

# Arnold Magnet Academy

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Website: <http://sites.muscogee.k12.ga.us/arnold/>



## Student/Parent Handbook 2023-2024

Dear Arnold Students and Parents:

On behalf of the faculty and staff, it is my pleasure to extend you a warm and heartfelt welcome to Arnold Magnet Academy! As a mathematics, science, and technology magnet, AMA offers students a rich tradition of academic superiority. Here at Arnold, our faculty is dedicated to every student's intellectual development and emotional growth following the 3 P's: Passion, Perseverance, Positive Attitude. Students will discover new skills, new friends, and new interests as they explore the wide variety of academic and athletic activities, clubs, organizations, and teams. I encourage parents to become actively involved with our PTO. Our PTO has a long tradition of supporting Arnold's students and faculty. Let's have a great school year and remember...

***Say It Loud! Say It Proud! It's great to be an ARNOLD RAM!***

***Stacy S. Day, Passionate Principal***

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## Administration Team

Mrs. Stacy Day, Principal

Mrs. Daphne Herring, Academic Dean

Ms. Sonja Parker, Guidance Director

Mrs. Giana Lee-Upshaw, Academic Coach

Ms. Brenda Merritt, Assistant Principal

Mrs. Suezette Baker, Lead SPED

Coach Chad Slater, Discipline Dean

## Mission Statements

**The Muscogee County School District:** To inspire and equip all students to reach their unlimited potential.

**Arnold Magnet Academy:** To prepare students for the workforce through quality STEAM instruction.

## SCHOOL DAY PROCEDURES

School hours for students are from 8:10 AM to 3:10 PM.

School office hours are from 7:30 AM to 3:30 PM.

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**NO student should arrive on campus before 7:40 AM as there is NO SUPERVISION to ensure their safety.**

**Doors open at 7:40 AM** to admit students in a quiet, orderly manner to be supervised in their HR class.

**Breakfast begins at 7:40 AM and ends at 8:00 AM.**

**Car Riders** are dropped-off in the back of the school **ONLY**. For students' safety, drop off is prohibited in the bus loop and on the streets in front of the school.

**Bus Passes** are available to students who live more than 1½ miles from the school and whose addresses are within Arnold's attendance zone. **Riding the bus is a privilege**; thus, the rules and regulations governing bus behaviors outlined in the Muscogee County School District Behavior Code and Discipline Policy are to be followed.

**Personal deliveries such as, but not limited to: flowers, balloons, gift bags, food and messages for students** will be kept in the office until the end of the school day.

**Food from outside vendors cannot be brought into school. No exceptions per the Nutrition Manager.**

**Before and after school activities** require a teacher-generated pass in the E-hall pass application.

**Tutorials and Detentions:** Students participating report directly to those designated classrooms.

## **ATTENDANCE**

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

**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 the 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**. Only eight parent notes per school year will be allowed to excuse absences. After eight absences, a doctor's note is required in order for absences to be excused.

**Out of school (OSS) suspensions are considered unexcused absences.**

**Make Up Work:** Students have 3 days to make up missed work. Any extensions to this deadline are at the discretion of the teacher. Students are allowed to contact teachers via CANVAS for missing assignments when absent from the instructional period to include time missed due to I.S.S. and/ or O.S.S.

### **Late Arrival to School:**

**Excessive Number- late arrivals to school** are subject to consequences as part of the **Expectations for Student Behavior** in this Student/Parent Handbook.

**Any student arriving at school after 8:10 AM**, must report to the office to check in before being admitted to class and **MUST BE signed in by a parent/guardian**.

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 and/ or assistant principal

### **Late Arrival to Class:**

**Arrival to class after the tardy bell** denotes tardiness, and consequences for being tardy to class will be determined by the classroom teacher and/or team. Students will only be excused with a written pass from a teacher or the front office with the date, time, and signature.

**Hall Passes are issued through the E-hall pass application** and are required for a student to leave the instructional environment. 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 Check-Out:**

**Student Check-out** for appointments, or in case of illness, takes place in the front office by individuals listed by the parent on the Authorized Pick-Up list submitted in the Online Registration portal each year. **Identification** will be required of persons checking out a student. **Attendance is taken daily in every class, therefore, six missed classes calculates as a whole day absence.**

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 counselor, then, may be referred to the school social worker which will include the parent/ guardian of the student.

