

GEORGETOWN ELEMENTARY SCHOOL

2026-2027 Student-Parent Handbook



954 High Lane, Columbus, GA 31907

Phone: (706) 565-2980 Fax: (706) 565-2985

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

Facebook: [Georgetown Elementary School – Jaguars](#)

School hours - 7:45 a.m. - 2:15 p.m. Office hours - 7:15 a.m. - 2:45 p.m.

Office Staff:

Cheryl Hampel – Principal

Kimberly Jernigan – Assistant Principal

Sharon Paschal – Dean

Alexis Jones – Counselor

Sheena Morris – Social Worker

LaToya Sumbry - Secretary

Bonnie Craddick - Clerk

LaKeisha Hatchett- Clinic Worker

Media Specialist – Amy Nelson

MCSD Mission To inspire and equip all students to achieve unlimited potential. MCSD Vision The MCSD is a beacon of educational excellence where all are known, valued, and inspired.	MCSD 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.	Strategic Anchors WE will make decisions that ... • benefit student achievement • are fiscally responsible with an eye on return on investment • invest in stakeholders • promote equity and access
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Our Beliefs

- We believe caring and knowledgeable teachers can foster creative and critical thinking skills in students.
- All students can participate in engaging and challenging educational experiences that produce open-minded risk takers and inquirers both inside and outside the classroom.
- Emotional well-being is established at home and enhanced at school through tolerance, appreciation and mutual respect among students and staff.
- All students, faculty/staff and parents can make a commitment to help create and maintain a safe and clean environment which is essential for student learning and well-being.
- Georgetown provides a learning environment which is appreciated by our community and instills in its stakeholders a sense of mutual enthusiasm, respect and commitment.
- That our students are knowledgeable, open-minded communicators who exhibit confidence, empathy, respect, creativity and tolerance when interacting with others.
- We can introduce our students to our global community through the use of technology available to us.
- Every student has the right to learn without interruption.
- Every teacher has the right to teach without interruption.
- Every student will engage in behavior that is in his/her best interest and in the best interest of other students.

What to Bring to School to Foster Success

- ✓ A positive attitude
- ✓ Tools for learning
- ✓ Enthusiasm for learning
- ✓ Respect for yourself, your peers, and the adults at Georgetown
- ✓ A listening ear to hear and follow directions
- ✓ Pride in yourself, your work, and school
- ✓ A BIG SMILE!!

Essentials for All Students:

- ✓ Make eye contact when speaking or when someone is speaking to you.
- ✓ Respect other students' comments, opinions, and ideas.
- ✓ If you win, do not brag; if you lose, do not show anger.
- ✓ Cover your mouth when you sneeze or cough and say excuse me.
- ✓ Do not show disrespect with gestures.
- ✓ Do not ask for rewards.
- ✓ Follow along when we read together in class.
- ✓ Be organized.
- ✓ Transitions in class will be swift, quiet, and orderly.

Georgetown's Rules for Success

- ✓ If someone in class wins a game or does something well, the class will congratulate that person.
- ✓ Always say "thank you" when someone gives you something.
- ✓ Homework must be turned in on time.
- ✓ Follow the same rules with a substitute teacher that you follow with your teacher.
- ✓ Be the best person that you can be.
- ✓ Be Ready, Be Respectful, and Be Responsible.
- ✓ Keep yourself and restrooms clean and germ-free.
- ✓ Greet visitors and make them feel welcome.
- ✓ On the bus, always face forward and follow all bus rules.
- ✓ Hold the door for others.
- ✓ If you bump into someone, always say excuse me, even if it was not your fault.
- ✓ During an assembly, do not speak or call out to friends.
- ✓ Never cut in line.
- ✓ Learn from your mistakes, and no matter the circumstances, always be honest.
- ✓ Always follow cafeteria, classroom, hallway, bus, and all school rules.

As students go forth each day, the administration and staff of Georgetown Elementary School are committed to providing stimulating learning experiences for each student, so that the student grows to become a contributing member of the family, community, and country. Students have inherent differences, but all students have universal needs of acceptance, love, praise, and encouragement. The administration and staff recognize the nature of these needs during the educational process. The administration and staff strive to create an atmosphere in which students can develop to their greatest potential and can maintain a sense of self-worth.

