



**2022/2023**

**Student/Parent Handbook &  
Schoolwide Discipline Guide**





## 2022-23 School Year Calendar

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1-29 Summer Break  
4 Independence Day Observed

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-5 Teacher Planning/Staff Development Days (Secondary Schools)  
1-4 Teacher Planning/Staff Development Days (Elementary Schools)  
3-5 System-wide Verification Days  
5 In-person Grades Pre-K-2 (Phase-in)  
8 1st Day of School/1st Semester Begins

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 Labor Day  
7 Progress Reports

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10 Teacher Planning/Staff Development  
11 End of 1st Nine Weeks  
14 Report Card (All Grades)

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

10 Virtual Learning Day (No School Pre-K-2 Grades)/Progress Reports  
11 Veterans Day  
21-25 Thanksgiving Break

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

20 1st Semester Grading Period Ends  
21-30 Winter Break

- Student/Teacher Holiday
- Semester Start Dates
- Teacher Planning/Staff Development/Student Holiday
- Inclement Weather Make-up Day or Student/Teacher Holiday

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2-3 Winter Break  
4 Teacher Planning/Staff Development Day  
5 2nd Semester Begins  
10 Report Cards (All Grades)  
16 Martin Luther King, Jr. Holiday

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

7 Progress Reports  
17 Staff Development Day  
20 Presidents' Day

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

13 End of 3rd Nine Weeks  
16 Report Cards (All Grades)

- Progress Reports/Report Cards
- In-person Phase-in for Students
- Virtual Learning Day

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3-7 Spring Break  
20 Progress Reports

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

18-20 Graduations  
23 Last Day/Report Cards (Elementary)  
24-25 Teacher Post Planning  
25 Report Cards (Secondary)  
26-31 Summer Break  
29 Memorial Day

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1-30 Summer Break

## **REESE ROAD LEADERSHIP ACADEMY MISSION STATEMENT**

The mission of Reese Road Leadership Academy is to develop today's achievers into tomorrow's leaders.

## **OUR SCHOOL VISION**

The vision for Reese Road Leadership Academy is to create a nurturing and safe learning environment that encourages and prepares all students to reach their highest potential through discovery and the use of their unique learning styles. As a magnet school within our school district, we strive to inspire students in their growth as effective school and community leaders. As the foundation for our magnet program, we use the *7 Habits of Highly Effective People*, a part of The Leader In Me™ program developed by the late Dr. Stephen Covey.

## **CONTACT INFORMATION**

### **Phone/Fax numbers:**

Front Office	706.569.3684
Clinic	706 569.3691
Cafeteria	706 569.3687
Fax	706.569.3686

### **Mailing Address:**

3100 Reese Road  
Columbus, GA 31907

### **School Website Address:**

<http://reese.muscogee.k12.ga.us>

### **School District Website Address:**

[www.muscogee.k12.ga.us](http://www.muscogee.k12.ga.us)

## **SCHOOL HOURS**

School hours are 8:00 a.m. – 2:30 p.m. for all grades. Students shall not enter the building before 7:15 a.m. Students are tardy after the bell rings at 8:00 a.m. Students may not check out after 2:00 p.m.

# The 7 Habits of Happy Kids



## **HABIT 1: BE PROACTIVE: You're in charge**

I am a responsible person.

I take initiative.

I choose my own actions, attitudes, and moods.

I do not blame others for my wrong actions.

I do the right thing without being asked, even when no one is looking.

## **HABIT 2: BEGIN WITH THE END IN MIND: Have a plan**

I plan ahead and set goals.

I do things that have meaning and make a difference.

I am an important part of my classroom and my school.



## **HABIT 3: PUT FIRST THINGS FIRST: Work first, then play**

I spend my time on things that are most important.

I say "No" to things I know I should not do.

I set priorities, set a schedule, and follow my plan.

I am self-disciplined and organized.

## **HABIT 4: THINK WIN-WIN: Everyone can win**

I want everyone to be a success.

I don't have to put down others to be a success.

When a conflict happens, I look for a third solution.

I believe that we all can win!



## **HABIT 5: SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD: Listen before you talk**

I listen to other people's ideas and feelings.

I try to see things from their viewpoints.

I listen to others without interrupting.