Check out officially ends at 2:40 pm. **As per MCSD policy, students will only be permitted to check out after 2:40 PM with a documented appointment notice.**

### **Consequences for failure to adhere to attendance policies:**

**The student will be referred to the school counselor and/ or social worker or support agencies outside the school system which may include the Department of Family and Children Services (DFCS), Juvenile Court, Family Connection and other agencies for:**

- (1) Students arriving on campus before 7:40 AM.**
- (2) Students who are consistently late to school/ class**
- (3) Excessive student check-outs.**
- (4) Students who are picked up after 3:40 PM.**
- (5) Students who remain on campus 30 minutes after an extracurricular event.**

## **AFTERNOON DISMISSAL**

**Afternoon Dismissal from School** takes place at **3:10 PM.**

**Bus riders:** Via the Microsoft Teams Application, bus riders are dismissed as their bus arrives and will exit the building.

**Walkers:** Those walking home from school are dismissed at approximately 3:15 PM and must leave campus immediately. Loitering/socializing on campus is not permitted.

**Car Riders:** Students who ride home in private vehicles will be dismissed to the back of the building in the car pick up area. Students who are not picked up by **3:40 PM** will report to the bus loop to be picked up.

**Student pick up in the bus loop, in the front of the school, in the parking lot, and pick up on the streets is strictly PROHIBITED.**

**There is no supervision on campus after 3:40 PM except for specific clubs, organizations, and sports teams.**

## AFTER SCHOOL EVENTS

**After-school events** require parent permission. Students are **NOT** allowed to leave campus unless accompanied by an adult and are to be picked up within 15 minutes of the conclusion of an event, or they will **not** be able to attend future extracurricular activities.

**If transportation cannot be arranged, the student should not attend the function. Students are prohibited from walking off campus before events start.**

**Clubs/organizational meetings:** Opportunities for students to participate in enrichment activities after school are supervised by an Arnold staff member. Information about these opportunities is communicated through our website, morning announcements, and ConnectEd correspondences.

**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 games, spectators and athletes are to be picked up in the parent pick up loop in the back of the school.

**Dances: Arnold students only, who have maintained acceptable conduct,** may attend school dances. If students are not picked up within 15 minutes of the designated end time, they may be prohibited from attending the next dance. The pick-up location is on the front bus loop. The school dress code and other school policies apply at dances.

In the event of a major disturbance at an extra-curricular event anywhere in Muscogee County School District the student(s) involved could/will face a suspension and revocation of extra-curricular privileges by their home school administration. This suspension/revocation will encompass ALL MCSD campuses and extracurricular events. Any suspension or revocation of extra-curricular privileges will be for NO LESS than 1 academic semester but could be as long as the entire school year.

It will be up to the discretion of the school administration if the offending student will be allowed to participate in extra-curricular activities, as an active member of a team, for the remainder of the year. If the student in question is a current member of a team and participates in the major disturbance, they will be suspended from participation for the remainder of that season and not be allowed to represent the school as a student-athlete for the remainder of the school year.

## 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 caring for their Chromebook and not damaging 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 a replacement fee as per Board (see MCSD Board Policy JS: Student Fees, Fines, and Charges).
- **Care and Use of School Property - Chromebooks, Textbooks, and Media Center Checkouts:** Students will be responsible for properly caring for all books, supplies, Chromebooks, and accessories or equipment furnished by the school. A student who defaces,

damages, or loses school property must 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 promptly. Parents/Students must clear all fines or expenses during the year the fines are assessed. Fines must be paid/cleared where they were assessed before moving to the next level in school.

## **FOOD:**

**The Arnold cafeteria** provides nutritious, well-balanced meals each day for free. Parents may contact the School Nutrition Manager at the school with related issues. As a lunch option, students may bring lunch from home, but competitive/fast food is prohibited. 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.

