

Dorothy Height Elementary School

Home of the Huskies

Every Student, Every Educator, Every Day!



2025-2026

Student: _____

Teacher: _____



Dorothy Height Elementary

1458 Benning Drive

Columbus, GA 31903

Phone: (706) 683-8871 Fax: (706) 683-8880

Website: <https://sites.muscogee.k12.ga.us/dorothyheight/>

STUDENT/PARENT HANDBOOK 2025-2026

Meredith Adams, Principal
Sonia Moore, Assistant Principal
Christopher Brunson, Elementary Dean
Kiana Barclift, Counselor
Ashley Cornelius, Secretary
Carol Weng, Clerk
Elizabeth Adcock, Attendance Clerk

MCSD Mission Statement

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

MCSD Vision Statement

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

Values

MCSD fosters a healthy organization where....

- We embrace equity and diversity.
- We hold ourselves and others to the same high standards.

- We commit to continuous learning and improvement.
 - We treat everyone with dignity and respect.
-as WE serve the needs of others.

Dorothy Height Elementary School shares the same mission and vision with Muscogee County School District. We are committed to providing an environment and educational experience where each child is given the opportunity to grow and experience success.

**School hours for students are from 7:45 AM to 2:15 PM.
School office hours are from 7:15 AM to 3:30 PM.**

School Day Procedures

Raptor Visitor Management System

MCSD utilizes a security measure called “Raptor Visitor Management System.” Upon entering an MCSD building, visitors will be asked to present a valid government-issued ID, which will be entered into the Raptor System. If an adult does not have a US government-issued ID, the school staff member can use an alternate form of identification as appropriate, and can manually enter information into the Raptor System. The System ensures compliance with Georgia law requiring notification of sex offender status. No data from the ID is recorded, and no information is shared with any outside agency.

All adult visitors in the building at any time must first check-in at the office, and if permitted further, will require a visitor’s pass.

Morning Arrival

Car Riders are dropped-off in the front drive from 7:00 AM and enter the building through the cafeteria door.

Bus Riders and Day Care Vans are dropped off in the bus loop beginning at 7:00 AM.

Doors open at 7:00 AM to admit students in a quiet and orderly manner.

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

Any students dropped off prior to 7:00 a.m. will not be supervised by an adult. The proper authorities will be notified following the second violation of this rule.

Note: Due to assigned duties, teachers are not available for conferences during morning arrival.

Traffic

Please adhere to the following rules to provide a safe arrival and departure environment for your child:

- Do not leave your car parked and unattended in the fire lane next to the front sidewalk; this space must be left open for emergency vehicles if necessary.
- Only drop-off and pick-up at designated areas. DO NOT drop students off on side street between front of school and Walmart. This is not a monitored area.
- Cars may not be parked in the bus loop unless an exception has been granted by a school administrator.
- From the front sidewalk, students are released to drivers who have an authorized car-rider tag.
- Obey all traffic signs. Not following posted signs may result in a traffic violation by MCSD Police.

Students may not cross traffic without being accompanied by an adult for any reason, and should ONLY be dropped off at designated areas (front of school covered walkway). These areas are monitored by an adult in an effort to keep everyone safe.

- The side path is for walkers only coming through the gate to and from the apartments. Students will be supervised by school personnel until they meet the crossing guard on the campus-side of the gate. *Car-rider pick up is in the front loop only and requires an authorized car-rider tag.*

Attendance

Learning is impacted negatively after the 5th day of absence. Because attendance affects student achievement and our school's CCRPI (College and Career Readiness Performance Index) rating, student absences are monitored.

Note: Attendance, behavior, and grades are requirements to keep an out-of-zone hardship.

Excused Absences are: personal illness; death in the immediate family; prior approval by the principal; state-recognized religious holidays; mandate by government agencies; or instances where attendance by a pupil would be hazardous.

Within 3 days of returning to school following an absence, the parent must submit a written excuse to include the date, parent signature, telephone number, and a statement of the nature of the absence; otherwise, the absence is recorded as unexcused.

Students have 3 days to make up missed work.

Only eight parent notes will be allowed for excused absences. After eight absences, a doctor's note is required in order for absences to be excused. *Note: Family emergencies without explanations and suspensions are considered unexcused absences.*

All absences are counted, whether excused or unexcused. When the number of absences reaches 15 days, retention for the following school year will be considered. Parents will be notified by the Principal or Designee to attend a Retention Committee meeting.

Students Who Are Late to School: Tardiness

Students are tardy, if they arrive to school/class after the 7:45 AM.

Tardy to School - Any student arriving at school following the ringing bell, chime, or other audible signal established by the Principal and intended to indicate the start of the school day. Any student who is on school property but is not in his or her assigned classroom or other authorized area following the bell, chime, or other audible signal will be considered tardy to school. **Students who are tardy must be accompanied by an adult to the main office to check-in.**

Excused Tardy - A tardy resulting from events beyond a student's control, such as an accident, road closed due to an accident, area power outage, late bus, or other excuses determined by the Principal or building leader as acceptable. Documentation is required to excuse a tardy if it is for an appointment.

Unexcused Tardies - Students accumulating three (3) days of unexcused tardies will receive a phone call from the teacher or office staff/automatic call system to the parent.

Continued Tardies – After the fifth tardy, the Principal or designee will contact the parent or guardian for mandatory parent conference and counselor referral. Consequences may include detention, in-school suspension, or other actions in accordance with local school system policy.

10 or More Days - Referral to the school social worker and to support agencies outside the school system, as the Principal deems appropriate. Among these agencies are the Department of Family and Children Services (DFCS), law enforcement, Juvenile Court, Family Connection, or other external agencies.