I share my opinions and ideas.

## **HABIT 6: SYNERGIZE: Together is better**

I know that everyone is good at something.

Everyone needs to get better at something.

We can all learn something from each other.

Working in groups helps to create better ideas than one person can do alone.



## **HABIT 7: SHARPEN THE SAW: Balance feels best**

I take care of my body by eating right, exercising and getting sleep.

I learn in lots of ways and lots of places, not just at school.

I take time to help others.

# REESE ROAD LEADERSHIP ACADEMY

## SCHOOLWIDE DISPLINE PLAN

### WHAT WE EXPECT FROM OUR STUDENTS:

**Respect:** Students are expected to conduct themselves in a respectful manner at all times and maintain positive behavior.

**Responsibility:** Students are expected to be responsible for their own behavior.

**Empowerment:** Students are to recognize that they have the power to maintain their positive behavior and change inappropriate behavior.

**Learning:** Students are to learn that when they make mistakes, someone is there to help them think of better choices.

**Dignity and Self-Improvement:** Students are to respond with dignity when they are disciplined and understand that they are not bad people because they made a mistake.

At Reese Road Leadership Academy, we believe that all students can and should behave responsibly and appropriately while they are on school property, which includes our school buses and the bus stops. Student behavior that hinders the teaching and learning will not be tolerated. RRLA's Discipline Plan involves the use of natural, logical and realistic consequences. This plan provides a simple structure and reasonable rules. Students are encouraged to be responsible for their own behavior. All students are expected to abide by the MCSD Behavior Code and Discipline Policy as well as Reese Road Leadership Academy's School wide Discipline Plan.

### WHAT PARENTS CAN EXPECT FROM US:

It is our job to work with our students to help them adjust to school and learn our expectations. When a student presents a problem in his/her behavior, we will make every effort to involve the parents and other people on our staff to help the student improve his/her behavior. Students involved in inappropriate behavior at RRLA are subject to certain disciplinary actions.

The teacher will follow his/her classroom discipline plan and document all interventions. This includes requesting parent conferences, referrals to guidance counselor, etc. If attempts by the teacher to teach desirable behavior to the student are unsuccessful, the student will be sent to the office.

Our school wide discipline plan reflects our commitment to helping our students develop leadership skills and our belief in the 7 Habits that we teach our students and refer to on a regular basis.

Using a progressive discipline plan of action, teachers will give students multiple opportunities to correct their behavior. Unless the misbehavior is severe and needs immediate attention by an administrator, parents can expect that teachers have made contact with them, or attempted to do so, prior to an office referral.

Bus drivers may also submit discipline referrals to the office. Students are expected to follow all rules while using MCSD transportation. School administration will address behaviors using a progressive discipline plan. Bus riding privileges may be revoked if student behaviors persist.



**Reese Road Leadership Academy**  
**Office Discipline Referral**  
 3100 Reese Road, Columbus, Georgia 31907  
 Phone (706) 569-3684 Fax (706) 569-3686

Student's Name: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ Location: \_\_\_\_\_

Details of Incident: \_\_\_\_\_

\_\_\_\_\_

Type of Event: (major offense only- check one) ☐ defiance ☐ disrespect ☐ fighting ☐ peer conflict

Teacher Actions: \_\_\_\_\_ Dates: \_\_\_\_\_

Reteach/redirect using Leader in Me \_\_\_\_\_

Student conference/reflect on 7 habits \_\_\_\_\_

Seat change \_\_\_\_\_

Time out \_\_\_\_\_

Parent conference (phone or in person) \_\_\_\_\_

Counselor referral \_\_\_\_\_

Consult with PBIS team \_\_\_\_\_ Identified new intervention \_\_\_\_\_

Attach progress monitoring data with dates of implementation and results.