**Outside food and snacks such as:** carbonated drinks, bottled water, chewing gum and candy, chips, etc are not to be brought to school. Items will be confiscated and discarded.

**Eating of meals anywhere besides the cafeteria (to include gum, candy, and snacks) is prohibited unless is recommended for Social Distancing purposes according to MCSD- CDC guidelines.**

## **School Nutrition Program (SNP)**

School Year 2024

**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, FDA standards for portion sizes and the elimination of the consumption of fried foods as well as foods containing > 35 % sugar by weight. 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. The use of candy and other food rewards for academic performance or good behavior is prohibited. **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.

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.

School meals may be captured at the point of sale in a variety of ways. Pin pads or bar code scanners will be used.

### **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. **Please contact your student's school office or call the School Nutrition Office at (706) 748-2386 to see if your student's school is a CEP school.**

### **Non-CEP Schools:**

**Aaron Cohn Middle School**

**Blackmon Road Middle School**

**Britt David Magnet Academy**

**Clubview Elementary**

**Columbus High School**

**Double Churches Elementary**

**Eagle Ridge Elementary**

**Mathews Elementary**

**North Columbus Elementary**

**Northside High School**

**Rainey-McCullers School of the Arts**

**Veterans Middle School**

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

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


If your student is enrolled in one of the **12 Non-CEP schools** (see list on previous page), a new application must 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 the 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 completely filled out so please **COMPLETE ALL REQUIRED FIELDS** on the application. ***Until your application is approved, please provide***

**your child(ren) with money to purchase meals.**

If you have an approved MCSD 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 PAYING 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 [www.myschoolapps.com](http://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. Computers will also be available in the School Nutrition Main office.**

**5 REASONS FOR COMPLETING  
Free & Reduced Applications  
ONE MEAL APPLICATION AFFECTS MANY AREAS!**

<b>1</b>  INCREASED FUNDING TO SUPPORT STUDENT EDUCATION	<b>2</b>  ADDITIONAL FUNDING FOR TECHNOLOGY AND INTERNET ACCESS	<b>3</b>  DISCOUNTS FOR FEES ASSOCIATED WITH COLLEGE APPLICATION PROCESSES	<b>4</b>  DISCOUNTED FEES FOR SAT, ACT & AP TESTS. SCHOLARSHIP OPPORTUNITIES	<b>5</b>  FREE OR REDUCED MEAL PRICES FOR HEALTHY, NUTRITIOUS STUDENT MEALS
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**Contact your child's school for details today**

### **Paying for School Lunch**

Muscogee County SNP does accept 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.

[www.MySchoolBucks.com](http://www.MySchoolBucks.com)



## School Meal Prices: Prices are subject to change based on USDA reimbursements rates

BREAKFAST PRICES	
Elementary, Paid	1.00
Middle/High, Paid	1.25
Reduced	.30
Adult, MCSD Staff	1.75
Adult, Outside MCSD	2.00

LUNCH PRICES	
Elementary, Paid	2.45
Middle/High, Paid	2.70
Reduced	.40
Adult, MCSD Staff	4.00
Adult, Outside MCSD	4.50

Free and reduced priced meals for breakfast and lunch are available for eligible students. Parents may contact the School Nutrition Manager at any school for more information.

### Charging Meals

Charging meals is discouraged, but may be necessary in certain cases. Elementary students will be allowed to charge a total of three breakfasts and three lunches. Middle and high school students will be allowed to charge a total of one breakfast and one lunch. If your child reaches his/her charge limit and does not have money in his/her account, and does not have cash with which to purchase their meal, an alternative meal will be provided. **There is no provision for adults to charge.** No charges will be accepted for a la carte items. **Students will not be able to charge any meal after May 1<sup>st</sup> through the duration of the school year.** It is necessary that all outstanding charges be paid to the cafeteria Manager prior to the last day of school. Please respond promptly to messages that you receive, both written and phone calls, regarding charges on your student's account.

### Menus

Monthly menus can be found on your school's website. Menus may change on a very short notice due to supply chain issues, market conditions, deliveries, or special school activities.