Students who are tardy:

- **must report to the office, accompanied by a parent, to obtain a tardy slip. Otherwise, the student remains in the office until the adult returns to sign the student in.**
- may not get to select a lunch choice depending on when they arrive; they will receive the first lunch choice.
- more than 2 unexcused times in a 9-weeks will not qualify for *perfect attendance* for the 9 weeks.
- more than 7 unexcused times for the year will not qualify for *the end of year Perfect Attendance Award*.
- **Open seat and hardship transfers will be revoked after 15 tardies, and/or 5 unexcused absences.**

Visitors

- Students are not permitted to bring visitors to school at any time. All visitors are to report directly to the main office and obtain a visitors pass. Only in rare instances will visitor passes be granted. All visitors must be processed via the Raptor Visitor Management System. Visitors must present a valid state issued picture ID.
- Social visitation is not allowed. If a parent has a legitimate emergency, the student will be contacted. Students will not be pulled from class for deliveries or visits.
- Only custodial parents are permitted to eat lunch with their child in the dining facility (outside food is prohibited).

- Only custodial parents are permitted to visit classrooms. A written request must be submitted to the principal with 48 hour notice. The visit should not exceed 30 minutes and 1 day per week.
- Parents may drop off items in the main office for students. Students must come by the main office in between classes in order to pick up these items. Classes will not be interrupted for messages and items that the student forgot.

Moving Mid-Year

If a student moves during the school year, the parent/guardian is required to provide proof of residence to the school office within 5 school days so that, a change of address can be made in the student information system. (If the student continues to live in the Dorothy Height attendance zone, just proof of the new residence is required).

If the student moves out of the Dorothy Height attendance zone, but is still in Muscogee County, the administration will make a decision on whether or not the student can complete the current school year at Dorothy Height. The decision will be based upon the following criteria:

- Attendance: the student does not display chronic tardiness or absences, and is picked up on time daily
- Behavior: the student and parent follow all behavior expectations, and the student's conduct grade remains a B or higher.
- Grades: the student maintains a B average in all classes and completes all assignments in a timely manner.

Note: MCSD will not provide transportation to students who do not live in the Dorothy Height zone. Parents will be responsible for all transportation needs.

After the current year is complete, the parent must then apply for a hardship transfer for subsequent years.

If the student no longer lives in Muscogee County, she/he will be withdrawn unless out-of-county/out-of-state tuition is paid.

Student Check-Out

- For appointments, or in the case of illness, individuals listed by the parent on the Student Information Form may check out a student in the office.
- **Identification will be required of persons checking out a student.**
- *Students who check in after 11:15 AM and check out before 11:15 AM will be counted as absent for that school day.*

Due to the importance of instruction, students will not be called to the office to wait for a parent to arrive.

- In order to excuse an early dismissal, documentation is required. Records will be kept to document the number of early checkouts. Excessive incidents of unexcused early checkouts will result in a mandatory conference with the school social worker.
- *No student checkouts will be permitted after 1:45 PM.*

Afternoon Dismissal from School takes place at 2:15 PM.

- **Bus/daycare van students** are escorted by the teacher and WALK ON THE RIGHT-HAND SIDE OF THE HALL to the gym. Students STAY SEATED in designated rows on the floor or against the gym walls until called. Students are to USE INSIDE VOICES and speak politely by SAYING "YES" or "NO".
- **Parent pick-up students** are escorted by the teacher and WALK ON THE RIGHT-HAND SIDE OF THE HALL to the cafeteria where they STAY SEATED at designated tables until they are called via car rider number in Group Me App. Students are to USE INSIDE VOICES and speak politely by SAYING "YES" or "NO".

- Vehicles are queued and directed by school personnel through the front loop.
- Staff members are posted on the front walk, assists students into cars.
- **Walkers** are escorted by the teacher and WALK ON THE RIGHT-HAND SIDE OF THE HALL to the main hallway to be checked off by Staff members. Then they line up and wait for adult instructions.
- At 2:40 PM, students remaining on campus will be sent to their classroom to wait for their ride to arrive. *Under no circumstances should parents walk up to or go into the cafeteria to pick up their students on their own. You will need to enter the front office with a picture ID.*

Students who are involved in extra-curricular activities report to the designated area of the activity. The teacher/sponsor is responsible for supervision and parent pick up of those in their charge. Students attending the Parks and Recreation After-School Program will be dismissed to their designated areas.

Note: If you change your child's way home to a way not listed on the registration sheet, the teacher needs to be notified in writing. We will not honor verbal instructions from your child. If your child is a walker, make prior arrangements with your child AND teacher as to how he or she will get home when it storms. Barring a severe weather alert, we will NOT hold students due to the weather.

Late Pick-Up

All students should leave the school grounds upon dismissal unless they are attending an after-school activity/program.

The Department of Children and Family Services (DFCS) or the police may be called for students who are left after school to exceed 30 minutes, or if there is a chronic pattern of late student pick-up. Please notify the school, if an emergency has occurred.

After School Program

From 2:30 PM – 6 PM, the Parks and Recreation After-School Program is available for students who need supervision during late hours. Please contact them for more information.

Student Dress Code

All students shall be required to maintain the level of personal hygiene necessary to ensure a healthy school environment and to refrain from any mode of dress which disrupts the learning environment.

Note: All campus visitors must be dressed appropriately and in compliance with the MCSD student dress code. It is the responsibility of the student and parent to ensure that the dress code is observed. It is the responsibility of the teachers and administrators to ensure that the dress code is enforced.

Our School Uniform Requirements:

With MCSD Board approval, a school uniform policy has been adopted. ALL students are required to wear uniforms Monday through Friday with the following exceptions:

Jeans on Fridays only if worn with official school t-shirt or red uniform shirt	Picture Days (when communicated out of uniform)
Other Announced Special Events	Awards Day- The last week of school

Shirts:

- Red **solid** button-down shirt with a collar.
- No graphics allowed.
- Logos or emblems may not be more than 1 inch.
- Shirts may be short or long sleeves.
- No sleeveless shirts, tank tops or spaghetti straps may be worn.
- Midriffs should not be bare. Shirts must cover the midriff when arms are raised.

Pants:

- SOLID Khaki pants, skirts, shorts or jumpers.
- Skirts and shorts must be no higher than 3 inches above the knees.
- Pants must be worn at the waist.
- Pants or Jeans (on Fridays) should not have any rips, tears or holes above the knee. Jeans may only be worn on Fridays or approved special days.

