

**AARON COHN**

**MIDDLE SCHOOL**



# **Our Mission and Vision**

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

The Muscogee County School District is a beacon of educational excellence where all students are known, valued, and inspired.

## **Aaron Cohn Middle School Core Values**

Cooperation

Fairness

Honesty

Integrity

Kindness

Respect

**Aaron Cohn Middle School**

7352 Garrett Road

706-569-3801 (Main Office)

706-569-3825 (Fax)

706-569-3812 (Guidance)

## **ACMS Attendance Policy**

### **DID YOU KNOW?**

- ✿ Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- ✿ Missing 10% (or about 18 days in a full school year) increases the chance that your student will not read or master math at the same level as their peers and that student is demarked as chronically absent.
- ✿ Students can still fall behind if they miss just a day every few weeks.
- ✿ Being late to school may lead to poor attendance.
- ✿ Absences can affect the whole classroom if the teacher must slow down learning to help children catch up.
- ✿ By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- ✿ By being present at school, your child learns valuable social skills and can develop meaningful relationships with other students and school staff.
- ✿ Absences can be a sign that a student is losing interest in school, struggling with schoolwork, dealing with a bully or facing some other potentially serious difficulty.
- ✿ By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

### **EXCUSED ABSENCES:**

- ✿ Parent(s)/Guardians(s) may write **parental notes for a total of 10 days** during one school year to excuse an absence. After the 10<sup>th</sup> absence, the student must provide official documentation to excuse the absence, without official documentation, the absence will be recorded as unexcused.
- ✿ It is important to note that GADOE (Georgia Department of Education) does not recognize a difference between excused and unexcused absences. For example, missing three days for a vacation that ran over and missing three days because of a broken foot are treated as the same.
- ✿ If your child has a chronic serious medical condition that requires frequent and unexpected absences, a letter to this effect should be documented from your child's medical provider and submitted to the school nurse or clinic worker. Notifications of medical exceptionality will be placed in your child's medical file for future reference.

### **UNEXCUSED ABSENCES:**

- ✿ 3 unexcused absences, school will send written notification to parent/guardian notifying them of the absence.
  - ✿ 5 unexcused absences, School Social Worker will mail written notification to the parent/guardian.
  - ✿ 7 unexcused absences, School Social Worker will initiate phone contact or schedule a parent conference
  - ✿ 9 unexcused absences, School Social Worker, schedules parent/guardian conference and completes Attendance Agreement.
  - ✿ 10 or more unexcused absences, referral to Muscogee County Attendance Panel (MCAP) or a truancy complaint filed in Municipal Court.
- 
- ✿ **Please monitor your students' attendance and potential loss of instructional time through the IC/Parent Portal and on each school Progress Report.**

# **ACMS BELL SCHEDULE**

- ☛ The ACMS Bell Schedule operates on a traditional 6 period day. Adjustments can and will be made if necessary and communicated to everyone in advance.

## **ACMS BELL SCHEDULE**

| <u>Times</u>           | <u>Minutes</u> | <u>Period</u>                      |
|------------------------|----------------|------------------------------------|
| 7:20 AM                |                | Staff Arrives                      |
| 7:40 AM                |                | Doors open                         |
| 8:10-8:40              | 30             | ILT                                |
| 8:44-9:36              | 52             | 1st Period                         |
| 9:40-10:32             | 52             | 2nd Period                         |
| 10:36-11:28            | 52             | 3rd Period                         |
| 11:32-1:14             | 102            | 4th Period                         |
| 6th LUNCH: 11:36-12:06 | 64             | CLASS TIME: 12:10-1:14             |
| 7th LUNCH: 12:10-12:40 | 64             | CLASS TIME: 11:32-12:06/12:44-1:14 |
| 8th LUNCH: 12:44-1:14  | 68             | CLASS TIME: 11:32-12:40            |
| 1:18-2:10              | 52             | 5th Period                         |
| 2:14-3:10              | 56             | 6th Period                         |

### **Drop Off/Pick Up:**

School buses will deliver and pick up students in the left/rear parking lot. Students who are transported by car come to the front entrance. Students may come into the building beginning at 7:40 and go to the cafeteria for breakfast or to the hallway to sit. After school, and/or if students are staying after for an activity, they are to be picked up within 10 minutes of the ending time.

### **Attendance:**

To succeed in school, regular attendance and punctuality are essential. ACMS will adhere to definitions of excused and unexcused absences as stated in the MCSD handbook. "Excused" absences still count against a student's attendance record; it simply means that students will be given the opportunity to make up missed assignments. Attendance is recorded each period. Classroom tardies are subject to disciplinary action. Students checking in after 9 a.m. must be accompanied by a parent or guardian to the front office. Please see ACMS website for more details.

