

Eagle Ridge Academy



Student Handbook

&

Code of Conduct

2025 - 2026

Dear Parents and Students,

Welcome to Eagle Ridge Academy! Our staff of outstanding educators is devoted to creating an environment that nurtures, protects and supports every child during their education journey. Our goal is to develop students who are well equipped to be successful in school, work, and community.

This handbook contains general information about our school policies and procedures. Please read and share the information with your child(ren). The information aligns with Muscogee County School District policies and procedures. If you need information not included, please ask. The link to the MCSD (Muscogee County School District) Student Handbook and Code of Conduct is on the last page.

We value the relationship between students, families, and the staff at ERA. We encourage all parent/guardians to be involved in the educational process and strongly encourage your active participation in our Parent Teacher Organization (PTO) and school events. You will receive information from PTO during Verification Day.

I wish each Eagle much success as we continue our educational journey at Eagle Ridge Academy.

Sincerely,

Amy Parker

Principal

Welcome to Eagle Ridge Academy!

Home of the EAGLES!

Eagle Ridge Academy shares the vision and mission of the Muscogee County District.

MISSION

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

VISION

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

VALUES

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.

WE serve the needs of others.

2025 - 2026

EAGLE RIDGE ACADEMY PTO

The Eagle Ridge Academy Parent Teacher Organization (PTO) welcomes and encourages participation by all parents. You will be receiving information about volunteer opportunities and meetings on Verification Day.

PRESIDENT - Kim Clagg

VICE PRESIDENT - Jillian Albe

SECRETARY - Natalie Jones

TREASURER - Agi Iden

Graphics and Donations - Kelly Couvetertier

Eagle Ridge Academy is committed to providing a quality education for all students. Our highly qualified staff continually strive to implement research based best practices for teaching. The education experience is enriched with opportunities to participate in extracurricular events based on interest and community support events.

Science Olympics

Math Team

Helen Ruffin Reading Bowl

Eagle Eye News Broadcast Team

Safety Patrol

Lego Robotics Team

All City Honors Chorus

Spelling Bee

APPOINTMENTS WITH ADMINISTRATION

Administrators are always open to meeting with parents. Please call to set up an appointment to speak to one of them. If you drop by, there will be a waiting period, however, they will see you as soon as possible. Unless there is an emergency, most calls will be returned after students are dismissed or within 24 hours.

TEACHER APPOINTMENTS/CONFERENCES

Please email your child's teacher to request a conference. If you are visiting the school for lunch or a program, please do not plan to have a conference with the teacher. Instructional time is protected, and all conferences should be held during the teacher's planning time or before/after school.

BREAKFAST

Breakfast begins at 7:00am. If your child is eating breakfast at school and comes to school by car, please have them at school by 7:15am so they will have time to eat and get to class before the tardy bell rings at 7:45am. Breakfast ends at 7:35am.

ARRIVAL

The school day begins at 7:45am and ends at 2:15 pm. Students should not arrive on campus before 7:00am unless they are a member of the safety patrol team, ride a bus or daycare van to school. There is no adult supervision available before 7:00 am. At 7:00 am children are allowed into the building and should proceed to the cafeteria. If the student arrives before 7:15am, they will be directed to the cafeteria. They will be released from the cafeteria at 7:15 am to proceed to their classroom and sit outside the classroom door. At 7:30am, the teacher will allow the students into the classroom. There are adults and safety patrols monitoring the hallways until

the students are in the classrooms. For the first two days of the school year, parents can walk their students to the classroom until 7:45 am. After the first two days of school, parents can walk their child to the lobby only and then the students will go to the classroom on their own.

DISMISSAL

Dismissal time is 2:15pm. Please be observant and move cautiously while waiting to pick up your child. PLEASE, no talking on your phone or texting while in the car rider pick-up line. Focus should be on the children. Teachers will be focusing on supervising, loading, and moving the line quickly. If you need to talk to your child's teacher, please wait until after dismissal or request a meeting via email.

STUDENT CHECKOUTS

STUDENT CHECKOUT ENDS AT 1:45 PM. Please plan for appointments and arrive in time to check out your student or be prepared to wait until dismissal. Students will remain in the classroom until the parent arrives. When the parent arrives, the office staff will call the classroom to send the child up for check out.

To check a student out from school, all parents and/or guardians must have a valid driver's license or identification. The driver's license will be scanned by our computer. Students will only be released to individuals listed by the registering parent/guardian on the information card and Student Information Form filled out during registration. Students leaving school for an appointment, or if they become ill during the day, must be signed out in the office. Any changes to this information must be made in person in the office by the enrolling parent/guardian.

CAR RIDER AND PARENT WALK-UP INFORMATION

When picking up your child in the car rider line or parent walk-up line, you must have your school issued number card to get your child. If you do not have your school issued card, you will be asked to park at Shaw High School and present a valid driver's license or identification to the office personnel before your child is released to you. The person picking up your child must be listed on the information card and Student Information Form in the office. No exceptions will be made.

