

Wynnton Arts Academy Handbook

2020-2021



Wynnton Arts Academy
2303 Wynnton Road
Columbus, Georgia 31906
(706) 748-3147

Please direct questions regarding bus transportation issues to:

**During school hours,
706-748-2880**

**After hours,
706-748-2860**

**In case of an emergency,
Contact the Transportation Office at 706-748-2882**

IMPORTANT NOTE:

***Due to the impact of COVID-19, many standard procedures and protocols have been changed and must remain flexible as we navigate the virtual and in-person learning environments for the 2020-2021 school year. Specifically, the arrival, departure, and breakfast routines have been substantially modified. Other changes are noted throughout the handbook.**



Muscogee County School District

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.

Strategic Anchors

WE will make decisions...

- that benefit student achievement
- that are fiscally responsible with an eye on Return on Investment
- that invest in stakeholders
- that promote equity and access

WYNNTON ARTS ACADEMY

2020-2021

Magnet Policies

Wynnnton Arts Academy is a Fine Arts Magnet School which features an innovative program in which content and standards from the fine arts are integrated with core subject curriculum standards. Students experience drama, dance, music, and visual arts instruction each week with additional specialty class, extended day, and performance opportunities. Experiences with artful, visible thinking strategies enable our students to explore and understand the world in new ways. Arts integration raises student achievement and increases engagement and motivation while cultivating multiple intelligences. The arts promote self-discipline, creativity, and the confidence to succeed. Academic excellence in a learning environment of mutual respect accomplished through the arts ~ *The Dramatic Difference!*

The school serves students K-5 who live in the attendance zone and also accepts out-of-zone students who live in other attendance zones in Muscogee County. Recommendation forms from the student's assigned school are required for out-of-zone requests. Students are accepted as space is available and selected by lottery. All students and parents are requested to sign a Declaration of Commitment to high standards for academics and behavior expectations. Out-of-zone students may be removed from the program to return to home schools for academic deficiencies, poor attendance, and/or for non-compliance with MCSD and Wynnnton Arts Academy behavior codes of conduct.

The Tradition of Excellence

Wynnnton Academy was established in 1837, and the original building was built in 1843. This original building in the center of the campus is still in use today as a museum. Wynnnton is on the national Historic Registry as the oldest building in continual use as a school in the State of Georgia. We believe it is the second oldest in the nation still in use.



There is evidence of our history everywhere in the building. You will find antique furniture, antique books, pictures dating back to 1908, and memorabilia such as brass bells, trophies, scrapbooks, and May Day costumes. Another unique feature of Wynnnton closely tied to its history is the collection of original art work on display in the foyer and in the museum. All of it is by area artists, many of whom are alumni of Wynnnton. The school became Wynnnton Arts Academy in 2008 and continues today the focus on arts integration to support student learning.

Wynnnton has a long history of excellence. We invite you to join in this pursuit of excellence as we continue into our 182nd year of teaching and learning.

Wynnton Arts Academy

Mission

The Mission of Wynnton Arts Academy is to continue our tradition of excellence in education through positive interaction of students, staff, parents, and community in order to prepare for successful living by igniting the desire for life-long learning through immersion in the Arts.

At Wynnton Arts Academy, we believe:

- ◇ Arts integration cultivates multiple intelligences and supports students' individual learning styles.
- ◇ Arts education is an integral component of education and supports student achievement across the curriculum.
- ◇ The arts promote self-esteem, self-discipline, creativity and the confidence to succeed.
- ◇ The arts remove boundaries and allow students to explore and understand the world in new ways.
- ◇ Every child has artistic abilities, whether in music, visual art, dance or drama.



ity to enhance the

The Dramatic Difference

Arts Integration

At Wynnton Arts Academy arts integration is an integral component of our program and supports student achievement across the curriculum. Content and skills from the fine arts are integrated with core subject curriculum providing students additional avenues through which they can enhance their mental, emotional, physical, and social skills. All students at Wynnton Arts Academy receive instruction in art, music, dance, and drama. We are committed to the belief that arts promote self-discipline, creativity, and the confidence to succeed.