Shoes:

- Tennis shoes are preferred.
- No crocs, slides, high heels or flip flops.
- All shoes worn must have a back.

Hoodies/Jackets:

- School hoodies are allowed but students must remove the hood when in the building. If this is an issue, student will no longer be allowed to wear hoodies at school.
- All clothing worn in the building must be red (jackets, sweaters, fleece, etc).
- School spirit wear sweatshirts are approved to wear every day with a uniform shirt under it.
- Coats worn outside/recess do not have to be in uniform colors.



Visitors/Volunteers

Visitors to Dorothy Height Elementary are welcome!

Raptor Visitor Management System

MCSD utilizes a security measure called “Raptor Visitor Management System.” Upon entering an MCSD building, visitors will be asked to present a valid government-issued ID, which will be entered into the Raptor System. If an adult does not have a US government-issued ID, the school staff member can use an alternate form of identification as appropriate, and can manually enter information into the Raptor System. The System ensures compliance with Georgia law requiring notification of sex offender status. No data from the ID is recorded, and no information is shared with any outside agency.

- Visitors to the school must register at the school office as they enter the building, and must bring a current valid ID to utilize the Raptor Visitor System before visiting or stopping by a classroom, other locations within the building, or on the grounds.
- Visitors will be given a temporary pass to visit our school and campus. This pass must be worn at all times while visiting or visitors will be directed back to the office.
All campus visitors must be dressed appropriately and in compliance with the MCSD student dress code.
- Instructional time is valuable; therefore, we ask that parents and other visitors not interrupt the class to speak to the teacher, but set up an appointment instead.
- In an effort to minimize disruptions to instruction and daily routines and procedures, and to preserve student confidentiality, classroom visitations will be limited to 30 minutes. Parents must complete a *Request to Visit* form in advance to gain approval from administration.

In the case of a class event that lasts longer than 30 minutes, parents are most welcome to stay for the duration. All other exceptions must be approved by the school administration.

All visitors will be required to sign the following approval forms prior to their visit:

Dorothy Height Elementary

Parent Classroom Observation Protocol Information Form

Dear Parents and/or Guardians,

We are very excited that you want to be a part of your child's educational experience at our school. We welcome the opportunity for you to observe your child's classroom. During your visit, please adhere to the following guidelines listed below:

1. Only custodial parents or legal guardians are permitted to visit classrooms. A written request must be submitted to the principal, 48 hours prior to the observation. The visit should not exceed 30 minutes once a month. If additional observations are needed, please state your purpose in a written request to the administrative team.
2. Observations are permitted from 8:00 am to 1:45 pm.
3. There will be no interaction with or questioning of any students.
4. There is to be no interference with the lesson.
5. There is to be no conference held with the teacher during this time period. After completing the classroom observation, if you feel that a conference is needed a message can be left for the teacher in the main office.

Photos, videos and visual/ audio recordings will be prohibited throughout the building (classrooms, hallway transitions, cafeteria, playground, etc.) due to privacy and confidentiality laws.

6. All custodial parents/legal guardians must present a valid state issued picture ID and obtain a visitors pass through our Raptor Visitor Management System and the official protocol form must be signed in the front office prior to observing a classroom.

NOTE: The administration and/or designee reserves the right to not allow custodial parents and/or guardians to observe a class if they feel it would be a disruption to the learning environment, or breach to our confidentiality policy and/or a safety issue for our learning community. EFFECTIVE: 01/07/2025

If any of the aforementioned guidelines are breached by the custodial parent or legal guardian, the administrative team reserves the right to refuse any future requests for observation by the parent or legal guardian.

Parent Signature: _____

Date: _____ Time In: _____ Time Out: _____

Dorothy Height Elementary School Parents/ Legal Guardians Lunch Protocol

Dear Parents and/or Legal Guardians,

We are very excited that you want to be a part of your child's educational experience at our school. We welcome the opportunity for you to eat lunch with your child during the school day. During your visit, please adhere to the following guidelines listed below:

1. Only custodial parents are permitted to eat lunch with their child in the cafeteria (outside food is prohibited).
2. Parents will only interact and engage in conversation with their child at this time.
3. Photos, videos and visual/ audio recordings will be prohibited throughout the building (classrooms, hallway transitions, cafeteria, playground, etc.) due to privacy and confidentiality laws.
4. All custodial parents/legal guardians must present a valid state issued picture ID and obtain a visitors pass through our Raptor Visitor Management System and the official protocol form must be signed in the front office prior to entering the cafeteria.
5. The visit should not exceed 30 minutes.

Note: The administration and/or designee reserves the right to not allow custodial parents and/or guardians to eat in the cafeteria if the behavior of the parent is disruption to the learning environment, a breach to our confidentiality policy and/ or a safety issue for the teacher, students or lunch monitors. EFFECTIVE: 01/07/2025

If any of the aforementioned guidelines are breached by the custodial parent or legal guardian, the administrative team reserves the right to refuse any future requests for a lunch visit by the parent or legal guardian.

Parent Signature: _____

Date: _____ Time In: _____ Time Out: _____

School Parties & Invitations

- Class parties must be cleared through the classroom teacher.
- Balloon and flower deliveries to the school for your child will be kept in the office until dismissal time and will not be allowed on the bus.
- Students are not permitted to pass out invitations at school unless everyone in the class receives an invitation. If desired, a girl may just invite all of the girls, and a boy may invite all of the boys in the class. Invitations for selected children are not to be brought to school and need to be delivered outside of school.
- Parents may bring in cakes, cupcakes or cookies for their child's birthday to share during the class lunch time so that there is enough for everyone in the class.

All food that is brought in to share with students must be purchased from a facility and not made in your home due to food allergies and safety.