Motivation: ☐ obtain peer attention ☐ obtain adult attention ☐ obtain item/activity  
 (check one) ☐ avoid peers ☐ avoid adults ☐ avoid item/activity

Administrative Actions: \_\_\_\_\_

☐ student conference ☐ lunch detention ☐ administrative detention

☐ apology letter ☐ teach replacement behaviors ☐ essay/reflection on leader habits

☐ loss of privilege ☐ individualized instruction ☐ administrative isolation

☐ counselor referral ☐ referral to outreach specialist ☐ referral to school psychologist

☐ magnet probation ☐ suspension (number of days - \_\_\_\_)

other: \_\_\_\_\_

Administrative Comments: \_\_\_\_\_

\_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy distribution: White – Student/Parent Yellow – Office Pink - Teacher

## **MAJOR OFFENSES**

The following behaviors are not in the best interest of RRLA and will not be tolerated. They will be dealt with according to MCSD Behavior Code and Discipline Policy:

- ⊃ Fighting or inciting to fight
- ⊃ Open defiance and disrespect of teachers, school authorities, or school employees.
- ⊃ Disruption of school operations
- ⊃ Bullying behaviors, verbal harassment, potential

- physical harm to self or others
- Sexual harassment, sexual misconduct
- Threats, profanity, name calling or other verbally/physically threatening actions toward students or adults.

Please refer to the MCSD Behavior Code and Discipline Policy and read it with or to your child.

## **SCHOOL POLICIES & PROCEDURES**

### **ATTENDANCE**

Please refer to the MCSD Behavior Code and Discipline Policy for system policies that govern attendance. We ask our parents and guardians to help us instill in our children the value of their education and to understand the importance of arriving to school on time and having good attendance. Federal and state guidelines factor in attendance in school as one measure of accountability. The habits developed by children during their formative years will last a lifetime. Students with good attendance generally achieve higher levels of learning than students with poor attendance.

### **ABSENCES FROM SCHOOL**

When your child is absent, you must send a written excuse to school with your child on the day that he/she returns to school. Please address the note to your child's teacher and include the following information: your child's name, date(s) of absence, specific cause/reason of absence and your signature. Doctors or dentist statements are also accepted. These notes are to be sent to the teacher and they will turn them into the office daily with the attendance roster. If you call the school to inform us of an absence, you must still provide a written excuse upon your child's return to school. Teachers take attendance by 8:15 a.m. each morning. A Connect-Ed automated message will be delivered to the home phone of each student marked absent by 8:45 a.m. each morning informing parents of their child's absence. Parents are requested to follow up with the school as directed by the automated messaging system.

### **TARDINESS**

Our school day begins promptly at 8:00 a.m. with the ringing of the morning bell. Students are tardy if they are not in their classrooms at the sound of the 8:00 a.m. bell. Parents are asked to drop their children off at the back of the school no later than 7:45 a.m. to give them sufficient time to walk to their classrooms, use the restroom, etc. Allowances are made for late buses and inclement weather.

When a student accrues three (3) tardies, the principal/assistant principal will become actively involved by sending a letter home to the parent/guardian with a

signature required. Five (5) tardies will result in a required parent/guardian conference. ten (10 ) tardies will result in a referral made to the School Social Worker/Visiting Teacher. Tardies are cumulative throughout the school year and will be recorded by the homeroom teacher in the student record system.

### **CHECKING STUDENTS OUT EARLY FROM SCHOOL**

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.

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. However, if this is not possible and your child must leave at any time during the day, then you must sign them out in the office. Parents **will** be asked to provide an appointment card to confirm the appointment. Persons listed on the record to sign out your child will be asked to show a picture I.D. Please let the teacher and office staff know if someone else will be picking up your child early. We will confirm alternate persons checking out children by calling you.

Testing **WILL NOT** be interrupted for any reason and parents should be aware of the standardized testing schedule when making appointments.

Parents must come to the office to check children out, and the secretary will call for your child. **ALL PARENTS ARE ASKED TO WAIT IN THE OFFICE AND THEIR CHILD WILL BE BROUGHT TO THEM.** Please inform the principal of any custody or other family problems ahead of time. As a precaution, make sure your child has a thorough understanding about the persons with whom they should or should not leave school.

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 the school social worker and DFACS. Parents will be asked to provide an appointment card to verify medical/dental appointments.