Specialty Classes

Fridays are set aside for specialty classes for second through fifth graders. These classes give students a chance to explore deeper into a particular area of the arts. Students are selected to participate in either first or second semester classes. Selection for these classes is made by a committee based on classroom teacher recommendation, student interest, and parent recommendation.

Audition Opportunities

Fourth and fifth grade students will have opportunities to audition for chorus, and fifth graders may also audition for the fifth grade musical and one-act play. Auditions for the morning student broadcast, WAKB, is offered for third through fifth grade students.

Grade Level Performances

Each month, one grade level will present an arts integrated performance in the auditorium for parents and other students. These performances showcase student growth and achievement in the arts as well as core curriculum areas.

Wynnton Orchestra

Fifth grade students also have the opportunity to be in the Wynnton Orchestra which meets daily and presents two performances during the school year.

Extended Day Classes

Extended day classes are offered to interested students as instructors and funds are available. Information is sent home to parents of eligible students as these classes are funded in the fall.

2020-2021

Theme

Creatively Changing and Connecting!!!



GENERAL INFORMATION

School Hours – 8:00 a.m. – 2:30 p.m.

ARRIVAL AND DISMISSAL

Arrival

Students in K-2 enter the building at the Wildwood gate, pick-up grab & go breakfast, and go to their classrooms without delay. *Parents of students who arrive late to school will need to drive to the front of the school and sign-in their students on the clipboard on the front porch.*

Dismissal

At the 2:30 p.m. dismissal, all students not riding buses should be picked up on the Wildwood Avenue side of the school. *Parents may not park and walk up to pick-up students.*

Pick-up procedures are as follows:

1. Stay in line along Wildwood Avenue and remain in your vehicle.
2. Prominently display your parent pickup number.
3. Children will be called for by school personnel on duty.
4. Parents of late pick-ups should drive to the front entrance and sign-out their students.
5. *Any changes in dismissal procedures should be sent in writing to your child's teacher.*

If your child walks to or from school, stress the importance of obeying the school crossing guards at 13th Street/Wildwood Avenue and at Wynnton Road/Forest Avenue. They are there for our children's safety.

The MCSD system-wide no release policy (between 2:00 and 2:30) will be implemented. If your child has a doctor or dentist appointment, the parent must still check the student out prior to 2:00.

AFTER-SCHOOL ENRICHMENT PROGRAM

Wynnnton Arts Academy operates an After-School Enrichment Program for students from 2:30-6:00. Interested parents may contact the school for more information.

ATTENDANCE AND TARDY POLICY

Student Attendance

Teachers are responsible for recording student absences and tardies on a daily basis. Refer to "Attendance" in this handbook for additional directions. Parents/guardians are required to send written excuses whenever a student is absent within three (3) school days of the last date of absence. The classroom teacher will keep the original excuses on file and give a copy to the office clerk.

Attendance Protocol

After three (3) unexcused absences, the school sends a letter to the parent notifying them of the unexcused absences. Students with 3 unexcused absences shall be referred to the school counselor for remediation, a process that may include a conference with the student and/or their parent, legal guardian, or other person having charge. The student attendance is monitored by the assistant principal, counselor, and school social worker.

A referral to the School Social Worker is initiated after five (5) unexcused absences. The School Social Worker sends a letter to the parent. In some cases, a "Request for Services" form may be required to address nonattendance related issues.

After seven (7) unexcused absences, the School Social Worker may send a letter and/or initiate phone contact with the parent. Conferences may occur with students to discuss absences.

At nine (9) unexcused absences, The School Social Worker schedules a conference with parent or legal guardian to complete an Attendance Agreement.

If the attendance problem is not resolved, the School Social Worker sends a certified letter of intent to pursue legal actions to the parent and/or student.

The School Social Worker shall monitor the daily attendance of students declared "habitually truant." When the student's unexcused absences increase by at least two (2) or exceed fifteen (15) days, a truancy petition shall be filed in the Court having jurisdiction.

Tardy Protocol

When students are tardy, a parent or guardian must accompany them to the office to sign-in. Any student who is on school property but is not in his or her assigned classroom at 8:00 a.m. will be considered tardy to school.