The Georgetown Elementary School staff uses a variety of techniques, methods, and materials to enrich individual strengths, to diminish weaknesses, and to promote interests. The administration and staff also strive to promote the student's mental, physical, emotional, social, and creative potential. With success, students will grow to become functioning members of the modern democratic society, resolve problems in an ethical manner, and utilize skills to achieve success in a chosen field. Teachers will use district approved resources to provide instruction aligned with the Georgia state curriculum.

Morning Arrival - Doors open and breakfast begins at 7:00 a.m. Breakfast ends at 7:40 a.m.

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

- Walkers, bus, and daycare drop off is in the front parking lot.
- Car rider drop off is in the car loop behind the school.
 - Car riders are not to be released at the front school parking lot or on High Lane as this can result in a dangerous situation with children stepping in front of vehicles.
 - Car riders should be dropped off in the car loop behind the school and enter through the cafeteria doors. Staff members are on duty from 7:00 a.m. to 7:40 a.m. to welcome students into the building. Please do not wait until the last minute as this can cause congestion resulting in your child being tardy for class. Once the doors are closed, parents will need to park in the front of the school and enter the building with their children to sign in. Please expect a delay if you arrive after 7:40 a.m. as this will be a congested area. Vehicles will need to be in a single lane of traffic. Never drive your car past other drivers as this presents a dangerous situation for people exiting vehicles.
- Students need to be in their classroom no later than 7:45 a.m. or they will be considered tardy. We open our doors at 7:00 a.m. to give a 45-minute grace period for students to be in class. If you bring your child to check in at 7:45 a.m., the student will be late for class.
 - Parents must report to the office with the student to sign in and obtain a tardy slip. Parents must be dressed appropriately to enter the building. See our Visitor Attire Policy for details.
 - To ensure safety as well as accuracy of records, our staff will follow our office procedures to process tardy students. To avoid the requirement to sign in tardy students, please bring your child to school at 7:00 a.m.
 - Excessive late arrivals to school are referred to the school social worker or support agencies outside the school system which may include the Department of Family and Children Services (DFCS), Juvenile Court, or other external agencies.

Afternoon Dismissal – Students are released at 2:15 p.m.

- Loading of bus transportation takes priority. Pre-K – 2nd grade students that ride the bus cannot be dropped off at a bus stop unless a parent/guardian is present. If a parent/ guardian is not present, the bus driver will bring the student back to the school. Repeated incidents may result in loss of bus privilege.
- Walkers will be released from the front door.
 - Pre-K – 2nd grade students must have an adult meet them at the Georgetown Drive side/crosswalk to walk home.
 - Parents of walkers cannot park on High Lane. This affects the flow of traffic with vehicles and walkers. If your child is getting in a car, the car should be in the back car loop.
- Car riders will be released in the car loop behind the school.
 - Parents/guardians must have a vehicle pick-up tag displayed on the rear-view mirror with the assigned number facing front to allow staff to quickly identify your student for pickup. It is the parent's responsibility to ensure the security of the vehicle pick-up tag.
 - Vehicles are queued by pick-up tag number and directed by staff through the car loop.
 - Vehicles that do not have the school-issued vehicle pick-up tag will be directed to the front of the school. The authorized pick-up person will need to park, enter the building through the front of the school, and present a valid ID to verify as an authorized pick-up person.
- After-School Enrichment Program (ASEP) provides services from 2:30 pm – 6:00 pm. Pick up will be at the cafeteria door in the back of the school. See the front office for details on registration and fees for ASEP.

Please notify the school if an emergency has occurred and results in a change to dismissal.

- If you need to change the way your child will be getting home, notify the teacher in writing. You must get a response from the teacher to know that the teacher received the message. We will not honor verbal instructions from your child.
- If your child is a walker, make prior arrangements with your child AND teacher for dismissal during inclement weather. Unless there is a severe weather alert, we will NOT hold students due to the weather.
- Students who are not picked up by 2:40 p.m. will be escorted to the office. Parents will be contacted regarding late pick up. Parents will need to find an authorized pickup person to pick up the student.
- If the student is not picked up at the end of dismissal at 2:45 p.m., the student will be placed into the Georgetown afterschool program in the cafeteria, and parents will be responsible for fees that apply.
- The Department of Children and Family Services (DFCS) or MCSD police may be called for students who are left after school or if there is a chronic pattern of late student pick-up.

