

MIDLAND ACADEMY ELEMENTARY SCHOOL

STUDENT / PARENT HANDBOOK

2023-2024



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.

NEW SCHOOL HOURS:

Doors Open at 7:00

School Day Starts at 7:45

School Day Ends at 2:15

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 7:00 AM. If you arrive before **7:00 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 **7:00 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 **7:00 AM**. Do not drop off before **7:00 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 7:00 AM. Students who are eating breakfast and arriving by car, must be at school and in the breakfast line by 7:30 AM so there is time to get to class before the tardy bell rings at 7:45 AM.

Students are tardy when the 7:45 AM bell rings. Staff members on duty will leave the drop-off area at 7:45 AM. Students arriving after 7:45AM are given a tardy slip to give to their teacher. Plan for your child to arrive before 7:45 AM to allow for travel time to classrooms. The busiest traffic time is from 7:30 AM-7:45 AM. If you want to avoid that volume of traffic and being tardy, consider arriving before 7:30 AM when there is little wait time.

From 7:30 AM-7:45 AM parents are asked to make a right turn onto Psalm 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-2nd)

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 7:15 AM. At 7:15 AM, 3rd-5th and their siblings and 2nd 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. 3rd-5th grade students (with younger siblings) & 2nd graders who can open and close their own car doors may be dropped off in this area. This is the 3rd driveway from Warm Springs Road and the 1st 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 7:00 AM-7:35 AM, the cafeteria is open for breakfast.
- Students who are not having breakfast will remain in their designated hallway.

DISMISSAL

THERE ARE NO WALKUPS AT DISMISSAL.

Please arrive for the pickup line no earlier than 1:45 PM. This helps to keep the roads clear.

Cars picking up PreK-2nd grade students & their siblings can enter the main entrance driveway at 2:20 PM. The line will begin coming from Warm Springs Road to the 1st entrance on Psalm 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 3rd-5th 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 2:00 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 (2nd 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.
- o 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.

Attendance

Learning is impacted negatively after the 5th day of absence. Because attendance affects student achievement and our school's CCRPI (College and Career Readiness Performance Index) rating, student absences are monitored.

Note: Attendance, behavior, and grades are requirements to keep an out-of-zone hardship.

Excused absences are: personal illness; death in the immediate family; prior approval by the principal; state-recognized religious holidays; mandate by government agencies; or instances where attendance by a pupil would be hazardous. Within 3 days of returning to school following an absence, the parent must submit a written excuse to include the date, parent signature, telephone number, and a statement of the nature of the absence; otherwise, the absence is recorded as unexcused.

Students have 3 days to make up missed work.

Only eight parent notes will be allowed for excused absences. After eight absences, a doctor's note is required in order for absences to be excused. *Note: Family emergencies without explanations and suspensions are considered unexcused absences.*

All absences are counted, whether excused or unexcused. When the number of absences reaches 16 days, retention for the following school year will be considered. Parents will be notified by the principal to attend a Retention Committee meeting.

Students Who Are Late to School: Tardiness

Students are tardy, if they arrive to school/class after the 7:45 AM bell.

Tardy to School - Any student arriving at school following the ringing bell, chime, or other audible signal established by the Principal and intended to indicate the start of the school day. Any student who is on school property but is not in his or her assigned classroom or other authorized area following the bell, chime, or other audible signal will be considered tardy to school. **Students who are tardy must be accompanied by an adult to the main office to check-in.**

Excused Tardy - A tardy resulting from events beyond a student's control, such as an accident, road closed due to an accident, area power outage, late bus, or other excuses determined by the Principal or building leader as acceptable. Documentation is required to excuse a tardy if it is for an appointment.

Unexcused Tardies - Students accumulating three (3) days of unexcused tardies will receive a phone call from the teacher or office staff/automatic call system to the parent.

Continued Tardies – After the fifth tardy, the Principal or designee will contact the parent or guardian for mandatory parent conference and counselor referral. Consequences may include detention, in-school suspension, or other actions in accordance with local school system policy.

10 or More Days - Referral to the school social worker and to support agencies outside the school system, as the Principal deems appropriate. Among these agencies are the Department of Family and Children Services (DFCS), law enforcement, Juvenile Court, Family Connection, or other external agencies.

