

# *Rigdon Road Elementary School*

## *Student Handbook*



2025-2026

School Colors: Red and Gold

Mrs. Shermaine Derrick-New, Principal

Mrs. Debra Porch, Assistant Principal

Mrs. Ami Musselman, Elementary Dean

Mrs. Savannah Meadows, Counselor

1320 Rigdon Road

Columbus, GA 31906

706-565-2989

# We are excited to have you at Rigdon Road Elementary School!

## Core Business

The core business of Rigdon Road Elementary School is to ensure every child grows and achieves in all content areas.

## School Mission

Our mission is to support, love, and guide all leaders to reach their unlimited potential.

## School Vision

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

## 2025-26 Motto

*School. Family. Community. Together.*

*#WhyNotRigdon?*

## School Values

- 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.

## Bear Package

The 2025-2026 school year is a wonderfully exciting time for you and your students; however, it can also be busy. One way that Rigdon Road helps ease the confusion and bustle of elementary is by offering the **Bear Package**. This package combines the major expenses during the year into one convenient, cost-effective price. By purchasing the Bear Package, you receive a discounted price on yearbooks, grade-level t-shirts, and more! Please see the listing below for more details about each item in the package.

<b>2025-26 Bear Package</b>		
<b>Individual Price</b>	<b>Package Item</b>	<b>Package Price</b>
\$ 25	Yearbook	\$20
\$15	School Spirit T-shirt	\$12
\$15	Vintage T-shirt	\$12
\$30	Sweatshirt	\$25
\$5	Bear Sticker	\$1
\$10	School Wristband	\$5
<b>\$100</b>		<b>\$75</b> <b>(Save \$25)</b>

Sales are July 21-September 12 at [My Payments Plus](#)

\*All monies paid are non-refundable.

\*This package does not include club activities.

## Dress Code

It is widely believed and accepted that when students wear uniforms, there is an increased sense of community and pride in school. Uniforms also contribute to the health and safety of students and to the development of a productive learning environment.

**Shirts:** Solid colored red, navy, white and gold (solid red, white, khaki and navy dresses/jumpers may be worn). Spirit shirts purchased from Rigdon Road Elementary may be worn any day of the week with uniform bottoms.

Jeans may be worn on Friday only with Rigdon Road Elementary purchased spirit shirts.

- No graphic shirts allowed
- Shirts with a collar are required- must have short or long-sleeves
- No sleeveless, tank tops, tube tops, see-through shirts, shirts with exposed midriffs, or spaghetti straps are permitted
- Shirts must be worn neatly tucked into pants/skirts
- White undershirts may not be worn as uniform shirts
- Logos/emblems (Nike, Polo, etc) may be no larger than approximately 1 inch in size
- Students are not allowed to wear hoods on their heads in the building.

**Pants:** Solid khaki, black, or navy pants/shorts/skorts, capris (solid khaki or navy skirts may be worn)

- Shorts and skirts must be no higher than 3 inches above the knees
- Pants must be belted and worn at the waist
- No intentionally torn or ripped jeans with holes are allowed, even if leggings are worn under them.

**Shoes:** All shoes (boys and girls) need to be rubber-soled with enclosed toes and heels, tennis shoes preferred. Flip flops, Crocs, sandals, or high heels are not permitted.

Students who do not follow the dress code will be given a Uniform Violation Form and receive consequences according to our progressive discipline plan. (Please see the Behavior Expectation chart.)

## Uniform FAQs

What if I cannot afford a uniform or need assistance? Our counselor will provide assistance on an as needed basis.

1. Is there a procedure to trade in used uniforms? The school will accept clean, gently used, uniforms donated to the school.
2. What is the timeline for new students to have uniforms? New students have a two week grace period by which to obtain uniforms. The student may wear a uniform from the previous school until a Rigdon Road uniform can be purchased.

## Morning Procedures

Car Riders- Students must exit vehicles from the car rider line and walk on the sidewalk until they reach the entrance. Students are not allowed to exit cars before they reach the sidewalk. Cars are not allowed to drive to the center lane to drop off students. If parents are walking students to the door, they must park in a Rigdon Road Elementary marked space and walk them to the entrance.