Attendance

Students are expected to be on time at school every day. Poor attendance negatively impacts learning. A good attendance record, positive behavior record, and passing grades are required to maintain an out-of-zone hardship or an open-seat transfer.

- Excused absences include personal illness, contagious conditions, death in the immediate family, state-recognized religious holidays, or mandates by government agencies.
- Suspensions are recorded as unexcused absences.
- Within 3 days of returning to school following an absence, the parent must submit documentation to excuse the absence. A parent note must include the date, student name, parent signature, telephone number, and a statement of the nature of the absence; otherwise, the absence is recorded as unexcused.
- Parent notes will only be allowed to excuse up to three absences. After three absences, official documentation will be required to excuse the absence. Official documentation includes, but is not limited to, letters from a medical provider, court subpoena, or an order of a government agency.
- All absences count against your child's attendance record, whether excused or unexcused. Parents will be referred to the social worker at five unexcused absences. Students with ten unexcused absences are in danger of failing/retention.
- Students have 3 days to make up missed assignments. Check with your child's teacher on how your child can complete missed work.
- Georgetown Elementary will offer attendance recovery opportunities throughout the school year. When returning to school after an absence, the student should report to the designated attendance recovery area to determine the availability to make up the missed instructional time. Not all instances of absences can be recovered, so please make every effort to have your child at school every day on time.

Check-Outs

For appointments, or in the case of illness, an individual listed by the parent as an authorized check-out person may check out a student through the office. Identification will be required to check out a student. Students who check in after 11:15 a.m. or check out before 11:15 a.m. 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. Accepted documentation to excuse tardies is the same as for excused absences. Excessive incidents of unexcused early checkouts will require a mandatory conference with a representative of our attendance team. Early checkout ends at 1:30 p.m.

Ban from Campus

The principal has the authority to ban a parent/guardian or any adult from Georgetown's campus. Once banned, the person may not enter the building or be on the school campus, whether on foot or in a vehicle as the driver or passenger. The ban order will be filed with the Muscogee County School District Police Department.

Awards

Students will be recognized throughout the year for their accomplishments including academic growth and achievement as well as excellence and improvements in behavior. Georgetown will also recognize students who participate in the various extracurricular activities offered.

Behavior

• Positive Behavioral Intervention Supports and Discipline Plan

Georgetown Elementary utilizes Positive Behavioral Interventions and Supports (PBIS) to maintain an environment where educators can teach and all students can learn without disruption. The PBIS model includes primary prevention where school-wide expectations are taught, practiced, and reinforced. Practicing enables us to build a school community where all students can succeed and grow, both academically and socially. The schoolwide expectations at Georgetown Elementary are: Be Ready, Be Responsible, and Be Respectful. Parents can help reinforce these expectations at home by reviewing and practicing the following actions.

Ready	HALLWAY	CAFETERIA	BUS
	Face forward and walk on the right side of the hallway.	Enter and exit quietly.	Packed and waiting for dismissal.
Respectful	HALLWAY	CAFETERIA	BUS
	Remain quiet.	Wait your turn.	Remain quiet. Follow bus driver's directions the first time.
Responsible	HALLWAY	CAFETERIA	BUS
	Keep hands, feet, and other objects in your personal space. Walk in a single file line.	Get all food and utensils before leaving the line. Clean up your area.	Stay seated. Face forward at all times.

• Acknowledgement System

Teachers will also model and practice classroom expectations for the learning environment. School staff will acknowledge students for meeting behavior expectations.

