

# Lonnie Jackson Academy



*"Be Kind, Be Safe, Be Responsible!"*

2022-2023

Student Handbook

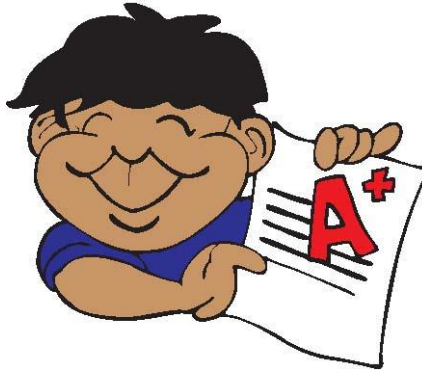
# MUSCOGEE COUNTY SCHOOL DISTRICT

## MISSION

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

## VISION

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



### **Frequently Called Numbers**

Lonnie Jackson Academy.....	706-565-3039
Lonnie Jackson Cafeteria.....	706-565-3042
School District Main Switchboard.....	706-748-2000
School District Transportation Department.....	706-748-2876
School District Student Services.....	706-748-2236
Parks & Recreation After-School Program.....	706-225-4510

### **School Mascot**

Bumble Bee



### **School Colors**

Navy Blue and Gold

## Important Information

### School Hours

8:00 - 2:30

### Office Hours




7:30 - 3:15

### **Before/After School Care Hours (provided by Parks & Recreation)**

Please contact Parks & Recreation at 706-225-4510 for details.

## LONNIE JACKSON'S SCHOOL-WIDE EXPECTATIONS FOR BEHAVIOR

All students at Lonnie Jackson are expected to do the following:

-  Be Kind (encourage your peers to do their best; say nice things to others)
-  Be Safe (no horse playing at any time; no weapons or unsafe items)
-  Be Responsible (practice restraint; apologize when necessary)

### Dress Code

### School Uniforms

Lonnie Jackson Academy has adopted a board approved uniform policy. Uniforms are collared polo styled shirts and uniform pants, skirts, shorts, or jumpers. Shirts must be tucked in and belts must be worn with clothing that requires a belt. All shoes (boys and girls) need to be rubber-soled with enclosed toes and heels (safety concern).

Grade Level	Polo Shirt	Bottom(s)
Pre-K	Red	Khaki or Navy
Kindergarten and 1 <sup>st</sup> grade	Light Blue	Khaki or Navy
2 <sup>nd</sup> and 3 <sup>rd</sup> grade	Yellow/Gold	Khaki or Navy
4 <sup>th</sup> and 5 <sup>th</sup> grade	White	Khaki or Navy

**All students are required to wear uniforms Monday through Thursday. On Friday, students may dress out of uniform. We highly encourage students to wear school spirit attire on Fridays.**

***Not permitted:*** tank tops, pajamas, spaghetti straps, tube tops, see-through shirts, hats or other non-religious head coverings, and no midriffs should be exposed. Shoe apparel such as flip flops, sandals, and heeled shoes are not acceptable. All items of apparel that distract the attention of other students or cause disruption are prohibited.

Through progressive disciplinary measures, repeated failure to wear uniform clothing will lead to an office referral. This uniform policy is strictly enforced. **Students who are not in uniform may be required to call home and obtain uniform clothing.**

The student dress code is a reflection of the Muscogee County School Board Policy. Please refer to the MCSD Behavior Code and Discipline Policy for further information on dress and grooming.

School aged children are referred by a teacher to the **Sara Spano Clothing Bank** to receive clothes, socks, shoes, etc. Please contact your child's teacher and request a permission form, if you feel the need. PTA volunteers are needed to work the Clothing Bank and transport students.






Parents visiting the school for any reason should also dress appropriately. No night clothes or lingerie should be worn on school premises. Please do not wear attire that is revealing to our students, staff, and visitors.

### **PARENT PORTAL**

The Parent Portal can be accessed through the MCSD homepage "Families" tab. This helpful tool provides parents with real-time attendance, assignment grades, and other helpful information. The legal guardian who registered the student must show proper photo ID to obtain the portal activation information. Activation letters will be available on Verification Day.

