

# **Student Handbook**

## **2025-2026**



**Ms. Alison Waldrop, Principal**  
**Mr. Jessie Warren, Assistant Principal**

**Fox Elementary**  
**600 38<sup>th</sup> Street**  
**Columbus, GA 31904**  
**706-748-2723**

<https://www.muscogee.k12.ga.us/Schools/Pages/Fox.aspx>

**We are glad to have you at Fox Elementary School!**

## **Our Mission**

To inspire and equip all students to achieve unlimited potential.

## **Our Vision**

Every student will be on or above grade level in reading and math by the end of the school year.

## **Our Values**

- We embrace diversity with respect.
- We have high expectations in all that we do.
- We will contribute positively in our community.
- We are willing to grow in all areas.

*The following is a brief overview of FES' policies and procedures. It was created for the use of our parents and students. Please see MCSD [www.mcsd.k12.ga.us](http://www.mcsd.k12.ga.us), if you need further guidance.*

## **School and Uniform Colors:**

**Shirt Colors**-Red, White, Royal, Light, or Navy Blue

**Bottom colors**-Navy Blue, Khaki & Black

### **Fox Elementary School Uniforms**

As the 2024-2025 school year begins, we look forward to all the exciting things planned here at Fox Elementary. Fox students are expected to follow our dress code that was made based on research that a uniform policy does the following:

- *takes the competition out of dress and keeps focus on learning, not clothing*
- *results in increased attendance and declining truancy/tardiness*
- *brings an image of success to students*
- *improves the climate of a school, which is vital to its success, and*
- *positively impacts academic achievement*

Please carefully read the full uniform policy. Fox Elementary students in grades K through 5 will be expected to follow the school uniform policy completely. **No exceptions.** Pre-K students are not required to follow the uniform guidelines.

We understand that you may have questions regarding school uniforms. Please do not hesitate to contact the school at (706) 748-2723.

## **School Uniforms**

### **SHIRTS**

- o Shirts are to be a solid color. They may be **red, white, royal, light, or navy blue.**
- o Shirts with a collar are preferred, but your child may also wear school T-shirts (including Fox Fun Day and Field Day shirts of all colors).
  - o Short or long sleeved
  - o No graphics allowed
  - o Logos/emoles (Nike, Izod, Polo, etc.) may only be approximately 1 inch in size

**Not permitted** - tank tops, spaghetti straps, tube tops, or see-through shirts allowed. No midriffs should be exposed (including when arms are raised).

## BOTTOMS

- o Students may wear khaki, navy or black shorts, pants, capris, skirts, skorts, and jumpers.
- o Shorts and skirts must be no higher than 3 inches above the knees.
- o If pants/shorts have a loop, then a belt is required.
- o **Not permitted** - gym shorts, sweat pants, leggings or jeans.

## SHOES

- o All shoes (boys and girls) need to be rubber-soled with enclosed toes and heels.
    - o Tennis shoes are preferred.
- Not permitted** - Flip flops, crocs, sandals, and high heels

## COATS

- o Color of your choice
  - Coats are **not** to be worn in the building
  - Lightweight jackets (NO HOODIES) or sweaters may be worn in the building; however, they must be solid school colors (red, white, blue).**
  - Lightweight jackets (NO HOODIES) or sweaters not solid school colors will be considered coats and may not be worn in the building.

## MISCELLANEOUS

Hats, gloves, bonnets, and caps may **not** be worn in the building.  
Accessories such as large jewelry, chains, etc. are **not** permitted.

**FRIDAY UNIFORM** - Students can wear jeans on Fridays ONLY IF they are wearing a Fox t-shirt or uniform shirt. **No jeans with holes are allowed.**

## FAQ's:

1. **What if I cannot afford a uniform or need assistance?** Our Partners in Education will provide some assistance on an as-needed basis. Please contact the school if you need assistance providing a uniform for your student.
2. **Is there a procedure to trade in used uniforms?** The school will accept clean, gently used uniforms as a donation.
3. **What about new students to Fox Elementary?** New students will have a two-week grace period to obtain a school uniform. If they are coming from a school that had a uniform policy, that uniform may be used for two weeks.
4. **Where can uniforms be purchased?** Uniforms can be found at Wal-Mart, JC Penny, Target, Old Navy, Family Dollar, etc.