<u>Teacher Led</u>	<u>Administrator Led</u>
• Alternative learning activity (games, music, outdoors, videos) • Choice board of preferred activities • Lunch with the teacher • Positive parent contact / positive office referral • Secret student (earns reward for entire class) • Support another classroom • Treasure box (prize, sticker, treat) • Work with a preferred partner • Individualized based on student interview	• PBIS monthly incentive • Class recognition/incentive • Student of the Month • Positive parent contact • Storytime/lunch with the principal • Student leader role (campus beautification, classroom deliveries, student ambassador) • Time with preferred adult • Individualized based on student interview

- **Progressive Discipline Plan**

Teachers and administrators will provide opportunities for students to correct their behaviors and will utilize a progressive discipline plan to address student behaviors that fail to meet expectations.

For minor classroom level infractions, teachers will utilize the following strategies and supports:

- Prompt, redirect, and reteach
- Student conference with verbal reflection
- Student conference with written reflection
- Parent contact
- Time out (calming area)
- Seat change (learning environment)
- Detention
- Parent conference
- Tiered intervention / Behavior Intervention Plan
- Parent conference #2
- Referral to school counselor / school social worker
- Referral to administration for chronic behavior issues.

For chronic behaviors, administration will provide consequences based on the frequency, duration, and intensity of the behavior.

- Student conference with reflection
- Alternative setting
- Restorative practices
- Loss of incentive
- Loss of privilege
- Referral to school counselor, social worker, or wraparound services
- Behavior contract
- Suspension
- Tribunal referral

Bullying allegations will be investigated through administration utilizing the MCSD 4-step process:

- Investigate
- Notify
- Discipline
- Follow-Up

When there is a substantiated finding of bullying, the student will receive the following consequences:

- 1st offense – parent conference, bullying contract, up to 1 day suspension
- 2nd offense – up to 3 days suspension
- 3rd offense – up to 5 days suspension and tribunal referral

Major behavior infractions will result in immediate office referrals. Major infractions include incidents involving drugs or weapons, sexual offenses, leaving school property, and extreme physical aggression or disorderly conduct posing safety concerns for the learning environment. The administrator will determine disciplinary action based on the level of violation of the MCSD Code of Conduct. This may include immediate suspension as well as referral to tribunal.

Book Bags

Students are responsible for their book bags and any items within their book bags. We ask that parents regularly check each book bag to ensure that your child only brings items needed for school. Also check for assignments, notes from teachers, and forms from the office. Rolling book bags are not allowed.

Care of the Building and Grounds

Georgetown has a rich history of educating generations of Columbus families, and we are proud of our campus. Each student is expected to help maintain its clean appearance by picking up paper, leaving no marks on the walls and restroom stalls, leaving areas free of litter, and reporting any damage.

Cell Phones

Cell phones and any other personal electronic devices are STRICTLY prohibited. If they are seen by any adult, they will be confiscated and held in the office until the parent can pick them up. Teachers are NOT responsible for students' personal items.

MCSD Chromebook Guidelines

1. "All students have been issued a Chromebook (to include Case and Charger) to use during the school day. Students must always be responsible for their Chromebook/Case/Charger. To be good stewards of taxpayer dollars, students must be responsible for caring for their Chromebook and not damaging it in any way. Chromebooks are to be always carried in a case when not in use. Students who damage Chromebooks and/or accessories can be assessed a replacement fee as per Board (see MCSD Board Policy JS: Student Fees, Fines, and Charges)."
2. 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).
3. 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.

Classroom Norms

The individual teacher has direct responsibility for all students assigned to his/her classroom. Therefore, the individual teacher will establish the procedure by which order and a good learning environment will exist. Classroom rules will align with the rules established by the Muscogee County School District's Policies and Procedures, as well as the MCSD Behavior Code and Discipline Policy.

Problems between students should be reported immediately by the victim. Failure of students to conform to reasonable rules and expectations of the teacher/teachers may result in disciplinary action.

Social Worker Services

Our school social worker provides individual counseling, group sessions, and family outreach to support students in Pre-K through 5th grade. Contact our office to connect with our social worker for family support and resources.