Students will enter the school and report directly to the cafeteria. if they are eating breakfast. Breakfast is served each morning from 7:00 a.m. - 7:30 a.m. for all students. Students must arrive by 7:30 a.m. if they are eating breakfast. Supervision is provided and all students must follow the directions of the staff members on duty.

After eating breakfast, students will report to their assigned area until dismissed to their classroom by the supervising adult. Pre-Kindergarten students will remain in the cafeteria until escorted to the classroom by their teacher.

## Late Arrivals

Students must be in their classrooms and seated by 7:45 a.m. Students who arrive after 7:45 a.m. must be accompanied inside the building by a parent and signed-in to receive a tardy pass.

Teachers will begin standards-based instruction immediately after the ringing of the 7:45 a.m. bell, and continue teaching until the end of the school day. Therefore, it is important that students are on time, and not miss valuable instruction. Being tardy to school, as well as, leaving early can affect your child's grades and success in school. Chronic absenteeism and tardiness will be referred to the school social worker.

## Excused Absences and Make-up Work

Students may be temporarily excused from school for the following reasons: (1) those who are personally ill and whose attendance at school would endanger their health or the health of others; (2)

those who have an immediate family member with a serious illness or death which would reasonably necessitate absence from school; (3) on special or recognized religious holidays observed by their faith; (4) when mandated by an order of governmental agencies (e.g. court order), or upon principals approval based on the merit of the request in advance. In order for an absence to be "excused," a note must be presented by the parent or guardian to the teacher or other designated personnel within three (3) school days of the student's return to school.

Examples of acceptable excuses include: doctor's excuse, copy of court order, note from parent or guardian regarding student illness or those items stated above.

Additional verification may be required for absences deemed excessive and problematic. Handwritten notes are acceptable for excused absences for 5 days per semester. (1st Semester August -December; 2nd Semester January - May)

A student may request make-up work for excused absences. All work must be arranged within three (3) school days after the date of the last absence.

### Unexcused Absences

Unexcused absences include failure to attend school for reasons other than those specifically excused by the administration. Unexcused absences shall include but, is not limited to the following: (1) oversleeping; (2) missing the bus; (3) babysitting; (4) family vacation; (5) skipping school and cutting classes; (6) out of town; (7) family emergency/issue (without specific detail)

The school year is 180 calendar days. According to MCSD policy, a student who misses more than fifteen (15) days may be retained in his/her present grade for the following school year. Students considered habitually truant will be referred to the MCSD Attendance Panel.

The Compulsory Attendance Law O.C.G.A. 20-2-690.1 continues to be in effect for the current academic year. This law states that children between 6 and 16 shall enroll and attend a public, private or homeschool study. Children under 6 that have attended more than 20 days in a public school are also subject to this law. Parents, guardians or other persons in charge of a child having 5 or more absences from school can receive the following:

- 1.) Fine of no less than \$25 and no more than \$100
- 2.) Imprisonment not to exceed 30 days
- 3.) Community Service
- 4.) Any combination of the above penalties

Parents will be notified in writing by the principal and social worker when a student is excessively absent. Letters will be sent home at the following intervals: three (3) days, five (5) days, seven (7) days, ten (10) days, and fifteen (15) days.

### Student Check-Outs

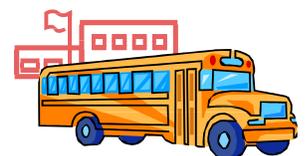
Students are expected to remain in school for the entire school day unless they have a medical/dental appointment or family emergency. Instruction occurs in every classroom until the dismissal of students. Only authorized parents, guardians, or other adults will be allowed to sign out students. Adults must show a valid form of identification in order to sign a student out.

Students checked out prior to 10:45 a.m. are counted ABSENT for the day.

Students may not be checked out through the office 30 minutes prior to the beginning of dismissal, which is 1:45PM. Dismissal is a very busy time in the office. If you have made arrangements ahead of time, 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.