### Special Dietary Needs

MCSD School Nutrition will make meal 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, unless the child has a healthcare plan or an IEP/504 Plan on file, and returned to MCSD School Nutrition Program, including the school cafeteria manager and the Nutrition Specialist before the

school cafeteria can provide any modifications or substitutions. A form and instructions can be found on the School Nutrition page of the MCSD web site, or at the school clinic or cafeteria. You may contact the School Nutrition office at 706-748-2386 for more information.

A 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: Supply chain issues may cause substitutions; 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.

### **Seamless Summer Option**

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.

This institution is an equal opportunity provider.

**Classroom parties/celebrations** are at the discretion of the classroom teacher/team and must be cleared with approval by administration prior to the activity.

**Arnold Faculty and Staff are not responsible for lost or stolen personal items.**

**PE Requirements** include participation and appropriate dress as designated by the PE instructor. Although there is no required uniform for any PE class, t-shirts, shorts, and sneakers are expected to be worn. Health classes will be scheduled intermittently and held in a classroom setting.

## **GRADES/ASSESSMENT:**

**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** are posted in Infinite Campus every 4 ½ weeks.

**Report Cards** are posted in Infinite Campus every 9 weeks. Grades are entered on a weekly basis and are available for review.

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

## **PARENT COMMUNICATION AND INVOLVEMENT:**

**Parent/Teacher Conferences** are scheduled through our guidance clerk on Tuesdays and Thursdays at 7:20 AM or 3:35 PM.

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

**Phone Numbers and Addresses** should be current; please keep the office informed of any changes in case of an emergency.

**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 submitted/ completed under their student login. Consequences for misuse as identified by the instructor will result in a consequence from the instructor and/ or administration.

**ConnectEd** broadcasts and emails are sent during the school year to update stakeholders on Arnold news. Telephone numbers and emails are acquired from Infinite Campus, the Muscogee County School District student information system. If you do not receive this correspondence via phone or email, please update your contact information with our school office.

**PTO** encourages every student and parent to join. Membership dues are \$10.

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

**Visitors and Volunteers** – Raptor System-must check in through the office and be properly identified before visiting any area of campus. Visitors will be given a temporary pass, which must be worn at all times while visiting. If visiting a classroom, for confidentiality reasons, we ask that classroom visits not exceed 15 minutes. **No parent/ teacher conferences will be held at this time.**

**Arnold Magnet Academy Website** is an excellent source of information:  
<http://sites.muscogee.k12.ga.us/arnold/>

## **STUDENT WELLNESS:**

**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 guidance clerk. **Students are not to carry medication of any kind (even non-prescription) on their person during the school day.** If a student requires any medication/ device throughout the day, documentation must be on file with the clinic worker from a licensed physician.

**The school does not provide medicine of any kind for students.**

The clinic worker is on campus **Monday-Thursday 8:20 AM -12:05 PM;** and **Friday 8:20 AM -11:05 AM.**

**Parents who bring meds must report to the office when entering the building.**

## Student Health- COVID- 19 Guidelines/ Procedures according to MCSD handbook

**Guidance Services** provides interventions for behavior, academic, or personal issues through (1) teacher/parent referral; (2) classroom guidance. Appointments are made by emailing the counselor, consulting with the counselor in person, or submitting a referral form. Administration reserves the right to make referrals to the Guidance Department in an effort to assist students with personal/ social, academic, behavior, careers or physical needs. As a result, the parent/guardian may be contacted for assistance to address student needs.

## CELL PHONES/ELECTRONIC DEVICES:

Arnold Magnet Academy is a cell phone free area during the instructional day. We at Arnold Magnet Academy are aware of the need for parents and students to communicate before and after school to arrange transportation, pick-ups, drop-offs, and other necessary safety concerns. We are also aware that cellular devices create an unwanted distraction to the teaching and learning environment that we strive to maintain each and every day. With these two factors in mind, we are implementing a **“NO Cell Use / Operation phone policy”** that we believe will address the concerns of all stakeholders.

