materials should be returned one week from the date of check out. All books and materials need to be handled with care. Students are responsible for any item they check out.

MONEY AND VALUABLES

Please send all monies for fundraisers, pictures, t-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.

WITHDRAWALS

Please notify the school secretary at least 48 hours in advance if you plan to withdraw your child from Rigdon 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.

Building Character:

Positive Behavior Interventions with Support (PBIS)

At Rigdon Road, we are...

Responsible

Respectful

Excellent

Safe

Teacher & Staff Responsibilities:

Teachers and staff will teach, model and practice each of the behavioral expectations throughout the year. Teachers and staff will acknowledge student behaviors that meet the expectations.

Bear Bucks

- Students who are exhibiting positive behavior will receive specific positive feedback along with Bear Bucks or other incentives.
- Each grade level team will establish a guideline for the number of Bear Bucks needed to earn specific Grade Level Incentives.

(Grade Level Incentives could include: eating lunch with the teacher or administrator, sitting by a friend at lunch, extra computer time privileges, etc. Handling Infractions of Behavioral Expectations)

<p>Level 1 behaviors include but are not limited to:</p> <ul style="list-style-type: none">• Inappropriate language (cursing)• Physical aggression (pushing, shoving)• Defiance, disrespect, insubordination, non-compliance• Lying, cheating• Harassment, teasing, taunting (physical and/or verbal)• Disruption, excessive talking• Dress code violation	<p>Level 1 Consequences may include but are not limited to:</p> <ul style="list-style-type: none">• Parent telephone conference, note, or email• Parent/teacher/student conference• Classroom Contract• Classroom/Grade level timeout• Classroom/Grade level Detention• Repeated Level 1 offences will result in an Office Referral and Level 2 consequences
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<ul style="list-style-type: none"> • Not prepared for class 	
<p>Level 2 behaviors include but are not limited to:</p> <ul style="list-style-type: none"> • Abusive language (threat of physical harm, offensive racial/sexual comments: • Fighting (defined as actions that require a visit to the nurse) • Forgery, theft • Property damage • Skipping class • Vandalism (irreversible destruction of school property) • Violation of district technology guidelines 	<p>Level 2 Consequences result in Office Referrals:</p> <ul style="list-style-type: none"> • Administrative Time Out for 2 hours, 4 hours of 1 school day and administrative parent contact • Mandatory parent conference with administrator-failure to attend conference may result in student suspension. • Administrative Contract • Administrative Detention-failure to serve detention may result in student suspension. • Saturday School-to be held on designated Saturdays from 9:00-12:00. A parent or guardian is required to attend along with the student for the duration of the Saturday School assignment. Failure to attend the Saturday School assignment will result in suspension. • Student suspension up to 10 days • Repeated Level 2 offences may result in Level consequences
<p>Level 3 behaviors include but are not limited to:</p> <ul style="list-style-type: none"> • Arson • Bomb threat, false alarm • Use, possession of alcohol • Use, possession of prescription or non-prescription drugs • Use, possession of tobacco • Use, possession of weapons 	<p>Level 3 Consequences result in Office Referrals:</p> <ul style="list-style-type: none"> • Suspension up to 10 days • Tribunal Referral

**Rigdon Road Elementary School
Title I Parental Involvement Policy
~ 2017-2018 ~**

PART 1: DEVELOPMENT AND DISTRIBUTION OF POLICY

The Rigdon Road Elementary School Parent Involvement Policy was developed with input from Rigdon's Parent Committee. The committee is made up of parent representatives from this school. Any parent or interested citizen may attend Rigdon's Parent Committee meetings. The results from the spring Parent Survey provide data which is used to develop the policy.

Each fall, Rigdon Road Elementary School has an Open House at a convenient time for parents. All parents of participating children are invited and encouraged to attend. Parents are informed of the nature of the Title 1 Program, its requirements, why their children are participating, and the parents' right to be involved in decisions made about their children's education.