**Students may not be checked out through the office between 2:00-2:30 p.m. to avoid pick-up traffic. It is a very busy time in the office with the calling of buses and vans. Please be patient and wait until the office staff has a chance to attend to your needs. Emergencies will be handled with the consent of the principal or assistant principal only.**



## ARRIVAL AND DEPARTURE

In the morning,

- + Students eating breakfast should report to the cafeteria to begin eating breakfast at 7:15 a.m. When they have finished breakfast, students will wait to be dismissed by the adult on duty to an assigned location outside classroom doors. Breakfast ends at 7:45 a.m.
- + Students who arrive prior to 7:30 and who are not eating breakfast are to proceed quietly to the cafeteria and be seated. When the bell rings at 7:45 a.m., students should enter their classrooms.
- + Students transported by car are to **ENTER AT THE BACK DROP OFF ONLY** and not through the front door. The front drop off is reserved for students arriving by bus, daycare van or being walked in by their parent or guardian after parking their cars in an unmarked space. Under no circumstances should parents park in any part of the drop-off lanes directly in front of the school. These lanes are reserved for buses and daycare vans.
- + Students arriving by bus, day care van, or walking are to use the front entrance.
- + Students are not allowed to play on the playground before the beginning of the school day.



At the end of the school day,

- + Walkers exit the 100 wing door and the 200 wing door. Walkers are children who actually walk HOME and **NOT TO UNAUTHORIZED AND UNSAFE PICKUP AREAS** (cars parked along the street/fence). Parents/guardians who refuse to follow the guidelines and encourage their children to disregard the school's rules will be referred to the School Social Worker and subsequently the Department of Family and Children Services.
- + Walk up parents will need to pick up K-2<sup>nd</sup> at the end of the 100 wing and 3<sup>rd</sup>-5<sup>th</sup> at the end of the 200 wing. Parents should have their walker numbers with them. **Students will not be sent outside of the fence without an adult.**
- + Car riders are to report to the 300 hallway, sit at designated areas and wait for their car numbers to be called. Parents must have a Reese Road car number displayed in order to pick up their child. Parents or others who do not have a car number will be required to park their cars in the front of the building and come to the office for a duplicate number and confirm their names on the pick-up list. A picture ID must be presented. This minor inconvenience is for the safety and well-being of our children.
- + **Parents of car riders are not permitted to pick up children from the**

**backdoor of the cafeteria, the 300 wing door or from the front door. They must wait inside their cars until their child comes out.**

- + All bus and daycare van riders will wait in the cafeteria until called.
- + Except for students in the After School Program, all students are to be picked up by 2:45 p.m.
- + Students participating in the After School Program are to report to their assigned area in the gym.

### **DROP OFF AND PICK UP PROCEDURES**

The safety and protection of all students is our primary concern. Please help us ensure their safety by doing the following:

- Be patient - especially during the first week of school.
- Drive carefully on school grounds. Please drive slowly in and around the parking areas.
- All students who participate in the After School Program will be picked up from the cafeteria and/or gym in the afternoon.
- All students who ride in cars should be picked up and dropped off at the back area of the school. All cars should have a Reese Road window hanger. We will not release children to cars without the car hanger. The driver must go to the office and be cleared to receive the child. **IT'S FOR YOUR CHILD'S SAFETY.** All students who are transported by car are to proceed to the 300 hall, sit in the designated area and wait for their numbers to be called.
- Children who are transported by bus will proceed to the cafeteria and wait for their bus to arrive. They will exit the building through the front doors.
- Children who are transported by daycare vans will proceed to the cafeteria and wait for their vans. They will exit the building through the front doors.
- All students should be picked up promptly from school. Parents should call the school no later than 1:45 p.m. if they will be delayed in picking up their child. Students not picked up by 3:00 p.m. will receive notification as listed below.
  1. Courtesy call from an administrator and/or designees.
  2. Letter issued to parent/guardian
  3. Referral to School Social Worker and DFACS referral

### **GENERAL TRAFFIC PROCEDURES**

SAFETY of all students is our primary concern. While some of our rules may not be the most convenient for drivers, they are designed for the safety of children who will be walking, riding buses, or being dropped off and picked up.

- Cars need to make a right or left turn into the Entrance driveway of the parking lot. The driveway in front of the building is for day care vans and buses only!
- Cars are to be in a single file entering the back parking lot and remain in line until your child is brought to the pickup area. **PARENTS ARE NOT TO GET OUT OF THEIR**



CARS. This slows down the dismissal process. PATIENCE is essential. Our experience shows that when all follow the rules, dismissal goes smoothly and quickly.