### **ATTENDANCE**

Success in school is directly related to daily school attendance, and students are required by law to attend school regularly. The only excuses for absences, tardiness, or early checkout that are regarded as valid, or excused, are:

-  Illness of the pupil or some member of the family requiring the pupil's presence at home
-  Death of a member of the immediate family
-  Doctor's appointments
-  Special and recognized religious holidays observed by their faith
-  Mandates of the government (court orders)

### **TARDIES**

The school day begins with breakfast being served from 7:15 am – 7:45 am. Our instructional day begins at 8:00am and ends at 2:30p.m. Students are tardy after 8:00 a.m. To receive a pass to class, TARDY students must be checked-in by a parent in the front office. *Tardy students must not be checked-in without a parent.* All students arriving after 8:00am MUST report to the front office (with a parent) for a tardy pass.

### **EARLY CHECKOUTS**

**Students checked out before 11:15am are considered absent. Students who are checked out after 11:15am are considered early checkouts.**

**Early Checkout:** Students should only leave during the school day due to an emergency or doctor's appointment. **Disrupting the day could adversely affect your child's academic progress.** If a student must be released during the school day, it can only be done through the school office by the parent or parent's representative. **The student must be signed out in the office by an adult listed on the registration form.**

**Parents may not check students out after 2:00pm on regular school days due to traffic congestion. Students can only be checked out during this time with an excuse from the doctor. Be prepared to show picture ID for checkout.**

Students who have 5 or more unexcused absences, tardies or early check outs, in a single grading period are considered to be in violation of the attendance policy. When a student accumulates 3 unexcused absences, a letter is mailed to the parent/guardian. This is done to reinforce compliance with attendance laws. Continued violation of this policy may result in a referral to the school social worker and support agencies outside the school district. Among these agencies are the Department of Family and Children Services (DFCS), law enforcement, Juvenile Court, Family Connection, or other external agencies. An elementary student who accumulates **fifteen (15) days or more absences for the year** may be subject to retention in the same grade.

**A note from home and/or the doctor stating the nature of the absence must follow every absence.**

### **MORNING ARRIVAL**

Students who are car riders should be dropped off in front of the school at the sidewalk. **Under NO circumstances should students be dropped off or picked up where cars are actively driving NOR in the back of the school in the parking lot area.** Automobiles are not allowed to enter the bus area and can be ticketed per city vehicle code.

According to the MCSD board policy, students are allowed to assemble on the school grounds for only a reasonable length of time prior to school beginning and are **prohibited from entering the school earlier than fifteen minutes before the day begins** unless they have permission from the school principal.

In compliance with board policy **only students who are eating breakfast or who are attending the before school program will be allowed into the building prior to 7:30.** Students who are eating breakfast will be escorted into the cafeteria at 7:15am. After these students have eaten, they will report to their designated morning room.

***NOTE: Please do not leave your children unattended in the morning. Students who arrive before 7:15am will not be permitted to enter the building.***

### **DISMISSAL PROCEDURES**

The safety of our students is our primary concern. Students will be released only to those individuals listed on the registration forms. Any changes must be made in writing and submitted to the office (**signature and contact information is required**).

At dismissal time, students should depart the premises in the manner designated on the student registration form. If departure is to be different, parents must send a **written note** to the teacher indicating the change (even if temporary). **Teachers will not take oral instructions from the students.** Unless a note is received, the student will be sent home the usual way. **To ensure that**

**instructions are received by the teachers and students, the school should be notified of any transportation changes no later than 1:00pm each day.**

We ask that parents not wait for a child in the front lobby, in front of the building, or bus loading area. If your child is scheduled to ride the bus and you need to pick him/her up in the afternoon, we ask that you sign him/her out in the office prior to 2:00 in the afternoon. This will ensure that our students are only released to authorized persons. We realize that these security procedures may be somewhat inconvenient at times. However, it is necessary for us to take these special precautions to protect all students.

There are two pickup areas for students: Car riders are in the front driveway loop and day care van riders and bus riders are in the back bus zone. **Parents are not allowed to pick up students in the bus zone. Doing so would interfere with bus and daycare pickups and present safety concerns.**

In order to expedite parent pick-ups it is requested you stay in line inside your vehicle so pickups can be made along the curb. **Students will not be allowed to cross in front of other cars to reach parents in the outside lanes. This is an unsafe practice and could present a safety hazard for your child.** Teachers and parents should refrain from lengthy conversation in the pickup lane as this delays the dismissal process. An adult or safety patrol member will open the door for your student.

Routine dismissal procedures with staggered dismissal times have been developed to facilitate an orderly, safe flow of traffic.