### Dismissal

The fire marshal requires that hallways be clear in order to keep students safe. We ask all parents to wait outside of the building at dismissal. All teachers and support staff will escort students to the designated areas when the bell rings. All students will have an identifying mode of transportation tag/pass tied to their backpack. No student will be released prior to that time unless checked out through the office prior to dismissal beginning.



#### ➤ Bus Riders

For your child's safety, someone should be at the stop to meet any student who is in grades Pre K-1st grade. Due to

scheduling and time, the driver is unable to wait at the stop to watch all the students walk to their homes. Also, very young students may get lost or distracted on the way home. Please have someone there who will make sure your child gets home safely.

### BUS CONDUCT

Under the laws of our state, the Muscogee County School District has the authority to make reasonable regulations governing bus conduct. The walking distance to schools shall be one and one-half miles. The walking distance to a bus stop shall not exceed one-half mile. To provide for a safe and comfortable trip to and from school, students are required to observe the following rules:

All Muscogee County School District rules and policies apply to student behavior at the bus stop, school activities, and to and from school.

- The driver is in full charge of the bus and students and will initially work with parents to resolve minor incidents.
- 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.
- The driver has the right to assign students to certain seats to promote order on the bus. **ALL STUDENTS WILL REMAIN SEATED WHILE THE BUS IS IN MOTION**
- Parents are responsible for getting their children to and from the bus stop. Buses run on schedule and **CANNOT WAIT** for passengers.
- Misbehavior at the bus stop or on the bus could result in refusal of transportation by the principal.
- Keep your bus pass with you at all times in case the driver needs to check your eligibility.
- Drivers will only let students off at their designated stop.
- Students are expected to sit two or three to a seat. A

standing load of 20% over the seated capacity is permitted, per state mandate.

- Do not use profane or vulgar language while waiting for the bus.
- Stand off the roadway while awaiting the bus.
- Keep arms, head, and all objects inside windows.
- Be quiet and orderly on the bus; talk in low tones; ABSOLUTE SILENCE is required at all railroad crossings.
- Tobacco, drugs, and alcohol are prohibited.
- No eating or drinking allowed on the bus.
- Objectionable or dangerous objects are not permitted on the bus.
- Fighting or physical play is prohibited. Fighting at the bus stop or on the bus could result in refusal of transportation by the principal.
- No knives or other weapons allowed on the bus.
- When crossing the street is necessary, students will immediately cross in front of the bus in full view of the driver.
- Students may transport band instrument(s) on the bus, if space is available.
- Riding the bus is a privilege. Do not abuse it.
- Buses will be monitored by surveillance cameras.
- Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, audible radios, CD players, mp3 players; or any other electronic device that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus.
- Students shall be prohibited from using mirrors, lasers, cameras, or any other lights or reflective devices that might interfere with the school bus driver's operation of the school bus.

Punishment for violation of any of the above rules may result in a student being removed from the bus, utilizing the following progressive plan. 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.

When a student chooses not to follow ALL rules set by the driver, parents will be notified and the following consequences will occur:

- 1<sup>st</sup> Offense: Verbal warning issued by the driver and/or school administrator. *If violation is a major offense, more severe actions will be taken for the first offense.*
- 2<sup>nd</sup> Offense: Parents will be notified by the administrator and the student will receive a 1 day bus suspension. *If violation is a major offense, more severe actions will be taken.*
- 3<sup>rd</sup> Offense: Parents will be contacted by the school administrator, and the student will be suspended from the bus for 2 days. *If violation is a major offense, more severe actions will be taken for the first offense.*
- 4<sup>th</sup> Offense: Parents will be notified by the administrator, and the student will receive a 3 day bus suspension. *If violation is a major offense, more severe actions will be taken for the first offense.*
- 5<sup>th</sup> Offense: Parents will be notified and the student will be suspended from riding the bus for 4 days. *If violation is a major offense, more severe actions will be taken for the first offense.*
- 6<sup>th</sup> Offense: Parents will be notified and the student will be suspended from riding the bus for 5-10 days. *If violation is a major offense, more severe actions will be taken for the first offense.*
- Any offense over the 6<sup>th</sup> will result in permanent removal from riding the bus either for the semester or remainder of the school year.

