

Parent Handbook 23-24 School Year

Hannan Elementary
Magnet Academy

WELCOME

Welcome to Hannan Academy. We invite you to become an active participant during your child's time here. One of our major objectives is to make Hannan a school where everyone feels they are an important part of the family. Our school opened in the fall of 1990. Hannan was named for Mrs. Lyda H. Hannan, a retired educator and former principal of Pou Street School.

We are very proud of our school facilities and the instructional programs we offer. Hannan receives special funding from a federal program known as Title I for kindergarten through fifth grades. Hannan is a Title I schoolwide school. This designation enables us to provide extra personnel, materials, and supplies for the school. In the spring of 1995, Hannan was awarded a technology grant from the state of Georgia. In the fall of 1997, Hannan became the fifth elementary magnet school in MCSD. Our magnet program focuses on gifted, resourceful, enthusiastic, and talented students. We are very excited about these programs and the impact they are having on the education your child receives while at Hannan. We also became STEM Program Certified in March 2017. In addition, Magnet Students receive Spanish Instruction two days a week.

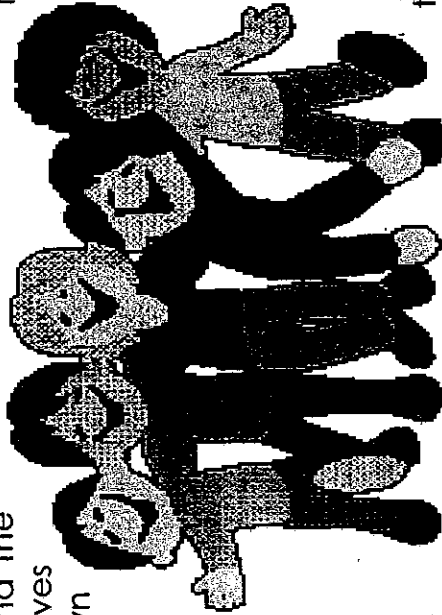
The faculty and staff of Hannan are working very hard to provide the best educational environment possible for your child. **WE NEED YOUR INVOLVEMENT.** Get to know your child's teachers, participate in school activities that take place throughout the school year, and share our school pride.

PHILOSOPHY

The philosophy of Hannan Academy is that "All Students Can Learn." A good instructional program is never stagnant, but constantly changing to include new methodologies and materials. As our pupils go forth each day, the administration and staff of Hannan Academy are committed to providing stimulating learning experiences for each child, so that the child grows

to become a worthwhile and contributing member of the family, community, and country. We believe that children will rise to excellence as we model excellence and expect excellence from them. Children have inherent differences, but all children have the universal needs of acceptance, love, praise, and encouragement. The administration and staff recognize and nurture these needs during the educational process. The administration and staff strive to create an atmosphere in which pupils can develop to their greatest potential, and can maintain a sense of self-worth. Treating every child with respect will instill respect for others.

We, at Hannan, believe that parents, teachers, and the community are partners in education. By utilizing community resources, involving parents in the educational process, implementing parent education programs, and exercising accountability to the community, Hannan will build a stronger home/school relationship.



SCHOOL CELEBRATIONS AND INVITATIONS

Teachers and/or students are not permitted to pass out invitation at school unless everyone in the class receives an invitation. You may bring a small birthday treat (cupcakes, cookies, or ice cream) for your child's class at his/her lunchtime. **Only two classroom celebrations a year are allowed per class. These are usually held on the day before the Holiday Break (Christmas) and on the last day of school.** Celebrations are held at the teacher's discretion.

TELEPHONE/ADDRESS CHANGE

Please notify the school if you move or if your telephone number changes. **It is important that the school always have current information.** It does not mean that your child will have to transfer to another school.

DRESS AND GROOMING

Uniforms are **mandatory** for all students (Kindergarten through fifth grade).
Monday through Friday

See uniform letter

Parents will be notified if their child isn't wearing a uniform. Parents may bring a uniform to school or the child may be subject to remaining in the Office all day.

- a. Dress and groom themselves appropriately so as to reflect pride and good Students are expected to:
- a. Dress and groom themselves appropriately so as to reflect pride and good judgment
- b. Wear clothes that are neat and clean
- c. Practice good hygiene
- d. Have clean, combed hair
- e. Adhere to acceptable standards of modesty and good taste
- f. Wear appropriate shoes at all times; clogs and sandals are discouraged. Students without appropriate shoes will not be allowed to participate in physical education.
- g. Shirts must be tucked in pants
- h. Belts are encouraged if pants/skirts have belt loops.
- i. Shorts should be worn under dresses or skirts.

PARENT'S DRESS

Parents are requested to dress in good taste when visiting the school. They should be neat and appropriately dressed to set a good example for children.