## **Community Partners**

- Brookstone School
- Burger King
- Calvary Christian School
- The Food Mill and FarmCorps
- Literacy Alliance
- MercyMed of Columbus
- The Mill District
- Pierce Chapel
- Publix (Macon Road)

## **Morning Procedures**

- Students will enter the school through the front doors.
- Breakfast will be served each morning from **7:15 a.m. – 7:45 a.m.** Supervision is provided for students during this time. All students must follow the directions and instructions of the adults on duty.
- After eating breakfast, students will report to classrooms as directed by the supervising adult.
- Pre-Kindergarten students will eat in the cafeteria with their teachers.

**Please Note, breakfast ends at 7:45. If your student(s) is entering the building after that time, please make sure that your student(s) was provided breakfast before coming to school.**

## **Late Arrivals**

All students are required to be in their classrooms and seated by 7:45 a.m.

**Students who arrive after 7:45 a.m. must check in through the office to get a tardy slip. A parent, guardian, or adult should accompany the student to sign in.**

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

## **Absences**

If students are absent, they miss valuable instruction that often cannot be replicated with make-up work. There is no substitute for instruction from their teacher!

## **Excused Absences and Makeup Work**

Students may be temporarily excused from school for the following reasons: (1) those who are personally ill and whose attendance in school would endanger their health or the health of others; (2) those who have an immediate family member with a serious illness or death which would reasonably necessitate absence from school; (3) on special and recognized religious holidays observed by their faith; (4) when mandated by an order of governmental agencies (e.g. court order), or upon principal's approval based on the merit of the request in advance.

In order for an absence to be "excused," a note written by the student's parent or guardian stating the reason for the absence is required. The student must turn in this note to his or her teacher or other designated school employee. Parents should call the school office at (706)748-2723 with any questions.

Examples of acceptable notes include: a doctor's excuse, copy of court order, note from parent regarding student's illness. Additional verification may be required for absences deemed excessive and problematic.

Makeup work for excused absences may be requested by the student or parent/guardian and must be arranged within three (3) school days after the last date of absence.

## **Unexcused Absences**

Unexcused absences include failure to attend school for reasons other than those specifically excused by the administration. Unexcused absences shall include but not be limited to the following: (1) oversleeping; (2) missing the bus; (3) baby-sitting; (4) family vacation; (5) skipping school and cutting classes; (6) out of town; (7) family emergency/issues (without specific detail) (8) suspension.

**Work missed during unexcused absences is subject to receiving a failing grade for the assignments missed.**

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

Parents will be notified in writing by the principal and social worker when a child is excessively absent. Letters will be sent home at the following intervals: at three (3) days, five (5) days, seven (7) days, ten (10) days, and fifteen (15) days. The school social worker will be involved after the 3<sup>rd</sup> unexcused absence. Please note: Only five parent notes are allowed per school year.

## **Checking Out Students**

Students are expected to remain in school for the entire day unless they have a medical/dental appointment. Instruction occurs in every classroom until the dismissal of students. **Only parents,**

**guardians, or other adults listed on the “Student Information Card” will be allowed to sign out students. Adults must show a valid form of ID in order to sign out students.**

Students may **NOT** be checked out through the school office after 1:45 p.m. to avoid pick-up traffic and allow for orderly dismissal of all students. If you have made arrangements ahead of time, please be patient and wait until the office staff has a chance to attend to your needs. Emergencies will be handled at the discretion of the principal.

## **Transportation to and from school**

All students will have a tag identifying mode of transportation tied to their book bag.

