

# MIDLAND ACADEMY ELEMENTARY SCHOOL

STUDENT / PARENT HANDBOOK  
2022-2023



# **Mission**

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

# **Vision**

The MCSD is a beacon of educational excellence where all are known, valued, and inspired.

# **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.

**PLEASE BRING IDENTIFICATION WITH YOU AT ALL TIMES WHEN VISITING OUR SCHOOL (Driver's License, Military ID or Passport). You will need either of these to sign in to visit or to check a student out of school.**

### **DROP OFF AT THE FRONT ENTRANCE DOORS/VISITORS**

For safety and security reasons, we will continue with parents, relatives or friends dropping students off in the car line only from 7:15 AM – 8 AM. There will be no walk-ups. After 8 AM students are tardy and must be signed in by whoever brought them to school to be admitted to class.

There will be staff and safety patrols stationed to help students who need help getting to class. Please understand that we are implementing this policy in order to safeguard the children in our care. By controlling foot-traffic in our hallways, we are limiting the possibility of an intruder gaining access into our school.

### **VISITORS**

We love visitors at Midland Academy. To ensure efficiency and a safe school environment, it is necessary for visitors to come to the front office first to sign in at the computer and receive a visitor's pass that should be placed on you. You will need your Driver's License to scan to sign in. At the end of your visit, it is necessary to sign out on the computer. Please enter the building through the front doors only and check in according to established policies and procedures. This is for the safety and protection of all our children and staff.

**Our visitor management procedures will be followed:**

- **All visitors must ring the buzzer to be identified at the front door. You will be asked the reason for entry and possibly other identifying information before entry is granted.**
- **Visitors must present a Driver's License, passport or military I.D. to receive a visitor's pass or to check a student out.**
  - **Each visitor must indicate his/her destination in the school and proceed to that area only.**
  - **Visitors must wear their school-issued pass at all times while in the building.**
  - **Visitors must return to the office to checkout and return the pass to the office staff.**

Please do not feel insulted if staff members ask to see your visitor's pass. They are only doing their part to keep our children safe. You should also make sure that you see a staff member's badge.

### **SCHOOL HOURS**

8 AM-2:30 PM (Tardy Bell 8 AM)      Office Hours: 7:15 AM-3:30 PM

Administrators want to be available to parents as needed. If you drop by, administrators may or may not be able to see you at that time as we may be observing classrooms or in a parent meeting, etc. To avoid a wait, please call and make an appointment. Every effort will be made to return your phone calls within 24 hours.

### **ARRIVAL /PARKING**

**There are no walk-ups to drop off students. All cars must use the designated drop off areas.**

Daycare vans/buses will use the front driveway for student drop off.

Second, third, fourth and fifth grade students who are capable of opening their own car, can be dropped off in the bus lot beginning at 7:30 AM. If you arrive before **7:30 AM**, you will need to use the front driveway drop off. All other grades (PreK-2nd, excluding those 2nd graders who will use the bus loop lot), student drop offs must be in the main driveway. Students can enter the building at **7:15 AM** All students are to remain in cars until the school doors at the front main entrance of the building are opened by a staff member at **7:15 AM** Do not drop off before

**7:15 AM** leaving your child unattended. Make sure you see the staff member before allowing your child to exit your vehicle. During morning arrival, there is no parking in the main driveway.

The upper parking lot directly across from the school with steps is for Employee Parking Only. Due to the high occurrence of distracted driving, **students are not allowed to cross in the crosswalk**. Anyone parking with students in the car will be directed to utilize the drop off areas.

If you are bringing your child because they have missed the bus, you must use the front driveway for drop-off.

**Breakfast begins at 7:15 AM. Students who are eating breakfast and arriving by car, must be at school and in the breakfast line by 7:45 AM so there is time to get to class before the tardy bell rings at 8 AM.**

Students are tardy when the 8 AM bell rings. Staff members on duty will leave the drop-off area at 8 AM. Students arriving after 8 AM are given a tardy slip to give to their teacher. Plan for your child to arrive before 8:00 AM to allow for travel time to classrooms. The busiest traffic time is from 7:45 AM-8 AM. If you want to avoid that volume of traffic and being tardy, consider arriving before 7:45 AM when there is little wait time.