ACCIDENT INSURANCE

The Muscogee County School District offers student accident insurance for all students at a nominal fee. If you are interested, information is sent home at the beginning of each school year. The school district does not automatically provide coverage.

BEFORE/AFTER SCHOOL SUPERVISION

After school supervision is provided from 2:35 to 6:00 P.M. by Hannan. \$45 per week. Call the school for more information. These students must be picked up or dropped off by the cafeteria.

CANDY, TOYS, SMART WATCHES AND ELECTRONICS

Students should not bring candy, gum, soft drinks, toys, or electronic devices to school unless requested. Examples of electronic devices include, but are not limited to, cellular phones, eReaders, etc.
if students have a phone (for safety purposes), the phone must be left in the Office in the morning and picked up after school.

HOMEWORK

Research has suggested that a significant amount of homework, at the elementary level, does little to increase student achievement. We would like students to use their time at home to play, spend quality time with their families, read for enjoyment, and practice skills that are best attained through interaction with a family member. Your child will bring home books nightly and work for specific skills. Homework may be utilized nightly via the Muscogee County School District website.

Please use the guidelines provided below to help your child gain the maximum benefit of daily review (homework):

- Kindergarten: 5-10 minutes
- First Grade: 10-15 minutes
- Second Grade: 15-20 minutes
- Third Grade: 15-20 minutes
- Fourth Grade: 20-25 minutes
- Fifth Grade: 20-25 minutes

Our Vision

Our Vision is for ALL students to have equitable access to a rigorous educational system that equips them, engages them, inspires them, challenges them, and propels them to new heights.

Our Mission

At Hannan, our Mission is to provide vast educational experiences that will inspire and equip ALL students to achieve unlimited potential.

School Start Time

- Start Time: The doors will open for students at 7:00 AM. Students will enter the building and go to the cafeteria to eat breakfast between 7:00-7:45 AM.
- Students not eating breakfast will be released from the cafeteria to report to classes at 7:15.
- Students are considered tardy after 7:45 AM.
- End Time: Students will be released starting at 2:15.
- Students cannot be signed out via the front office, without a valid excuse, after 2:00 pm.

Staff To

KNOW

Principal: Dr. LaShonda

Milledge-Miller

Assistant Principal: Adam

Jones

Secretary: Carmelita

Jones

Clerk: Tiffany Bradley

Clinician: Tina Mitchell

Guidance: Heather Jordan

Media Specialist: Phyleatha

Holt

Cafeteria: Cheryl Stringfellow

Have respect for everyone

Always be prepared

Work hard

Kind words in a kind way

Stay safe

School Clinic

- The school is not allowed to give aspirins or treat any serious injuries. If a child is sick or seriously injured, the parent will be contacted. Be sure that the school has a number where you can be reached in case of emergency. Keep this number up-to-date through our front office.
- If a child brings medication from home, he/she **MUST** have a medication permission form signed by the parent or guardian. These forms are available in the front office.
- Medication must be in the original container and clearly labeled with the name of the student, name of the medication, directions concerning dosage, time of day it is to be administered, physician's name, and the date of the prescription.
- No medication will be given to any student without a medication permission form completed and signed. Teachers **WILL NOT** administer any type of medication.
- Students with a fever, pink eye, diarrhea, head lice, ringworm, or vomiting may not return to school without proof of treatment or after having been fever free for 24 hours without medication.

Hanngan PTA

PTA Vision: Every Child's potential is a reality

PTA Mission: To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

Join PTA!

- Become a PTA officer
- Volunteer at school

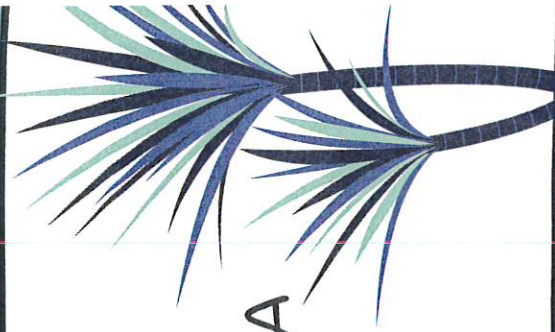
Some Activities

PTA Fall Festival

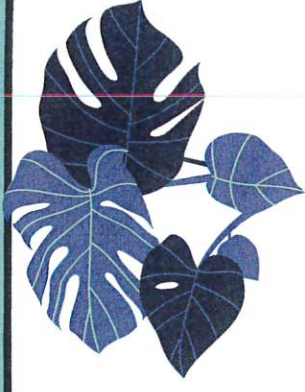
PTA Open House

Math/Reading Game Night

Fundraisers and class volunteers



STEAM Education



Our STEA+M Vision- By fostering a rigorous learning environment which focuses on Arts integration and agricultural advancements, Hannan will provide opportunities for students to unlock their powers of creativity in ways that promote critical thinking, problem solving, experimentation, research, and effective communication.