Dress Code

- All students are expected to adhere to the district wide dress code detailed in the MCSD Code of Conduct. In addition, all Georgetown Elementary students are required to be in uniform daily unless an out-of-uniform day is designated by the principal. Students are to wear navy blue tops and khaki bottoms. Navy or khaki uniform dresses are also permitted. Clothing or accessories with symbols or messages are not permitted.
- No holes, rips, or strings are permitted to be worn with the uniform on designated or approved out-of-uniform days. Parents will be afforded the opportunity to bring a change of clothing or uniform to the school. If the parent/guardian is unable or refuses to comply with the request, then the student will lose the privilege of dressing out of uniform on designated days.
- Attire of students, parents, and other visitors should not cause disruption, distraction, or interference with the normal operation of the school. If appropriateness of attire is questioned, the decision and corrective action will be determined by administration.
- A student shall not dress, groom, or wear or use emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school.
- Bona fide religious attire is permitted. Chests, backs, and midriffs must be covered. Transparent items do not constitute cover.
- Shorts, dresses, skirts, skorts or other garments may be no shorter than three (3) inches above the top of the knee. Tights or leggings must be accompanied by another garment that is no shorter than three (3) inches above the top of the knee.
- Pajamas may not be worn to school unless permitted by the school principal.
- Undergarments are not to be visible at any time. Outer garments are to be worn in a manner which will cover up all undergarments. Transparent items do not constitute cover.
- All pants and slacks and skirts must be worn at the waist.
- Blankets are not permitted in school except as designated with Pre-K.
- Hats, caps, sunglasses, rollers, combs, bandanas, durags, bonnets, balaclava, hoods, or any other head covering as determined by the principal are not to be worn in the building during the school day.
- Shoes must be secured to the foot in the front and/or the back. House slippers and shoes with cleats are prohibited.
- Gang-related tattoos, badges, insignias, and colors are prohibited.
- Logos or symbols which denigrate racial, social, or ethnic groups are prohibited.
- Attire that may damage school property or cause personal injury to others (such as chains or studded items) is prohibited.
- Clothing items which advertise alcoholic beverages, sex, tobacco, obscene, crude suggestive messages, or use profanity or slurs pertaining to race, gender, ethnicity, religion, or national origins are prohibited. Clothing that suggests or portrays violence or illegal actions is prohibited.
- Clothing that causes a distraction from the learning environment or a disruption to the operation of the school is not permitted.
- “Fake” alcohol or drug advertisement is prohibited.
- The principal may authorize specialized dress during the school year.



"A School of High Expectations"

Purchasing Georgetown Uniforms:

We have a partnership with Columbus Creative Printing at 1112 MLK Blvd. for a special rate on uniforms branded with the Georgetown crest.

Placing Your Order:

Orders can be placed by phone with Loretta Cobb at 706-505-1706

or by email
columbuscreative6@att.net

School Uniform

Navy blue tops and khaki bottoms
Navy or khaki uniform dresses

Guidelines

- ♦ The principal and administration have the authority to set guidelines and make decisions regarding the dress code. Uniforms are worn daily unless administration has approved a designated dress-out day.
- ♦ Students who come to school dressed out-of-code will be required to call their parents to bring them appropriate clothing.
- ♦ Clothing with holes are not permitted.
- ♦ Shoes must have a strap that can attach around the heel.
- ♦ Clothing or accessories with symbols or messages are not permitted.
- ♦ Pants must be worn at the waist.



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.

Events After School Hours

Students must always be accompanied by a parent/guardian for school events taking place after school hours. During performances, students are to sit with their parent/guardian. They should not be allowed to wander in or around the building. It is your responsibility to provide supervision unless your child is with the sponsoring teacher of the performance. During the performances, please insist that your child show respect for the performers by being quiet and attentive.

Field Day

A schoolwide field day event will be planned towards the end of the school year. Administration reserves the right to revoke field day privileges due to student behaviors. No refunds will be provided for any expenses.

Field Trips

Parents will be provided with information regarding field trips as they are scheduled. The school will provide sack lunches, but parents may also choose to send students with a packed lunch. Administration reserves the right to revoke field trip privileges due to student behaviors. No refunds will be provided for any expenses.

Grading System/Report Cards

- Pre-K - Work Sampling Online (WSO)
- Kindergarten – Georgia Kindergarten Inventory of Developing Skills (GKIDS)
- 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

Report cards are no longer printed. Grades are accessible 24/7 through Canvas and Infinite Campus through the Parent Portal. Access is passcode protected. Contact the office if you need support with Parent Portal.