- :- When you have all the students you need to pick up, you should carefully pull out of the back pick up and exit onto Reese Road.
- :- In consideration of teachers and others parked in the front parking lot, please do not park behind their cars. Parents should park in the back parking lot or along the playground fence to walk their children in or conduct school business especially in the mornings and during dismissal. **DO NOT PARK IN THE FRONT.**

### **TRANSPORTATION**

Students transported by cars should be dropped off and picked up at the back entrance to the school. Students transported by daycare vans will be picked up at the front of the building. Please do not encourage your child to come to the street or cross the street unescorted to board their transportation home. This is extremely dangerous. If your child is changing plans for his/her "usual end of the day" transportation procedures, please plan ahead and send a note to your child's teacher. The school will not permit a change in transportation procedure without a written note. If you are calling to verify an end of the day emergency change for your child, please call no later than 1:45 p.m. After that time, it will be extremely difficult to relay a message for changes in transportation.

**PLEASE DIRECT QUESTIONS REGARDING  
BUS TRANSPORTATION ISSUES TO  
YOUR SCHOOL'S ZONE SUPERVISOR LISTED BELOW:**

**Mrs. Donna Lamar 706-748-6984 – Zone 2**  
**Mr. Randy Ruff 706-748-6985 – Shuttle**  
**Mrs. Debra Lewis 706- 748-3113 – Special Needs**

**FOR BUS TRANSPORTATION  
706-748-2876**

**IN CASE OF AN EMERGENCY,  
CONTACT THE TRANSPORTATION OFFICE AT 706-748-2882**

## **CHANGES TO A STUDENT'S DISMISSAL PLAN**

Parents must provide dismissal changes in writing prior to 1:30 p.m. Phone calls/verbal notices will not be accepted.

**Please do not put your child's safety in jeopardy by having them disregard the rules concerning dismissal.**

## **RETURNING TO THE BUILDING AFTER DISMISSAL**

The custodial staff has been instructed not to allow students or parents in the classrooms to retrieve homework or other forgotten items after 3:30 p.m. unless the teacher is still in the classroom. This is for security reasons. In the event your child forgets their homework or other items at school, they must report to the office to receive permission to go to a classroom.

## **WITHDRAWALS FROM SCHOOL**

Please notify the school secretary **at least 48 hours in advance** if you plan to withdraw your child from Reese Road. We want to give your request adequate attention. Devices, textbooks and library books must be returned or paid for as well as lunchroom fees cleared to complete the withdrawal process. The student withdrawal form must be completed for any student withdrawing from our system or transferring to another school within Muscogee County School District.

## **DRESS EXPECTATIONS (STUDENTS & PARENTS)**

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, including students, parents, and volunteers are expected to adhere to the dress expectations established at our school.

In addition, Reese Road students are expected to follow the dress code set forth below. (NOTES: Some of the information below is for the occasional non-uniform day. If students have any questions regarding the school uniform or appropriate dress, they should ask the teacher or other school staff member.)

- + School uniforms are worn on **MONDAYS-FRIDAYS**. Student uniforms consist of khaki or navy pants, slacks, capris, long shorts, jumpers or skirts and red, white or navy blue polo-type shirts. Other collared shirts in these colors are acceptable. Non -uniform days will be announced by the principal periodically (picture day, special celebrations, etc.) On non-uniform days, modest, neat, clean and comfortable clothing will be acceptable as long as it is within guidelines per MCSD policy.

- + Flip-flops, high heels, slip on sandals (no back strap) and sneakers with wheels are not permitted. Students should wear shoes that are safe.
- + Students must wear sneakers when participating in physical education classes (all grades) or on the playground.
- + See-through clothing or tops that reveal the stomach area are not appropriate. This includes tube tops, spaghetti straps, strapless tops or crop tops.
- + Clothing that advertises alcohol or tobacco products, profane, vulgar, offensive, obscene pictures or words that endanger the health and safety of students or others is prohibited in the school building.
- + Mid-length shorts/skirts/skorts are allowed if they are not too tight or too revealing. These clothing items should be longer than the fingertips when the student is standing with arms at their sides. No body parts should be visible. 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.
- + Long dangling earrings (more than 2 inches) that can get caught on clothing, hair, etc., and tear the ear, are not appropriate for school, during physical education or recess 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 bare skin will not show if his or her arms are raised. Shirts should be tucked in neatly by boys and girls.
- + The bottom of pants should not drag the floor. This is dangerous. No intentionally torn/ripped clothing should be worn to school. No holes in the legs of the pants, tee shirts, etc.
- + All leggings, tights, and exposed socks must be solid white, red, or navy. Shoes and socks should be worn as a matching pair.
- + Coats, jackets, or hoodies worn during the school day must be solid red, white, or navy blue. Shirts underneath coats, jackets, or hoodies should be uniformed.