### **Bus Riders**

For your child's safety, someone should be at the stop to meet any student who is in Pre-K, Kindergarten, 1<sup>st</sup>, or 2<sup>nd</sup> Grade. Due to time constraints, the driver is unable to wait at the stop to watch all students walk to their homes. Also, very young students may get lost or distracted on the way home. Please have someone there who will make sure your child gets home safely. When no one is there to meet the bus, the students are brought back to school. If this happens more than three times, bus privileges may be revoked.

### **Bus Conduct**

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

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

- The driver is in full charge of the bus and the students and will initially work with parents to resolve minor incidents.
- **If problems arise, parents are not to confront the bus driver at the bus stop. Make an appointment with the Transportation Department at (706) 748-2876 to discuss the matter.**
- The driver has the right to assign students to certain seats to promote order on the bus. ALL STUDENTS WILL REMAIN SEATED WHILE THE BUS IS IN MOTION
- Parents are responsible for getting their children to and from the bus stop. Buses run on schedule and CANNOT WAIT for passengers.
- Misbehavior at the bus stop could result in refusal of transportation by the principal.
- Keep your bus pass with you at all times in case the driver needs to check your eligibility.
- Drivers will only let students off at their designated stop.
- Students are expected to sit three to a seat. A standing load of 20% over the seated capacity is permitted per state mandate.
- Do not use profane or vulgar language while waiting for the bus.
- Stand off the roadway while awaiting the bus.
- Keep arms and head inside windows.
- Be quiet and orderly on the bus; talk in low tones; ABSOLUTE SILENCE is required at railroad crossings.
- Tobacco, drugs, and alcohol are prohibited.

- No eating or drinking allowed on the bus.
- Objectionable or dangerous objects are not permitted on the bus.
- Fighting or physical play is prohibited. Fighting at the bus stop or on the bus could result in refusal of transportation by the principal.
- No knives or other weapons allowed on the bus.
- When crossing the street is necessary, students will immediately cross in front of the bus in full view of the driver.
- Students may transport band instrument(s) on the bus, if space is available.
- Riding the bus is a privilege. Do not abuse it.
- Buses will be monitored by surveillance cameras.
- Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, audible radios, CD players, mp3 players; or any other electronic device that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus.
- Students shall be prohibited from using mirrors, lasers, cameras, or any other lights or reflective devices that might interfere with the school bus driver's operation of the school bus.

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

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

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

## **Car Riders**

- All car riders are picked up from the gym (in front of the building).
- Parents/Guardians are issued a paper tag with their child's car rider number to place in the front window of their car. The copy of the tag printed by the school is required to pick up a child. If your number is lost or missing, please report to the main office for a duplicate number and confirm the names on the student's pick-up list. A picture ID must be presented at this time. This minor inconvenience is for the safety and well-being of our children.



- When a student's ride pulls up, the teacher/monitor calls out the number. As the student comes forward, the monitor checks the student's tag with the car pass number to make sure they match. The student is then walked to the car.

**Important Note: Parents are not permitted to pick up children from the gym door. They are to wait inside their cars until their student is walked to the vehicle.**

**School ends at 2:15 p.m. Students are to be picked up no later than 2:30 p.m.**

## **Walkers**

- **Back Door Walkers** - Teachers supervise and escort students from their classrooms and out of the red hall doors to the crossing guard on 35th Street. The crossing guard is posted at the intersection to ensure students cross safely.
- **Front Door Walkers** - Teachers escort and monitor students exiting the building out of the green hall doors to the crossing guard on 38th Street. Students are expected to leave the school campus as soon as dismissed and use the sidewalk to promptly walk home. A crossing guard is posted to ensure students cross safely at the intersection.

**Please note: Pre K students cannot walk home without an approved adult contact (guardian). Kindergarten and First grade students must have a fourth or fifth grade sibling with whom to walk.**

## **On-site Boys & Girls Club**

[Boys & Girls Clubs of the Chattahoochee Valley](#) operates a club at Fox that serves our students after school. A teacher or staff member accompanies students to the cafeteria or check-in area at the designated time after release of all other students. In order to participate in this after school program, applications must be submitted to and approved by our Boys & Girls Club site director each school year. Scholarships to cover some or all of the costs related to Boys & Girls Club are available.