**From 7:45 AM-8 AM parents are asked to make a right turn onto Psalmond Road to exit to keep the line from backing up.**

#### **Upper Parking Lot at the Stairs-Faculty & Staff Parking Only**

Please do not use the upper parking lot in the mornings to park and walk your child through the crosswalk. The driveway is very busy and the cars will need to flow quickly without stopping.

#### **Morning Arrival Area 1- Front Driveway-Drop off Only (PreK-2<sup>nd</sup>)**

The only designated area for students to be dropped off by car is the driveway in front of the school. This is the first driveway coming from Warm Springs Road and the third driveway coming from JR Allen Parkway/Hwy 80. This driveway will be limited to only one lane of moving traffic to prevent students from crossing between moving vehicles. Students should exit on the right side. There is no parking allowed in the driveway during arrival and dismissal times in order to keep traffic moving.

#### **Morning Arrival Area 2- Bus Loop Lot-Buses & Daycare Only until 7:30 AM. At 7:30 AM, 3<sup>rd</sup>-5<sup>th</sup> and their siblings and 2<sup>nd</sup> graders who can open and close their own car door.**

Only buses and daycare vans are to enter this driveway in the mornings and use the bus lot. 3<sup>rd</sup>-5<sup>th</sup> grade students (with younger siblings) & 2<sup>nd</sup> graders who can open and close their own car doors may be dropped off in this area. This is the 3<sup>rd</sup> driveway from Warm Springs Road and the 1<sup>st</sup> driveway from JR Allen Parkway/Hwy 80.

All students should report directly to their designated hallway when arriving to school. Students are to have a book to read during this wait time.

#### **Designated Hallways:**

PreK, Kdg & 1st– Blue Hall

2nd & 3rd– Yellow Hall

4th & 5th– Green Hall

- From 7:15 AM-7:45 AM, the cafeteria is open for breakfast.
- Students who are not having breakfast will remain in their designated hallway.
- At 7:35AM, students are released to their classroom to be received and greeted by their teacher.

## STUDENT TARDIES

Students arriving at school after the tardy bell at 8 AM are tardy. If your child arrives at 8 AM or after, you must come to sign him/her in so they can receive a tardy pass to be admitted to class. Students who are consistently tardy will receive a letter and a referral will be made to an administrator, counselor or social worker. If your child had a doctor's appointment, please provide the excuse for the tardy to be counted as excused.

## DISMISSAL

### **THERE ARE NO WALKUPS AT DISMISSAL.**

**Please arrive for the pickup line no earlier than 2 PM. This helps to keep the roads clear.**

**Cars picking up PreK-2<sup>nd</sup> grade students & their siblings can enter the main entrance driveway at 2:35 PM.** The line will begin coming from Warm Springs Road to the 1<sup>st</sup> entrance on Psalmond Road. There will be no left turns into the driveway at dismissal. Cars are asked to pull as far right as you can on Warm Springs Rd if you are lined up along the road to allow passing by non-school related/neighborhood traffic. Stay in one single line. There is no passing in the main driveway. A caller will radio the teachers and children will be lined up according to when their number is called. Please keep your car number displayed until your child is loaded. We have to match the child's tag with your car number.

**Cars picking up 3<sup>rd</sup>-5<sup>th</sup> grade students** must not enter the bus lot driveway until the last bus has cleared the driveway. Stay along the curb. There are numbers on the brick pillars under the awning where students will be lined up according to when their car number is called by the caller. Please keep your car number displayed until your child is loaded. We have to match the child's tag with your car number. Stay in one single line with no passing in the driveway.

Daycare Vans/Buses will line up in the main driveway beginning at 2:15 PM with the first van pulling up to the handicap parking spaces without blocking them. Daycare students will be loaded beginning at 2:20 PM until 2:35 PM. Daycare vans/buses arriving after 2:35 PM will need to stay in the regular car line for pick up and your students will be loaded when you get to the loading area. Please do not pass cars in the car line. Stay in a single line.

The goal is to have buses and daycare vans loaded by 2:40 PM after which time we should be ready for cars.