**\*\*All boys and girls at Reese Road Leadership Academy are expected to be neat and clean in both dress and person. We expect that there be no extremes in attire, fashions, or hair. Teachers will send students whom they feel may be inappropriately dressed to the principal, assistant principal, or counselor with a note of concern. The principal, assistant principal, or counselor will make the determination and then make immediate contact with the parent/guardian for corrective actions.**

## **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.

## **CELL PHONES**

Elementary students **are not** permitted to have a cellular phone at school per Muscogee County School District Policies. Phones will be secured by administrators, and parents will be called to the school to come pick them up.

## **CHANGE OF ADDRESS/PHONE NUMBERS**

It is extremely important that you promptly notify the teacher and the office if you change your address or phone number during the school year. The school must be able to get in touch with you in case of an emergency. Please provide us with the telephone numbers of grandparents, other relatives or friends, and your work number. We may need these contact numbers as part of our files in case of illness, accident, or other emergencies.

## **CLASSROOM OBSERVATIONS**

In an effort to make the most of the instructional time, we will be reducing the 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 help is needed as we work together to give your child and every child the best possible learning experience. Classroom observations should not exceed 15 minutes in length in any one classroom per week. Exceptions to this policy can be made for specific academic or behavioral concerns; however, they should be made ahead of time with the 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**

## **AFTER SCHOOL PROGRAM**

Reese Road Leadership Academy operates the after-school care program for our school. Hours are from 2:30 – 6:00 p.m.

## **BIRTHDAY PARTIES**

**Student birthday parties will not be held at school.**

If your child is only inviting a few friends, invitations may not be distributed at school. Please be sure that you follow this rule so that feelings are not hurt.

If your child is celebrating his/her birthday, you may send or bring in a special treat for the class. The treats should be ready to serve. Please ask if there are children with food allergies or other health issues in the class before purchasing treats. You must communicate in advance with your child's teacher. Treats for birthday celebrations may not be distributed in the cafeteria at lunch.

## **EMERGENCY CLOSING OF SCHOOL**

Announcements relative to the closing of schools due to inclement weather will be broadcast over all the major radio stations and television networks between 6:00 a.m. and 8:30 a.m. The MCSD Parent Notification System (Connect-Ed) will also be used for emergency closing announcements.

## **CONNECT-ED**

The Connect-Ed messaging system sends personalized messages to parents, faculty and staff in minutes. A message is sent to parents regarding student absences at 8:45 a.m. each morning. Parents will receive important messages from the principal weekly. Emergencies such as bus delays, weather alerts, and school closings come through the Connect-Ed 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.

## **HOMEWORK POLICY**



Although homework may not be assigned each night, time should be spent every night reading, writing, studying math facts or solving math word problems. Whenever students are absent, parents may request homework assignments early in the school day so there will be time for the teacher to have the necessary materials ready for pick-up at the end of the day. Reese Road parents are expected to support their children in the completion of homework by checking folders, bookbags, teacher websites, or assignment books each night and giving their children time and space to complete their homework.

## **LOST AND FOUND**

All lost articles of clothing, lunch boxes, and various other items that are turned in when found are stored. Lost eye glasses are kept in the office. During the year, clothing and other items will be displayed for students and parents to reclaim. After two weeks, 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.

## **MEDICATION AT SCHOOL**

Muscogee County School Medication Administration/Medical Authorization and Release Forms must be completed before we can administer any medication. This form, once completed and signed by the parent/guardian, is filed and must be updated when changes in medication dosage or type are made. All medications will be stored under lock and key in a secured area in the school clinic.

All medications must be taken to the office/clinic for registration and storage. Asthma inhalers may be kept with the child but must be registered in accordance with policies.