## **Alternate or Emergency Transportation Requests**

- Parents/Guardians must send a written note to school when there will be alternate arrangements for dismissal. For example, if your child is normally a bus rider but will be a car rider for the day, please send a **note that includes your child's name, the change to be made, and the specific days/dates for the change.**
- **Transportation changes will not be taken by phone.**
- No changes to transportation can be made after 1:45 pm.
- Please be sure that your student knows to turn this note into his or her teacher at the beginning of the school day.

**The safety of Fox Elementary students is our top priority!**

## Cell Phones

Elementary students **are not** permitted to have cell phones out of their backpacks according to Muscogee County School District's policies. Confiscated phones will be secured by administrators or teachers and parents/guardians must pick it up. **Students will not be able to receive or respond to text messages during the school day. Please call the school office if there is important information such as an emergency change in your student's transportation.**

## Change of Address or Phone Number

**It is extremely important that you promptly notify the teacher and the office in writing if you change your address or phone number.** The school must be able to get in touch with you in case of an emergency. Please provide us with the telephone numbers of grandparents, other relatives, family, friends, and your work number as part of our files for illness, accident, or other emergencies.

## Clinic & Health Services

**Muscogee County School Medication Administration/Medical Authorization and Release Forms must be completed before we can administer any medication. This form, once completed and signed by the parent/guardian, is filed and must be updated when changes in medication or dosage are made. All medications will be stored under lock and key in a secured area in the school clinic.**

All medications must be taken to the office/clinic for registration and storage. Students cannot administer medication to themselves or keep the medicine with them during the school day.

**Parents must ensure that all medications brought to school are in the original, current prescription bottle, not in an envelope, plastic bag or wrapped in paper. All medication must have the following information on the container and must be brought to school by an adult:**

1. Child's name
2. Name of medication
3. Strength of medication
4. Dosage for this child
5. Physician's name
6. Date prescribed (must be a current prescription)

For more information about our district's department of student health services, please review the Handbook & Code of Conduct and reference the following page:

<https://muscogee.k12.ga.us/c/Divisions/StudentServices/StudentHealthServices>

## Textbooks

All school textbooks are checked out to students for their use during the school year. These books are the property of the school district and will be turned back in at the end of the school year. Textbooks are expected to be handled carefully. It is the responsibility of the student to keep up with and protect all textbooks. **Parents may be required to pay for lost or damaged textbooks.** Children will not need to take text books home. Learning materials can be accessed at home via the internet. Please ask your child's teacher for details.

## 1. Chromebooks

*All students have been issued a Chromebook (to include Case and Charger) to use during the school day. Students must be responsible for their Chromebook/Case/Charger at all times. In an effort 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 at all times 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](#)).*

## 2. Fines and Fees

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

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

## Visitors

Although visitors to Fox are always welcome, our instructional time is highly valued. To ensure a smooth running and safe school, it is necessary for all visitors to enter through front doors and check in using the Raptor system in the front office. Please bring a valid state or government-issued ID. You will be given a visitor pass (upon approval of administration), and a Fox staff member will escort you to the classroom or other destination. To limit classroom disruption, cell phone use and food are not allowed during your visit. Please sign out in the office as you leave. This is for the safety and protection of students, staff, visitors, and volunteers.

For more details on the Raptor system, please review the district Handbook & Code of Conduct.

## Volunteers

We welcome school volunteers! If you are interested in volunteering at our school, please contact our social worker. Volunteers are required to register with the principal or designee and attend a volunteer orientation which includes the School Volunteer Code of Ethics and Privacy Concerns and Procedures. This is required of ALL school volunteers, including Partners in Education volunteers.

## Parent/Teacher Conferences

We welcome and encourage parent/teacher conferences. Conferences should be prearranged to take place before or after school. Teachers cannot have conferences during instructional time. Please make every effort to attend conferences scheduled by your child's teacher.