#### ➤ Car Riders

- All car riders in grades K-5 and those with siblings are picked up from the front entrance of the school. All Pre-K students without siblings are picked up at the back of the school.
- Parents/Guardians are issued car rider tags, which are to be hung from the rear view mirror or placed in the front window of the vehicle. Car rider tags are issued during verification day before school begins. Parents must have a school car tag displayed in order to pick up their child. If the tag is missing or lost; the parent must report to the main office for a duplicate and to confirm their identity. A picture ID must be presented at this time. This minor inconvenience is for the safety and well-being of all our children.
- When a student's ride pulls up, the teacher/monitor calls the student's name. As the student comes forward, the monitor checks the student's

tag with the car rider tag to make sure they match. The student is then placed in the vehicle.

Please note the following:

- Parents are asked to remain in their vehicles. Students will walk to the vehicle.
- Parents are asked to come around the circle and not come down the center of the parking lot. Students will not be allowed to cross the street to exit or load into a vehicle.
- School ends at 2:15 p.m. Students are to be picked up no later than 2:30 p.m.
- Parents are not allowed to walk up to retrieve students that are designated as car riders.

### ➤ Walkers

Teachers will supervise and escort students from their classrooms and out the school doors to the crossing guard on Rigdon Road. The crossing guard posted at the intersection will ensure students cross the street safely. Once across the street, students are not allowed to get into cars as the staff can not verify the identity of adults in the car. Students who need to get in a car will need to be car riders who are picked up from the school.

Parents who are walking to meet students should cross at the crosswalk and pick students up on the Rigdon side of the street, from the teachers on duty.

Students in K-2, without an escort, will be returned to the school for parent pick-up.

### Alternate/Emergency Arrangements at Dismissal

Parents/Guardians must send a note to school when there will be alternate arrangements for dismissal. For instance, if your child is normally a bus rider but will be a car-rider for the day. Once you have communicated how your student will go home, the only changes that will be accepted are those that are submitted to the school in writing. No phone calls, text messages, Dojo messages, etc. will be accepted to change dismissal. Under extreme and emergency circumstances an administrator may permit a one-time phone change, with proper documentation prior to 12:00 PM.

The safety of Rigdon Road Elementary students is our top priority!

### Change of Address/Phone Numbers

It is extremely important that you promptly notify your child's teacher and the office in writing if you change your address or phone number. The school must be able to reach you in case of an emergency. Please provide us with alternate telephone

numbers in case you cannot be reached.

### Clinic/Health Services

Muscogee County School District 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. Students cannot administer medication to themselves or keep the medicine with them during the school day.

Parents must ensure that all medications brought to the 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
5. Physician's name
6. Date prescribed (must be a current prescription)

### Chromebooks

Per the Muscogee County School District Chromebook Guidelines: Students will be and/or have been issued a Chromebook (to include 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.

Click this link for more information:

<https://sites.muscogee.k12.ga.us/sldp/device-care-guidelines/>

## Visitors

Visitors are asked to enter the building through the front doors and check in with the office staff. This procedure is in place to ensure the safety and protection of all our children and staff. Although visitors to Rigdon Road are welcome, classroom visits must be approved. Please know instructional time is valued and we ask that you limit your classroom visits to 20 minutes unless otherwise approved by a school administrator or designee. Classroom visits may occur between the hours of 8:30 a.m. – 1:30 p.m. No classroom visits are permitted from 7:00 a.m. – 8:30 a.m. or from 1:30 PM – 2:45 PM. In order to provide an orderly and safe school, it is necessary for all visitors to sign-in with the front office staff and show a valid ID. You will be given a visitor pass, which must be displayed and visible for staff to see. Please do not feel insulted if asked by a staff member to see your visitor's pass. They are only doing their part to keep all of our children safe. At the end of your visit, please return to the office to sign-out.

## 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, including Very Important Parents (VIP), PTA and Partners in Education volunteers.