### **For dismissal we will be using a CARDS system (Careful And Rapid Dismissal System)**

- Everyone remains in cars during dismissal. There are no walkups to pick up.
- All cars must have their car number hanging from the rear-view mirror so it can be seen by the caller and must remain visible to the loaders so they can check the number.
- **NO CAR NUMBER-** Do not enter the pick-up line. You may enter the office beginning at 2:45 PM only:
  - Vehicles without a car number must park in the lower parking lot (2<sup>nd</sup> driveway from Warm Springs Rd and from JR Allen/Hwy 80 (after turning in, the lot is on the left), park in a parking space and then go to the office at 2:45 for student release.
  - If in line without a car number you will be asked to park and follow this procedure.
- **Please: No cell phone use or other distracted driving while in the pick-up lines. Focus on the children and safety.**

### **Parents with children in BOTH Groups:**

The older child will be sent by the teacher to meet the younger sibling at the front of the school for pick up in the front driveway. Please let the teachers know this will be the dismissal routine. These students line up at the front door and are dismissed by a staff member to go to their sibling.

Teachers will focus on supervising, loading, and moving the line quickly.

**STUDENT CHECKOUT ENDS AT 2 PM per MCSD Policy. Please plan for appointments and arrive before 2 PM to checkout or be prepared to wait until dismissal.** Please call the school if you are on your way to check your child out before 2 PM.

### CHANGES IN TRANSPORTATION

If there is a change in the way your child goes home, please send a signed and dated note with your child detailing the day(s) of the change.

A change in bus stops on the same bus requires a written letter from a parent with prior approval from an administrator. A student cannot ride a bus other than the bus assigned. Frequent requests cannot be approved by the administration. Students will be assigned a bus pass for only one stop.

It is very difficult for teachers to keep up with constantly changing modes of transportation.

### ATTENDANCE/MAKE UP WORK

Every student receives an MCSD *Student Behavior Code and Disciplinary Handbook*, which describes the attendance policy adopted by the school district. It is the responsibility of the student and parent, guardian or person in control to read and understand the contents of the handbook. Also, for the purpose of monitoring school and class attendance, it is the responsibility of the parent, guardian or person in control to initiate regular contact with school personnel to ensure that their child attends school and class regularly.

Make up work is given when there is an excuse submitted for the absence and the absence is one of the reasons listed in the MCSD Handbook.

### ABSENCES

When a student is absent, a letter must be sent within **3 days** of their return to school explaining the reason for the absence. Please see the MCSD policy for excused absences. If the absence reason on the note falls outside of the listed MCSD excusable absences, the absence will be marked unexcused. Please submit any doctor's notes when you have them.

### STUDENT CHECKOUTS

**Students leaving during the day for appointments, or in the case of illness during the day, must be signed out in the office. Identification will be required of any individual checking out a student.** Students will be released to individuals listed by the parent on the Check-Out Authorization Form filled out at registration. Please come by the school if changes to our records are necessary. Any doctor's notes need to be turned in to the teacher for the check-out to be excused. If called by the clinic, your child's checkout is excused.

***Parents are urged to make dental, medical, and other appointments for their children after school hours, Saturdays, planning days, and school holidays, if at all possible.***

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

Students checking out before 11:15 AM will be marked absent for the day. If a student returns after checkout and has a total of 3.15 hours present for the day, the student will be marked present for the day.

Parents are asked not to sign out their children early to avoid waiting in the car line. The system is designed to move quickly with everyone's cooperation. When children are checked out early, they are missing instructional time, homework assignments, and end of the day procedures and instructions. Parents who continually check their children out early for reasons other than medical appointments will be referred to meet with an administrator.

Parents will be asked to provide an appointment card to verify medical/dental appointments. Parent conferences will be scheduled for excessive checkouts.

### STUDENT WITHDRAWALS

If a student is to be withdrawn from Midland Academy, parents should notify the school's secretary or clerk two days in advance to begin the withdrawal process.

### DRESS CODE (STUDENTS, PARENTS, VISITORS)

Students, as well as parents, volunteers, college students and visitors are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive and obscene or which endangers the health and safety of students or others is prohibited in the school building. Visitors to our school are expected to adhere to the dress code expectations established at our school.

Midland Academy follows the MCS D dress code. It is the responsibility of the student and parent to ensure that the dress code is observed. It is the responsibility of the teachers and administrators to ensure that the dress code is enforced.