Students who are tardy:

- **must report to the office, accompanied by a parent, to obtain a tardy slip. Otherwise, the student remains in the office until the adult returns to sign the student in.**
- may not get to select a lunch choice depending on when they arrive; they will receive the first lunch choice.
- more than 2 unexcused times in a 9-weeks will not qualify for *perfect attendance* for the 9 weeks.
- more than 7 unexcused times for the year will not qualify for *the end of year Perfect Attendance Award*.
- **Open seat and hardship transfers will be revoked after 15 tardies, and/or 5 unexcused absences.**

Student Check-Out

- For appointments, or in the case of illness, individuals listed by the parent on the Check-Out Authorization Form may check out a student in the office.

- **Identification will be required of persons checking out a student.**
- *Students who check in after 11:15 AM and check out before 11:15 AM will be counted as absent for that school day.*

Due to the importance of instruction, students will not be called to the office to wait for a parent to arrive.

- In order to excuse an early dismissal, documentation is required. Records will be kept to document the number of early checkouts. Excessive incidents of unexcused early checkouts will result in a mandatory conference with the school social worker.

*No student checkouts will be permitted after 1:45 PM. **STUDENT CHECKOUT ENDS AT 1:45 PM per MCS D Policy. Please plan for appointments and arrive before 1:45 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 1:45 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.

Late Pick-Up

All students should leave the school grounds upon dismissal unless they are attending an after-school activity/program.

The Department of Children and Family Services (DFCS) or the police may be called for students who are left after school to exceed 30 minutes, or if there is a chronic pattern of late student pick-up. Please notify the school, if an emergency has occurred.

After School Program

From 2:30 PM – 6 PM, the Parks and Recreation After-School Program is available for students who need supervision during late hours.

Student Dress Code

All students shall be required to maintain the level of personal hygiene necessary to ensure a healthy school environment and to refrain from any mode of dress which disrupts the learning environment.

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.

Midland Academy School has aligned its dress code policy to adhere to the Muscogee County School District dress code.

The required standard of dress for students shall be as follows:

- Shoes shall be worn. No flip-flops or thong sandals. For the best foot-protection, only closed-toe shoes are to be worn to PE classes.
- Make-up is not to be worn to school.
- Headgear may not be worn in the school building during the school day unless there is a special activity during which it is deemed appropriate by the administration.
- Clothing or jewelry that either distracts from the learning environment or displays/advertises substances illegal for minors is prohibited. Suggestive phrases, designs, markings, or profanities are also prohibited.
- No halters, spaghetti straps, see-through clothing, biker's shorts, sagging pants (shorts/skirts), and bare midriffs are to be worn. Students shall wear shirts with sleeves.
- 3rd-5th grade students may wear shorts or skirts that fall two inches above the knee.
- Students may wear tights/leggings, not as pants, but with a top/skirt/pair of shorts that falls to the knee. Jeans can be worn. No ripped or holes will be permitted.

Elementary School Basic Supply List 2023-2024 School Year

Grades K-2

- Index Cards
- 3 Ring Binder (1 inch)
- Composition Book (Primary Preferred)
- Glue Sticks
- #2 Pencils (1 dozen)
- Notebook Paper (Wide-Rule 1-2 only)
- Markers
- Safety Scissors
- Erasers
- Crayons
- Tissue (1 Box suggested)

Grades 3-5

- 3 Ring Binder (1 inch)
- Erasers
- 1 pack of Dividers with Tabs
- Composition Book
- Glue Sticks
- Markers
- Crayons
- Ruler
- Index Cards
- #2 Pencils (1 dozen)
- Pens (blue/black ink)
- Notebook paper (wide rule)
- Tissue (1 box suggested)

Visitors/Volunteers

Visitors to Midland Academy are welcome! *Please utilize the doorbell for school entry.*

Raptor Visitor Management System

MCSD utilizes a security measure called "Raptor Visitor Management System." Upon entering an MCSD building, visitors will be asked to present a valid government-issued ID, which will be entered into the Raptor System. If an adult does not have a US government-issued ID, the school staff member can use an alternate form of identification as appropriate, and can manually enter information into the Raptor System. The System ensures compliance with Georgia law requiring notification of sex offender status. No data from the ID is recorded, and no information is shared with any outside agency.