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

Continued Tardies – Students accumulating five (5) tardies will be referred to the Principal or the Principal's designee for being tardy requires a mandatory parent conference and counselor referral.

Ten or More Days Tardy – Referral to the School Social Worker and to support agencies outside the school system, as the Principal deems appropriate. Among these agencies is the Department of Family and Children Services (DFCS), law enforcement, Juvenile Court, Family Connection, or other external agencies.

BIRTHDAY CELEBRATIONS

NOTE: These procedures do not apply to 2020-2021. Birthday celebrations are cancelled for 2020-2021.

No birthday parties are allowed to be celebrated in the classrooms. However, you may send or bring a special treat for the class to be passed out during lunch. The treats should be simple and ready to serve. *Treat bags and other favors, including balloons and flowers, are not permitted.* Please ask if there are children with food allergies or other health issues in the class.

Birthday party invitations may be distributed at school only under the following terms:

- Invitations are given to the teacher at least two days in advance.
- Everyone in the homeroom is invited, or all girls or all boys are invited.
- 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.

BREAKFAST

After students enter the building through their respective entrances, they will pick-up a grab & go breakfast, and report directly to their classrooms.



BOOK FAIRS

Note: In the event the school sponsors a book fair, it will be virtual.

The school will sponsor two book fairs during the year. Children will bring home flyers advertising some of the books that will be made available at the fair. The child's class will visit the book fair together on a specific day. You may send in money for your child to purchase items. There are usually posters, pencils, erasers, and bookmarks, as well as books. The proceeds benefit student activities and projects. Many parent volunteers are needed for each book fair. Please contact the school if you are interested in helping.

CLASS PARTIES

NOTE: These procedures do not apply to 2020-2021. Class parties are cancelled for 2020-2021.

Kindergarten, first, and second grades may have three parties each year – Christmas, Valentine's Day, and the end of the year party. Third, fourth and fifth grades may have two parties each year – Christmas and at the end of the year.

No birthday parties are allowed to be celebrated in the classrooms.

DRESS CODE

Khaki pants or shorts (Shorts may be **no shorter than 3" above the knees.**)

Khaki skorts, skirts, or jumpers for girls (Shorts must be worn under skirts and jumpers and may be **no shorter than 3" above the knees.**) *Note: Pants are preferred.*

Red three button shirt with collar (Polo-style shirt) – long or short sleeves

Shirts must be tucked in at all times.

Belts – black or brown preferred; other colors accepted *Note: If pants have belt loops, belts are required.*

Tennis shoes – black or white preferred; other colors accepted (No boots, knee-high tennis boots or tennis shoes with high heels) *Note: All light up shoes must be turned off while at school.*

Lightweight jackets, sweaters, or sweatshirts – anything that will be worn as students travel from class to class – red or white **without writing or decorations**

Coats which will be left in classrooms as students travel among classes – color of your choice.

Socks – red, white, or black

Accessories for the hair – modest size; red/white preferred; other colors accepted

Large jewelry, fake nails, and fake or colored hair are not allowed.

Wonderful Wynnton Wednesdays – Students may wear Wynnton t-shirts on Wednesdays.

Performance uniforms – **Students must wear khaki pants and white collar shirts for all performances.**

**We appreciate your efforts to follow this dress code policy.
Wynnton students “Dress for Success”!**

HOMEWORK

Each grade level will establish a homework policy for their students. This policy will be communicated with parents through weekly folders, agendas, and newsletters.



MEDICATIONS AND CLINIC

The medical clinic is fully operational from 9:00 a.m. to 1:00 p.m. Monday-Thursday and 9:00-12:00 on Fridays. The office staff is available at other times. Written medical authorization is required before any medication can be given to students. Authorization forms may be obtained from the clinic staff or from the office.

All prescription medication must be brought to school in the original pharmaceutical container with a clear label (with child's name, etc.). Non-prescription medications (i.e. Tylenol, aspirin, cough medicine, eye drops) also require written authorization from parents and must be in original containers with a clear label.