School Phone and Use of Electronics

- Landline telephones, located in the school clinic and in the front office, are available for student use for emergencies during the school day. (Arranging for transportation home or asking for forgotten items to be brought to school are not deemed emergencies.)
- In the case of an emergency, phone messages may be delivered to your child.
- While we respect a parent's decision to provide an electronic device for their child(ren), we do reserve the right to apply appropriate use should the device come to school. Cell phones, electronic toys, iPods, MP3 players, tablets, video games, headphones, earbuds, etc. are not to be visible or powered on during the school day (7:00 AM – 2:15 PM) without permission from the teacher or adult in charge. These items must be left in the student's bookbag.
- The school district is not responsible for safeguarding these items, and students do not have access to a locked space.
- If a student is found to be using a device during the day without permission, the electronic device will be turned in to the office for safe-keeping for the first offense. Any future offenses will result in the parent(s)/guardian(s) being contacted to come and pick up the electronic device.
- Students may not use their electronic device to take pictures or recordings of themselves or others after receiving permission to use the electronic device.
- The use of school technology by students is expected to be treated with respect and in a responsible manner. Students are to report any inappropriate use of equipment immediately to Dorothy Height staff (teacher, media specialist, principal or assistant principal) and follow the MCSD Acceptable Use Policy.
- Texting, which is similar to writing notes, is suspect due to inappropriate content and distracts from the instructional environment. *Note: Texting or calling parents on personal cell phones during the school day without permission is prohibited.*



Chromebook Usage, Fines and Fees

Chromebooks: All students who have a Behavior Contract signed will be issued a Chromebook, case and charger to use during the school day. In an effort to be good stewards of taxpayer dollars, Students must be responsible for the care of their Chromebook, case and charger at all times, and not damage it in any way. Chromebooks are to remain in their case at all times. Students who damage their Chromebook, case or charger can be assessed a replacement fee as per the 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).

Fines and Fees: 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.



Toys/Games

Unless your child's teacher or the principal has given permission, toys and games (to include electronic devices) may not be brought to school. Please check book bags routinely to avoid having these items and other items inappropriate for school brought into the building.

Book Bags

Rolling book bags are not allowed. Permission may be granted for their use by an administrator in extenuating circumstances. A doctor's note may be required.

Money

All money sent to the school should be placed in a sealed envelope labeled with the student's name, teacher's name, amount enclosed and purpose of the money.

Parents must give money to their child prior to the school day, or you can give the money to your child in the front office upon your arrival.

Lost & Found

Please label all of your child's clothing, footwear, lunch boxes, book bags, etc. Check our Lost and Found in the school cafeteria or Community School Room if your child is missing an item.

Three times a year, we send left item to the clothing bank.

For any lost personal items, Dorothy Height personnel will not (1) be expected to search for personal items lost or misplaced while at school; (2) be expected to be responsible for the value of an item in the event of an unintentional damage, loss or theft while at school.

School Safety

ALL visitors must be prepared to show photo ID every time they visit campus. You will be approved through our Raptor System each time.

Emergencies

Dorothy Height has safety procedures in place to ensure the well-being of your child.

Emergency contact information is required for every student. *Note: PLEASE be sure to have current, WORKING phone numbers on file with the office and your child's teacher in case we need to reach you.*

Emergency Procedures

Fire, disaster, and lock-down drills will be held at irregular and unannounced intervals.

All signals and procedures are practiced with students to provide the safest actions in the case of an emergency.

In the event 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. The driveways and the telephone lines must be clear for emergency use.

If the school is in a "lock down," all doors will be locked. No one will enter or leave the school until/unless it is determined safe by school officials and/or law enforcement.

Student Accident Insurance

Your child's health insurance is your responsibility. The Muscogee County School District offers student accident insurance to all students in the Muscogee County School District for a nominal fee. If you are interested, please contact the school office.

Drug/Smoke Free School Zone

The Muscogee County School Board has enacted a policy making all school grounds smoke free zones. *Smoking is not allowed on campus by employees, students or visitors.* This includes sitting in personally owned vehicles while dropping off or picking up students.

Care of the Building and Grounds

At Dorothy Height, we are proud of our campus. Each student is expected to help maintain its clean appearance by picking up paper, keeping pencil marks off of walls and bathroom stalls, leaving bathrooms free of litter, and reporting repairs or damage.

Guidance Services

Both classroom and individual counseling services are provided to address interventions for behavior, academic or personal issues. Students may receive service through a teacher/parent referral to our school counselor via phone call, email, or written request.

Suicide/Self Harm/Homicidal Prevention Safety Protocol

The District takes a proactive approach seeking to prevent deaths by suicide. When a student has expressed suicidal or homicidal ideations, the School Counselor or designee shall meet with the student to provide counseling support and address risk factors. Contact will be made with the parent or guardian to discuss safety concerns, next steps, and provide community resources. The student must be checked out by the parent/guardian. The student may return to school only upon the provision of appropriate documentation.

Guidance In Responding To Student Threats Of Suicide/Harm To Self Or Others

Please see the district letter on next page (page 14). Should your child make self-harm statements or threaten harm to others, they will be required to follow MCSD protocol.

The parent's responsibility in this situation is as follows (per MCSD):

- PARENT – Pick up child from school; provide appropriate care and obtain assessment from medical or mental health professional, and return to student to school with appropriate documentation from medical or mental health professional.
- Prior to the student's return to school, Counselor or Administrator must obtain Risk Review and Release form signed by a medical or mental health professional indicating clearly that the student can safely return to the school setting.

It is our goal to keep all students safe while we strive to care for and educate the whole child. We will always take their words and actions seriously and do everything in our power to assure their safety and health, both physically and mentally. Please have conversations with your student about the seriousness of their words and actions towards themselves and others.



Parental Notification Letter

Dated _____, 20 ____

School Name _____

VIA HAND DELIVERY TO: _____

Dear Parent or Guardian/Caregiver:

This letter serves to notify you that student _____ has verbalized and/or manifested or expressed the risk of possible suicide or serious harm to self or others. School staff members are concerned and want to assist you in keeping your child safe. Based on an interview of the student and a review of other pertinent information where appropriate, it has been determined that the student presents a significant risk to the safety of himself/herself or others. For this reason, we have called you to the school so we can share our observations and release the student into your care.