## Report Cards & Progress Reports

Muscogee County School District's calendar includes four 9-week academic grading periods. At the midterm of each of the 9-week periods, a progress report will be posted through Infinite Campus Parent Portal. At the end of each 9-week period, student report cards will be posted. Please notify your student's teacher if you are not able to access Parent Portal through the district website or app, and one of our staff members will follow up with you to reset your password. Paper copies of report cards are not routinely provided.

The grading scale approved by the Muscogee County School District for academics is as follows:

A = 100-90 (excellent progress)

B = 89-80 (above average progress)

C = 79-70 (average progress)

F = 69-0 (unsatisfactory progress/failure)

Kindergarten students will receive a standards-based report card to inform parents/guardians about their student's progress toward mastery of kindergarten standards.

## School District Policies

Parents and students are responsible for reviewing the Muscogee County School District Behavior Code and Discipline Policy during the first week of school. This guide is posted on the school and district website as part of the Handbook & Code of Conduct. Violations of School District policies may result in a hearing before the Superintendent's Disciplinary Tribunal.

<https://muscogee.k12.ga.us/c/Divisions/StudentServices/StudentDiscipline>

<https://online.flipbuilder.com/StudentServices/ukhc/>

## School Nutrition Program

**The 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.

**All students at Fox are eligible for free lunch.**

**Food Purchases** - Only students purchasing a reimbursable meal may also purchase extra foods from the menu. Students who bring lunch from home may purchase milk, juice, or ice cream.

**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.

**Summer Feeding** - The School Nutrition Program provides breakfast and lunch at various schools throughout the district during the summer. Please check the website or call (706) 748-2386 for locations.

**Birthday Parties** - Please let your child's teacher know if you plan to bring cupcakes to celebrate your child's birthday. Cupcakes must be store bought and will be served during the student's lunchtime. Balloons are not allowed!

## Water Bottles

Students are not allowed to eat or drink in any classroom or hallway at any time during the school hours. Exceptions will be allowed for teacher sanctioned, and Principal approved, classroom activities.

Gum, candy and open containers are not allowed on school campus.

## Emergency Procedures

Fire, lockdown, and disaster drills are necessary and should be taken seriously at all times. These drills will be held at irregular and unannounced intervals. All signals and procedures are rehearsed with students to provide the safest actions in the case of an emergency. In case Muscogee County is placed under a TORNADO WARNING, we ask that parents NOT come to pick up students or call the school during the WARNING. Emergency procedures will be followed. Shelter areas have been assigned to each classroom and all Fox personnel know what to do in an emergency. The driveway in front of the school and the telephone line must both be clear for emergency use during a tornado WARNING. In the event of a "LOCKDOWN" no one will enter or leave the building until it is determined safe by school officials and/or law enforcement. MCSD and Fox have emergency/crisis management plans in place.

Please review the district Handbook and Code of Conduct for detailed information about reunification plans that would be followed if the school/district needed to move students to another location in an emergency.

<https://online.flipbuilder.com/StudentServices/ukhc/>

## Homework Policy

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

Parents can help their child's achievement by:

- Promoting an appropriate attitude toward homework;
- Ensuring that their child has regular time set aside for homework;
- Making certain that their child has a quiet, well-lit place in which to work;
- Making sure that the homework is completed and brought back to school;
- Making sure their child writes down all assignments and does not trust their memory, and
- Reminding their child to bring home all materials needed to complete the assignment.

Although homework may not be assigned each night, time should be spent reading, writing, studying math facts and solving math word problems. Whenever students are absent, parents may request homework assignments early in the school day so there will be time for the teacher to gather the necessary materials to be ready for pick up at the end of the day.

Each grade level has their own homework policy and that will be shared at the beginning of the year. Students benefit from reading or being read to for 20 minutes each night and to practice math fact fluency (addition, subtraction, multiplication).

## Media Center

The school media center is open to all students for students to check out books and other materials. Books and materials should be returned one week from the date of check out. All books and materials need to be handled with care. Students are responsible for any item they check out. Parents may arrange times with the media specialist to check out additional books to read with their student(s) at home.