Our “Silent Dismissal” time begins for students at 2:20pm. This is when student movement STARTS. Typically, the first students do not exit the building until 2:30pm. All students are escorted by school personnel to the following areas:

- ✿ All students are informed of the arrival of their car, bus, or van by way of school-wide powerpoint presentation. Once notified, students will leave the classroom and walk to their predetermined dismissal location while being observed by hall monitors—to ensure safety.
- ✿ All walkers will exit the building through the front doors.

### **LATE PICKUPS WILL BE REPORTED TO THE SCHOOL ADMINISTRATION**

**Students must be picked up by 2:40p.m. Teachers are not available for student supervision after 3:00 p.m.** Therefore, an administrator and/or social worker will be called to assist.

### **SCHOOL TELEPHONE**

The school telephone is a business phone and may be used by the students only in the case of an emergency. After-school arrangements should be made before the child leaves home in the morning to avoid confusion at the end of the school day.

### **PARENT-TEACHER CONFERENCES**

Parent conferences may be scheduled in writing or by phone. Teachers keep their own calendar for conferences unless the office sets up a special meeting. These conferences will normally be held before or after school hours. **Academically, teachers are responsible for ALL students**

**and cannot be interrupted for parent conferences and/or questions during instruction.** If you would like to observe in your child's classroom, the maximum time per week is 15 minutes. We appreciate your cooperation as we strive to maximize learning experiences at LJA.

### **PARENT CONTACTS**

Parents are required to give the school correct (and updated) telephone numbers so they may be contacted. Emergency numbers should also be listed. We do understand that occasionally something will come up that cannot be avoided. However, please discuss the following arrangements with your child before he/she leaves for school in the morning:

- (1) Alternate transportation in the event of bad weather
- (2) Changes in after school child care schedule
- (3) School work and materials
- (4) Permission to stay after school for pre-announced programs.

### **WITHDRAWALS**

**As soon as possible, parents should notify the school office of plans for withdrawal. Please provide us with the last day of attendance and destination address (if known). Withdrawal papers must be prepared in advance and may require at least a 24-hour notice.** Please plan accordingly. Obtaining signatures for the student's cafeteria account, library account, turning in all textbooks, signing the withdrawal form, and gathering personal belongings may take some time. Students must be cleared at the current school before reassignment can be made to another school. Please be aware, withdrawal from departing school and admission to the new school could take 48hrs or more.

### **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)."*

### **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.*

### **MEDICATIONS AND CLINIC**

The school clinic is fully operational from 8:30 am to 12:30 pm, Monday-Thursday, & 8:30-11:30 on Fridays. The office staff is available at other times. **Written medical authorization is required before any medication can be given to students. Verbal permission is not acceptable.** Authorization forms may be obtained from the clinic staff or from the office. All prescription medication (i.e. Ritalin, penicillin) must be brought to school in the original pharmaceutical container with a clear label (with child's name, etc.). Non-prescription medications (i.e. Tylenol, aspirin, cough medicine, eye drops) cannot be administered without a doctor's note and must be in original containers with a clear label. Students are not allowed to self-administer any medication at school. All medication is kept in a locked cabinet in the clinic, and documentation is maintained on all administered medicines. Parents will be called to pick-up their child if they are too sick to stay in class. Sick children that disrupt the educational process or pose a health threat cannot be allowed to remain in the classroom. They must be picked up. Please provide reliable phone numbers and alternate points of contact for speedy notification.

**PLEASE NOTE:** Withholding health issues about your child from the school could be life threatening and place them in a potentially dangerous situation should an emergency arise. It is the responsibility of the parent/guardian to notify school authorities about a student's medical condition at time of registration or immediately upon medical diagnosis of a new condition during the school year. The health information portion of the MCSD registration documents must be completed annually and should be immediately updated with any changes by the parent/guardian and submitted to school personnel. Please see school officials about situations that require individualized attention.

### **EYE, EAR, DENTAL & NUTRITION (EEDN) REQUIREMENTS**

All Kindergarten, MCSD transfer students, and newly entering students to GA public schools are **required** to have a completed Eye, Ear, Dental and Nutrition (EEDN) Form 3300 **that is dated no more than 12 months prior to school entry, regardless of grade level.** Enrollment in pre-school services (Pre-K, etc.) is not school entry. An EEDN/Form 3300 completed for Pre-K purposes may not meet the requirement for school entry.

### **VISION AND HEARING SCREENINGS**

**The EEDN/Form 3300 cannot be completed through the Muscogee County School District.**

All students must have a current or updated Georgia EEDN/Form 3300.