### **Students are asked to refrain from bringing cell phones to school.**

However, if a student chooses to bring a cell phone/electronic device to school, **Arnold Magnet Academy (AMA) will not be held responsible if the cell phone/electronic device is lost, stolen, or damaged.**

To prevent possible violations of cell phone procedures, all students are required to turn in their cell phone during HR. The HR teacher will place the phone in a Ziploc bag and secure it in a locked box. The Ziploc bag will have the student's name on it. The cell phone will be returned to the student during the Advisement time just prior to dismissal for the day. If a student needs to make a phone call, they can do so by asking their teacher for a pass to the office to use the school's phone.

The following procedures are designed to provide a learning environment that is conducive for teaching and learning, without the interference of cell phone use throughout the school day in the hallways, cafeteria, restrooms, locker rooms or classrooms. **CELL PHONES/ELECTRONIC DEVICES ARE NOT ALLOWED TO BE USED OR SEEN ON CAMPUS AT ANY TIME UNTIL THE LAST BELL AT 3:10 P.M.**

### **\*\*\*Cell Phone Procedures Will Be Strictly Enforced\*\*\***

**Any further offense will result in out-of-school suspension and a mandatory parent conference prior to the student returning to school. Meeting MUST be with legal parent/guardian.**

- ❖ 1<sup>st</sup> Offense – Cell phone will be turned into the principal or designee.
  - Parents may pick up the phone after **1 full school day** or give an adult written permission to do so (21 yrs. old or older) who is on the student's registration sheet written permission to pick up a cell phone.

**Note: Must show valid I.D.**

- 2<sup>nd</sup> Offense – Student assigned In-School Suspension for **1 day**.
  - Parent pick up phone after **3 full school days** (see 1<sup>st</sup> offense).
- ❖ 3<sup>rd</sup> Offense – Student assigned In-School Suspension for **2 days**.
  - Parent may pick up the phone after **5 school days**.
  - Mandatory parent conference is held.
- ❖ 4<sup>th</sup> Offense – Student will be **suspended out of school for 2 days** for each offense **due to defiance**.
  - Parent pick up phone at the end of the school day (see 1<sup>st</sup> offense)

If the parent/guardian is adamant that he/she will not allow the cell phone/electronic device to be held for the number of days listed in the procedures, then the parent/guardian chooses for the student to receive a **two day out of school suspension** in lieu of the device being held.

### **Other Electronic Devices**

All other electronic devices are prohibited. Electronic devices include, but are not limited to: SmartWatches, MP3 players, personal gaming devices, AirPods, bluetooth headphones, bluetooth speakers, etc.

### **Please note per MCSD Handbook: Electronic Devices**

MCSD personnel are not expected to search for items that students have lost after they elect to bring them to school and personnel will not be responsible for the value of a phone or other device in the event of an unintentional damage, loss or theft of the phone or device.

Students are prohibited from using any electronic device during the operation of a school bus, including, but not limited to, cellular phones, pagers, audible radios, audible tape or compact disc players, or laser light in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus.

**Phone calls:** If a student needs to make a phone call during the school day, they can do so by asking their teacher for a pass to the office to use the school's phone.

## **DRESS CODE:**

**Student Dress Code** is designed to maintain a level of personal hygiene necessary to ensure a healthy school environment, to ensure safety, to refrain from any mode of dress which distracts from the learning environment, and 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, and wear clothing that does not distract others or disrupts/interferes with the operation of school. **No excessive oversized clothing is allowed.** Clothing or accessories

displaying or advertising substances illegal for minors is prohibited. Suggestive phrases, designs, markings, profanities, or gang-related attire/items are also prohibited.

**All Students: Reference MCSD Handbook**

**Head:** Caps, hats, bandannas of any color, bonnets, 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 administration.

**Shoes:** Must be worn at all times. However, Bubble shoes, Crocs, flip-flops, thong sandals, moccasins, shower shoes, slides, house slippers, or heels higher than two inches are **PROHIBITED**. Items such as chains on a belt, wallet, etc. and items with spikes, or bandannas worn around the leg or arm are not allowed.