Rigdon Road Elementary School's mission is designed to promote communication between home, school, and community as a regular two-way, meaningful, and effective tool for sharing information. Communication is the foundation of a solid partnership. When parents and educators communicate effectively, positive relationships develop, problems are more easily and rapidly solved, and students make greater progress. Rigdon Road holds an annual Open House/ Parent Workshop during the first month of each school year. The workshop is planned by the Parent Coordinator and Academic Coach to provide an overview of the services offered to students and parents. This information is shared by the appropriate staff at the school and the district level.

PART 2: PARENT INVOLVEMENT IN THE DEVELOPMENT OF THE PARENT INVOLVEMENT PLAN UNDER SECTION 1118 OF THE NO CHILD LEFT BEHIND (NCLB) ACT OF 2001

Parents will be involved in the joint development of the Rigdon Road Elementary School Title I School-wide Plan, the Parent Involvement Policy, and in the process of school review and improvement through the use of parent surveys at the school level, by representation on the District Parent Committee, by membership on School-wide Planning Teams, or on School Improvement Teams.

As required under Section 1118 of the No Child Left Behind (NCLB) Act of 2001, Rigdon Road Elementary School's Title I School-wide Plan (SWP), Parent Involvement Policy (PIP), process of school review and improvement is representative of all stakeholders. We strongly encourage parents, teachers, students, and the wider community to participate in the development and implementation of the FBI, (Fathers Being Involved) GBI, Title I Parenting Program, Guidance and Counseling Department, Parent Teacher Association (PTA) and all other programs and learning strategies at Rigdon. Surveys are distributed to parents, teachers, students and the wider community to determine strengths and weaknesses of various segments of the total school program as perceived by all stakeholders. Results from these surveys serve as a vital tool in addressing the needs area in the previously mentioned programs. Parents and the wider community are made aware of scores from all standardized tests administered to the boys and girls at Rigdon.

PART 3: PARENT INVOLVEMENT IN THE DEVELOPMENT OF SCHOOL IMPROVEMENT PLANS UNDER SECTION 1116

A team of teachers, administrators, consultants, and parents are in continuous collaboration to research the current program and seek ways to improve it. Academic Coaches are on staff to enhance the academic program and increase the number of students scoring in the meets and exceeds category. Parents are included in looking for strategies to better serve their children and raise the level of academic achievement.

PART 4: EXPECTATIONS OF PARENT INVOLVMENT

The staff at Rigdon realizes effective parent involvement cannot be an occasional event, such as a parent conference. Rather, it is an ongoing process that includes attending parent conferences and other meetings, supporting homework and study, coaching a child with academics at home, providing a home environment that encourages learning, developing a positive approach to discipline and encouragement, volunteering at school and being involved in decisions that affect one's children.

Parents and teachers discuss their shared responsibility for high student performance and jointly develop a compact that outlines the roles of parents, the entire school staff, and the student in improving student achievement. The compact describes the means by which the school and parents will build and develop a partnership to help children achieve Georgia's high standards.

PART 5: COORDINATION AND TECHNICAL ASSISTANCE

Title I identified schools are provided the coordination, technical assistance, and other support necessary to assist in planning and implementing effective parent involvement. A District Parenting Specialist will train parent representatives in methods for increasing parent involvement using information and materials from various sources. The District Parent Committee will coordinate district-wide parent-child activities.

The parent coordinator designs and conducts parent workshops, work with teachers and parents to plan instructional programs for the students, and designs information sheets which include tips for working with children at home. This is done through newsletters and other school to home communication.

District level personnel will meet with the District Parent Committee monthly to disseminate helpful information to parent representatives who will disseminate it to the parents in their schools.

Parent representatives will collect information from various sources including workshops, conferences, and community agencies. They will share what they learn with other committee members who will, in turn, share with parents and/or the school parent coordinator.