Students are not allowed to self-administer any medication at school. All medication is kept in a locked cabinet in the clinic, and documentation is maintained on all administered medicines. Parents will be called to come for their child if they are too sick to stay in class. Sick children that disrupt the educational process or pose a health threat cannot be allowed to remain in the classroom. They must be picked up. Please provide reliable phone numbers and alternate points of contact for speedy notification.

NEWSLETTERS

Class newsletters will be sent home weekly by each teacher in the Monday weekly folder. Parents will also receive a school newsletter, *Wynnton Wonders*, and an events calendar monthly.

PARENT-TEACHER CONFERENCES

Parent conferences may be scheduled in writing or by phone. Teachers keep their own calendars for conferences unless the office sets up a special meeting. These conferences will normally be held before or after school hours and will be virtual for 2020-2021. The teachers are responsible for students and should not be disturbed during the instructional day.

PARKING ON CAMPUS

Please park in a designated visitor parking areas while on campus. **Cars are not to be parked (left unattended) in the front driveway for any reason. This blocks the driveway and creates a safety concern.** Please park in designated parking along the front drive or on Wildwood Avenue and do not block driveways along the east side of Wildwood Avenue.

PARTNERS-IN-EDUCATION PROGRAM

Wynnton Arts Academy is proud to have the support of outstanding Partners in Education: Wynnton United Methodist Church, the Junior League of Columbus, Communicorp, and 1/16 Cavalry/Task Force 182. These partners volunteer their time, talents, and money to enhance the learning environment for the students of Wynnton. They volunteer as room readers, math tutors, and assistants with Arts Day and Field Day. They donate Backpacks of Grace, Citizen of the Month treats, and contribute to our program in too many ways to list. We are proud of our outstanding partnerships!

PERSONAL BELONGINGS AND MONEY

Students should not bring such items as such as cell phones, iPads, electronic devices, toys, etc., unless such items are used as part of the instructional program. If brought to school for an instructional purpose, these items are to be turned in to the teacher first thing in the morning. Jewelry and large amounts of money should never be brought to school. *Such items distract from learning and provide an invitation to theft.*

Students are not permitted to have cell phones and other electronic devices at school. All such collected devices will be kept in the office for security and must be picked up by a parent/guardian.

PICTURE DAY (TBD)

Picture day will be scheduled in the fall. Individual picture packages are offered, and *students wear their uniforms*. **The fall picture will be included in the yearbook.**



SCHOOL TELEPHONE

The school telephone is a business phone and can be used by the students only in case of an emergency. Arrangements for the afternoon about who is to pick up your child or where your child should go must be made before he/she leaves home. *Any changes to your child's usual dismissal procedure need to be made in writing.*

TESTING



There are a number of school, district, and state level tests given throughout the year. These will be noted on the school calendars, in the weekly and monthly newsletters, and on special notices sent home.

TORNADO WARNINGS

In case we are 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 taken to protect your child. Shelter areas have been assigned to each classroom, and periodic emergency drills are held so that we know what to do in an emergency. The driveway in front of the school and the telephone lines must both be clear for emergency use.

VISITORS

NOTE: These procedures do not apply to 2020-2021.

Visitors to the school are welcome, and classroom visitation is encouraged. **However, classroom visits are limited to 30 minutes each in order to protect the privacy of all students.**

If you desire to visit your child's class during the school day, please report to the office for a visitor's pass before going to the classroom. All visitors are required to wear identification badges while in the building.

Instructional time is very important for the success of our students and should not be interrupted. *Please do not conference with or talk to the teacher or to the students, including your own child, during visits.* Please turn cell phones off prior to entering the classroom to prevent disruption to instruction.

WEEKLY FOLDERS AND AGENDAS

NOTE: These procedures do not apply to 2020-2021.

Each student is given a folder each Monday to bring home. This folder contains the student's work and information about school. There is a space on the front for the teacher to make comments if needed. We ask you to remove and keep your child's work and other information, then sign the folder and return it on Tuesday. There is a space for your signature and any comments you have.

Each student will also be given an agenda for the year. This agenda will be used for recording of homework assignments, correspondence between home and school, and as a calendar for upcoming events. Each teacher will initial before students leave in the afternoon, and parents are expected to initial the agenda each night. The agenda is an efficient and effective way to ensure two-way communication between home and school.