- Students have Physical Education class or recess daily. Students should wear sneakers/tennis shoes for safety to be able to participate in these activities.
- Refrain from shoes with heels. Shoes with skinny heels should not be worn.
- Clothing that advertises alcohol or tobacco products, profane, vulgar, offensive, obscene pictures or words are prohibited in the school building.
- Halter tops or tops with spaghetti straps are not permitted.
- Shorts/skirts/skorts should be at or longer than the fingertips when the student is standing with arms at their sides.
- Pants should be on the natural waistline, not sagging to reveal one's underwear or bare skin. Pants with belt loops should be worn with a belt. **Holes in pants are allowed if they are below the knee only.**
- Long dangling earrings (more than 1 inch) that can get caught on clothing, hair, etc., and tear the ear, are not appropriate for school and should not be worn to ensure safety.
- Shirts or sweatshirts should not be longer than shorts. Shirts should be long enough so that a student's stomach will not show if his or her arms are raised.
- Parents will be notified if their child is in violation of the dress code and will need to bring a replacement piece of clothing/shoes.

### THE CUB WAY/PBIS

Midland Academy is implementing Positive Behavioral Interventions and Supports (PBIS). The mission of the Midland PBIS team is to foster and promote a safe and positive school environment that enhances student learning through teaching and recognizing positive behavior. Our school fosters the 3R's for behavior:

#### Cubs Are:

- Respectful
- Responsible
- Ready

With PBIS, the focus is within the hallways, cafeteria, and arrival /dismissal. This has been our beginning focus that will continue each year. Teachers will  conduct lessons and have students share what each is and what it looks like around our school.

Major Offenses will result in an Office Discipline Referral to see an administrator.

## MIDLAND ACADEMY ELEMENTARY SCHOOL

### DISCIPLINE PLAN

**Students are expected to be: RESPECTFUL, RESPONSIBLE & READY**

#### GOALS OF THE DISCIPLINE PROGRAM

- Identify expectations for behavior and consequences.
- Maintain a safe and orderly environment that allows learning to take place.
- Lead students toward becoming self-disciplined.
- Turn unacceptable behavior into acceptable behavior.
- Provide rewards for good behavior and consequences for poor behavior that are developmentally appropriate and appropriate for the situation.
- Provide for commitment of the faculty, staff, parents and students to a consistent school-wide behavior management program.

The Muscogee County School District Behavior Code and Discipline Policy will be the general guide for student behavior and consequences while at school and while traveling to and from school.

#### LEVEL I INFRACTIONS

**Level I infractions of rules which the teacher is expected to handle include, but are not limited to, the following:**

1. Excessive talking
2. Hall disruptions, such as yelling and running, playing in the restrooms
3. Inappropriate behavior in the cafeteria (loud talking, being out of area, playing with food, cutting in line, etc.)
4. Dress code violations
5. Refusing to do work, failure to bring in homework or proper instructional materials
6. Failure to follow directions
7. Failure to identify oneself or giving false identification
8. Writing and passing notes in or out of class
9. Cheating, copying, or changing answers
10. Physical contact (minor pushing, shoving, horseplay)
11. Non-compliance
12. Inappropriate Language
13. Physical contact (minor pushing, shoving, horseplay)
14. Inappropriate use of school property or materials (computer misuse)
15. Cell phone violations
16. Disagreement between students
17. Lying
18. Minor theft

#### **Interventions which may be used by the teacher:**

1. Verbal warning
2. Low profile interventions
3. Change in student seating, proximity seating
4. Private conference with student
5. Discussion with the other grade level team teachers or mentor
6. Detention with the teacher
7. Time out period in another same grade level teacher's classroom
8. Formulation of a behavioral contract
9. Formulation of an action plan written by the student
10. Telephone call to the parents
11. Personal conference with parents with or without the student present
12. Written communication to parents
13. Referral to counselor



**When behavior becomes severe or continues after appropriate interventions have been tried, referral to an administrator may be made.**

**PARENTS ARE ENCOURAGED TO WORK WITH THEIR CHILD'S TEACHER TO HELP CORRECT ANY BEHAVIORAL ISSUES.**

## **LEVEL II MAJOR INFRACTIONS**

**Level II offenses that may be referred to an administrator include, but are not limited to:**

1. Repeated Level I infractions
2. \*\*Bullying/Intimidation
3. Throwing objects with malice
4. Embarrassment to school at an off-campus event
5. Fighting (exchange of blows with intent to do bodily harm), provoking a fight, biting, spitting
6. Horseplay, wrestling, pushing, scuffling, clowning, acting out, hitting, kicking
7. Obscene or inappropriate language, gestures, or acts; major profanity, disrespectful/abusive gestures
8. Possession of lewd or indecent materials
9. Leaving class or designated area without permission
10. Insubordination (severe defiance of authority or belligerence)  
Major Theft or attempted theft or possession of stolen/lost property