- Visitors to the school must register at the school office as they enter the building, and must bring a current valid ID to utilize the Raptor Visitor System before visiting or stopping by a classroom, other locations within the building, or on the grounds.
- Visitors will be given a temporary pass to visit our school and campus. This pass must be worn at all times while visiting or visitors will be directed back to the office.

All campus visitors must be dressed appropriately and in compliance with the student dress code.

- Instructional time is valuable; therefore, we ask that parents and other

visitors not interrupt the class to speak to the teacher, but set up an appointment instead.

- In an effort to minimize disruptions to instruction and daily routines and procedures, and to preserve student confidentiality, classroom visitations will be limited to 30 minutes. Parents must complete a *Request to Visit* form in advance to gain approval from administration.

School Phone and Use of Electronics

- Landline telephones, located in the school clinic and in the front office, are available for student use for emergencies during the school day. (Arranging for transportation home or asking for forgotten items to be brought to school are not deemed emergencies.)
- In the case of an emergency, phone messages may be delivered to your child.
- While we respect a parent's decision to provide an electronic device for their child(ren), we do reserve the right to apply appropriate use should the device come to school. Cell phones, electronic toys, iPods, MP3 players, tablets, video games, headphones, earbuds, etc. are not to be visible or powered on during the school day (7:00 AM – 2:15 PM) without permission from the teacher or adult in charge.
- The school district is not responsible for safeguarding these items, and students do not have access to a locked space.
- If a student is found to be using a device during the day without permission, the electronic device will be turned in to the office for safe-keeping for the first offense. Any future offenses will result in the parent(s)/guardian(s) being contacted to come and pick up the electronic device.
- Students may not use their electronic device to take pictures or recordings of themselves or others after receiving permission to use the electronic device.
- Identified classrooms ONLY are BOYD (Bring Your Own Device) classrooms. Specific rules apply and will be presented to parents and students prior to electronic device use. Otherwise, personal use of electronic communication devices by students during classroom instruction is not permitted unless requested/required by a teacher, and only for academic purposes.
- The use of school technology by students is expected to be treated with respect and in a responsible manner. Students are to report any inappropriate use of equipment immediately to Midland Academy staff (teacher, media specialist, principal or assistant principal) and follow the MCSD Acceptable Use Policy.
- Texting, which is similar to writing notes, is suspect due to inappropriate content and distracts from the instructional environment. *Note: Texting or calling parents on personal cell phones during the school day without permission is prohibited.*
- At **Midland Academy** we foster a culture of **KINDNESS!** Please remain positive about our school community in day-to-day interactions and also while using social media.



Chromebook Usage, Fines and Fees

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

Care and Use of School Property - Chromebooks, Textbooks, and Media Center

Checkouts: Students will be responsible for properly caring for all books, supplies, Chromebooks, and accessories or equipment furnished by the school. A student who defaces, damages, or loses school property must pay for the damage or loss (see MCSD Board Policy JS: Student Fees, Fines, and Charges).

Fines and Fees: A Parent/Student must pay all fees and fines owed to the school promptly. Parents/Students must clear all fines or expenses during the year the fines are assessed. Fines must be paid/cleared where they were assessed before moving to the next level in school.

Toys/Games

Unless your child's teacher or the principal has given permission, toys and games (to include electronic devices) may not be brought to school. Please check book bags routinely to avoid having these items and other items inappropriate for school brought into the building.

Book Bags

Rolling book bags are not allowed. Permission may be granted for their use by an administrator in extenuating circumstances. A doctor's note may be required.

Money

All money sent to the school should be placed in a sealed envelope labeled with the student's name, teacher's name, amount enclosed and purpose of the money.

Parents must give money to their child prior to the school day.

The front office staff will not accept or deliver money to students.

Lost & Found

Please label all of your child's clothing, footwear, lunch boxes, book bags, etc. Check our Lost and Found in the school cafeteria if your child is missing an item.

For any lost personal items, Midland Academy personnel will not (1) be expected to search for personal items lost or misplaced while at school; (2) be expected to be responsible for the value of an item in the event of an unintentional damage, loss or theft while at school.

School Safety

Midland Academy has safety procedures in place to ensure the well-being of your child.