Parents must ensure that all medications sent to school are in the original, current prescription bottle, not in an envelope, plastic bag, or wrapped in paper. All medication must have the following information on the container:

1. Child's name
2. Name of medication
3. Strength of medication
4. Dosage for this child
5. Physician's name
6. Date prescribed (must be a current prescription)

The clinic phone number is 706-569-3691.

## **MONEY & VALUABLES**

Please send all monies for PTA, pictures, tee shirts, 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.



## **NIGHT ACTIVITIES EXPECTATIONS**

Students must be accompanied by a parent/guardian to evening or night activities at school. Do not drop off your children and leave them. During performances, students are to sit with their parents or guardians. They should not be allowed to wander in the building or outside the building. It is your responsibility to provide the supervision unless your child is with the sponsoring teacher of the performance. During the performances, insist that your child show respect for the performers by not talking, making fun of performers or making loud noises. Adults expect students to follow directions. As parent/guardians, you must set an example of following directions and being polite.

## **PARENT/TEACHER CONFERENCES**

We welcome and encourage parent/teacher conferences. Teachers or parents may request parent/teacher conferences. Conferences should be arranged for a time before or after school. Teachers cannot give your concerns proper consideration during teaching time. Please make every effort to attend conferences scheduled by your child's teacher. Parents may also contact the school counselor to set up appointments for conferences.

**PLEASE DO NOT DISRUPT CLASSROOM INSTRUCTION TO HOLD A PARENT CONFERENCE OR CONVERSATION WITH THE TEACHER.** Teachers may schedule parent conferences during limited planning time, or before and after the student day. Teachers will not be called to the phone during the instructional day. You may leave a message with the secretary and the teacher will return your call as soon as it is convenient.

## **PHYSICAL EDUCATION**

Students in grades 1-5 participate in the Physical Education program. It is important that students participate and have appropriate shoes (sneakers/tennis shoes) and clothing for this class. Students will not be pulled from physical education classes as a form of punishment.

## **PTA**

Reese Road has a very active PTA. Please become a part of our Roadrunner Family by joining our PTA. Encourage family and friends to join, too. The PTA and our school needs your help and welcome your involvement. The PTA will sponsor several parent education programs and fundraisers. School wide participation is strongly encouraged because everyone benefits.

## **REPORT CARDS/PROGRESS REPORTS**

Parents may access grades and other information regarding their student through the online Parent Portal. Report cards are finalized every nine (9) weeks. Progress reports are finalized at the 4 1/2 week midpoint of the grading period. Parents must register to use the Parent Portal. Please contact the office to register and obtain the one-time use Parent Access Code. Please make sure you know about your child's progress during the year. Feel free to reach out and request a conference with your child's teacher. Do not wait until the end of the year to inquire about your child's performance and progress.



## **SCHOOL ACCIDENT INSURANCE**

The Muscogee County School District offers student accident insurance to all enrolled students. This insurance is available at a nominal fee. Information is sent to parents with the registration packet at the beginning of each school year.

## **CAFETERIA PROCEDURES**

We have a wonderful cafeteria staff that prepares delicious lunches with a variety of choices. Menus are printed in the newspaper, on the MCSD website, and announced daily. Menus may change on a very short notice due to market conditions, deliveries, or special school activities. Please contact School Nutrition for more information.

We welcome your coming to eat with your child and ask that you either bring a lunch from home or buy a school lunch.

**Food from restaurants/outside vendors are not allowed in the cafeteria.** Carbonated, canned or bottled sodas are also not allowed and should not be included in the student's lunch.

## **TELEPHONE USE**

The office staff or Clinic Worker will contact parents in case of sickness or an emergency. Students will be permitted to use the office phones in case of emergency or when given permission by teachers, administrators or counselor concerning homework, lunch, etc. during a scheduled break, **not during instructional time**. The school office staff will take telephone messages from parents to students. The message will be delivered as soon as possible. If the call comes before lunch the student will receive the message at lunch or recess time. **STUDENTS WILL NOT BE CALLED TO THE OFFICE TO RECEIVE PHONE CALLS.** Parents are asked to make after school arrangements with their children before they leave home. It is not desirable to interrupt the classroom to deliver messages. In addition, the office staff cannot handle last minute calls for all students in the building.