_____ must be assessed and released by a medical or mental health professional prior to his/her return to school. The School District's preferred release form is attached. Any release must clearly state the name and contact information of the signing medical or mental health professional, and must state that the student is not a risk to himself/herself or others, and is therefore released to return to school without limitation. The District reserves the right to request additional information where needed. You are asked to share the names of medical or mental health or other professionals helping or working with the student, are asked to sign the attached release form to allow communication between school-based supports and those individuals. If you have any questions about this process, please seek clarification.

We appreciate your attention to this safety issue, and are available to assist you as needed. A copy of this letter will be provided to you and one will be maintained at the school.

Thank you,
On behalf of the Muscogee County School District,
Director of Guidance and Counseling Services

(Parent/Guardian's Signature)

(Parent/Guardian Printed Name)

(Date)

(School Personnel's Signature)

(School Personnel's Printed Name)

(Date)

Safe Schools Alert mobile app/District launches new safety tip reporting system:

The Muscogee County School District has launched a new school safety tip reporting service that allows students, staff, and parents to submit safety concerns to District administration via phone, text, email, or a website. This service is administered by Safe Schools Alert and allows users to submit reports on bullying, threats of violence, harassment, mental health concerns, weapons, and drug incidents.

Through the Safe Schools Alert mobile app, parents, students, and faculty can quickly submit tips or report incidents 24/7. In addition, users can easily attach videos, screenshots, or photos when submitting an incident to provide supporting documentation to administrators. Upon submission, faculty and staff are immediately notified of every tip and can easily track and manage incidents within the alert system.

The Safe Schools Alert system is accessible on the District's website. The mobile app can be downloaded through the App Store or Google Play:

The first time you open the app, it will ask to confirm our district's four-digit code: 1897 in order to connect the tip submissions to our district name.

After the code is submitted, it will ask for our district's name: Muscogee County School District. Once the district name is confirmed, you'll see the modules that are available to submit tips through (e.g. bullying, safety, violence, etc.)

Any tips that are submitted will automatically be routed to the appropriate administrators.

If we send any messages or replies to your tip, you will automatically receive a push notification.

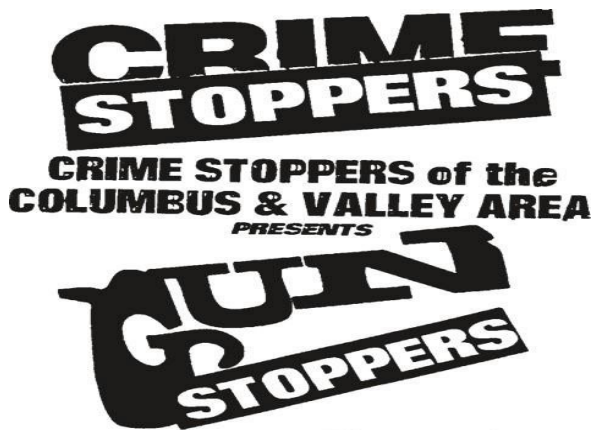
School safety is our District's highest priority and this new system will provide innovating tools for us to take proactive measures ensuring the safety of our students and staff.

Crime Stoppers is now introducing Gun Stoppers.

Gun Stoppers will pay a reward of \$100 for information leading to the recovery of an illegal gun in the school system.

The Muscogee County School District
Behavior Code and Discipline Policy
Adopted: May 17, 1976
Muscogee County Board of Education

706-653-3188



MCSD Prohibits Bullying

MCSD does not tolerate bullying. Students who experience bullying are encouraged to report and share information with any school district personnel. In the event you see or hear about bullying, please let someone know as soon as possible.

Bullying is defined by Georgia law as follows:

- Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- Any intentional written, verbal, or physical act that a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1; Has the effect of substantially interfering with a student's education; Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts that occur on school property, on school vehicles, at designated school bus stops, or at school- related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system.

The term also applies to acts of cyberbullying that occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

For purposes of this Code section, electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system.

Each local board policy shall require that, upon a finding by the disciplinary hearing officer, panel, or tribunal of school officials provided for in this subpart that a student in grades six through 12 has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school.

Each local board of education shall establish and publish in its local board policy a method to notify the parent, guardian, or other person who has control or charge of a student upon a finding by a school administrator that such student has committed an offense of bullying or is a victim of bullying.

Additional information and further information about consequences are contained under Rule 4 of the Student Code of Conduct and in MCSD Board Policy JCDA.

Some bullying may also trigger responsibilities under the District's policies preventing discrimination. Individuals receiving complaints of bullying or harassment should consider both sets of District policies that prohibit both bullying and peer harassment based on race, color, national origin, gender, religion, sex, or disability.

Each reported incident of bullying behavior will be documented and investigated by the Principal or designee, and a disposition determined.

How to Make a Silent (Anonymous) Report of Bullying

The District encourages reporting of bullying behaviors by students and will strive to maintain the confidentiality of reporters wherever possible and appropriate. Parents and students, please report bullying or harassing behaviors to any adult at the school. Students who want to make a report of bullying behavior in writing without including their own name may obtain and fill out a "Silent Report" form. These forms are available in the offices of school counselors and school administrative offices.

Additional Bullying Reporting Options:

MCSD Student Safety Hotline: 706-748-2267

MCSD Bullying e-mail: Bully.free@muscogee.k12.ga.us

Vector Safe Schools Alert is located on the MCSD website front page or <https://muscogee-ga.safeschoolsalert.com/>

STOP BULLYING

PHYSICAL • VERBAL • SOCIAL • CYBER



Dorothy Height Elementary School's School-Wide Discipline Plan

Please reference the Muscogee County School District's Code of Conduct in addition to the following Dorothy Height Elementary Guidelines.

I am Honorable, Engaged, Respectful and Organized- I am a Husky HERO!