PART 6: ASSISTANCE TO PARTICIPATING PARENTS

Topics discussed at parent workshops will include:

State Content Standards and Student Performance Standards

The Common Core Georgia Performance Standards (CCGPS) are the standards adopted by the state of Georgia. Parents will be made aware of these objectives and at what level their child is expected to perform to meet the state standards. In the spring, Georgia Milestones will be given in grades third

through eight to measure student achievement. Parents will be informed of the ranking of their child's school in the district and the district's ranking in the state. Scores will be printed in the local newspaper and will be discussed at the parent meeting following the newspaper publication.

School Improvement Process

If a school does not show achievement gains for two consecutive years, it will be placed in the School Improvement Program. When a school is placed in the program, an extensive process of review and evaluation of the instructional program is made by the teachers, administrators and parents. Parent input will be sought to help discover why the program as designed at that school is not being successful. With the help of research, a revised instructional program will be designed to better meet the needs of the particular school's population.

State and Local Assessments

On a timely basis, parents are provided information concerning the results of the annual review including school performance profiles, individual student assessment results and interpretation of those results a description and explanation of the school curriculum and the assessments used to measure student progress and the proficiency levels the students are expected to meet.

Requirements of Title I Parent Involvement

Inclusion of parents in all educational areas that affect their children is a goal of Title I. Interested parents are assisted in obtaining literacy skills and parenting skills in order to help them help their children. Expected roles for parents are outlined in a written Parent-Teacher-Student Compact. Parents are included on teams that evaluate and design the Title I Schoolwide Plan.

Monitoring Student Progress and Addressing Academic Need

Information is made available at meetings, workshops, and conferences that will help parents learn how they can help their children improve.

Parent Participation in Educational Decisions

Parents are made aware of ways to participate in their children's schools. Parents are encouraged to volunteer in classrooms, serve on committees, and see the value of their contributions to education by monitoring their children at home.

PART 7: MATERIALS AND TRAINING

The District will provide assistance to parents as they obtain literacy skills from community or school resources in order to help their children improve achievement. Workshops may be provided to show parents various ways they can help their children with homework, educate parents on the use and abuse of television, inform parents of strategies for preparing children for tests, help parents interpret test results, and prepare parents for effective parent-teacher conferences.

The Rigdon Road Elementary School Parent Coordinator will maintain a Parent Resource room to provide parents an opportunity to check out materials to assist their children at home. These materials may be used at the school or checked out to be used in the home. In addition to the Resource Room, parent workshops will be provided to train parents to work with their children and other parents. These workshops will be provided at flexible times to accommodate working parents.

PART 8: VALUE AND UTILITY OF CONTRIBUTION OF PARENTS

Professional development will be provided through conferences, workshops, publications, etc. to educate teachers, pupil services personnel, principals, and other staff, in the value and utility of contributions of parents as partners in education. The school's parent coordinator coordinates all parent programs. Rigdon uses a variety of ways for parents to help at school and at home. The parent coordinator and Academic Coach will work together to initiate workshops according to the parents and students needs. Outside sources will be solicited as required to sufficiently address parent concerns.

A survey will be distributed to parents to identify their strengths. From the survey results, parents will be contacted to conduct workshops for other parents. These surveys will be issued at the Open House Meeting and compiled in a timely manner to begin utilizing parents to conduct workshops.

PART 9: COORDINATION WITH OTHER PROGRAMS

Head Start

The parent coordinator will meet with parenting personnel from Head Start to collaborate while planning for parent workshops when feasible. They will share information which will facilitate a smooth transition of children from pre-school programs to kindergarten.

Even Start

Parents who participate in the Even Start Program will be invited to workshops planned at the site where they are receiving training. The Parent Coordinator of the school may have shared responsibilities with the parenting person connected with Even Start.

Pre-Kindergarten

Georgia's Pre-Kindergarten Program (Pre-K) is a state lottery funded educational program for four year olds who are Georgia residents. To participate, children must turn four years old on or before September 1st of the school year. Proof of age and residency must be on file prior to entry into the Pre-K program.