### **LOST AND FOUND**

Unclaimed items are placed in the Lost and Found area in the gym. If your child loses an item and cannot locate it, remind him/her to look in the Lost and Found. It helps tremendously if the student's name is on the item. Please do not allow students to bring electronic devices or extra money, etc. (unless given permission from the teacher in writing). The school will not be

responsible for these items if they become lost or missing. At the end of each year all items left are donated.

### **FIELD TRIPS**

Each student who goes on a field trip or excursion must have written parental permission. Blanket written parental permission may be granted using the Field Trip Parental Authorization form annually.

Only students who are regularly enrolled in school and who are involved in the instructional activity will be eligible for transportation.

Teachers and/or adults approved by the principal will be permitted to accompany transported groups for supervisory purposes.

Rules relative to student safety and behavior will be adhered to.

**PLEASE NOTE: FOR YOUR CHILD'S SAFETY, YOU MAY BE ASKED/REQUIRED TO ATTEND THE FIELD TRIP WITH YOUR CHILD IF HE/SHE HAS EXTREME BEHAVIORS.**

### **SCHOOL NUTRITION PROGRAM (SNP)**

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

USDA has regulations that the School Nutrition Program (SNP) has to meet to be in compliance with their guidelines. Caloric and nutrient requirements are based on age and grade. Also, MCSD Board Approved Wellness Program (EEE and EE-R) encourages and promotes healthy guidelines to be followed including, but not limited to, elimination of the consumption of fried foods, foods containing > 35 % sugar by weight, and FDA standards for portion sizes. 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 and shall prohibit the use of candy and other food rewards for academic performance or good behavior. **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.

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. School lunch may be purchased to eat in the cafeteria with the students.

School meals are captured using palm scanners for identification, capturing only the image of the veins in their hand. If the parent opts out on their children being scanned, the meal will be rung up under the name.

### **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. Several of our schools are CEP schools. **Please contact your student's school office or call the School Nutrition Office at (706) 748-2389 to see if your student's school is a CEP school.**

### **Free and Reduced Meal Applications/Priced Meal Plans**

If your student is *not* enrolled in a CEP school, a new application has to be completed and approved every school year before your child can qualify for free or reduced meals. We must receive an 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. A letter will be sent home from school with your child stating if you have been approved or denied. 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 MCS D 2016-2017 application on file, then benefits will be extended for the first 30 days of the 2017-2018 school year. After that, your child's status will change to PAID and they will be charged for meals until a new application is approved. If your application has been denied or is incomplete, please call our office if you have any questions: 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 <https://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.*

### **Paying for School Lunch**

Muscogee County SNP no longer accepts 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.

Pre-pay for your child’s school breakfast, lunch and a la carte food items. On-line payments include a transaction fee per school site. You must know your child’s birthdate and/or PersonID Number from Infinite Campus (available at the school office). Allow 24 hours for payments to be posted to your child’s account. From the Muscogee County School District web site, on the home page, click on the Families tab, then click on the **My School Bucks** link to access our online payment system.

**School Meal Prices:**

BREAKFAST PRICES	
Elementary, Paid	.1.00
Middle/High, Paid	1.25
Reduced	.30
Adult (MCSD)	2.00
LUNCH PRICES	
Elementary, Paid	2.45
Middle/High, Paid	2.70
Reduced	.40
Adult, MCSD Staff	3.75
Adult, Outside MCSD	4.50
Free and reduced priced meals for breakfast and lunch are available for eligible students. Applications can be picked up at the School Nutrition Office, or parents may contact the School Nutrition Manager at any school.	

**Food Purchases**

Only students purchasing a reimbursable meal may also purchase extra foods from the menu. Students bringing a lunch from home may purchase milk, juice, water, or ice cream.

**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 1<sup>st</sup> 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 the MCSD website. Menus may change on a very short notice due to market conditions, deliveries, or special school activities.

### **Special Dietary Needs**

School Nutrition will accommodate food allergies and special dietary needs when documentation from a doctor is provided. MCSD SNP will make modifications and substitutions to the regular school meals for a student with a disability that restricts their diet. Special Dietary Needs Prescription Form must be completed and signed by a physician for a student with a disability before the school cafeteria can provide any modifications or substitutions.

The completed form must be provided to the school cafeteria Manager, the clinic worker, and the special needs dietitian. A form and instructions can be found on the School Nutrition page of the MCSD web site, or at the school clinic or cafeteria. Nutrition analysis chart for menu items is available on the website.