## Parent Monitoring of Students' Online Activity

The GoGuardian Parent App is designed to provide parents with insights into their students' online learning activities. It allows parents to view their students' screen time, browsing history, as well as receive alerts when their student accesses inappropriate content. The app also facilitates communication between parents and educators, promoting greater collaboration in the education process.

Using the app, parents will be able to view and manage:

- Top 5 summary of student browsing (apps, extensions, documents, and websites visited)
- 30-day view of websites, videos, documents, apps, and extensions used on school-issued devices
- Website filtering to block content **on school-issued devices** during out-of-school hours (4:00 p.m. to 7:00 a.m. Monday-Friday, including all hours on weekends and school-district holidays)
- On-demand internet pausing that allows parents to pause all internet during out-of-school hours **on school-issued devices**
- Scheduled internet pausing that allows parents to pre-determine periods of time internet usage should be paused **on school-issued devices**

As stated in the district student handbook: "The student will not alter or remove any MCSD software, programs or applications from the device, and will not load any software, programs or applications on the device". Students should not disable or circumvent the GoGuardian application while using an MCSD device. The school will follow their designated disciplinary policies for any infractions.

The GoGuardian Parent App for Apple and Android can be downloaded directly from MCSD's website – Families & Students Page – GoGuardian Parent App Tile. For more information about GoGuardian Parent visit the following link.

<https://sites.muscogee.k12.ga.us/technologycenter/parent-technology-center/goguardian/>

## Money and Valuables

Please send all monies for fundraisers, pictures, t-shirts, etc. in an envelope clearly marked with your child's name, teacher, and purpose for the money. Please do not allow your child to bring large sums of money or valuable items to school. **The school cannot and does not assume responsibility for lost, misplaced, or stolen money or valuables.**

## Withdrawals

Please notify the school secretary at least 48 hours in advance if you plan to withdraw your child from Fox Elementary. We want to give your request adequate attention. Textbooks and library books must be returned or paid for as well as lunchroom fees cleared to complete the withdrawal process. The student Withdrawal Form must be completed for any student withdrawing from our system or transferring to another school within Muscogee County School District.

## What is Title I?

Title I is part of the Every Student Succeeds Act of 2015 (ESSA) which was formerly known as the No Child Left Behind Act of 2001. The act provides federal funds through the Georgia Department of Education to local educational agencies (LEAs) and public schools with high percentages of economically disadvantaged children. The purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at minimum, proficiency on challenging State academic standards and assessments.

**How are Title I funds spent?** Title I funds must be expended for programs, activities, strategies that are evidence-based and meet the needs identified through the comprehensive needs assessment process. Funds may be used for the following:

- fund intervention teachers
- fund paraprofessionals
- fund academic coaches
- provide funding for extra instructional time (extended day and/or extended year)
- purchase instructional supplies
- fund family services coordinators/parent liaisons
- purchase resources for parenting centers
- sponsor parenting workshops and/or
- contract consultants to work with teachers and students



What a school is able to afford and allowed to purchase is contingent upon budget allocation and their school improvement plan.

## **What type of Title I program(COF) is offered at Fox Elementary School?**

Fox Elementary School operates a Title I school-wide program. A Title I school-wide program is a comprehensive reform strategy designed to upgrade the entire educational program. The primary goal of a Title I school-wide program is to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on State academic standards.

As a Title I school-wide program, a number of steps are being taken to improve student achievement at Fox Elementary School. The following are some of those actions:

- Utilize Academic Coach, Title I intervention teacher, and parent liaison
- Provide “safety nets” by offering extended day and/or extended year programs
- Utilize Chromebooks to differentiate instruction and to monitor student progress
- Use flexible grouping in every classroom
- Provide parent workshops during the school year
- Offer professional learning in areas of differentiated instruction, mathematics, and reading

To learn more about Title I programs and services being offered at the school site, you can visit the school website at <https://www.muscogee.k12.ga.us/Schools/FOX> or call (706)748-2723.