THIS IS THE BEST WAY TO KEEP STUDENTS ORGANIZED.

PLEASE ASK TO SEE YOUR CHILD'S AGENDA EACH NIGHT AND MAKE SURE IT IS SIGNED AND RETURNED THE NEXT DAY.

WITHDRAWALS

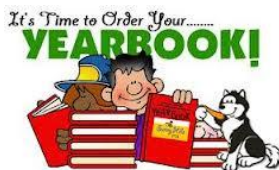
If a student is to be withdrawn from Wynnton Arts Academy, please notify the school office **TWO** days in advance. It takes time to prepare withdrawal papers.

WYNNTON FAMILY ARTS ASSOCIATION

Wynnton Family Arts Association, WFAA, is the parent group that works very closely with the faculty and staff of Wynnton Arts Academy. They sponsor the fall festival and help with book fairs, district clothing bank, field day, and many other activities that support the students and the instructional program of the school. All Wynnton families are encouraged to join and participate.



YEARBOOK



Yearbooks are ready in the spring, with orders usually taken in the fall and winter. An attempt is made to include pictures of all children during day-to-day and special activities in the yearbook.

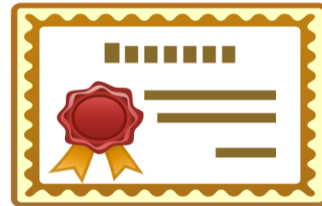
Academic and Behavioral Standards

Wynnton Arts Academy maintains high standards of academic achievement providing an innovative program that meets the requirements of the state mandated curriculum through arts integration. We solicit your support in maintaining high standards for all students in academics and behavior.

AWARDS PROGRAMS

Celebrations of success will be held at the close of each school year by grade level. Parents will be informed of the dates and times. Guidelines for the awards are as follows:

- Boy – Citizen of the Year Award -- one per class
- Girl – Citizen of the Year Award -- one per class
- Principal's List – For the Year -- Average of 90 or higher in every subject area, including the fine arts and physical education, for each of the four grading periods and "S" in conduct for each grading period.
- Honor Roll – For the Year -- Average of 80 or higher in every subject area, including the fine arts and physical education, for each of the four grading periods and "S" in conduct for each grading period.
- Perfect Attendance for the Year Award -- per class – No absences for the year with *no unexcused* tardies
- Fine Arts Awards – one per class
 - Art Award
 - Music Award
 - Dance Award
 - Drama Award
 - Orchestra Award
 - Media Center Award
- Sportsmanship Awards – one per class
- 5th Grade – Presidential Achievement Awards
- Kindergarten – Gayle Yarbrough Reading Award
- 5th Grade – Art Purchase Award – (WFAA gives student a check for \$25.00, and artwork is displayed in school office.)
- Gayle Yarbrough Servant Leadership Awards – 5th Grade Girl and Boy



REPORT CARDS

Report cards are posted in Infinite Campus every nine weeks for all grades with the following guidelines or evaluation ranges:

Kindergarten: A developmentally appropriate checklist

Grades 1- 5: A = 100 - 90

B = 89 – 80

C = 79 - 70

F = below 70

Standards for conduct:

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

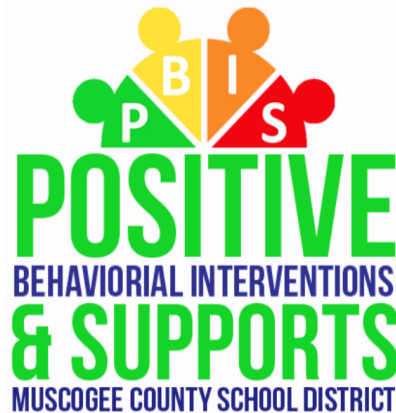


Mid-term progress reports are available on Infinite Campus for parents each grading period. If parents have concerns related to student progress or grading, they are encouraged to contact the teacher.

Discipline Policy

The establishment of a positive school environment is a priority. A comprehensive school-wide plan has been written to provide clear and precise behavioral expectations that will communicate the importance of a safe place for children to learn, develop, and grow as well as dictate the course of action taken when rules have been violated. This school-wide plan is a supplement to the county's discipline policy and does not restate many of the regulations set down in the Student Behavior Code.