Please be aware that there are factors that may affect a product's actual nutritional value and/or ingredient composition at any given time: 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 Lunch**

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

### **SUCCESS CEREMONIES/AWARDS DAY**

Celebrations of success will be held at the close of each school year by grade level. Parents will be informed of the dates and times. Please note that attendance awards will reflect the number of days in attendance. Unexcused tardy or unexcused dismissals could prohibit a student from receiving an attendance award.

*Awards will be given for the following categories:*

- ❖ **Top male and female student**—Reading, ELA, Math, Science, Social Studies: **GMAS** for 5<sup>th</sup> graders all subjects; GMAS for 3<sup>rd</sup> and 4<sup>th</sup> graders ELA and Math; **Report Card** for all other grades and subjects.
- ❖ **Most Growth**-Achieve 3000 Lexile 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>; Lexia Core 5: K, 1<sup>st</sup>, 2<sup>nd</sup>
- ❖ **Top male and female student**—Achieve 3000 Lexile 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>; Lexia Core 5: K, 1<sup>st</sup>, 2<sup>nd</sup>

- ❖ **Top male and female Citizenship Award:** This award should be given to MODEL students who inspire and encourage other students to strive to be better **citizens**.
- ❖ **Perfect Attendance:** Only students who have attended school every single day of this school year (Out of School Suspension will not be held against a student).
- ❖ **Principal's List**—Only students who receive nothing less than an “A” (for the entire school year) on his/her REPORT CARD will receive this award
- ❖ **A-B Honor Roll**—Only students who receive nothing less than a “B” on his/her REPORT CARD will receive this award.
- ❖ **PBIS Award**—Be Kind, Be Safe, Be Responsible: This award will be given to students who---Volunteer to assist others, Always use appropriate language, Is respectful to all, Follows rules the first time they are given
- ❖ **Most Improved**—This award is given to a male and female in each class who has demonstrated the most improvement is both behavior and academic performance.
- ❖ **Art, Music, and P.E. Awards** (1 student per classroom)

### **CLASSROOM PARTIES**

There will be 2 class parties for the year; one at the end of the first semester and the other at the end of the year. Parents may send in store bought cupcakes for their child on their birthday to have after lunch.

### **BOOK FAIRS**

Multiple times during the year, the media center hosts book fairs. Children will bring home flyers advertising some of the books that will be made available at the fair. The child's class may visit the book fair together on a specific day. You may send money for your child to purchase items. There are usually posters, pencils, erasers, and bookmarks, as well as books. If you wish, you may accompany your child during the class visit. Parents are also invited to purchase items from the book fair either before or after school.

### **PTA**

At Lonnie Jackson academy we understand and value the role of parent(s). Therefore, we invite you to become an active member of the PTA. Your input as a board member, committee member, or voting member will greatly contribute to our students gaining access to special events and opportunities outside of our immediate community. Fundraising activities are scheduled throughout the year to support student activities. The very first event for the school year is the PTA Board member elections and membership drive. Membership dues for the year cost approximately \$6.00.

### **PIE (PARTNERS IN EDUCATION)**

Lonnie Jackson Academy is very fortunate to have outstanding Partners In Education. Cott Concentrates, Walmart--Neighborhood, CWR Hairworks, Columbus Old School Foundations, and KW Realty River Cities provide significant services to students by offering supplemental instruction and tutoring as directed by the classroom teacher, assisting with general class work, honoring and recognizing students' achievement, and supervising student activities, as well as incentives for students and teachers.

## **PICTURE DAYS**

Picture days occur at least twice per year. One is within the first nine weeks of school, and the other in early spring. Each time individual picture packages are offered. The class picture will be taken in the spring. Students are not required to be in uniform on picture days, but are required to adhere to the MCSD dress code policy. Picture packages will be ordered either before the pictures are taken or when the proofs are returned, depending upon the policies of the photographer.

## **STUDENT ACCIDENT INSURANCE**




School accident insurance is available at the beginning of the school year for a reasonable fee. Both school coverage and 24-hour coverage are available. Once the information is sent home by the student, the parents are responsible for sending payment directly to the company sponsor and for filing claims. Neither the Muscogee County School District nor individual schools provide accident or medical insurance coverage for students.