PBIS (Positive Behavior Interventions and Supports): Dorothy Height joined many other MCSD schools in becoming a PBIS school with the purpose of improving procedures and safety for our staff, students, and stakeholders. Lessons on respect, responsibility, and safety, what we value as educators, will be taught modeled throughout the day.

RECOGNITIONS: Students will be recognized for being Honorable, Engaged, Respectful and Organized with Dojo Points, the school's token economy, to be spent on items through classroom and school store as well as school-wide PBIS celebrations.

Husky of the Month students are recognized monthly and selected by their teacher.

Positive Office Referrals are announced weekly and allow an opportunity to engage in a fun activity.

CELEBRATIONS: We will continue to acknowledge students who perform well academically, who attend school regularly, and who model our school-wide expectations.

Behavior/Expectations at Dorothy Height Elementary School

At Dorothy Height Elementary School, we are proud of our students! We appreciate when our students conduct themselves in a respectful, appropriate manner, showing pride in themselves and their school.

As a staff, our major goals regarding student discipline are to accentuate the positive and to help students make good behavior choices. In an effort to prepare students for various life situations, we will teach, model, and assess the following behaviors in regard to daily school life.

We are HONORABLE, ENGAGED, RESPECTFUL and ORGANIZED.

Positive Behavioral Interventions and Supports or PBIS is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors in order to create positive school environments. PBIS is a multi-tiered system of supports (MTSS) that provides a continuum of positive behavioral prevention and intervention resources for all students. When implemented with fidelity, PBIS increases teaching and learning opportunities for all students.

Student behaviors that (1) hurt or threaten to hurt others or him/herself; (2) destroy school property; (3) demonstrate major defiance; and (4) cause an unsafe environment will be referred to the office for disciplinary action taken by the school administration, who will consider frequency, severity, grade level, and prior disciplinary problems when overseeing student discipline/consequences.

All other behaviors receive consequences from the classroom teacher.













Dorothy Height Elementary School's PBIS School Wide Matrix

Behavior/Expectations at Dorothy Height Elementary. As a staff, our major goals regarding student discipline are to accentuate the positive and to help students make good behavior choices. In an effort to prepare students for various life situations, we will teach, model, and assess the following behaviors in regard to daily school life.



How to be a Husky H.E.R.O



	Classroom	Playground	Bus
H Honorable	Be the "i" in KIND 	Take turns 	Stay in your seat 
E Engaged	Stay on task 	Play with friends! 	Quiet voice and watch for your stop 
R Respectful	Listen to the teacher and your friends 	Be kind and help your friends 	Listen to the driver 
O Organized	Have your materials 	Report any problems 	Keep your bookbag closed 



Bus Behavior Expectations and Safety Requirements for All Students

All Muscogee County Code of Conduct Rules and Policies apply to student behavior at the bus stop, school activities, and while riding to and from school. Parents are responsible for getting their children safely to and from the bus stop. Parents cannot board the school bus for any reason. Buses run on schedule and cannot typically wait for passengers. If problems arise, parents are not to confront the bus driver at the bus stop. Make an appointment with the Transportation Department at (706) 748-2876 to discuss the matter. If problems should arise after normal business hours, please contact the MCSD Security Dispatch at (706) 748-2860.

Students should keep their bus pass with them during the first month of school and any time they are assigned to a new bus in case the driver needs to check eligibility. MCSD is committed to providing a safe learning environment and to promptly addressing any bullying behaviors. Bullying is prohibited, and all stakeholders are encouraged to report any bullying behaviors.

1. At the Bus Stop	2. When the Bus Arrives
<p>Remember that school rules apply at the bus stop. For example, fighting or physical play, use or possession of tobacco, e-cigarettes, drugs, and alcohol are prohibited.</p> <p>Use profane or vulgar language while waiting for the bus is prohibited.</p> <p>Stand off the roadway while awaiting the bus.</p> <p>Students in Grades Pre-K-2nd Grade, must have Parent or Guardian or age-appropriate individual present at the Bus Stop.</p>	<p>Students shall be prohibited from using any electronic devices while entering the school bus.</p>
3. On the Bus	4. Exiting the Bus
<p>Remember that school rules apply to the school bus. For example, fighting or physical play, use or possession of tobacco, drugs, and alcohol are prohibited.</p> <p>REMAIN SEATED WHILE BUS IS IN MOTION.</p> <p>Make an effort to sit three to a seat.</p> <p>Keep arms, head and objects inside windows.</p> <p>ABSOLUTE SILENCE is required at railroad crossings.</p> <p>No eating or drinking allowed.</p> <p>Students may transport band instrument(s) on the bus, if space is available.</p> <p>Using mirrors, lasers, cameras, or any other lights or reflective devices or electronic devices that might interfere with the school bus driver's operation of the school bus is prohibited.</p> <p>Students are prohibited from using cell phones without head phones.</p>	<p>Exit at your designated bus stop.</p> <p>Students shall be prohibited from using any electronic devices while exiting the school bus stop.</p> <p>Students shall be prohibited from using any electronic devices while exiting the school bus.</p> <p>When crossing street is necessary, students will immediately cross in front of the bus in full view of the driver.</p>
<p>ALL ELECTRONIC DEVICES, INCLUDING CELL PHONES, MUST BE TURNED OFF AT RAILROAD CROSSINGS AND ALL HEADPHONES MUST BE REMOVED.</p>	

Emergency Evacuation of School Buses

Emergency evacuation procedures have been established by MCSD for all students within the school district. These procedures are designed to protect the student in case of an emergency while being transported, i.e., fire, danger of life, danger of collision, inclement weather, mechanical failure or other unsafe conditions. The drivers, who are responsible for safety aboard school buses, as well as the students will practice bus evacuation periodically. Evacuation procedures are as follows:

Front Door Evacuation

The evacuation will be conducted using the same procedure for loading or unloading, one side at a time or staggered seats, as explained by the driver.

To ensure a safe exit, hands should be kept free. All lunch boxes, books and other personal belongings should be left on the bus.

Disembark the bus in a safe and orderly manner, as quickly as possible, and go to a safe point at least one hundred feet from the bus. Remain there until further instructions are given.