Each parent will sign a document indicating receipt of the system's policy booklet and a local student/parent handbook as well as a contract in support of PBIS. Receipts will be maintained in the office as verification that it has been received and expectations shared with the student.



Wynnton Arts Academy's school-wide discipline plan is based on Positive Behavior Interventions and Support (PBIS) . . . an evident-based, data-driven framework proven to reduce disciplinary incidents, increase safety, improve school climate, and support improved academic outcomes for all students.

*Wynnton Arts Academy Mission:
To create a positive school climate through modeling and support.*

Adult and Student Behavior Expectations ~ The 4 Cs

The Wynnton Way

I am . . .

Creative – I can find a new way.

Cooperative – I will do what you say.

Considerate – Let me lend you a hand.

Conscientious – I work as hard as I can!!!

PERFORMANCE EXPECTATIONS FOR STUDENTS

NOTE: These procedures do not apply to 2020-2021. There will be no in-person shows or performances.

Shows and performances at Wynnton Arts Academy are an important part of the curriculum. Performing for an audience provides students the opportunity to develop their talents, to build self-confidence, and to increase self-discipline. Performing can be fun!

Wynnton students are taught the following expectations prior to rehearsals and performances:

- Students will not cause disruptions on stage or in the wings. This includes talking, noise, and excessive movement.
- Students will be enthusiastic and willing participants on stage.
- Students will be prepared to perform. All students are taught their show in Fine Arts classes prior to the performance.
- Students will wear the “performance uniform” which consists of white collared shirts and long khaki pants. Accessories that call attention to an individual student will be removed prior to the show (example: colorful hair bows).

Wynnton students are aware that “strikes” will be given for failure to observe these expectations. Students accumulating three strikes will be removed from the stage and will not perform. Students not wearing the “performance uniform” will not be allowed to perform.

AUDIENCE EXPECTATIONS FOR STUDENTS

Wynnton students are expected to demonstrate appropriate audience behavior when attending performances given by their peers and by guest artists. Acceptable audience behavior is taught in Fine Arts classes and includes the following:



- Students will sit up straight in their chairs with hands in their laps.
- Students will applaud the efforts of all performers. Noise, such as cheering, should be saved for sporting events.
- Students will not talk or cause disruptions during performances.

A Note to Parents and Guests:

- > Performances at Wynnton support the curriculum and are deserving of the above expectations.
- > Parents and their guests are expected to follow the same courtesies as an example to their children.

Bullying

In accordance with State Policy (O.C.G.A 20-2-751.4) and the Muscogee County School District Policy, Wynnton Arts Academy prohibits bullying behavior of a student by another student. Bully behavior is defined as: *Any pattern of written or verbal expression or any physical act or gesture that is intended to ridicule, humiliate, intimidate, or cause measurable physical or emotional distress upon one or more students in the school, on the school grounds, in school vehicles, at designated school bus stops, or at school activities or sanctioned events.*

All students and parents will receive notification of the anti-bullying behavior policy via the *Muscogee County School District Student Behavior Code Handbook*. Each reported incident of bullying behavior will be investigated by the principal/designee and in some cases school security. Disposition will be determined in accordance with our code of conduct and may include one or more of the following:

- Suspension from school
- Referral to the Student Discipline Tribunal
- Assignment to alternate educational programs
- Dismissal from the charter program

Racial Harassment

Policy

Descriptor Code: GAEC

Racial Harassment

Zero Tolerance for Racial Slurs

The Muscogee County Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the well-being of students will not be tolerated. The Muscogee County School Board thereby adopts a prohibition against communication of racial slurs, either verbal or written, by all district employees in all classifications of employment. This zero tolerance policy is defined as review for termination of employment.

This prohibition will not extend to the instructional and classroom use of historical or literary works which include racial slurs, but any teacher employing such instructional material must give prior notification to the school principal of the intent to use it and obtain acknowledgment that the material will be presented and discussed in order to establish an educational context for its use in the classroom.