## Parent/Teacher Conferences



We welcome and encourage parent/teacher conferences. Conferences should be prearranged 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.

### Report Cards/Progress Reports

Muscogee County School District uses a traditional reporting system for academic grades for all 1<sup>st</sup> – 5<sup>th</sup> grade students. Kindergarten students will receive a report card which is standards based.

Rigdon Road Elementary School operates on a nine week academic grading period. At the midterm of a nine week period, a midterm progress report will be available in Infinite Campus; at the end of a nine week period, the report card will be available in Infinite Campus.

The grading scale approved by the Muscogee County School District for academics is as follows:

A = 100-90 (excellent progress)

B = 89-80 (above average progress)

C = 79-70 (average progress)

F = 69-0 (unsatisfactory progress/failure)

### Emergency Procedures

Fire and disaster drills are necessary and should be taken seriously at all times. These drills will be held at irregular and unannounced intervals. All signals and procedures are rehearsed with students to provide the safest actions in case of an emergency. If 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. Emergency procedures will be followed. Shelter areas have been assigned to each classroom and all Rigdon Road Elementary personnel know what to do in an emergency. The driveway in front of the school and the telephone line must both be clear for emergency use during a tornado WARNING. In the event of a "lockdown" no one will enter or leave the building until it is determined safe by school officials and/or law enforcement. The MCSD and Rigdon Road Elementary have emergency/crisis management plans in place.

### Homework Policy

At Rigdon Road Elementary, we believe that homework has a

definite purpose: it supports and extends what is learned in school. We also believe that it encourages students to develop responsibility and good work habits. In assigning homework, teachers consider the ability and maturity of their pupils and have reasonable expectations.

Parents can help with their child's achievement by:

- Promoting an appropriate attitude toward homework;
- Ensuring that their child has regular time set aside for homework;
- Making certain that their child has a quiet, well-lit place in which to work;
- Making sure their child writes down all assignments and does not trust their memory
- Making sure homework is done and brought back to school;
- Checking the teacher's weekly newsletter for classroom assignments and projects;
- Ensuring their student has all materials needed to complete assignments before leaving school.

Although homework may not be assigned each night, time should be spent reading, writing, studying math facts and 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 gather the necessary materials and have them ready for pickup at the end of the day.

### Lost and Found

Any item found in the building will be stored in the office area until it is claimed. It would be helpful if parents would label their children's clothing with their names, especially jackets and sweaters.

### Media Center

The school media center is open for all students to check out books and other materials. Books and materials should be returned one week from the date of check out. All books and materials need to be handled with care. Students are responsible for any item they check out.

### Money and Valuables

Please send all monies for fundraisers, pictures, t-shirts, etc., in a **sealed** envelope, clearly marked with your child's name, teacher's

name, 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, broken, or stolen money or valuables (this includes eyewear, cell phones, tablets, games, etc.).

### CELL PHONES

Students are not permitted to have a cellular phone at school. Visible cell phones will be confiscated, secured by administrators, and parents will be called to the school to come pick them up.

### Withdrawals

Please notify the school secretary at least 48 hours in advance if you plan to withdraw your child from Rigdon Road Elementary School. This will enable us to give your request adequate attention. Textbooks and library books must be returned or paid for 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.

### School Nutrition Program (SNP)

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

USDA has regulations that the School Nutrition Program (SNP) has to meet to be in compliance with their guidelines. Caloric and nutrient requirements are based on age and grade. Also, MCSD Board Approved Wellness Program ( EEE and EE-R) encourages and promotes healthy guidelines to be followed including, but not limited to, elimination of the consumption of fried foods, foods containing > 35 % sugar by weight, and FDA standards for portion sizes. School lunches also offer a variety of foods, whole grains, and fat free and low fat milk choices. Muscogee County School District shall abide by nutrient standards of the School Nutrition Program for all foods sold and served on campus during the school day. The sale of foods or beverages to students on school premises other than

through SNP is prohibited from 12:01 a.m. until 30 minutes after the end of the school day. Food shall not be used as a reward or punishment and shall prohibit the use of candy and other food rewards for academic performance or good behavior. Fundraising efforts shall be supportive of healthy eating, encouraging the sale of non-food items or nutrient dense foods. USDA regulations ban the sale of foods of minimal nutritional value.