Emergency contact information is required for every student. ***Note: PLEASE be sure to have current, WORKING phone numbers on file with the office and your child's teacher in case we need to reach you.***

Emergency Procedures

Fire, disaster, and lock-down drills will be held at irregular and unannounced intervals.

All signals and procedures are practiced with students to provide the safest actions in the case of an emergency.

In the event Muscogee County is placed under a tornado warning, we ask that parents **NOT** come to pick up students or call the school during the warning. The driveways and the telephone lines must be clear for emergency use.

If the school is in a "lock down," all doors will be locked. No one will enter or leave the school until/unless it is determined safe by school officials and/or law enforcement.

Drug/Smoke Free School Zone

The Muscogee County School Board has enacted a policy making all school grounds smoke free zones. *Smoking is not allowed on campus by employees, students or visitors.*

This includes sitting in personally owned vehicles while dropping off or picking up

students.

Guidance Services

Both classroom and individual counseling services are provided to address interventions for behavior, academic or personal issues. Students may receive service through a teacher/parent referral to our school counselor via phone call, email, or written request.

Suicide/Self Harm/Homicidal Prevention Safety Protocol

The district takes a proactive approach seeking to prevent deaths by suicide. When a student has expressed suicidal or homicidal ideations, the School Counselor or designee shall meet with the student to provide counseling support and address risk factors. Contact will be made with the parent or guardian to discuss safety concerns, next steps, and provide community resources. The student must be checked out by the parent/guardian. The student may return to school only upon the provision of appropriate documentation.

Guidance In Responding To Student Threats Of Suicide/Harm To Self Or Others

Please see the district letter on next page. Should your child make self-harm statements or threaten harm to others, they will be required to follow MCSD protocol.

The parent's responsibility in this situation is as follows (per MCSD):

- PARENT – Pick up child from school; provide appropriate care and obtain assessment from medical or mental health professional, and return student to school with appropriate documentation from medical or mental health professional.
- Prior to the student's return to school, Administrator must obtain Risk Review and Release form signed by a medical or mental health professional indicating clearly that the student can safely return to the school setting.

It is our goal to keep all students safe while we strive to care for and educate the whole child. We will always take their words and actions seriously and do everything in our power to assure their safety and health, both physically and mentally. Please have conversations with your student about the seriousness of their words and actions towards themselves and others.



Parental Notification Letter

Dated _____, 20 ____

School Name _____

VIA HAND DELIVERY TO: _____

Dear Parent or Guardian/Caregiver:

This letter serves to notify you that student _____ has verbalized and/or manifested or expressed the risk of possible suicide or serious harm to self or others. School staff members are concerned and want to assist you in keeping your child safe. Based on an interview of the student and a review of other pertinent information where appropriate, it has been determined that the student presents a significant risk to the safety of himself/herself or others. For this reason, we have called you to the school so we can share our observations and release the student into your care.

_____ must be assessed and released by a medical or mental health professional prior to his/her return to school. The School District's preferred release form is attached. Any release must clearly state the name and contact information of the signing medical or mental health professional, and must state that the student is not a risk to himself/herself or others, and is therefore released to return to school without limitation. The District reserves the right to request additional information where needed. You are asked to share the names of medical or mental health or other professionals helping or working with the student, are asked to sign the attached release form to allow communication between school-based supports and those individuals. If you have any questions about this process, please seek clarification.

We appreciate your attention to this safety issue, and are available to assist you as needed. A copy of this letter will be provided to you and one will be maintained at the school.

Thank you,
On behalf of the Muscogee County School District,
Director of Guidance and Counseling Services

(Parent/Guardian's Signature)

(Parent/Guardian Printed Name)

(Date)

(School Personnel's Signature)

(School Personnel's Printed Name)

(Date)

Bullying

MCSD does not tolerate bullying. Students who experience bullying are encouraged to report and share information with any school district personnel. In the event you see or hear about bullying, please let someone know as soon as possible.

Bullying is defined by Georgia law as follows:

Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;

Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or

Any intentional written, verbal, or physical act that 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;

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 that 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 also applies to acts of cyberbullying that occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the 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 purposes of this Code section, 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 a wire, radio, electromagnetic, photoelectronic or photo-optical system.