**Pants/Skirts/Shorts:** Sweatpants, athletic shorts, and wind pants are allowed at AMA. Belts are required for pants that cannot be worn properly on or above the waist. Sagging pants will not be permitted. Pants with holes and/or ripped designs above the knee are **not permitted**. Shorts or skirts must be no more than **three** inches above the knee (longer than the students' fingertips). No tight-fitting pants, shorts, or skirts. **No Pajama pants (flannel/cotton/ silk, etc.) are allowed to be worn. Leggings are not to be worn as pants.**

**Shirts:** No sleeveless shirts, tank tops, solid-colored t-shirts, crop tops, halter tops, undergarments, spaghetti straps, or see-through clothing is allowed.

**NOTE: Bonafide religious attire is permitted.**

**Back Packs - Only Clear or Mesh Back Packs (Book Bags)- are allowed to be carried throughout the instructional day at Arnold Magnet Academy.**

**The school principal, assistant principal, or designee will make the final determination on whether a student's dress conflicts with these guidelines.**

### **Expectations for Student Behavior:**

#### **Discipline Plan**

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The Arnold Magnet Academy staff is committed to providing a safe and orderly environment that ensures each student a place to learn and to express ideas that are free from mental and physical threat. Because parents play a vital role in influencing student behavior, your involvement is essential to the development of your child and the preservation of a safe and well-disciplined school. As a home/school team, we hope to foster the following within each student: self-control, respect for others, and principled decision-making.

#### **PBIS = Positive Behavioral Interventions & Supports**

Arnold is one of the first ten MCSD PBIS pilot schools. With this title, our staff will be providing positive behavior management strategies to monitor and encourage appropriate behavior for all students. These principles are taught, retaught, and modeled continuously throughout the year. The program

enables all students to experience a safe, positive, and proactive environment in which they can learn, grow and experience success.

## AMA Rams are Respectful, Accountable, Well Mannered, and Safe

Arnold Rams	Hallway/Common Areas	Cafeteria	Bathroom
<b>Be <u>R</u>espectful</b>	Calm Voices Use kind words to and about others	Calm Voices Use kind words to and about others	Wait your turn Flush the toilet
<b>Be <u>A</u>ccountable</b>	Use locker time wisely Gather all needed class materials	Stand in a straight line facing forward Enjoy your own food	Place your trash in the trash can Have a teacher initialed pass
<b>Be <u>W</u>ell <u>M</u>annered</b>	Say excuse me and open doors for others Keep hands, feet, and objects to yourself	Say please and thank you to cafeteria staff Clean up after yourself	Honor the privacy of others Keep hands, feet, and objects to yourself
<b>Be <u>S</u>afe</b>	Travel on the right Walk at all times	Remain seated until dismissed Sit in your designated area	Wash hands with soap and water Maintain personal space

**Positive Behavior and Making Good Choices has its Rewards!** Every student is able to earn PBIS Points each school day and in each of their classes. Teachers, Administration, and Staff use the PBIS App to reward students who are making positive behavioral choices. These points can be redeemed in their classes and at monthly celebrations as well as in the AMA PBIS store.

### Consequences for Disruptive Behaviors

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**Out-of-School Suspension (OSS):** Students who are suspended out-of-school are prohibited from attending or participating in any extra-curricular sports events, concerts, dances, field trips, clubs, etc. This includes practicing for such events. Penalties will include additional ISS or OSS days and possible criminal trespassing charges.

**In-School-Suspension (ISS):** Students are assigned to ISS by the school administration for Level I and II offenses and are to report to the cafeteria before homeroom. Students are supervised by the ISS technician while they work independently on class assignments. In order for students to return to class, they must: (1) fulfill the time in ISS and (2) complete all assignments. Students assigned to ISS

are considered present and are given every opportunity to complete the same work that their peers are doing in class.

**Administrative Lunch Detention:** This consequence is assigned by the school administration and is held in the ISS room. Lunch Detention students stand in the front of their classes' lunch line, receive a 'carry out' lunch, and report to ISS for lunch.

**Administrative After-School Detention:** This consequence is assigned by Administration and will be held on a **designated Tuesday and/ or Thursday** from **3:15pm to 5pm** in the Cafeteria. Pick up will be in front of the building. All students must be picked up by 5:15 p.m. or it may result in further consequences to include another assigned day for Administrative Detention with a parent/ guardian and the student.