Further, the prohibition against racial slurs extends beyond the classroom to every department and job description in the district; the prohibition is a system-wide, whole workplace, all-inclusive ban of racial slurs in the Muscogee County School District regardless of job, department, or intent.

Such prohibition shall be included in the Personnel Handbook for all District employees and be included in the Student Code of Conduct for all schools within the school system.

School Bus Behavior

Under the laws of our State, the Muscogee County School District has the authority to make reasonable regulations governing the 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 rules as outlined in the *Muscogee County School District Student Behavior Code Handbook*. Refer to this handbook for specific rules of bus conduct and the consequences for violating those rules.



School Nutrition Program (SNP)

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

USDA has regulations that the School Nutrition Program (SNP) has to meet to be in compliance with their guidelines. Caloric and nutrient requirements are based on age and grade. Also, MCSD Board Approved Wellness Program (EEE and EE-R) encourages and promotes healthy guidelines to be followed including, but not limited to, elimination of the consumption of fried foods, foods containing > 35 % sugar by weight, and FDA standards for portion sizes. School lunches also offer a variety of foods, whole grains, and fat free and low fat milk choices. Muscogee County School District shall abide by nutrient standards of the School Nutrition Program for all foods sold and served on campus during the school day. The sale of foods or beverages to students on school premises other than through SNP is prohibited from 12:01 a.m. until 30 minutes after the end of the school day. Food shall not be used as a reward or punishment and shall prohibit the use of candy and other food rewards for academic performance or good behavior. **Fundraising efforts** shall be supportive of healthy eating, encouraging the sale of non-food items or nutrient dense foods. USDA regulations ban the sale of foods of minimal nutritional value.

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

If you have an approved MCSO 2019-2020 application on file, then benefits will be extended for the first 30 days of the 2020-2021 school year (or until a new eligibility determination is made, whichever comes first). After that, your child's status will change to PAID and they will be charged for meals until a new application is approved. If your application has been denied or is incomplete, please call our office if you have any questions: 706-748-2389. Applications can be submitted at any time throughout the year, especially if your income goes down, you lose your job, your family qualifies for SNAP or TANF benefits, or there is a change in your family size. *For quicker processing of meal benefit applications, the Family Meal Application is available online at <https://www.MySchoolApps.com/>. If you prefer, you may complete a paper application at your child's school or at the School Nutrition Office located at the Muscogee County Public Education Center, 2960 Macon Road.*

Paying for School Lunch

Muscogee County SNP no longer accepts personal checks as payment for meals in our cafeterias. Payments may be made by cash, money order, cashier's check, traveler's check, or on-line via **our online payment system, My School Bucks**, using your credit or debit card.

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

School Meal Prices:

BREAKFAST PRICES	
Elementary, Paid	1.00
Middle/High, Paid	1.25
Reduced	.30
Adult, MCSD Staff	1.50
Adult, Outside MCSD	2.00
LUNCH PRICES	
Elementary, Paid	2.45
Middle/High, Paid	2.70
Reduced	.40
Adult, MCSD Staff	3.75
Adult, Outside MCSD	4.50
Free and reduced priced meals for breakfast and lunch are available for eligible students. Applications can be picked up at the School Nutrition Office, or parents may contact the School Nutrition Manager at any school.	

Food Purchases

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

Charging Meals

Charging meals is discouraged, but may be necessary in certain cases. Elementary students will be allowed to charge a total of three breakfasts and three lunches. Middle and high school students will be allowed to charge a total of one breakfast and one lunch. If your child reaches his/her charge limit and does not have money in his/her account, and does not have cash with which to purchase their meal, an alternative meal will be provided. **There is no provision for adults to charge.** No charges will be accepted for a la carte items. **Students will not be able to charge any meal after May 1st through the duration of the school year.** It is necessary that all outstanding charges be paid to the cafeteria Manager prior to the last day of school. Please respond promptly to messages that you receive, both written and phone calls, regarding charges on your student's account.

Menus

Monthly menus can be found on the MCSD website. Menus may change on a very short notice due to market conditions, deliveries, or special school activities.

Special Dietary Needs

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 a lunch.

This institution is an equal opportunity provider.

Updated 5/12/2020