Each local board policy shall require that, upon a finding by the disciplinary hearing officer, panel, or tribunal of school officials provided for in this subpart that a student in grades six through 12 has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school.

Each local board of education shall establish and publish in its local board policy a method to notify the parent, guardian, or other person who has control or charge of a student upon a finding by a school administrator that such student has committed an offense of bullying or is a victim of bullying.

Additional information and further information about consequences are contained under Rule 4 of the Student Code of Conduct and in MCSD Board Policy JCDA.G.

Some bullying may also trigger responsibilities under the District's policies preventing discrimination. Individuals receiving complaints of bullying or harassment should consider both sets of District policies that prohibit both bullying and peer harassment based on race, color, national origin, gender, religion, sex, or disability.

Each reported incident of bullying behavior will be documented and investigated by the Principal or designee, and a disposition determined.

How to Make a Silent (Anonymous) Report of Bullying

The District encourages reporting of bullying behaviors by students and will strive to maintain the confidentiality of reporters wherever possible and appropriate. Parents and students, please report bullying or harassing behaviors to any adult at the school. Students who want to make a report of bullying behavior in writing without including their own name may obtain and fill out a "Silent Report" form. These forms are available in the offices of school counselors and school administrative offices.

Additional Bullying Reporting Options:

MCSD Student Safety Hotline: 706-748-2267

MCSD Bullying e-mail: Bully.free@muscogee.k12.ga.us

Vector Safe Schools Alert is located on the MCSD website front page or <https://muscogee-ga.safeschoolsalert.com/>

Bus Behavior and Safety Requirements

All Muscogee County Code of Conduct Rules and Policies apply to student behavior at the bus stop, school activities, and while riding to and from school. Parents are responsible for getting their children safely to and from the bus stop. Parents cannot board the school bus for any reason. Buses run on schedule and cannot typically wait for passengers. If problems arise, parents are not to confront the bus driver at the bus stop. Make an appointment with the Transportation Department at (706) 748-2876 to discuss the matter. If problems should arise after normal business hours, please contact the MCSD Security Dispatch at (706) 748-2860.

Students should keep their bus pass with them during the first month of school and any time they are assigned to a new bus in case the driver needs to check eligibility. MCSD is committed to providing a safe learning environment and to promptly addressing any bullying behaviors. Bullying is prohibited, and all stakeholders are encouraged to report any bullying behaviors.

Emergency Evacuation and Procedures

Emergency evacuation procedures have been established by MCSD for all students within the school district. These procedures are designed to protect the student in case of an emergency while being transported, i.e., fire, danger of life, danger of collision, inclement weather, mechanical failure or other unsafe conditions. The drivers, who are responsible for safety aboard school buses, as well as the students will practice bus evacuation periodically. Evacuation procedures are as follows:

Front Door Evacuation

The evacuation will be conducted using the same procedure for loading or unloading, one side at a time or staggered seats, as explained by the driver.

To ensure a safe exit, hands should be kept free. All lunch boxes, books and other personal belongings should be left on the bus.

Disembark the bus in a safe and orderly manner, as quickly as possible, and go to a safe point at least one hundred feet from the bus. Remain there until further instructions are given.

Rear Door Evacuation

Passengers should remain in their seats until directed by the driver to leave the bus. The driver may choose whether to evacuate the bus one side at a time on a staggered seat basis.

Front and Rear Exit Evacuation

The bus will be divided and the front portion will evacuate the same as the front door evacuation procedure. The rear portion of the bus will evacuate by the same procedure as the rear door evacuation.

As in any emergency, evacuate the bus quickly and in an orderly manner. Go to a point at least one hundred feet from the bus, and wait for further instructions, from the driver and/or monitor/law enforcement.



Bus Referral Discipline Protocol:

The driver is in full charge of the bus and students and will initially work with parents or guardians to resolve minor incidents.