## **DISCIPLINE**

At Lonnie Jackson Academy we know that in order to develop a positive school climate we must have a commitment from students, parents, and faculty to abide by a method of discipline that is fair, consistent and uniformly implemented. Students at the school are encouraged to be responsible for their own behaviors and are made aware that they play an important role in their own educational and behavioral programs. **However, all students are expected to read and abide by the MCSD Behavioral Code and Discipline Policy.**

## **LONNIE JACKSON'S SCHOOL-WIDE EXPECTATIONS FOR BEHAVIOR**

All students at Lonnie Jackson are expected to do the following:

-  Be Kind (encourage your peers to do their best; say nice things to others)
-  Be Safe (no horse playing at any time; no weapons or unsafe items)
-  Be Responsible (practice restraint; apologize when necessary)

## **SCHOOL-WIDE DISCIPLINE POLICIES AND PROCEDURES**

Lonnie Jackson Academy's Discipline Plan involves natural, logical and realistic expectations. This plan provides a simple structure, rewarding positive behaviors routinely. For students who display inappropriate behaviors and violate the rules of the classroom, school or school system, progressive actions will be implemented. These actions may include teacher-student conferences, parent contacts, teacher/administrative detentions, counseling, out of school suspension, release to parent/guardian for the remainder of the day, or referral to the MCSD discipline tribunal.

At the beginning of each year teachers and students establish rules and consequences for inappropriate behaviors. These rules are designed to leave each student's dignity intact and maintain an orderly and safe learning environment. Teachers and staff are required to do the following:

- ✿ Communicate verbally and in writing classroom procedures, expected behaviors, and consequences for inappropriate behaviors to students and parents.
- ✿ Ensure and determine all classroom guidelines and expectations are known, understood and acknowledged by students and parents.
- ✿ Effectively and efficiently document all inappropriate behaviors and actions taken, including the events taking place prior to and following the students negative behaviors.
- ✿ Try various strategies and interventions to stop or prevent all inappropriate behaviors.

Students are expected to behave as follows:

- ✿ Participate in class activities and complete assignments. Misbehaviors such as refusing to do work, demonstrating actions which are inappropriate (clowning, teasing, yelling out, mumbling, or making inappropriate noises, getting out of seat without permission, minor pushing or hitting) are all considered offenses.
- ✿ Listen and follow directions.
- ✿ Control talking and treat others with respect.
- ✿ Respect the rights and property of others.
- ✿ Cooperate, play and interact well with others.
- ✿ Obey school rules.

**All students are expected to read and abide by the MCSD Behavioral Code and Discipline Policy.**

### **CAFETERIA BEHAVIOR EXPECTATIONS**






The cafeteria monitors oversee the activity in the cafeteria. The monitors are the leaders and students are expected to listen and follow the directions given by the monitors. Students are to enter the cafeteria with their teacher quietly, in a single file line with no one cutting or saving places for others. If a student brings their lunch to school, he or she is to go directly to the assigned table for their classroom and take a seat.

All students are expected to keep their hands to themselves and feet on the floor. Students are to sit at their assigned table and once seated are to remain so unless a monitor has provided permission to leave the table. While eating, students are expected to demonstrate appropriate table manners. No one is to share or take food (willingly or by intimidation) from others.

A cup is placed at each table. Students are to remain silent while the cup is there and enjoy their meal. After 10 minutes and if the table has remained silent, a cafeteria monitor will remove the cup. Students may then talk and finish their lunch as long as they use their “inside voices.” The monitors are responsible for the tables in their zones and for keeping accurate time. Students must eat all food in the cafeteria and not carry it back to the classroom, unless the teacher or school personnel advise otherwise. When lining up to leave, students are expected to remain quiet and observe the quiet zone.



**Consequences for violating cafeteria rules include the following:**

-  Verbal warning
-  Silent lunch for the table
-  Phone call to the parent/guardian
-  Detention
-  Administrative referral only for persistent or serious behaviors

**HALLWAY BEHAVIOR EXPECTATIONS**

Students are expected to show F.A.M.E. while in the hallway. F.A.M.E. is an acronym used to provide students with a quick reference to their expected hallway posture (Feet in the 2<sup>nd</sup> square, Arms by your side, Mouth closed, Eyes forward).

Students should enter the hallways quietly, without talking, and on the right side. Running, skipping, sliding, jumping or playing in the hallways are not acceptable.

**PLAYGROUND OR OUTSIDE ACTIVITIES BEHAVIOR EXPECTATIONS**

Safety on the playground is of the utmost importance. Students should not do anything which may physically/verbally harm themselves or others. Hitting, pushing, throwing rocks or other objects, name calling, or bullying will not be allowed. Equipment is to be used appropriately and students should only use equipment assigned by the teacher. Students are expected to be courteous and polite to each other. Students must stay within the boundaries assigned by the teacher and no one shall leave the area without permission.