### **Cell Phone/Electronics Policy:**

Personal cell phones/electronic devices will be turned off and placed in the student's locker as they arrive at school and can be retrieved at the end of the school day. ACMS will follow a progressive disciplinary plan pertaining to personal cell phones and electronic devices being out of a students' locker or being used during the school day.

**Extracurricular Activities:**

Students are not eligible to attend any extracurricular activities if they have been assigned ISS/OSS unless they are directly supervised by a school employee and have received clearance from the principal. This includes activities that take place outside regular school hours as well as activities (field trips, etc.) that may take place during the school day.

**Medication:**

When possible, medication schedules should be arranged so that parents can monitor dosage at home. If medicine must be taken at school, parents must contact the office/clinic to make arrangements. All medication must be stored in the clinic. Students are NOT to carry medication on them, even if it is over the counter. The school does not provide any medication for students.

**Book Bags:**

All bookbags must be placed inside of the locker from 8:10 – 3:10.

**Food and Drink:**

No outside food, liquids and/or beverages are allowed on hallways or in classrooms unless provided by the school (rewards, parties, etc.). Exceptions are a doctor's note on file with the school and athletic permission requested by an ACMS coach and granted by the principal.

**Dress Code:**

It is not the intent of the Muscogee County School District to dictate the quality or style of clothing worn, but rather an effort to encourage good habits and acceptable group behavior. Student dress and personal appearance should reflect dignity and pride in oneself and in the school. Therefore, a student shall not dress, groom, or wear or use emblems, insignias, badges, masks, or other symbols where the effect thereof is to distract the attention of other students or cause disruption with the operation of the school.

It is prohibited for any student to wear clothing items which advertise alcoholic beverages, sex, tobacco, obscene, crude or suggestive messages, or use profanity. Designs, or insignias that are part of a haircut, satanic symbols, gang-related badges, insignias and colors, and logos or symbols which denigrate social or ethnic groups are also prohibited. "Fake" alcohol or drug advertisement is also not allowed. Religious attire is permitted. The administration reserves the right to determine proper dress and take necessary action at any time.

We ask that parents check what their children are wearing before they arrive at school. Final determination of acceptable attire falls with school administration.

**Shirts/Tops:**

- No undergarments are to be worn as outer garments, nor should you be able to see undergarments.
- No midriffs should be exposed.
- No see-through clothing is allowed.
- No tank tops, spaghetti straps, or bra straps should be seen.
- Tube tops are not allowed.
- No oversized clothing is allowed.

**Shoes:**

- No shower shoes, flip flops, bedroom shoes, or slides should be worn.
- No heels higher than two inches should be worn.

**Pants/Bottoms:**

- No sagging. Pants are to be worn at or above the waist.
- Pants with holes (above the knee) should not be worn, if skin can be seen higher than 3" above the knee
- Dresses, skirts, and shorts should be no shorter than 3 inches above the knee.
- Yoga pants, running tights, leggings, and other similar type bottoms are not to be worn without a top that extends to a minimum of 3 inches above the knee.

**Coats:**

- Hooded garments may be worn if the hood is not worn on the head indoors.
- Winter coats/bulky jackets should be put in the locker open arrival in the morning.

**Headgear:**

- No head covering, bandanas, durags, or sweat bands should be worn.

**Jewelry:**

- Chains on a belt, spikes, reference to gangs, and distracting jewelry should not be worn.
- The school is not responsible for stolen or damaged items.

**Cafeteria Information:****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.**

The 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, and a school lunch may be purchased to eat in the cafeteria with the students.

**Special Dietary Needs:**

MCSD School Nutrition will make modifications and substitutions to the regular school meals for a student **with a disability that restricts their diet.** The Special Dietary Needs Prescription Form **must be** completed and signed by a licensed physician or an active 504 Plan 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.

## Cafeteria Menus:

Monthly menus can be found on the MCSD website. Menus may change on very short notice due to market conditions, deliveries, or special school activities.

## 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. Forty-one of our schools are CEP schools. **Aaron Cohn Middle School is currently a CEP school and students receive free breakfast and lunch daily.**

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

If your student is ***not*** enrolled in a CEP school, a new application has to be completed and approved every school year before your child can qualify for free or reduced price meal benefits. For quicker processing, an online application is available at [www.myschoolapps.com](http://www.myschoolapps.com). If you prefer, a paper application is available upon request at your child's school or at the School Nutrition Office at 2960 Macon Road. If completing a paper application, we must receive an original since these applications are scanned. We cannot accept a faxed or copied application. **ONLY ONE** application needs to be completed for your entire household. If someone receives SNAP (Supplemental Nutrition Assistance Program) OR TANF, you must include the current CASE number on the application (NOT the EBT or food stamp card number) and indicate whether the program is SNAP or TANF. We receive thousands of applications every year. Completed applications are processed within 10 days. You will be notified with a letter regarding the outcome of your application. Applications **CANNOT** be approved if they are not 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 application from the previous year on file, benefits will be extended for the first 30 days of the new school year (or until a new eligibility determination is made, whichever comes first). After 30 days, your child's status will change to PAID and they will be charged for meals until a new application is approved. If your application is denied or incomplete, please call our office with any questions at 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 should know your child's birthdate and/or Person ID 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:**