School Nutrition Program provides a healthy breakfast and lunch choice for students every day. Students may bring their own lunches from home. Restaurant containers are not allowed in the cafeteria. Parents are encouraged to have lunch with their children and a school lunch may be purchased to eat in the cafeteria with the students.

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

### Community Eligibility Provision (CEP)

The Community Eligibility Provision (CEP) was established by Congress through the Healthy, Hunger-Free Kids Act of 2010, which reauthorized the Child Nutrition Programs. CEP aims to increase access to the School Meal Programs by offering breakfast and lunch at no charge to all students, without the need to process or collect individual free and reduced meal applications. 41 of our schools are CEP schools. Please contact your student's school office or call the School Nutrition Office at (706) 748-2386 to see if your student's school is a CEP school.

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

If your student is *not* enrolled in a CEP school, a new application has to be completed and approved every school year before your child can qualify for free or reduced price meal benefits. For quicker processing, an online application is available at [www.myschoolapps.com](http://www.myschoolapps.com). If you prefer, a paper application is available upon request at your child's school or at the School Nutrition Office at 2960 Macon Road. If completing a paper application, we must receive an original since these applications are scanned. We cannot accept a

faxed or copied application. ONLY ONE application needs to be completed for your entire household. If someone receives SNAP (Supplemental Nutrition Assistance Program) OR TANF, you must include the current CASE number on the application (NOT the EBT or food stamp card number) and indicate whether the program is SNAP or TANF. We receive thousands of applications every year. Completed applications are processed within 10 days. A letter will be sent home from school with your child stating if you have been approved or denied. Applications CANNOT be approved if they are not completely filled out so please COMPLETE ALL REQUIRED FIELDS on the application. *Until your application is approved, please provide your child(ren) with money to purchase meals.*

## 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

MCSD School Nutrition will make modifications and substitutions to the regular school meals for a student with a disability that restricts their diet. The Special Dietary Needs Prescription Form must be completed and signed by a licensed physician or an active 504 Plan for a student with a disability before the school cafeteria can provide any modifications or substitutions. The completed form must be provided to the school cafeteria Manager, the clinic worker, and the special needs dietitian. A form and instructions can be found on the School Nutrition page of the MCSD web site, or at the school clinic or cafeteria. Nutrition analysis chart for menu items is available on the website.

Please be aware that there are factors that may affect a product's actual nutritional value and/or ingredient composition at any given time: Manufacturers' formulations may change without notice. USDA donated products may become available at any time during the year and may

replace a purchased item. Product brands may change during the year as new bids are approved. Schools may be using inventory from a previous bid or manufacturer. Our recipes may change during the school year. A la carte snack items vary from school to school so check with the Nutrition Manager at your student's school for specific information.

### Seamless Summer Option

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

This institution is an equal opportunity provider.

# Building Character: Positive Behavioral Interventions and Supports (PBIS)

At Rigdon Road Elementary School we strive to

Be:

Respectful

Responsible

Excellent

Safe



Dear Parents,

PBIS was established to address the behavioral and discipline systems needed for successful learning and social development of students. The school-wide system includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. A system of acknowledgements is used to motivate students to try their best and to encourage others as well. PBIS is not a program we teach but, rather a three-tiered framework to improve and integrate all of the data, systems, and practices that affect student outcomes every day. PBIS creates schools where all students succeed. One important component of PBIS is to create a set of 3-5 school rules that are well known within the school.

- Students who are exhibiting positive behavior will receive specific positive feedback along with other incentives (positive office referrals, bear bucks, good news notecards, etc.)
- School-wide rewards have been established to recognize students exhibiting positive behavioral expectations as established.

Recognition will be noted through the acknowledgement system used for students. The acknowledgement system recognizes positive behavior in the cafeteria, hallways, classroom, specials classes and during recess.