Health Information - Medication

- The school's clinic is staffed with a part-time clinic worker.
- A release form must be filled out & signed by a parent for ALL medication which is logged in the office.
- 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.
- Parents are welcome to come to the school to administer medication to their children whenever possible.

Health Information - Ringworm & Pink Eye

- When ringworm or pink eye is discovered, 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.

Health Information - 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.
- 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.

Home-School Communication

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. Dropping by school will not result in a conference as our staff is engaged in various duties and responsibilities. Please provide your email and phone number. If your email or phone number changes, please call the school at (706)565-2980 to update.

Canvas is an instructional platform to communicate learning plans. Parents are required to sign-up for access.

Georgetown's School Website will be updated to share information throughout the year.

<http://sites.muscogee.k12.ga.us/georgetown/>

Local School Council

Georgetown has established a Local School Council which meets throughout the year to support school improvement. Members of the Local School Council meet to discuss school progress and to provide feedback and suggestions to support continued progress.

Lost & Found

- Please label all of your child's items to include clothing, footwear, lunch boxes, and book bags to help prevent items from being lost.
- Found items will be placed in the cafeteria. Unclaimed items will be donated to the clothing bank at the end of each quarter.
- Georgetown personnel will not be expected to search for personal items lost or misplaced while at school
- Georgetown is not responsible for the value of an item in the event of an unintentional damage, loss or theft while at school.

Money at School

Payments are to be made through My Payments Plus when applicable. Detailed instructions will be provided for any other money that should be brought to school. Georgetown personnel is not responsible for any loss or theft .

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 10 school days so that a change of address can be made in the student information system.

- If the student continues to live in the Georgetown attendance zone, only proof of the new residence is required.
- If the student moves out of the Georgetown attendance zone, the parent/guardian will need to complete withdrawal paperwork through the front office.

Personal Property

Students should only bring to school those personal items necessary for school work. If jewelry is worn, it must be worn at all times. Watches, rings, bracelets, other forms of expensive jewelry, objects of sentimental value, or anything deemed distracting by the classroom teacher are to be left at home. Oversize belt buckles, large necklaces made of chains, and medallion type ornaments are not to be worn at school. They could be considered a weapon.

School Safety – Emergencies

Georgetown has safety procedures in place to ensure the well-being of your child. Emergency contact information is required for every student. 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 it is determined safe by school officials and/or law enforcement.

Textbooks/Library/Media Center

- Textbooks are issued by the school to each student.
- Students are encouraged to use the library and may check out library books for a period of 2 weeks.
- Children are responsible for lost or damaged 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.

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 sidewalk; this space must be left open for emergency vehicles if necessary.
- Cars may not be parked in the bus loop.
- Obey all traffic signs.
- Parents must designate students as walkers, car riders, daycare, or bus riders. Students released as walkers will be required to walk to the crossing guards.
- Students may not cross traffic without being accompanied by an adult for any reason.

Transportation

Pre-K – 2nd grade students that ride the bus cannot be dropped off at a bus stop unless a parent/guardian is present. If a parent/ guardian is not present, the bus driver will bring the student back to the school. If your PK-2 student rides with an older sibling that is in the 3rd grade, and you wish for the older sibling to walk the younger sibling home, you must provide a signed letter with your signature granting permission.

Visitors

Visitor Attire Policy

- All visitors are expected to dress appropriately before allowed to enter the building.
- The following attire is not permitted:
 - Bonnets or scarves
 - Housecoats, robes, gowns, or house slippers
 - Bathing suits or any clothing that is revealing
 - Clothing with derogatory words, pictures, or symbols

Georgetown utilizes the Raptor Visitor Management System to screen visitors in the building.

- Visitation on campus may be limited based on safety precautions.
- When visitation is allowed, all visitors should enter through the front door and sign in through the office. You will need a picture ID (driver's license) for identification verification.
- You must keep your visitor's pass visible while you are on campus.
- Visitors are only permitted to report to the area designated by the visitor's pass. No visitor should roam throughout the building
- Visitors must report back to the office to check out when ready to leave campus.
- Teachers are not permitted to leave class to take a phone call or conference with parents. Parent/teacher conferences are encouraged, but they must be scheduled to take place during non-instructional time.