**Teacher Detention:** Teachers/teams may have a morning or afternoon detention plan for their classes. Parents are to be notified and given a 48-hour notice of the detention In Writing

**Mandatory – Requested Parent/Guardian Visitation for Classroom Observation**

**Parent/ Guardian/ Student Session after school – Tuesday and/ or Thursday 3:30 – 4:30pm.**

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 are referenced from the contents of the Muscogee County School District Behavior Code and Discipline Policy Book, which is distributed to students. However, each school reserves the right to develop a student handbook that is based on their student's demographics and needs. 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.

<b>Level III Offenses: Personal and Property Safety</b>	
<ul style="list-style-type: none"> <li>●Fighting</li> <li>●Tobacco Use/Possession (including possessing lighters and matches)</li> <li>●Vape Use/Possession</li> <li>●Indecent Exposure (including extreme dress code violations)</li> <li>●Sexual Misconduct</li> <li>●Severe AUP Violations</li> <li>●Gang-related Activity</li> <li>●Threats</li> </ul>	<p>1<sup>st</sup> Offense: 3 days OSS / Parent Conference with Admin            2<sup>nd</sup> Offense: 5 days OSS / Parent Conference with Admin            3<sup>rd</sup> Offense: 7 days OSS / Parent Conference with Admin</p> <p><b>Fights of an extremely violent nature may result in 3-10 day suspension, tribunal, police charges, or any combination of the three.</b></p> <p><b>Gang-related activities will be referred to MCSD Discipline Tribunal &amp; a police report will be filed.</b></p>
<ul style="list-style-type: none"> <li>●Attempting to Fight/Play Fighting/Horseplaying/ Slap Boxing</li> <li>* Instigating a Fight</li> </ul>	<p>1<sup>st</sup> Offense: Administrative Detention -1-day ISS            2<sup>nd</sup> Offense: 1-2 days ISS            3<sup>rd</sup> Offense: 2 days ISS – 1 day OSS            4<sup>th</sup> Offense: 1-2 days OSS (return w/parent)</p>



Recording or posting fights or any disturbance during or after school, to include on the bus or at the bus stop.	Administrative discretion
●Major Vandalism	1 <sup>st</sup> Offense: 1 day OSS & restitution 2 <sup>nd</sup> Offenses: 2 days OSS & restitution 3 <sup>rd</sup> Offense: 3 days OSS; refer to MCSD Discipline Tribunal, restitution & file a police report
●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 <sup>st</sup> Offense: 10 days OSS; refer to MCSD Discipline Tribunal & file a police report
●Bullying (written/verbal/cyber) ●Threat/Intimidation	1 <sup>st</sup> Offense: Counseling Referral/ Parent Conference with Administration prior to returning to class. 2 <sup>nd</sup> Offense 1 day OSS; Parent Conference with Administration 3 <sup>rd</sup> Offense: 3 days OSS; refer to MCSD Discipline Tribunal
●Sexual Harassment (written/verbal)	1 <sup>st</sup> Offense: Counseling Referral/ Parent Conference with Administration prior to returning to class. 2 <sup>nd</sup> Offense 1 day OSS; Parent Conference with Administration 3 <sup>rd</sup> Offense: 3-10 days OSS; refer to MCSD Discipline Tribunal

<b>Level II Offenses: Misrepresentation</b>	
●Misconduct (severe class disruption that interferes with the educational process) ●Blatant Verbal Defiance/Disrespect	1 <sup>st</sup> Offense: 1 day ISS 2 <sup>nd</sup> Offense: 2 days ISS 3 <sup>rd</sup> Offense: Reverse Suspension 4 <sup>th</sup> Offense: 1 day OSS 5 <sup>th</sup> Offense: 3 days OSS *** Continuous Misconduct may result in tribunal referral for Chronic Disciplinary Problem Student ( 3-10 days OSS) *** Administrative Detention may be assigned at any given offense at the Admin Discretion.
●Profanity towards Faculty/Staff	1 <sup>st</sup> Offense: 1 day OSS 2 <sup>nd</sup> Offense: 2 days OSS 3 <sup>rd</sup> Offense: 3 days OSS
●Profanity towards Peer	1 <sup>st</sup> Offense: 1 day ISS 2 <sup>nd</sup> Offense: 2 days ISS 3 <sup>rd</sup> Offense: 2 days OSS
●Dress Code Violation	Violations that cannot be corrected by Teacher