Rear Door Evacuation

Passengers should remain in their seats until directed by the driver to leave the bus. The driver may choose whether to evacuate the bus one side at a time on a staggered seat basis.

Front and Rear Exit Evacuation

The bus will be divided and the front portion will evacuate the same as the front door evacuation procedure. The rear portion of the bus will evacuate by the same procedure as the rear door evacuation.

As in any emergency, evacuate the bus quickly and in an orderly manner. Go to a point at least one hundred feet from the bus, and wait for further instructions, from the driver and/or monitor/law enforcement.





Bus Referral Discipline Protocol:

The Driver is in full charge of the bus and students and will initially work with parents or guardians to resolve minor incidents.

Consequences for Bus Violations include, but are not limited to:

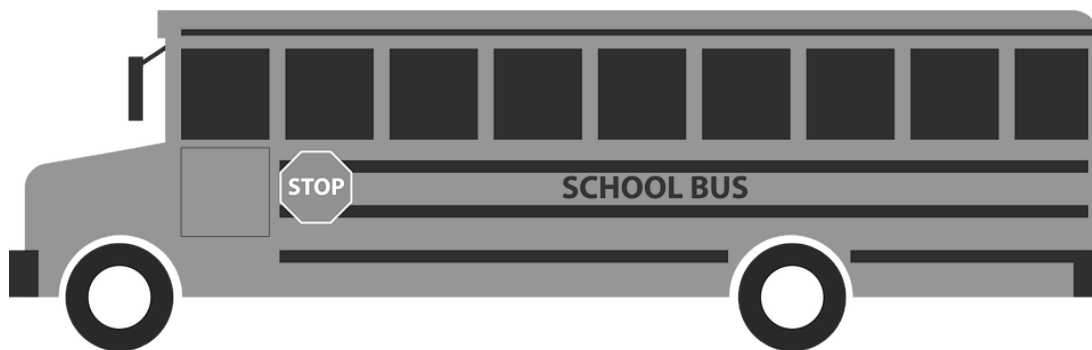
1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Parent Contact	Parent conference	Parent conference	Parent conference required before student returns to the bus	Parent conference required before student returns to the bus
Student Conference	Student Bus Behavior Contract is conducted through a scheduled meeting with the parent and other essential personnel	Modify Student Bus Behavior Contract conducted through a scheduled meeting with the parent and other essential personnel	Modify Student Bus Behavior Contract conducted through a scheduled meeting with the parent and other essential personnel	Modify Student Bus Behavior Contract conducted through a scheduled meeting with the parent and other essential personnel
Seat Change on Bus	Bus Suspension (0 to 3 days)*	Bus Suspension (0 to 5 days)*	Bus Suspension (0 to 10 days)*	Bus Suspension (Remainder of the Semester)*
	<i>*Based on discretion of the Principal/AP</i>	<i>*Based on discretion of the Principal/AP</i>	<i>*Based on discretion of the Principal/AP</i>	<i>*Based on discretion of the Principal/AP</i>

Punishment for violation of any of the above rules may result in your student being removed from the bus utilizing the above. 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.

Drivers are in charge of the bus and may assign seats to students.

All school buses are monitored by surveillance cameras.



Home-School Communication

What to Do When Something Is Wrong at School:

All parents have experienced, at some time, the reality that their child is experiencing problems related to school. Maybe it is a problem on the playground, a problem with another child, a group of children, or a misunderstanding with a teacher. These things happen and will always happen. How we handle these situations will determine whether our children benefit and grow from the experience. Ignoring or running away from a situation will only set the stage for problems in the future. So, as a parent, what should you do? The following is my suggested plan of action:

CONTACT YOUR CHILD'S TEACHER IMMEDIATELY: Your child's teacher knows your child better than anyone at school. He or she is in a position to observe and experiment with different solutions to the problem. You should contact the teacher first when you feel the problem has to do with the student - teacher relationship. In any human interaction, there is the potential for disagreements and problems. There are times when your child's teacher will not know there is a problem. It is only fair that they have the opportunity to try to correct the situation. Often times, the problem will quickly disappear once the teacher is made aware of the problem. By meeting with the teacher, a plan of action can be agreed upon to help remedy the problem.

CONTACT THE SCHOOL COUNSELOR: Ms. Barclift is available to meet with parents and students. She works with our students and families who have concerns regarding a problem on the playground, a problem with another child or group of children, and to help children solve their problems. She is also available if a child is struggling in other areas of relationships and emotional well-being.

CONTACT THE SCHOOL PRINCIPAL or SCHOOL ASSISTANT PRINCIPAL: I am available to meet with parents and students. If an agreed upon plan of action is not working and another approach is needed, or if something arises that is not connected directly to the classroom, please feel free to contact the office, to set up a time to meet.

Remember: You are not alone. Interpersonal problems are a fact of life. By working together, we can teach children a valuable skill that will help them throughout their lives.

Parent/Teacher Conferences are welcomed and encouraged. In order to maximize instructional time, make an appointment for a teacher-parent conference before or after school in advance. Dropping by school will not result in a conference as our staff is engaged in various duties and responsibilities.

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

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



Instruction/Academics

Grading System

Kindergarten

Kindergarten uses The GKIDS assessment to report progress.

1st – 5th Grades

All students in 1st – 5th grade will receive grades based on the following guidelines:

A – 90% to 100%

B – 80% to 89%

C – 70% to 79%

F – 69% and below S=satisfactory; U=unsatisfactory

Textbooks/Library/Media Center

- a. Textbooks/Library/Media Center: Students are encouraged to use the library and may check out library books for a period of 2 weeks.
- b. Students are responsible for lost or damaged library books while they are checked out to them. ***Report cards will be withheld in the event the school is not reimbursed for an unreturned, lost or damaged item.***

Accelerated Reader (AR) Program

- AR is designed to encourage reading, to develop a lifelong love of reading, to encourage critical thinking and comprehension of the material read, and to allow teachers to evaluate students' reading ability. Students can read the books themselves or have them read to them after which they are then given a comprehension test on the computer.
- Each AR book from the library indicates the reading level and number of points the test is worth if all the questions are answered correctly.
- Students can take AR tests on books checked out from the school's media center, the public library or their home, as long as the book is on the list.