Classroom visits

- Classroom observations are to be pre-arranged with the teacher. Observations are not permitted during assessments or other school priorities as determined by the teacher or administrator.
- Observations should be no longer than 15 minutes unless otherwise coordinated with the teacher.
- Classroom visitation is limited to approved adults. Parents may not bring in other children.
- Visitors are not permitted to eat/drink, take phone calls or speak with other children during observations.

Water Bottle Policy

All students must meet the following requirements for water bottle usage on campus.

- Water bottles must be spillproof. This means that there must be a lid that prevents the water from leaking out from any angle.
- Water bottles must be labeled with the student's name. It is the student's responsibility to keep up with the water bottle if brought on campus.
- Water bottles must only contain plain water. No sports drinks, juice, or any other flavored drink is permitted.
- Water bottles are intended to allow students to stay hydrated and not miss instructional time. Any misuse may result in disciplinary action.

The Georgetown Creed

I am who I am

Unique and Special

Because I am unique and special,

I will not allow others to define me.

I believe in myself and my ability to do my best.

Therefore, I will think for myself and make good choices.

For me, failure is not an option.

When I make a mistake, I will pick myself up,

Dust myself off, and try again.

I understand that every day is a gift.

I am prepared for whatever comes my way.

I acknowledge the importance of my education.

I will work hard and celebrate my accomplishments.

My future begins today.

School Nutrition Program (SNP) (pending updates for School Year 26-27)

Mission Statement of the Muscogee County School Nutrition Program is to provide a nutrition program that will maintain and improve the health of school children and the educational community and encourage the development of sound nutritional habits that will foster academic success.

USDA has regulations that the School Nutrition Program (SNP) has to meet to be in compliance with their guidelines. Caloric and nutrient requirements are based on age and grade. Also, MCSD Board Approved Wellness Program (EEE and EE-R) encourages and promotes healthy guidelines to be followed including, but not limited to, FDA standards for portion sizes and the elimination of the consumption of fried foods as well as foods containing > 35 % sugar by weight. School lunches also offer a variety of foods, whole grains, and fat free and low-fat milk choices. Muscogee County School District shall abide by nutrient standards of the School Nutrition Program for all foods sold and served on campus during the school day. The sale of foods or beverages to students on school premises other than through SNP is prohibited from 12:01 a.m. until 30 minutes after the end of the school day. Food shall not be used as a reward or punishment. The use of candy and other food rewards for academic performance or good behavior is prohibited. **Fundraising efforts** shall be supportive of healthy eating, encouraging the sale of non-food items or nutrient dense foods. USDA regulations ban the sale of foods of minimal nutritional value.

The School Nutrition Program provides a healthy breakfast and lunch choice for students every day. Students may bring their own lunches from home. **Restaurant containers are not allowed in the cafeteria.** Parents are encouraged to have lunch with their children and a school lunch may be purchased to eat in the cafeteria with the students.

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

Community Eligibility Provision (CEP)

The Community Eligibility Provision (CEP) was established by Congress through the Healthy, Hunger-Free Kids Act of 2010, which reauthorized the Child Nutrition Programs. CEP aims to increase access to the School Meal Programs by offering breakfast and lunch at no charge to all students, without the need to process or collect individual free and reduced meal applications. Forty-one of our schools are CEP schools. **Please contact your student's school office or call the School Nutrition Office at (706) 748-2386 to see if your student's school is a CEP school.**

Non-CEP Schools:

**Aaron Cohn Middle
School Blackmon Road
Middle School Britt
David Magnet
Academy
Clubview Elementary
Columbus High
School Double
Churches Elementary
Eagle Ridge
Elementary Mathews
Elementary
North Columbus
Elementary
Northside High
School
Rainey-McCullers School of the Arts
Veterans Middle School**

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

If your student is enrolled in one of the **12 Non-CEP** schools (see list on previous page), a new application must be completed and approved every school year before your child can qualify for free or reduced-price meal benefits. For quicker processing, an online application is available at www.myschoolapps.com. If you prefer, a paper application is available upon request at your child's school or at the School Nutrition Office at 2960 Macon Road. If completing a paper application, we must receive the original since these applications are scanned. We cannot accept a faxed or copied application. **ONLY**

ONE application needs to be completed for your entire household. If someone receives SNAP (Supplemental Nutrition Assistance Program) OR TANF, you must include the current CASE number on the application (NOT the EBT or food stamp card number) and indicate whether the program is SNAP or TANF. We receive thousands of applications every year.