CHANGES TO A STUDENT'S TRANSPORTATION

If there is a change in the way your child goes home, the teacher must be notified 24 hours in advance. The office CANNOT take changes in transportation over the phone. In an emergency, email the teacher and call the office so they can tell them to check their email.

REMEMBER: Even in an emergency, the person picking up your child from school MUST be on your child's information card and Student Information Form that is completed at Verification.

STUDENT TARDIES

Students arriving at school after the 7:45am bell are tardy. At 7:45am, a parent or adult must come to the office with the student to sign the student in and obtain a tardy slip. Students who are consistently tardy will receive a letter and a referral will be made to the school social worker or to the support agencies outside the school system which could include the Department of Family and Children Services (DFCS), Juvenile Court, Family Connection, or other external agencies. If your child has a doctor's appointment, please provide an excuse for the tardy to be counted as excused.

STUDENT WITHDRAWALS

If a student is to be withdrawn from ERA, parents should come into the office in person and notify the school TWO DAYS (48 hours) in advance to begin the withdrawal process.

SAFETY

The safety of our students and staff is of the greatest importance. Every effort is made to provide a safe and secure learning environment on our campus. We believe staff performance and student achievement are enhanced at a school where everyone feels safe.

DRESS CODE

The student dress code at ERA is expected to reflect self-pride and pride in our school. The staff at ERA believe it is in the best interest of the students and the instructional program that dress code guidelines are set for the students. It is the parent and student's responsibility to ensure the dress code is observed. It is the teachers and administrators' responsibility to ensure the dress code is enforced. **If your student is out of dress code, you will be called.**

Shirts

- Undergarments should not be worn as outer garments.
- Midriffs should not be bare. Shirts must cover the midriff when the arms are raised.
- See-through shirts or blouses are not permitted.
- No tank tops, spaghetti straps, tube-tops, fishnet shirts, or body armor (tight for fitting) are allowed.
- Nothing that advocates drugs, sex, alcohol, violence, gang, hate, profanity, or degrading/negative/offensive wording is allowed (including negative a negative attitude towards the school, family, or self-worth).

Pants

- Pants should be worn at or above the waist.
- If pants can be worn properly at or above the waist, no belt is required.
- Pants / shorts with holes are not allowed.
- Cut-off shorts are not allowed.

Shorts / Skirts / Dresses

- Shorts / skirts/ dresses should be no shorter than 3" above the top of the knee.

Shoes

- Athletic shoes are REQUIRED for all physical activity.
- For safety reasons, no cleats, flip-flops, "shower shoes", shoes with skinny heels, or shoes with wheels may be worn.

Hats

- Hats, gloves, and caps may not be worn in the building.
- Once in the building, hoodies should not be up.
- No stockings, doo-rags, sweatbands, picks/combs, or bandanas.

Jewelry / Accessories

- No jewelry with reference to gangs, drugs, hate, violence, or sex is allowed.
- Items such as large hoop earrings, long dangling earrings, chains on a belt, wallet, etc. or items with spikes are not permitted.
- Facial coverings, including stickers, are not permitted.
- Smart Watches are prohibited.
- Furry accessories are prohibited.

Clothing that causes a distraction from the learning environment or disruption to the school's operation is prohibited.

ALL CLOTHING MUST FIT PROPERLY. NO OVERSIZED CLOTHING.

PAYMENTS SENT FROM HOME

Please place all money sent from home to ERA in a sealed, labeled envelope. Write your child's first and last name, classroom/homeroom teacher, the amount, and what the money is to be used for on the outside of the envelope. This will help with record keeping and make money collection smoother for the teachers.

DISCIPLINE/CODE OF CONDUCT

The Eagle Ridge Academy Discipline Plan ensures a positive and safe school environment for our children to learn, develop, and grow and spell out the consequences for violations of its code of conduct. The code of conduct is not intended to cover all situations that may arise at Eagle Ridge Academy. In fact, individual cases will be acted upon with a situational approach. However, there are certain rules that have application for all students and need to be communicated to them and their parents. Our code of conduct does not restate many of the regulations set in the MCSD code.

We are a PBIS (Positive Behavioral Interventions and Supports) school and focus on rewarding positive behavior, but consequences will be enforced, as needed. An office referral will be made after three Minor Infractions and/or one Major Infraction. Please refer to the PBIS brochure on our school website.

Each student's parent will sign a document stating that they have received the MCSD policy booklet at the beginning of the school year. Receipts will be maintained in the office to indicate that it has been received and expectations have been shared with the student.

Classroom teachers have the direct responsibility for maintaining order and discipline in the classrooms. Teachers have established a plan for their own classroom so that the environment is conducive to learning. Students are expected to exhibit appropriate age-grade behavior which includes demonstrating good self-control and maintaining respect for each other, their teachers, the educational process, and the school building. We will work

with the students and parents to help the students become responsible for their own behavior. The policy at ERA is progressive in that after a teacher has exhausted all classroom disciplinary means, has contacted the parent, then continues to have difficulty with the student, a more aggressive form of discipline is warranted. If a student is referred to the office, a parent will be notified. Consequences will be given according to the severity of the infraction.