Come visit our beautiful STEAM garden!

Attendance

- Students should attend school daily unless they are ill. If ill, please keep your student home.
- Students who miss more than 15 unexcused days may be in danger of being retained.
- Any student attending school for 1/2 day or more will be counted present for that day.
- Students with five or more unexcused absences will be referred to the School/District Social Worker. By law in Georgia, after a parent, guardian, or other person in charge of a child has been notified of five unexcused days of absences, the person notified can be subjected to the following: a fine of not less than \$25 and not more than \$100, imprisonment not to exceed 30 days, community service, any combination of the aforementioned.

Car Pick-Up

- Parents must not pick up children in the parking lot or street unless told to move to those locations by staff.
- Parents must not park or wait by any yellow curb in the parking lot or the pick-up line.
- Parents cannot stop or prolonged the movement in the pick-up line. Students and parents must enter and exit the vehicles safely and quickly in order to keep traffic moving.
- Students **MUST** be picked up by 2:30pm. Supervision is not provided by teachers or front office staff after 2:30 pm.
- If students are late being picked up, they will be sent to the After-School program where parents will have to pay a drop in fee.
- If transportation will change for any student (daycare, buses, walkers, car riders), parents must call the front office or send a written note to the teacher.

Dismissal

- For all walkers, parents must arrange transportation on rainy days or days when the weather is freezing cold. Students nor staff will be allowed to walk in those conditions
- School staff will walk students only to the Crossing Guards located on Talbotton across from Buck Ice. They WILL NOT walk students home.
- Kindergarten students are NOT allowed to walk home, unless they are accompanied by a parent or guardian. Transportation must be provided.
- If a child's departure procedures change in any way, please make sure to notify the front office and send a note. Without a note, students will be sent home via their normal method of transportation.
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HANNAN DISCIPLINE PLAN

We, the staff and students of Hannan Magnet Academy, commit to working together to provide a safe, positive, and consistent learning environment that encourages learning, responsibility, and respect.

WE ARE A PBIS SCHOOL. Students earn points for following Hawk Expectations/Hannan 5 each day. Infraction sheets are used to track minor behaviors prior to a discipline referral. Parents can follow their child's daily progress by downloading the PBIS rewards app.

Automatic Office Referrals:

- Theft
- Sexual Harrassment
- Weapons/Dangerous Instruments
- Verbal assault, physical assault, extreme disrespect
- Bullying/Cyber Bullying
- Vandalism
- Disruption/interference with learning
- Illegal substances
- Leaving school or playground without permission

HANNAN 5

- H:** Have respect for everyone
- A:** Always be prepared
- W:** WORK HARD
- K:** Kind words in a kind way
- S:** Stay Safe

DAILY HAWK EXPECTATIONS

	Morning Block	Afternoon Block	Cafeteria	Connections	Hallway
H Have respect for everyone					
A Always be prepared					
W Work hard					
K Kind words in a kind way					
S Stay safe					

Students can earn 1 point during each block for each Hawk expectation, resulting in a total of 25 points per day and 125 possible points per week.

Weekly Conduct Grade Average

S = 125 - 113

N = 112 - 100

U = 99 or below

S = Satisfactory N = Needs Improvement
U = Unsatisfactory



Welcome Letter
Hannan Elementary Magnet Academy
2023-2024

Awesome Hannan Hawk Families,

I welcome you to another great year at Hannan Elementary Magnet Academy. I believe in the concept that ALL children can learn, and I vow to you that each one of our Hannan scholars will receive the best education possible! I'm committed to safety first; therefore, I ensure that OUR children learn in an orderly and safe environment! I'm asking all of my parents and community stakeholders to join us as we work diligently to equip our Hawks scholars with the skills and tools needed to be successful!

Please show your commitment to our Hannan family by joining our wonderful PTA. We have a strong group of parents and families that make up our wonderful community, and we welcome your partnership! You can also join in on our local school council meetings, Leadership Team meetings, and any of our quarterly parent workshops! We invite you to also become a PTA officer and school partner! Each month we will have volunteer opportunities, and we encourage you to be a part of our class or schoolwide events. You can sign-up to volunteer through our office.

Our stellar teachers also invite ongoing communication with families, and my door is ALWAYS open to you! I appreciate and welcome your feedback, and I look forward to our strong partnership. I believe that together, WE can and will make a difference in the lives of OUR students!

Committed to Service First!

Dr. Lashonda Millledge Miller
Proud Principal
millledge.lashonda.d@muscogee.k12.ga.us
(706)748-2744

School Uniform Requirements
23-24 School Year

Hannan Elementary Magnet Academy is a uniform school.
All students will wear uniforms Monday-Friday!