**Interventions that may be used for major infractions include, but are not limited to the following:**

1. Verbal warning
2. Loss of privileges
3. Telephone call to parents
4. Time out
5. Removal to another grade level class for the day
6. Conference with parents
7. Parents required to sit in class with students
8. Referral to counselor
9. After school Detention
10. Suspension from bus (for bus misconduct only)
11. Suspension from school
12. Chronic Disciplinary Problem label

## **LEVEL III CRITICAL INFRACTIONS**

**Level III violations that are the most serious misbehaviors and may result in a 10-day suspension and referral to the MCSD Discipline Tribunal:**

1. \*\*Bullying/Intimidation behavior (See School Board Policy)
2. Possession of a firearm or deadly weapon
3. Verbal threats or physical assaults toward students or staff members
4. Student assault or battery upon a student
5. Use of a dangerous weapon to intimidate or injure
6. Substantial damage to personal or school property
7. Issuance of a bomb threat
8. Arson
9. Possession, sale, attempted sale, or distribution of alcohol, controlled substances, and/or drug paraphernalia
10. Use of alcohol or controlled substances
11. Smoking, vaping, dipping, or possession of tobacco-related products such as lighters, matches, or papers
12. Verbal threats (oral or written) of violence
13. Harassment and sexual harassment
14. Terroristic threats
15. Truancy from school
16. Willful or dangerous acts, such as possession of or setting off firecrackers, stink or smoke bombs; or throwing objects, such as bottles or rocks with intent to do harm
17. False fire alarm
18. Technology tampering/inappropriate internet usage
19. Defacing school property/graffiti
20. Possession of any dangerous item(s)

**The misbehavior of one student will not be allowed to interfere with the learning opportunities of other students.**

**Parents have a responsibility to ensure that their child's behavior does not take away from a safe, orderly and academically productive learning environment of others.**

### **INSTRUCTIONAL TIME**

In an effort to make the most of the instructional time, we are asking for your help in limiting interruptions during the regular classroom time. Students can learn best when announcements, unexpected visitors and messages from the office do not interrupt instructional time. Your assistance is needed as we work together to give your child and every child the best possible learning experience. Classroom observations should not exceed 30 minutes in length in any one classroom. Exceptions to this policy can be made for specific academic or behavioral concerns; however, they should be made ahead of time with the principal or assistant principal. Parent conferences must be scheduled and teachers are not permitted to discuss individual student concerns with parents during dedicated instructional time. You must schedule an appointment.

To preserve and honor the instructional time:

- Parent/Teacher Conferences must be scheduled to discuss your child and will not be held during instructional time.
- Items brought to be delivered to your child must be left in the office. The teacher will be informed to send your child at a time that is convenient and does not interrupt instruction.

### **CAFETERIA/LUNCH (No visitors for lunch at this time.)**

Visitors are to eat at the designated visitor's table with their child only. No other student can leave their class group to eat with another student and parent.

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.

### **PAYING FOR SCHOOL MEALS**

All students can eat free breakfast and lunch due to our school receiving the CEP Grant funding.

### **BIRTHDAYS**

There are no in-class birthday parties. For birthdays, students can have **store bought** items, brought in for their designated lunch time **in the cafeteria only**. No homemade items will be served to students. Please have your item checked in at the front office for approval. The items will remain in the office and will be picked up by the teacher on the way to lunch. Prior notification must be given to the teacher that you will be bringing birthday snacks. Remember many children have food allergies. If you bring the birthday food items outside of the scheduled lunch time for your child, the items will have to be saved for the next day's lunch period. Balloons should not be brought to school.

Invitations to birthday parties can only be distributed to the class if the entire class receives an invitation.

### **VISITORS/VOLUNTEERS INTERACTION WITH STUDENTS (No volunteers or visitors at this time.)**

Children are under the supervision of Midland Academy staff during school hours. Please do not attempt to handle a discipline issue or concern between your child and another child. All concerns of this nature must be handled through your child's teacher or administration.