School Meal Prices can be found on the MCSD website at:

<https://muscogee.k12.ga.us/c/Divisions/OperationsAndFacilities/SchoolNutrition/MealPrices>

### **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.

### **Seamless Summer Option:**

The MCSD SNP provides breakfast and lunch at various schools throughout the district during the summer. Please check the website or call 706-748-2386 for locations. All children up to 18 years of age receive a free meal. Adults may purchase a lunch.

### **ACMS Clubs/Sports/Activities/Opportunities:**

|                  |                       |                 |
|------------------|-----------------------|-----------------|
| Art Club         | FCA                   | Pep Band        |
| Academic Bowl    | Flag Football*        | Reading Club    |
| Ambassadors      | Football*             | Science Fair    |
| Boys Basketball* | HOSA                  | Spelling Bee    |
| Boys Soccer *    | Girls Basketball*     | STEM Club       |
| Boys Track*      | Girls Soccer*         | Student Council |
| Cheerleading*    | Girls Track*          | Teacher Cadets  |
| Chess Club       | Math Team             | Velocity        |
| Cross Country*   | National History Day  | Volleyball*     |
| Dance Team       | National Junior Honor | Yearbook Club   |
| Drama Club       | Society**             |                 |

- 🐾 Students must meet athletic eligibility requirements set by local and state school boards to try out.
- 🐾 Induction in NJHS requires a 3.75 grade point average AND favorable teacher ratings in all areas of citizenship, scholarship, leadership, character, and service.

## **Grades/Infinite Campus:**

<https://campus.muscogee.k12.ga.us/campus/portal/muscogee.jsp>

Students and parents can access grades anytime in the Infinite Campus parent/student portal. Parent logins from elementary school will continue to work. If you don't have this information or have never accessed parent portal, please stop by the front office during regular school hours with your driver's license.

## **Chromebooks:**

All students have been issued a Chromebook (to include Case and Charger) to use during the school day. Students must always be responsible for their Chromebook/Case/Charger. To be good stewards of taxpayer dollars, students must be responsible for the care of their Chromebook and not damage it in any way. Chromebooks are to be always carried in a case when not in use. Students who damage Chromebooks and/or accessories can be assessed as a replacement fee as per Board (see MCSD Board Policy JS: Student Fees, Fines, and Charges).

## **Fines and Fees:**

### **Care and Use of School Property - Chromebooks, Textbooks, and Media Center Checkouts:**

Students will be held responsible for the proper care of all books, supplies, Chromebooks, and accessories or equipment furnished to them by the school. A student who defaces, damages, or loses school property shall be required to pay for the damage or loss (see MCSD Board Policy JS: Student Fees, Fines, and Charges).

A Parent/Student must pay all fees and fines owed to the school in a timely fashion. Parent/Student must clear all fines or fees during the year the fines are assessed. Fines must be paid/cleared where they were assessed and before moving to the next level in school.

## **Behavior:**

Class 1 Offenses will be handled by the teacher, counselor, house discipline leader, and/or the administration. Consequences for Class 1 offenses include such things as: a warning, parent contact, silent lunch, detention, and even in school suspension when necessary.

Class 2 Offenses are immediate office referrals. These include offenses such as:

|                                     |                                              |
|-------------------------------------|----------------------------------------------|
| Fighting                            | Disruption during fire or evacuation drill   |
| Bullying (written/verbal/cyber)     | Confrontational Behavior                     |
| Profanity (written/verbal)          | Bus Referral                                 |
| Vandalism/Destruction of Property   | Forgery/Misrepresentation                    |
| Theft                               | Skiping Class/Leaving Campus                 |
| Defiance/Disrespect                 | Inappropriate Dress                          |
| Smoking                             | Unauthorized Location                        |
| Sexual Misconduct/Sexual Harassment | Misuse/Unauthorized Use of Electronic Device |
| (written/verbal/physical)           | Weapons/Dangerous Objects                    |

Please refer to the MCSD behavior code and discipline policy for the full list and for more information.

**School and teacher information:**

For the school calendar, information, teacher websites, athletic information and much more, please visit our school website. <http://sites.muscogee.k12.ga.us/aaroncohn/>