Field Trips

Written parental permission is required for each student who participates on both an in and out of town trip. The school will provide sack lunches for all students when necessary. Field trips will be approved by administration. If students leave our campus, a field trip permission slip must be signed by the parent or legal guardian in order for the student to participate.

Health Information/Clinic

Medication

Students who need to take medication during school hours must comply with MCSD Board Policy JGCD, which is available on the MCSD website and must be carefully reviewed. Any questions about this policy and its requirements must be presented to the Principal or Building Leader prior to sending any medication to school.

NOTE:

- Students who require medication to be administered at school must have a Medication Administration/~~Medical~~ Authorization and Release Form completed, signed and returned to school with the medication.
- A parent/guardian should take the medication and the authorization form directly to the school office/clinic, in keeping with MCSD Board Policy.
- Prescription medication must be in original labeled container as required by law. Dosage on label must agree with information on the Medication Administration Authorization Form.
- Non-prescription medication must also remain in original container properly labeled with the child's name and specific instructions regarding dosage and time of administration.

- Controlled substance medications will be counted upon receipt.
- Students may carry specific medications on their person such as, inhalers, insulin and/or auto-injectable epinephrine, which requires a special permission form signed by a licensed physician.
- If your child needs emergency medications, please contact the school immediately so that accommodations can be made.

Also...

- The school's clinic is staffed by a clinic worker for four hours a day.
 - Students are NOT allowed to bring medication to the school. Parents must deliver medications to the office/clinic.
 - Medicine will be administered only when a completed medical release form is signed by the parent and sent along with the medication container with the original label (including name, type of medication, physician's name, dosage, and instructions regarding medication to be administered).
 - Students may not self-administer medication (prescription or non-prescription) and no medication will be given to students without the signed form.
 - All over the counter medicines must be brought in an unopened/sealed package.
 - Parents are welcome to come to the school to administer medication to their children whenever possible.

Immunization

Pursuant to Georgia Law, no child shall be admitted to or attend any MCSD school or facility unless the child shall first have submitted a certificate of immunization (GA form 3231 is available at www.gadoe.org) to the responsible official of the school or facility. MCSD may grant a 30-calendar day waiver of the certification requirement for a justified reason. This law provides for the following vaccination exemptions:

Medical: Medical exemption for a vaccine should be filled in only when there is a physical disability or condition that contraindicates immunization for that particular vaccine. There must be an annual review of medical exemptions, and certificates must be reissued with or without indication of exemption.

Religious: For a child to be exempt from immunizations on religious grounds, the parent or guardian must furnish the school/facility with a notarized Affidavit of Religious Objection to Immunization (DPH Form 2208) Chapter 511- 2-2-.07 of the Rules of the Department of Public Health. The school/facility must keep the affidavit on file and available for inspection by health officials in lieu of the Georgia Immunization Certificate (Form 3231). The affidavit does not expire.

Fever

If a student has a fever of 100.0 degrees or higher, that student should not come to school or to a school function until they have been fever-free for 24 hours without the use of fever-reducing medications. Students with a fever of over 100.0 degrees or other symptoms of a contagious disease must go home.

Head Lice

Effective control of head lice is dependent upon school personnel and families that support a plan that includes:

- Education of school personnel, families and students
- Screening of students by families and school personnel
- Prompt treatment of head lice by: killing the lice, removing the nits and cleaning the environment.

- When it is discovered that a student has head lice, the clinic worker will immediately notify the parent/guardian and make arrangements for the student to be picked up so treatment can be initiated.
- MCSD has a no nit policy
- The student will be isolated from other students until the parent/guardian arrives.
- The clinic worker will provide instructions for treatment and nit removal.
- Upon return, the parent/guardian must accompany the student to school and provide proof of treatment, i.e. empty bottle or box of lice treatment product or a letter from the health department or physician.

Ringworm & Pink Eye

When it is discovered that a student has suspected ringworm or pink eye, the clinic worker will immediately notify the parents and request that arrangements be made for the child to be picked up that day so treatment can be initiated.

Both conditions must be verified by the doctor and treated before the child may return to school. A statement from the doctor should be provided when the child returns to school.

Students who are Hospitalized or Homebound

MCSD serves its enrolled students who are hospitalized or homebound as a result of illness or injury. In cases of prolonged absences (10 or more consecutive days) due to illness or injury, or anticipated absences due to illness or injury, the parent or guardian should seek assistance from the Principal or designee for hospital/homebound instruction.

The school will provide the parent with a Hospital/Homebound Referral Form to be completed and signed by a physician indicating that the student is unable to attend school. The form is returned to the school and then submitted to Student Services for processing.



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, 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.

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.

USDA Requirements

The USDA has set certain standards and guidelines to be followed in the development and implementation of a policy or procedure on unpaid meal charges and alternate meals.

A policy or procedure must be in place by July 1, 2017 for any district with schools not participating in Community Eligibility Provision (CEP) district-wide.

Each State Food Authority (SFA) and Local Food Authority (LEA) has the discretion to set their own policy or procedure but should consider the following:

- Maintain the financial integrity of the Programs
- Provide children with adequate nutrition to focus in school
- Different payment options
- Identify the stakeholders involved
- Delinquent debt against the School Nutrition Program
- Establish standard operating procedures for schools
- Policy information must be shared annually at the start of each year with schools, parents, and School Nutrition personnel in direct contact with the students. Information should also be shared with students transferring into the district throughout the year. Examples: Student Handbooks, General Administrators' meetings, School Nutrition trainings, MCSD website, and/or again to parents after all avenues of payment has been exhausted.
- SFAs must maintain documentation of policy communication methods.
- SFAs must provide policies to the State agency during the Administrative Review.

It's a GREAT Day to be a Husky!