## CELL PHONES

Elementary students are not permitted to have a cellular phone at school per Muscogee County School District Policies. If discovered, the cell phone will be secured and given to an administrator, and parents will be called to the school to come pick up. Students need to tell their teacher or office staff if they feel they need to call their parents. Student calls to parents should be for important reasons only and must take place through the office.

## CARE OF SCHOOL FACILITIES

Students are expected to assist in maintaining cleanliness in the classrooms, lunchrooms, halls, restrooms, gyms and grounds. They are also expected to exercise proper care in the use of school furniture, books, and equipment. Destruction of school property is an offense that requires restitution.

## EMERGENCY SCHOOL PROCEDURES

In order to prepare the staff and students at Midland Academy for the safety procedures and policies in place for such emergencies, we practice selected drills every month. Many drills are scheduled, but we also do practice drills at unscheduled times. Should you enter the campus during a drill you are asked to follow the procedures under the direction of the classroom teacher, office staff or administration.

## BUS TRANSPORTATION

School bus drivers have a tremendous task and responsibility. They must always be conscious of their driving while simultaneously supervising a bus load of students. For safety reasons, children are expected to be well-behaved exhibiting respect to both the driver and fellow bus riders. Children who display poor behavior may be denied bus privileges. To ensure the safety of all, please impress upon your child the need to behave while on the bus.

## BLACKBOARD COMMUNICATIONS SYSTEM

The Blackboard communications system sends personalized messages to parents, faculty and staff in minutes. A message is sent to parents regarding student absences at 8:45 AM each morning. Parents will also receive important messages from administrators. Emergencies such as bus delays, weather alerts, and school closings come through the Blackboard communications system. Messages are delivered by phone and e-mail. Please make sure the school has a correct and current phone number and e-mail address for your child. If you are not receiving these phone or email messages, please call the office to verify your contact information.

## LOST AND FOUND

All lost articles of clothing, lunch boxes, and various other items that are turned in when found are stored in the clinic. Lost eye glasses are kept in the office. During the year, clothing and other items will be displayed for students and parents to reclaim. At the end of each month, all unclaimed clothing will be donated to Sara Spano Clothing Bank. It would be helpful if parents would label their children's clothing with their names, especially jackets and sweaters.

## MONEY & VALUABLES

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

## PTO

We have a very active PTO. Please become a part of our Cub Family by joining our PTO. Encourage family and friends to join, too. The PTO and our school needs your help and welcomes your involvement. The PTO will sponsor many opportunities. Schoolwide participation is strongly encouraged because everyone benefits.

## AWARDS/Recognitions

Principal's List Certificate (All A's) each 9 weeks

A, B Honor Roll Certificate each 9 weeks

Perfect Attendance Certificates each 9 weeks

Achieve 3000

Lexia

Cubs of the Month

## End of the Year Academic Awards

All A's All Year On Report Card (Principal's Honor Roll)

A, B Honor Roll

Highest Achiever in each Subject Area

Achieve 3000 top 3 from each class

Lexia 1 year growth (K-2)

Most Improved

Art

Music

Physical Education

Citizen of the Year from each class

Perfect Attendance

Chorus

Safety Patrol

Art Club

Science Club/Olympics

Math Team

Helen Ruffin Reading Bowl

Robotics Team

Spelling Bee Winner and Participants

Student Council Representatives

Doreen Sears Literacy Award (5<sup>th</sup> Grade)

Social Studies Fair District/State Winners

## CLUBS/TEAMS

Chorus

Safety Patrol

Art Club

CNN Broadcast Team (Cub News Network)

Science Club/Olympics

Math Team

Helen Ruffin Reading Bowl

Robotics Team

## SCHOOL CLUB/TEAM REMOVAL

Any student selected to participate in any school club/team has a responsibility to maintain passing academic grades, attend school regularly, to serve as a model for other students, maintain appropriate behavior, and carry out duties and responsibilities. In accordance with this statement, any student who does not meet the above expectations will be removed from the group. A club/team contract will be signed by the student, parent and advisor that will detail the process for removal. If a student is academically ineligible for two consecutive periods, he/she will forfeit the elected position. All decisions related to this and any other matters regarding removal from an elected officer position will be the discretion of Principal.

## CHROMEBOOK CARE AND RESPONSIBILITY

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.