## **Building Character: Positive Behavior Interventions with Support (PBIS)**

This guide provides specific goals, behavioral expectations and specific routines to be followed. PBIS was established to address the behavioral and discipline systems needed for successful learning and social development of students. The school-wide system includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. A system of acknowledgements will help motivate students to try their best and to encourage others as well. One important piece of PBIS is to create a set of 3-5 school rules that are well known with our school. Our motto reads:

# **I AM Kind, Respectful, Responsible and Safe.**

## **PBIS: Teacher & Staff Responsibilities**

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

## **PBIS: The Acknowledgement System**

The acknowledgement system is a feature of the Positive Behavioral Expectation System. The Behavioral Expectation System focuses on acknowledging students who demonstrate Fox Elementary behavioral expectations. This program works with our school-wide and classroom goals.



## **PBIS(continued)**

### **Specific verbal feedback**

Students being kind, respectful, responsible, and/or safe, will be acknowledged with specific positive verbal feedback such as:

- "That was so kind the way you held the door open for your classmates."
- "Thank you for walking with your hands and feet to yourself."

*Fox Bucks and/or other Incentives may be used by teachers/staff.*

### **Handling Infractions of Behavioral Expectations**

Fox Elementary will maintain a level system for handling infractions of behavioral expectations. Outlined below is the level system along with the instructions for handling such behaviors:

#### **Level 1 behaviors include:**

- Inappropriate language (cursing)
- Physical aggression (pushing, shoving)
- Defiance, disrespect, insubordination, non-compliance
- Lying, cheating
- Harassment, teasing, taunting (physical and/or verbal)
- Disruption, excessive talking
- Dress code violation
- Not prepared for class

#### **Level 2 behaviors include:**

- Abusive language (threat of physical harm, offensive racial/sexual comments)
- Fighting (defined as actions that require a visit to the nurse)
- Forgery, theft
- Property damage
- Skipping class
- Vandalism (irreversible destruction of school property)
- Violation of district technology guidelines

#### **Level 3 behaviors include:**

- Arson
- Bomb threat, false alarm
- Use, possession of alcohol
- Use, possession of prescription or non-prescription drugs
- Use, possession of tobacco
- Use, possession of weapons

# Fox PBIS MATRIX

## 2025-2026

		BUS	HALLWAY	CAFETERIA	RESTROOM
	I am <b>KIND</b>	<ul style="list-style-type: none"> <li>Use kind and polite words</li> </ul>	<ul style="list-style-type: none"> <li>Hold the door for others</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn</li> <li>Say please and thank you</li> </ul>	<ul style="list-style-type: none"> <li>Throw trash away</li> <li>Wait your turn</li> </ul>
	I am <b>RESPECTFUL</b>	<ul style="list-style-type: none"> <li>Have positive conversations</li> <li>Use a Level 1, Whisper Voice</li> </ul>	<ul style="list-style-type: none"> <li>Maintain personal space</li> <li>Walk quietly</li> </ul>	<ul style="list-style-type: none"> <li>Have positive conversations</li> <li>Use a Level 2, Table Talk Voice</li> </ul>	<ul style="list-style-type: none"> <li>Use a Level 1, Whisper Voice</li> <li>Give others privacy</li> </ul>
	I am <b>RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>Touch only your belongings</li> </ul>	<ul style="list-style-type: none"> <li>Walk directly to your assigned location</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Flush the toilet</li> <li>Keep the walls and the floors clean</li> <li>Report any problem</li> </ul>
	I am <b>SAFE</b>	<ul style="list-style-type: none"> <li>Keep your hands, feet, and other objects to yourself</li> <li>Remain in seat until your stop</li> </ul>	<ul style="list-style-type: none"> <li>Face forward on colored tiles</li> <li>Walk on the right side</li> <li>Keep your hands, feet, and other objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Walk in line</li> <li>Stay seated until dismissed</li> <li>Keep your hands, feet, and other objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, and other objects to yourself</li> <li>Return to class promptly</li> </ul>