Completed applications are processed within 10 days. You will be notified with a letter regarding the outcome of your application.

Applications **CANNOT** be approved if they are not completely filled out so please **COMPLETE ALL REQUIRED FIELDS** on the application. ***Until your application is approved, please provide your child(ren) with money to purchase meals.***

If you have an approved MCSD application from the previous year on file, benefits will be extended for the first 30 days of the new school year (or until a new eligibility determination is made, whichever comes first). After 30 days, your child's status will change to PAYING and they will be charged for meals until a new application is approved. If your application is denied or incomplete, please call our office with any questions at 706-748-2389. Applications can be submitted at any time throughout the year, especially if your income goes down, you lose your job, your family qualifies for SNAP or TANF benefits, or there is a change in your family size. ***For quicker processing of meal benefit applications, the Family Meal***

Application is available online at www.myschoolapps.com. If you prefer, you may complete a paper application at your child's school or at the School Nutrition Office located at the Muscogee County Public Education Center, 2960 Macon Road. Computers will also be available in the School Nutrition Main office.

5 REASONS FOR COMPLETING Free & Reduced Applications

ONE MEAL APPLICATION AFFECTS MANY AREAS!



Contact your child's school for details today

Paying for School Lunch

Muscogee County SNP does accept personal checks as payment for meals in our cafeterias. Payments may be made by cash, money order, cashier's check, traveler's check, or on-line via ***our online payment system, My School Bucks***, using your credit or debit card.
www.MySchoolBucks.com

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

BREAKFAST PRICES			
Elementary, Paid	1.00	Elementary, Paid	2.45
Middle/High, Paid	1.25	Middle/High, Paid	2.70
Reduced	.30	Reduced	.40
Adult, MCSD Staff	1.75	Adult, MCSD Staff	4.00
Adult, Outside MCSD	2.00	Adult, Outside MCSD	4.50

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

Charging Meals

Charging meals is discouraged, but may be necessary in certain cases. Elementary students will be allowed to charge a total of three breakfasts and three lunches. Middle and high school students will be allowed to charge a total of one breakfast and one lunch. If your child reaches his/her charge limit and does not have money in his/her account, and does not have cash with which to purchase their meal, an alternative meal will be provided. ***There is no provision for adults to charge.*** No charges will be accepted for a la carte items. ***Students will not be able to charge any meal after May 1st through the duration of the school year.*** It is necessary that all outstanding charges be paid to the

cafeteria Manager prior to the last day of school. Please respond promptly to messages that you receive, both written and phone calls, regarding charges on your student's account.

Menus

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

Special Dietary Needs

MCSD School Nutrition will make meal modifications and substitutions to the regular school meals for a student with a disability that restricts their diet. The Special Dietary Needs Prescription Form **must be** completed and signed by a licensed physician, unless the child has a healthcare plan or an IEP/504 Plan on file, and returned to MCSD School Nutrition Program, including the school cafeteria manager and the Nutrition Specialist before the school cafeteria can provide any modifications or substitutions. A form and instructions can be found on the School Nutrition page of the MCSD web site, or at the school clinic or cafeteria. You may contact the School Nutrition office at 706-748-2386 for more information.

A nutrition analysis chart for menu items is available on the website. Please be aware that there are factors that may affect a product's actual nutritional value and/or ingredient composition at any given time: Supply chain issues may cause substitutions; manufacturers' formulations may change without notice. USDA donated products may become available at any time during the year and may replace a purchased item. Product brands may change during the year as new bids are approved. Schools may be using inventory from a previous bid or manufacturer. Our recipes may change during the school year. A la carte snack items vary from school to school, so check with the Nutrition Manager at your student's school for specific information.

Seamless Summer Option

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