<ul style="list-style-type: none"> <li>●Gum/Candy- Teacher administer consequences</li> </ul>	<p>consequence will become an office referral:  1st Offense: Parent Contact  2nd Offense: Lunch Detention / Mandatory Parent Conference (Behavior Contract)  3rd Offense: 1 day ISS / Parent Contact  4th Offense: 2 days ISS / Parent Contact</p>
<ul style="list-style-type: none"> <li>●Stealing</li> </ul>	<p>1st Offense: 2 days OSS &amp; restitution  2nd Offenses: 3 days OSS &amp; restitution  3rd Offense: 5 days OSS &amp; restitution  *** Administrative Detention may be assigned at any given offense at the Admin Discretion.</p>
<ul style="list-style-type: none"> <li>●Forgery</li> </ul>	<p>1st Offense: Counseling Referral/ Parent Contact  2nd Offense: 1day ISS  3rd Offense: 3 days ISS  4th Offense: 3 days OSS  *** Administrative Detention may be assigned at any given offense at the Admin Discretion.</p>
<ul style="list-style-type: none"> <li>●Skipping School/Class</li> <li>●Leaving Class/Campus</li> </ul>	<p>1st Offense: Mandatory Parent Conference (Safety Issue)- 1 day ISS.  2nd Offense: 2 days ISS- Parent Contact  3rd Offense: 3 days ISS  4th Offense: Mandatory Reverse Suspension  *** Administrative Detention may be assigned at any given offense at the Admin Discretion.</p>
<ul style="list-style-type: none"> <li>●Selling of Items</li> </ul> <p>***Per MCSD Discipline Handbook. Some Selling of Items (Drugs, Alcohol, etc.) may result in a Tribunal Referral for further disciplinary action by MCSD.</p>	<p>1st Offense: 1 day ISS  2nd Offense: 2 days ISS  3rd Offense: 3 days ISS  4th Offense: 3 days OSS  <b>Administrative Detention may be assigned at any given offense at the Admin Discretion.</b></p>
<ul style="list-style-type: none"> <li>●Misbehavior in ISS</li> </ul>	<p>Any Misbehavior in ISS will result in additional days in ISS or OSS depending on the severity.</p>
<ul style="list-style-type: none"> <li>●Bus Referral</li> </ul>	<p>All students will adhere to the Bus Contract which was signed during Student Verification Day  1st Offense: Warning and Parent Contact  2nd Offenses: 1 day suspension from the bus  3rd Offense: 3 days suspension from the bus  Major violations such as fighting and severe disrespect are at the discretion of admin.</p>
<ul style="list-style-type: none"> <li>●Tardiness / Absences to School</li> </ul>	<p>3rd Tardy-Parent called by school personnel and a referral to the school social worker  4th Tardy-Mandatory Parent Conference with Administration  5th Tardy- Administrative Detention  6th Tardy- 2 days ISS  7th Tardy- 3 days ISS  8th Tardy- Mandatory meeting with Social Worker/ Parent/ Admin (Legal Action may be Pending)</p>

	<p><b>Students with excused absences must present written documentation to the Attendance Clerk.</b> Refer to page 4 for more information.</p>
<p>●Electronic Device Violations (cell phones, SmartWatches, MP3 players, PS2 players, etc.)</p> <p>IF the electronic device belongs to another person, the owner also receives a penalty.</p>	<p><b>**Refer to cell phone/electronic policy on pages 8-10 for more information**</b></p>

<b>Level I Offenses: Disruptions</b>	
Any behavior that takes away from the integrity of instruction and learning	<p>1<sup>st</sup> – thru 5<sup>th</sup> offenses = classroom consequences</p> <p>Continual interruptions = Level II Offense</p>