## **TESTING**

Testing dates can be found on the MCSD website. Notes from the teacher and the school will inform parents prior to testing dates. Testing will not be interrupted for messages or check out.

- + Make sure your child is present every day of the testing period (unless the child is ill).
- + Be sure your child gets a good night's sleep.
- + Encourage your child to eat a good breakfast.
- + Talk with your child often about the importance of doing well on any test without creating anxiety.
- + Contact the school counselor for more ways to help your child.



## **VISITORS**

We love visitors at Reese Road. To ensure a smooth running and safe school, it is necessary to come to the front office first to sign in at the computer and receive a visitor's pass. At the end of your visit, it is necessary to be signed out on the computer. Please enter the building **only** through the front doors and check in according to established policies and procedures. This is for the safety and protection of all our children and staff. Please do not feel insulted if a staff member asks to see your visitor's pass. They are only doing their part to keep our children safe. Please do not enter or exit the building through any door other than the front door.

## **VOLUNTEERS**

We welcome all school volunteers. If you are interested in volunteering at our school, please contact your child's teacher. Volunteers are required to register with the principal or designee and attend a volunteer orientation which includes the School Volunteer Code of Ethics, Privacy Concerns and Procedures. This is required of

ALL school volunteers. This includes PTA and Partners in Education volunteers.

**STUDENT CLUBS**

Reese Road student leaders have many opportunities to be involved in clubs or teams. Some of these groups meet during the school day; others meet after or before the school day. Participation in clubs may be throughout the year or for a set period of time during the school year. All clubs are supervised by a teacher or staff member. The following is a list of **some** of the clubs that are available at our school:

- |                         |                                |
|-------------------------|--------------------------------|
| Student Lighthouse Team | WRRLA Broadcasting Team        |
| Recycling Club          | Helen Ruffin Reading Bowl Team |
| Science Olympics        | Violin                         |
| Guitar Club             | Student Safety Patrol Team     |
| Yearbook Club           | Art Club                       |
| Robotics                | Jr. Beta Club                  |
| PEARLS                  | Math Team                      |
| Boys in Bowties         |                                |

**ACCOUNTABILITY OF REESE ROAD FACULTY**

We are committed to your child’s success in school and promise to work together to promote his/her achievement. Our teachers have high expectations for all students, provide a climate that is conducive to learning, nurture the Multiple Intelligence strengths of their students, enrich and remediate students as needed, communicate with parents in a timely fashion, and design and teach engaging, rigorous and relevant lessons that will prepare our students for success.

## **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)."

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.

# Notes

A series of horizontal dotted lines for writing notes.

**PLEASE TEAR OUT AND RETURN TO YOUR CHILD'S  
TEACHER**

Dear Parent/Guardian,

We would like to give you the opportunity to write a letter to your child's teacher. Please tell the teacher things you want him/her to know about your child. You may want to include how you think your child is "smart" (music smart, art smart, word smart, body smart, etc.), his/her hobbies/interests, and some of the special characteristics or qualities of your child. Thank you for allowing your precious child to attend the Reese Road Leadership Academy.

Child's Name: \_\_\_\_\_

Dear Teacher:

Sincerely,

Parent/Guardian Signature: \_\_\_\_\_

# The 7 Habits<sup>®</sup> Tree

AND REMEMBER TO  
TAKE CARE OF YOURSELF

## Habit 7

**SHARPEN THE SAW<sup>®</sup>**  
Balance Feels Best

THEN PLAY WELL  
WITH OTHERS

## Habit 6

**SYNERGIZE<sup>®</sup>**  
Together Is Better

## Habit 5

**SEEK FIRST TO UNDERSTAND,  
THEN TO BE UNDERSTOOD<sup>®</sup>**  
Listen Before You Talk

## Habit 4

**THINK WIN-WIN<sup>®</sup>**  
Everyone Can Win

START WITH YOU

## Habit 3

**PUT FIRST THINGS FIRST<sup>®</sup>**  
Work First, Then Play

## Habit 2

**BEGIN WITH  
THE END IN MIND<sup>®</sup>**  
Have a Plan

## Habit 1

**BE PROACTIVE<sup>®</sup>**  
You're in Charge