The required uniform is as follows:

- red, yellow, blue, white, or green polo shirts
- khaki, navy, and black bottoms (pants, shorts at 1 inch above the knee or longer, skirts 1 inch above the knee or longer, or jumpers). Some plaid skirts can be worn if deemed appropriate.
- Shoes with the appropriate supports/back straps. NO slides, house shoes, or flip flops!

There are some occasions where students will be allowed to wear school-appropriate casual clothes such as jeans; however, those dates/times will be provided to you by administrators. If jeans are worn during dress down days, there can be no holes, rips, or tears in them. Parents will be called to bring a change of clothes. We do have some new and gently used clothes in our school uniform closet, so please contact the school for assistance if needed (*we do not have all sizes*).

If you have any questions or concerns, please feel free to call the school at (706)748-2744.



Dr. Lashonda Willledge-
 Miller
 Principal

Adam Jones
 Assistant Principal

Carmelita Jones
 Secretary

Heather A. Jordan
 School Counselor

Shantina Thomas
 Academic Coach

Cheryl E. Stringfellow
 Cafeteria Manager



Muscogee County School District
Hannan Elementary Magnet Academy
Classroom Supply List
2023-2024 School Year

Grades K-2

- Tissue (1 box)
- 3- Ring Binder (1-inch)
- Composition notebook (Primary)
- Glue sticks
- #2 pencils (1 Dozen)
- Pencil Box/Pouch
- Notebook Paper- (Wide Ruled)
- Markers/Color Pencils
- Scissors
- Erasers
- **Headphones/earbuds**
- Index cards

Grades 3-5

- 3-Ring Binder (2- inch)
- Erasers
- #2 pencils (1 Dozen)
- Tissue (1 box)
- 1 pack of dividers with tabs
- Composition Notebook
- Glue Sticks
- Markers
- Pens
- Rulers
- Index Cards
- Notebook Paper (Wide-Ruled)
- **Headphones/earbuds**
- Highlighters
- Pencil Pouch

Note: Magnet/Gifted and specialized programs may require additional items as provided by teachers.

School Nutrition Program (SNP)

School Year 2024

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

USDA has regulations that the School Nutrition Program (SNP) has to meet to be in compliance with their guidelines. Caloric and nutrient requirements are based on age and grade. Also, MCSD Board Approved Wellness Program (EEB 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

Rayney-McCullers School of the Arts

Veterans Middle School

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

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





If your student is enrolled in one of the 12 Non-CEP schools (see list on previous page), a new application must be completed and approved every school year before your child can qualify for free or reduced-price meal benefits. For quicker processing, an online application is available at www.myschoolapps.com. 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!

- 1**  **MEMBERS TO RECEIVE FINANCIAL SUPPORT FOR EDUCATION**
- 2**  **MEMBERS TO RECEIVE FINANCIAL SUPPORT AND INTERNET ACCESS**
- 3**  **3**
- 4**  **4**
- 5**  **5**

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
Middle/High, Paid	1.25
Reduced	.30
Adult, MCSD Staff	1.75
Adult, Outside MCSD	2.00
LUNCH PRICES	
Elementary, Paid	2.45
Middle/High, Paid	2.70
Reduced	.40
Adult, MCSD Staff	4.00
Adult, Outside MCSD	4.50
Free and reduced priced meals for breakfast and lunch are available for eligible students. Parents may contact the School Nutrition Manager at any school for more information.	

Charging Meals

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

This institution is an equal opportunity provider.

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.

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.

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.



School Year Calendar 2023-24

- Student/Teacher holiday
- Semester Start Dates
- Teacher Planning/Staff Development/Student Holiday
- Virtual Learning Day
- Progress Reports/Report Cards
- In-person Phase-In for Students

July 2023

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August 2023

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September 2023

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October 2023

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November 2023

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December 2023

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January 2024

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February 2024

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March 2024

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April 2024

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May 2024

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June 2024

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- 1-5 Spring Break
- 18 Progress Reports

- 15-18 Graduation
- 21 Last Day of School/Report Cards (Elementary)
- 22-23 Teacher Post Planning (Secondary)
- 23 Report Cards (Secondary)
- 24-31 Summer Break
- 27 Memorial Day

- 1-2 Winter Break
- 3 Teacher Planning/Staff Development
- 4 2nd Semester Begins
- 8 Report Cards
- 15 Martin Luther King Jr. Day

- 6 Progress Report
- 16 Teacher Planning/Staff Development
- 19 Presidents Day

- 11 End of 3rd Nine Weeks
- 13 Report Cards

- 13 Report Cards
- 11 End of 1st Nine Weeks
- Day
- 9 Teacher Planning/Staff Development
- 6 Virtual Learning Day (No school PK-2)

- 10 Veterans Day
- 13 Progress Reports
- 20-24 Thanksgiving Break

- 20 1st Semester Grading Period Ends
- 21-29 Winter Break