All children enrolled in the Georgia's Pre-K Program must have a Certificate of Ear, Eye and Dental Examinations (DHR Form 3300) on file within 90 calendar days of entering the program. A Certificate of Immunization (DHR Form 3231) must be on file 30 calendar days of program entry.

The purpose of Georgia Pre-K Program is to prepare children for success in Kindergarten and beyond. The program operates on regular school hours (6.5 hour instructional day). Parental involvement is an integral part of the Pre-K instructional program. Parents build the foundation for helping children develop skills, habits, and attitudes for becoming lifelong learners. Parents have opportunities to become involved on many levels.

Pre-K teachers and the Resource Coordinator work together to provide several parent and student activities throughout the school year. The Resource Coordinator and the local Community Collaborative also plan and implement community events for our public and private Pre-K families.

Parents are also invited to go on field trips, volunteer in the classroom, assist the teachers, participate in Kindergarten readiness activities, and to join PTA. Pre-k excels at offering other opportunities for parents and students to continue their at-home learning and to improve their readiness for Kindergarten, such as, take-home literacy bags, family projects, and educationally enriched lending library items.

Pre-kindergarten parenting workshops will be combined with Title I parent involvement efforts. Many of the same parents will be involved in both programs, so joint scheduling will serve both groups.

Community Services

The state funded Family Services Coordinator will assist in the coordination of community services from such agencies as the Health Department, the Department of Family and Children Services, and Homeless Shelters. The family services coordinator will facilitate the smooth operation of family literacy programs.

PART 10: ROLES FOR COMMUNITY-BASED ORGANIZATIONS AND BUSINESSES

The school will work with its Partners in Education (school-business partners) to provide information about opportunities for organizations and businesses to work together with parents and schools. The school will describe appropriate roles for community-based organizations and businesses in parent involvement activities. The school maintains a partnership with its partners that include a role for parents.

PART 11: PARENT RESOURCE CENTER

Rigdon Road parent coordinator has set up a parenting resource room for parents to check out materials to assist their children with academic and social growth and development. Special interest was placed on math manipulatives and games for parents and children to use together. Workshops will be provided to train parents in the use of these materials.

This parent resource center will be maintained to provide opportunities for parents to learn about child development and ways they can help their children be successful in school.

PART 12: PROVISION FOR LEP AND DISABLED PARENTS

To the extent possible, information related to school and parent programs, meetings, and other activities will be sent to the homes of participating children in the language used in the home. In carrying out the parent involvement requirements, the school, to the extent practicable, will provide full opportunities for the participation of parents with limited English proficiency or with disabilities, including providing information and school profiles in a language and form such parents understand.

PART 12A: PROVISION FOR PARENTS OF STUDENTS WITH DISABILITIES OR SPECIAL NEEDS

The Teacher and School communicate with parents to involve them in the following ways:

- Annual IEP meetings
- Daily or weekly home and school communications through agendas, notebooks
- Completion and sharing of results from adaptive behavior scales by teacher, parent, school psychologist
- Newsletters from class or front office of activities soliciting parent involvement in school sponsored activities
- Participation in class activities such as reading to students, class or as chaperones on field trips
- Notifications sent home about district wide information meetings for parents of students with special

needs

PART 13: EVALUATION OF THE EFFECTIVENESS OF THE PARENT POLICY

Rigdon surveys parents annually to measure the effectiveness of the Parent Policy. Areas to be evaluated include increasing parent participation and identifying barriers to parent participation such as low income, disabilities, limited literacy, LEP, and racial or ethnic considerations. The findings of this evaluation will be used to design strategies for school improvement.

PART 14: COLLECTION OF NON-SATISFACTORY COMMENTS

The school will collect all non-satisfactory parent comments regarding the school plan and attach them to the school plan upon submission to the LEA.

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