Consequences for bus violations include, but are not limited to:

1 st offense	2 nd offense	3 rd offense	4 th offense	5 th offense
Parent Conference	Parent Conference	Parent Conference	Parent conference required before student returns to the bus	Parent conference required before student returns to the bus
Student Conference	Student Bus Behavior Contract is conducted through a scheduled meeting with the parent and other essential personnel	Modify Student Bus Behavior Contract conducted through a scheduled meeting with the parent and other essential personnel	Modify Student Bus Behavior Contract conducted through a scheduled meeting with the parent and other essential personnel	Modify Student Bus Behavior Contract conducted through a scheduled meeting with the parent and other essential personnel
Seat Change on the bus	Bus Suspension (0 to 3 days)*	Bus Suspension (0 to 5 days)*	Bus Suspension (0 to 10 days)*	Bus Suspension (0-10 days)*
	*Based on discretion of Principal/AP	*Based on discretion of Principal/AP	*Based on discretion of Principal/AP	*Based on discretion of Principal/AP

Punishment for violation of any of the above rules may result in your student being removed from the bus utilizing the above. Any student found guilty of student endangerment may result in automatic removal from the bus. **Riding the bus is a privilege, not a right.** Do not abuse your privilege. Drivers are in charge of the bus and may assign seats to students.
All school buses are monitored by surveillance cameras.

Home-School Communication

What to Do When Something Is Wrong at School:

All parents have experienced, at some time, the reality that their child is experiencing problems related to school. Maybe it is a problem on the playground, a problem with another child, a group of children, or a misunderstanding with a teacher. These things happen and will always happen. How we handle these situations will determine whether our children benefit and grow from the experience. Ignoring or running away from a situation will only set the stage for problems in the future. So, as a parent, what should you do? The following is my suggested plan of action:

CONTACT YOUR CHILD'S TEACHER IMMEDIATELY: Your child's teacher knows your child better than anyone at school. He or she is in a position to observe and experiment with different solutions to the problem. You should contact the teacher first when you feel the problem has to do with the student - teacher relationship. In any human interaction, there is the potential for disagreements and problems. There are times when your child's teacher will not know there is a problem. It is only fair that they have the opportunity to try to correct the situation. Often times, the problem will quickly disappear once the teacher is made aware of the problem. By meeting with the teacher, a plan of action can be agreed upon to help remedy the problem.

CONTACT THE SCHOOL COUNSELOR: Mrs. Stevens is available to meet with parents and students. She works with our students and families who have concerns regarding a problem on the playground, a problem with another child or group of children, and to help children solve their problems. She is also available if a child is struggling in other areas of relationships and emotional well-being.

CONTACT THE SCHOOL PRINCIPAL or SCHOOL ASSISTANT PRINCIPAL: I am available to meet with parents and students. If an agreed upon plan of action is not working and another approach is needed, or if something arises that is not connected directly to the classroom, please feel free to contact the office, to set up a time to meet.

Remember: You are not alone. Interpersonal problems are a fact of life. By working together, we can teach children a valuable skill that will help them throughout their lives.

Parent/Teacher Conferences are welcomed and encouraged. In order to maximize instructional time, make an appointment for a teacher-parent conference before or after school in advance. Dropping by school will not result in a conference as our staff is engaged in various duties and responsibilities.



Grading System

Kindergarten

Kindergarten uses a standards-based report card.

1st – 5th Grades

All students in 1st – 5th grade will receive grades based on the following guidelines:

A – 90% to 100%

B – 80% to 89%

C – 70% to 79%

F – 69% and below S=satisfactory; U=unsatisfactory

Conduct Grade

Will be determined by the point system.



End of Year Awards

All A's (Principal's List)
A/B Honor Roll
Perfect Attendance
Good Citizenship
Lexia (k-2)
Achieve
IXL
Music
Art
Physical Education
Doreen Sears Award
Most Improved

Clubs/Teams

Chorus
Safety Patrol
Art Club
Cub News Network
Science Club/Olympics
Math Team
Helen Ruffin Bowl
Robotics Team

Textbooks/Library/Media Center

Textbooks are issued by the school to each student.

Students are encouraged to use the library and may check out library books for a period of 2 weeks.

Children are responsible for lost or damaged books while they are checked out to them. *Report cards will be withheld in the event the school is not reimbursed for an unreturned, lost or damaged item.*

Medication

Students who need to take medication during school hours must comply with MCSD Board Policy JGCD, which is available on the MCSD website and must be carefully reviewed. Any questions about this policy and its requirements must be presented to the Principal or Building Leader prior to sending any medication to school.