### Teacher & Staff Responsibilities:

Teachers and staff will teach, model and practice each of the behavioral expectations throughout the year. Teachers and staff will acknowledge student behaviors that meet the established expectations.

### The Acknowledgement System

The acknowledgement system is a feature of the behavioral expectation system. The behavioral expectation system focuses on acknowledging students who demonstrate Rigdon Road Elementary School's behavioral expectations. This works in conjunction with school-wide and classroom goals.

### Specific Verbal Feedback

Students being, excellent, accountable, respectful and safe, will be acknowledged with specific positive verbal feedback such as:

- "That was so helpful the way you held the door open for your classmates."
- "Thank you for walking with your hands and feet to yourself."



## Handling Infractions of Behavioral Expectations

Behaviors	Consequences
<p>Level 1 behaviors include but are not limited to:</p> <ul style="list-style-type: none"> <li>● Inappropriate language (cursing)</li> <li>● Physical aggression (pushing, shoving)</li> <li>● Defiance, disrespect, insubordination, non-compliance</li> <li>● Lying, cheating</li> <li>● Harassment, teasing, taunting (physical and/or verbal)</li> <li>● Disruption, excessive talking</li> <li>● Dress code violation</li> <li>● Not prepared for class</li> </ul>	<p>Level 1 consequences may include but are not limited to:</p> <ul style="list-style-type: none"> <li>● Verbal warning</li> <li>● Parent telephone conference, note, or email</li> <li>● Classroom/Grade-level timeout, parent contact</li> <li>● Classroom/Grade-level detention</li> <li>● Repeated level 1 offenses will result in on office referral and level 2 consequences</li> </ul>
<p>Level 2 behaviors include but are not limited to:</p> <ul style="list-style-type: none"> <li>● Abusive language (threat of physical harm, offensive racial/sexual comments)</li> <li>● Fighting (defined as actions that require a visit to the nurse)</li> <li>● Forgery, theft</li> <li>● Property damage</li> <li>● Skipping class</li> <li>● Vandalism (irreversible destruction of school property)</li> <li>● Violation of district technology guidelines</li> </ul>	<p>Level 2 consequences result in Office Referrals:</p> <ul style="list-style-type: none"> <li>● Administrative time-out and administrative parent contact</li> <li>● Mandatory parent conference with administrator – failure to attend conference may result in student suspension</li> <li>● Behavioral contract</li> <li>● Administrative Detention – failure to serve detention may result in student suspension</li> <li>● Repeated Level 2 offenses may result in Level 3 consequences</li> <li>● Suspension</li> </ul>
<p>Level 3 behaviors include but are not limited to:</p> <ul style="list-style-type: none"> <li>● Arson</li> <li>● Bomb threat, false alarm</li> <li>● Use, possession of prescription or non-prescription drugs</li> <li>● Use, possession of tobacco</li> <li>● Use, possession of a weapon</li> </ul>	<p>Level 3 consequences result in Office Referrals:</p> <ul style="list-style-type: none"> <li>● Suspension up to 10 days</li> <li>● Tribunal referral</li> </ul>

Rigdon Road Elementary School will maintain a level system for handling infractions of behavioral expectations. Outlined below is the level system along with the instructions for handling such behaviors:

## Cafeteria Expectations

In the cafeteria we will:

BE:

Respectful

- ✓ Wait your turn
- ✓ Use a soft voice
- ✓ Respond to teacher's signal for silence
- ✓ Give your attention to the cafeteria personnel while in the serving line
- ✓ Keep silent in the serving zone
- ✓ Respect others' personal space

Responsible

- ✓ Focus on eating first
- ✓ Follow cafeteria procedures
- ✓ Clean up after yourself
- ✓ Use table manners

Excellent

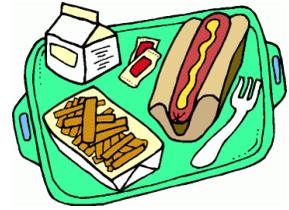
- ✓ Line up on the wall, facing forward
- ✓ Get your milk, utensils, condiments, and napkins
- ✓ Line up by menu choice