**RESTROOM BEHAVIOR EXPECTATIONS**

Students are to be supervised at all times by an adult. While in the restroom, students are expected to demonstrate appropriate hygiene. After using the restroom, they should flush the toilet or urinal, dispose of waste paper in the appropriate container (toilet or trash can only), wash their hands before leaving the restroom, and turn off all faucets after use. Students are not allowed to play, fight, or waste time in the restrooms.

**BULLYING**

In accordance with State Policy (O.C.G.A 20-2-751.4) and the Muscogee County School District Policy, Lonnie Jackson Academy prohibits bullying behavior of a student by another student.

Bullying behavior is defined as:

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

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

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term ‘bullying’ as used in this Policy also applies to cyber bullying, which is behavior that occurs through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, where such electronic communication:

1. Is directed specifically at students or school personnel;
2. Is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and
3. Creates a reasonable fear of harm to the students’ or school personnel’s person or property or has a high likelihood of succeeding in that purpose.








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

Upon a finding by a school administrator that a student has either committed a bullying offense or has been a victim of bullying, the student’s parent or guardian will be notified.

### **CONSEQUENCES**

The local board of education prohibits bullying. All parents, students, and staff are encouraged to review local school board policies online at <https://www.muscogee.k12.ga.us> and in the updated Student Behavior Code and Discipline Policy for more details.

Disciplinary actions taken where students are found to have committed bullying behaviors may include but are not limited to the following:

-  Loss of a privilege
-  Reassignment of seats in the classroom, cafeteria or school bus
-  Reassignment of classes
-  In-school suspension
-  Out-of-school suspension
-  Detention
-  Expulsion (through appropriate due process hearing)

- ✿ Assignment to an alternative school (through appropriate due process hearing)

Students, parents/guardians and other stakeholders may report incidents of bullying to an administrator, teacher, counselor or other staff member by using the school district's bullying hotline at (706) 748-2267 or the Georgia Department of Education's 1-877 SAY-STOP (1-877-729-7867) School Safety Hotline.

All students and parents will receive notification of the anti-bullying behavior policy via the Muscogee County School District Code and Discipline Policy Handbook. Each reported incident of bullying behavior will be investigated by the principal/designee and in some cases school security.

### **PROHIBITED BEHAVIORS**

Bullying, harassment and intimidation may include many different behaviors which ridicule, humiliate, or intimidate another student or school employee.

Retaliation following a report of bullying is prohibited.

Examples of prohibited behaviors may include but are not limited to:

- ✿ Unwanted teasing
- ✿ Threats, taunts and intimidation through words and/or gestures
- ✿ Physical violence and/or attacks
- ✿ Extortion
- ✿ Destruction of school or personal property
- ✿ Theft of money and/or personal possessions
- ✿ Sexual, religious, or racial harassment
- ✿ Public humiliation
- ✿ Social exclusion, including incitement and/or coercion
- ✿ Rumors or spreading of falsehoods
- ✿ Stalking
- ✿ Hazing
- ✿ Cyber stalking or engaging in conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim
- ✿ Cyber bullying or the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking websites (e.g. Twitter, Face book, Instagram, etc.) chat rooms, texts, and instant messaging
- ✿ The use of cameras or camera phones to take embarrassing photographs of students or school employees at school and post them online
- ✿ Sending abusive or threatening text messages or instant messages
- ✿ Using websites to circulate gossip and rumors about students to other students

**Once bullying has been reported an investigation will follow.**

Each reported incident of bullying behavior will be documented and investigated by the school principal, and in some cases, school security, and a disposition determined which may include suspension from school or a referral to the student discipline tribunal.

School police, school counselors, school social workers, school security, and/or other support staff may be utilized for their expertise as determined by the circumstances of the matter and in the discretion of the administrator involved.

**SCHOOL GRADING SYSTEM**

Mid-term progress reports are available in the parent portal each grading period. Report Cards are available in the parent portal at the end of every nine (9) weeks. If parents have concerns related to student progress or grading, a conference with the teacher is highly recommended.

The following grading/progress assessments will be used.

- ✓ Pre-K – Developmental Progress Report
- ✓ Kindergarten – Developmental Reports utilizing GKIDS (Georgia Kindergarten Inventory of Developing Skills)
- ✓ Grades one through five – Traditional 10-point scale Report Card

A	Excellent Progress	90-100	Classwork	40%	400pts
B	Good Progress	80-89	Quizzes	35%	350pts
C	Satisfactory	70-79	Summative/Test	20%	200pts
F	Unsatisfactory Progress	Below 70	Homework	5%	50pts

Student grades are made up of at least 9 assignments for every 9 weeks. Students who turn in late assignments will receive 10% reduction each week. No grade lower than 50% will be issued.