NOTE:

- Students who require medication to be administered at school must have a Medication Administration/~~Medical~~ Authorization and Release Form completed, signed and returned to school with the medication.
- A parent/guardian should take the medication and the authorization form directly to the school office/clinic, in keeping with MCSD Board Policy.
- Prescription medication must be in original labeled container as required by law. Dosage on label must agree with information on the Medication Administration Authorization Form.
- Non-prescription medication must also remain in original container properly labeled with the child's name and specific instructions regarding dosage and time of administration.
- Controlled substance medications will be counted upon receipt.
- Students may carry specific medications on their person such as, inhalers, insulin and/or auto-injectable epinephrine, which requires a special permission form signed by a licensed physician.
- If your child needs emergency medications, please contact the school immediately so that accommodations can be made.

Also...

- The school's clinic is staffed by a clinic worker for four hours a day.
 - Students are NOT allowed to bring medication to the school. Parents must deliver medications to the office/clinic.
 - Medicine will be administered only when a completed medical release form is signed by the parent and sent along with the medication container with the original label (including name, type of medication, physician's name, dosage, and instructions regarding medication to be administered).

- Students may not self-administer medication (prescription or non-prescription) and no medication will be given to students without the signed form.
- All over the counter medicines must be brought in an unopened/sealed package.

Parents are welcome to come to the school to administer medication to their children whenever possible

Immunization

Pursuant to Georgia Law, no child shall be admitted to or attend any MCSD school or facility unless the child shall first have submitted a certificate of immunization (GA form 3231 is available at www.gadoe.org) to the responsible official of the school or facility. MCSD may grant a 30-calendar day waiver of the certification requirement for a justified reason. This law provides for the following vaccination exemptions:

Medical: Medical exemption for a vaccine should be filled in only when there is a physical disability or condition that contraindicates immunization for that particular vaccine. There must be an annual review of medical exemptions, and certificates must be reissued with or without indication of exemption.

Religious: For a child to be exempt from immunizations on religious grounds, the parent or guardian must furnish the school/facility with a notarized Affidavit of Religious Objection to Immunization (DPH Form 2208) Chapter 511- 2-2-.07 of the Rules of the Department of Public Health. The school/facility must keep the affidavit on file and available for inspection by health officials in lieu of the Georgia Immunization Certificate (Form 3231). The affidavit does not expire.

Fever

If a student has a fever of 100.0 degrees or higher, that student should not come to school or to a school function until they have been fever-free for 24 hours without the use of fever-reducing medications. Students with a fever of over 100.0 degrees or other symptoms of a contagious disease must go home.

Head Lice

Effective control of head lice is dependent upon school personnel and families that support a plan that includes:

- Education of school personnel, families and students
- Screening of students by families and school personnel
- Prompt treatment of head lice by: killing the lice, removing the nits and cleaning the environment.
- When it is discovered that a student has head lice, the clinic worker will immediately notify the parent/guardian and make arrangements for the student to be picked up so treatment can be initiated.
- MCSD has a no nit policy

- The student will be isolated from other students until the parent/guardian arrives.
- The clinic worker will provide instructions for treatment and nit removal.
- Upon return, the parent/guardian must accompany the student to school and provide proof of treatment, i.e. empty bottle or box of lice treatment product or a letter from the health department or physician.

Ringworm & Pink Eye

When it is discovered that a student has suspected ringworm or pink eye, the clinic worker will immediately notify the parents and request that arrangements be made for the child to be picked up that day so treatment can be initiated.

Both conditions must be verified by the doctor and treated before the child may return to school. A statement from the doctor should be provided when the child returns to school.

Note: Due to hygiene and communicable diseases students are not allowed to share personal items.

Students who are Hospitalized or Homebound

MCSD serves its enrolled students who are hospitalized or homebound as a result of illness or injury. In cases of prolonged absences (10 or more consecutive days) due to illness or injury, or anticipated absences due to illness or injury, the parent or guardian should seek assistance from the Principal or designee for hospital/homebound instruction.

The school will provide the parent with a Hospital/Homebound Referral Form to be completed and signed by a physician indicating that the student is unable to attend school. The form is returned to the school and then submitted to Student Services for processing.

Paying for School Lunch

Student lunch is free.

However, students can make purchases such as chips, ice cream and other offerings not included in the school lunch.

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.



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 1 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)

Note: 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.