Safe

- ✓ Keep hands, feet and objects to self
- ✓ Eat your own food
- ✓ Raise hand for permission to be excused
- ✓ Walk

## Cafeteria Procedures

- ✓ Enter the cafeteria quietly
- ✓ Stand in line quietly by menu choice and class, keeping hands and feet self
- ✓ Keep silent in the serving zone
- ✓ Give your attention to the cafeteria personnel
- ✓ Walk to your table
- ✓ Remain seated facing the front
- ✓ Use a soft voice
- ✓ Talk only to those across or next to you
- ✓ Use good table manners
- ✓ Put all uneaten food and trash in the trash receptacle only
- ✓ Pick up any food or trash you drop onto the floor
- ✓ Walk single file out of the cafeteria



## Restroom Expectations



In the restroom we will:

BE:

### Respectful

- ✓ Observe personal space
- ✓ Lock stalls when entering and unlock when leaving
- ✓ Respect privacy
- ✓ Use a soft voice

### Responsible

- ✓ Use water, soap and paper towels sparingly
- ✓ Flush toilet after use
- ✓ Keep restrooms clean
- ✓ Return directly to class or designated area when finished

### Excellent

- ✓ Follow 1, 2, 3, procedures
  - o 1. Turn on water
    - Wet hands
  - o 2. Use one pump of soap
    - Wash hands
  - o 3. Pull down one sheet of paper towel,
    - Dry hands,
    - Throw paper towel in the trash
    - Walk back to the designated area

### Safe

- ✓ Use restroom facility appropriately
- ✓ Keep water in the sink
- ✓ Walk in the restroom
- ✓ Tell an adult if restroom needs attention

## Hallway Expectations

In the hallway we will:

BE:



Respectful

- ✓ Respect others' personal space
- ✓ Use a soft voice
- ✓ Walk silently when alone or with your class

Responsible

- ✓ Go directly to your destination

Excellent

- ✓ Keep backpack closed
- ✓ Stay with your class

Safe

- ✓ In groups of more than two, walk single file
- ✓ Walk on the right side of the hallway
- ✓ Keep hands, feet and objects to yourself
- ✓ Look straight ahead



## Arrival Expectations

During arrival we will:

BE:

Respectful

- ✓ Keep hands, feet and objects to yourself
- ✓ Use a soft voice
- ✓ Respect others' personal space
- ✓ Respond appropriately to adult directions

Responsible

- ✓ Arrive at school on time (between 7:00 a.m. – 7:45 a.m.)
- ✓ Go straight to your grade level location area when dismissed from the cafeteria
- ✓ Arrivals after 7:45 a.m., report to the office for a tardy pass

Excellent

- ✓ Make sure all materials are in backpack (books, pencils, paper, homework, etc.)

Safe

- ✓ Do not arrive on campus before 7:00 a.m.
- ✓ Walk into the building
- ✓ Line up quietly outside the door until you are directed to enter the building
- ✓ Remain in the cafeteria until you are dismissed to your grade level area

## Dismissal Expectations



During dismissal we will:

BE:

Respectful

- ✓ Keep hands, feet and objects to yourself
- ✓ Use a soft voice
- ✓ Respect others' personal space
- ✓ Respond appropriately to adult directions

Responsible

- ✓ Be where you are supposed to be when you are supposed to be there

Excellent

- ✓ Be packed and ready to go
- ✓ Keep materials in backpack until arrival at home

Safe

- ✓ Walk to designated dismissal area
- ✓ Walk with teacher when dismissal bell rings
- ✓ Follow hallway expectations
- ✓ Go directly home when walking or exiting the bus

## Bus Dismissal Procedures

- ✓ Wait until school buses are called
- ✓ Walk quietly to your bus
- ✓ Walk in a single file line
- ✓ Leave personal space for those around you when loading the bus

## Car-rider Dismissal Procedures

- ✓ Walk quietly to the dismissal location
- ✓ Listen for your number to be called
- ✓ Remain on the sidewalk until your car door is opened
- ✓ Use a soft voice