**PROMOTION & RETENTION POLICY**

It is the philosophy of the Muscogee County School District that programs of intervention and remediation rather than retention will be the preferred alternative for students who are not making satisfactory progress. Retention is appropriate only when the student’s developmental needs are such that retention of the student will be beneficial. Retention will not be based upon arbitrary achievement levels without consideration of ability, language, development, or cultural background. Both the law and the State Board Rule mandate that all third (3<sup>rd</sup>) grade students must perform at a level that meets/exceeds the grade level lexile standards on the Georgia Milestone Assessment (GMAS) in **reading** in order to be promoted to the fourth grade. Fifth (5<sup>th</sup>) grade students must perform at levels that meet/exceed the grade level lexile standards in **reading and** academic level standards in **mathematics** on the GMAS in order to be promoted to the sixth (6<sup>th</sup>) grade.

The records and progress of any student being considered for retention must be referred to the academic committee (principal, counselor, academic coach, current teacher and vertical teacher). The committee will make a recommendation for promotion or retention. The principal will have the final authority, at the school level, as to whether a student is promoted or retained.

**MUSCOGEE COUNTY SCHOOL DISTRICT  
TITLE I SCHOOLWIDE - DEFINITION  
WHAT DOES IT MEAN TO BE SCHOOLWIDE?**

1. All students in the school may benefit from the use of Title I funds in the academic focal areas.
2. No student in the school may be excluded from services provided through Title I funds.
3. The students who are academically at-risk have priority in receiving Title I services.
4. Title I services should be highly focused on increasing the reading and math skills of the students who are in greatest academic need.
5. The teacher who is designated as the Title I Resource Teacher should focus his/her services on those students who are in greatest academic need.
6. At the end of a school year, the test scores of all students in the school may be used in evaluating the annual progress of the school wide program.

**HOW DOES A SCHOOL GET TO BE SCHOOLWIDE?**

1. Forty percent of the residential students (not enrolled students) must qualify for free or reduced lunch.
2. The school (whole staff) must spend a year planning for improvements based on a comprehensive needs assessment, which includes all areas of the school,
3. A five-year school wide improvement plan must be approved by the end of the school year preceding implementation,
4. A budget, which is based on the plan, must be submitted to the Title I Office before the end of the school year preceding implementation.

**Title I, Family Nights, and PTA** meetings will be scheduled throughout the school year. Notification of all meeting will take place through monthly newsletters, notes home, ConnectEd phone calls, and postings on the school marquee. Please look for announcements on a regular basis. **All Title I, Family Night, and PTA Meetings will to meet at 6:00 p.m. unless notified by the school of an alternate time.**

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**BE THERE CAMPAIGN!**

MCSO is partnering with WTVM to share Extraordinary Teachable Moments (ETM) through the "Be There" parent involvement campaign!



The Muscogee County School District launched the "Be There" Campaign initiative Wednesday, November 4, 2009. "Be There" is a research-based, multimedia campaign designed to get parents more involved in their children's education. One hundred percent (100%) of the research studies compiled by the Parent Institute\* indicate that parent involvement has a significant impact on student success. The statistics show with as little as a one-third increase in parent participation, school achievement scores increase dramatically. It only takes a small increase in parent input to see measurable results in student output!

"Be There" is a national campaign created by Voss and Associates to show parents how easy it is to get involved by inviting them, welcoming them, and inspiring them to "Be There," using a variety of methods including, but not limited to, public service announcements, feature television interviews and stories, news articles, and printed promotional materials. MCSO is partnering with WTVM (Channel 9) to feature Extraordinary Teachable Moments (ETM)!



The impact teachers have on their students is felt for a lifetime. To honor the special teachers in our community, Kinetic is proud to partner with WRBL News 3 for the Golden Apple Award.

The Kinetic Golden Apple Award is presented weekly during the school year. The recipient is featured during on the 6 p.m. and 11 p.m. news on Wednesdays and the 5 a.m. and 6 a.m. news on Thursdays on WRBL News 3.

***Do you know a deserving teacher who should be recognized? Go to internet below to nominate your favorite teacher TODAY.***

**<http://www.goldenapple.org/nominate-a-teacher>**



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### **Lonnie Jackson Academy**

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