Please be aware that the principal or assistant principal have the discretion to be flexible with the above guidelines according to individual circumstances. If success is not achieved through the office referral, more severe consequences will follow, which may include referral to the Muscogee County School District's behavior programs.

Minor violations are handled by the teacher and include, but are not limited to, the following:

1. Failure to follow directions
2. Excessive talking
3. Argumentative
4. Out of seat (without permission)
5. Yelling
6. Rough Play
7. Taking other's property
8. Offensive remarks in a causal manner
9. Cheating (1st offense)
10. Improper technology use

After a student receives three Minor violations, they will be referred to the office.

Major violations are immediate office referrals. This type of violation includes, but is not limited to, the following:

1. Throwing objects
2. Remarks to harass
3. Walking out
4. Bullying/Cyber bullying
5. Intentional fighting
6. Taking other's property (repeated offense)

7. Inappropriate touching
8. Cheating (repeated offense)
9. Inappropriate technology use

More critical violations are the most serious and may result in automatic referral to the MCSD Discipline Tribunal. These include possession of a firearm or deadly weapon, substantial damage to personal or school property, sale, or distribution of controlled substances.

BULLYING

ERA prohibits bullying behavior of a student by another student. Bully behavior may be defined as any pattern of written or verbal expression or any physical act or gesture that is intended to ridicule, humiliate, intimidate, or cause measurable physical or emotional distress upon one or more students in the school, on the school grounds, in school vehicles, at designated bus stops, or at school activities or events. We prefer incidents to be reported directly to the child's teacher at the school and appropriate actions will be taken. Reported incidents will be investigated and appropriate consequences, which may include suspension, will be administered.

CHROME BOOKS

Students have been issued a Chromebook (including Case and Charger) during the school day. Students must always be responsible for their Chromebook/Case/Charger. To be good stewards of taxpayer dollars, students must be responsible for the care of their Chromebook and not damage it in any way. Chromebooks are to be 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 held responsible for the proper care of all books, supplies, Chromebooks, and accessories or equipment furnished to

them by the school. A student who defaces, damages, or loses school property shall be required to pay for the damage or loss (see MCSD Board Policy JS: Student Fees, Fines, and Charges).

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

BUS BEHAVIOR

Muscogee County School District has adopted a zero-tolerance approach to misbehavior on the bus. Each student riding a bus is expected to follow the same rules of courtesy and good conduct as in the classroom. These rules are necessary for the safety of everyone who rides. Infractions of the rules are documented by the driver on a discipline notice and turned in at the school office for the administrator to handle. Bus drivers are not authorized to suspend students; that decision rests with the school administrator. The school administrator's decision is final.

Under the laws of our state, The MCSD has the authority to make reasonable regulations governing the bus conduct. To provide for a safe and comfortable trip to and from school, students are required to follow the following rules:

- Be at the bus stop five minutes early
- Keep your bus pass with you
- Sit in your assigned seat
- Get on and off only at assigned stop
- Share seat if necessary
- Keep arms and head inside windows
- No profanity
- No loud talking, fighting or horseplay
- No tobacco, drugs, or alcohol
- No eating or drinking
- No offensive or vulgar objects
- No animals

- No throwing object out of windows
- Stay seated when the bus is in motion
- Band instruments are permitted, if there is room
- If necessary to cross the street, do so in front of the bus in full view of the driver
- OBEY THE DRIVER AT ALL TIMES!

Parents should take time periodically to go over bus conduct rules and stress to their children what is expected of them while riding the bus. When children are quiet and orderly, and respect the rights and property of others, the bus ride is much safer and more pleasant for everyone.

Parents should send children to be at their bus stop at least 5 minutes early and make sure they are dressed appropriately for the weather.

The bus stop is not a playground. There should be no horseplay, yelling or littering. Parents should instruct their children to stay out of the roadway and driveways, and away from porches and carports. Residents who call us to complain that students are being a constant nuisance at a bus stop are advised to call the police.

All regular buses are equipped with video cameras and one tape for each day of the week. Tapes may be requested for viewing by the administrator. Viewing must take place within a week of the incident, otherwise, the tape will be recorded over the following week.

Behavioral Infractions on the Bus:

The first offense will result in parent contact, student conference, and seat change on the bus.

The second offense will result in a parent conference (in person or via telephone), a bus contract, and bus suspension for 1-3 days. The length of the suspension is left to the discretion of the school administration.

The third offense will result in a parent conference (in person or via telephone) and bus suspension for 1-5 days. The length of the suspension is left to the discretion of the school administration.

The fourth offense will result in a parent conference (in person or via telephone) and bus suspension for 1-10 days. The length of the suspension is left to the discretion of the school administration. School administration may require a parent conference before the child can return to the bus.

The fifth offense will result in a parent conference (in person or via telephone) and bus suspension for the remainder of the semester. School administration may require a parent conference before the child can return to the bus.

If problems arise, parents are not to confront the bus driver at the bus stop. They should make an appointment with the Transportation Department at 706-748-6980 to discuss the matter.

Check out the official MCSD Student Handbook & Code of Conduct
on our Eagle Ridge Academy Website