

# Student Handbook

## 2023 – 2024



Dimon Magnet Academy

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[www.dimonmagnetacademy.com](http://www.dimonmagnetacademy.com)

**Welcome to Dimon Magnet Academy;  
Home of the Dolphins!**

Muscogee County School District Mission and Vision

**Mission**

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

# Dimon's Mission and Vision

## **Mission**

Our mission is to empower all to become life long learners and problem solvers by cultivating a strong academic foundation while nurturing a passion for discovery and exploration.

## **Vision**

Dimon creates a collaborative learning environment in which students engage in real-world, STEM focused educational experiences to prepare them for a successful future.

# Faculty and Staff

## **Administrative Staff**

Principal	Emily Wilson
Assistant Principal	Michael Collier
Secretary	Terry Thomas
Front Office Clerk	Melody Albert
Counselor	Sonja Holmes
Magnet Coordinator	Jacob Elliott
STEM Coordinator	Brent Sutherland
Academic Coach	Cynthia Cantrell
Media Specialist	Kathryn Kemp
Social Worker	Tammy Caldwell

## **Teaching Staff**

Kindergarten	Jalayah Charleston
Kindergarten	Shanna Johnson
Kindergarten	Jessica Shriver
1 <sup>st</sup> grade	Kimberly Grant
1 <sup>st</sup> grade	Ashley Jones
1 <sup>st</sup> grade	Dawn Lawson
2 <sup>nd</sup> grade	Linda Mitchell
2 <sup>nd</sup> grade	Kimberly Rogers
2 <sup>nd</sup> grade	Summer Watson
3 <sup>rd</sup> grade	Joshua Abercrombie
3 <sup>rd</sup> grade	Amber Slater
3 <sup>rd</sup> grade	Lorrin Thach

4 <sup>th</sup> grade	Renate Golden
4 <sup>th</sup> grade	Harmony Karcher
4 <sup>th</sup> grade	Daphne Smith
5 <sup>th</sup> grade	Allison Sanders
5 <sup>th</sup> grade	Michelle Welch
SPED	Elizabeth Bryan
SPED	Gena Davis
SPED	Taylor Brawner
Reading Intervention	Mary Moreland
Math Intervention	David Michael
Speech Pathologist	Asha Bond-Williams
Art	Kiara Terry
Music	Alice Spengler
PE	Rodnelle Clay

## **Support Staff**

Paraprofessional	Cindy Elliott
Paraprofessional	Veta Jackson
Paraprofessional	Louella Johnson
Paraprofessional	Holly Marshall
Paraprofessional	Tina Johnson-Turner
Paraprofessional	Nicole Sherlock
Paraprofessional	Samantha Warden
Clinic Worker	Marilyn Blackwell

## School Hours

7:00 .....	Doors Open/Breakfast Begins
7:15 .....	Students Report to Classroom
7:45 .....	Tardy Bell Rings/Start of School Day
2:15 .....	Dismissal

## Appointments with Administration

Administrators want to be available to parents as needed. If possible, please call to set up an appointment to speak to one of us. If you drop by, you may need to wait, or we may or may not be able to meet with you at that moment. Unless there is an emergency, most calls will be returned after students are dismissed or within 48 hours.

## 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.

# Uniforms/Dress Code

## SHIRTS

- Uniform shirts are a SOLID buttoned down shirt
- Any color uniform shirt is acceptable
- No graphics allowed
- Logos/emblems may not be 1 inch
- Shirts may have short or long sleeves. No sleeveless shirts, tank tops, or spaghetti strap tops should be worn.
- White undershirts MAY NOT be worn as uniform shirts
- Midriffs should not be bare. Shirts must cover the midriff when the arms are raised.



## PANTS

- SOLID khaki or navy pants or shorts
- SOLID khaki or navy skirts may be worn
- SOLID Khaki or navy jumpers may be worn
- Shorts and skirts MUST be no higher than 3 inches above the knee
- Pants must be worn at the waist
- Pants and jeans may not have any rips, tears, or holes above the knee. Jeans may only be worn on Fridays or approved special events.



## SHOES

- Tennis shoes are preferred. However, students may wear other types of shoes. All shoes must be worn with a back, including Crocs. If students continuously wear inappropriate shoes, tennis shoes will be required.



## HOODIES/JACKETS

- Hoodies are NOT allowed inside the school building for the 2023 – 2024 school year. Students wearing a hooded jacket to school must remove the jacket and place it in the backpack prior to entering the school building.

- Students are permitted to wear a light jacket without a hood or sweater inside the school and classrooms. Heavy, thick coats will be removed while inside the school building.

#### HATS

- Hats, gloves, and caps may not be worn in the building.
- No stockings, doo-rags, sweatbands, or bandanas.
- No animal ears or tails permitted. This includes headbands with horns, ears, or costume-like attire.

#### SMALL BACKPACKS/BAGS/PURSES

- Each student is permitted to bring one textbook sized backpack to school. No rolling backpacks allowed.
- No additional mini backpacks, fanny packs, or purses should be brought to school.
- If female students need personal hygiene products, then they will be permitted to carry a small bag to the restroom as needed. This bag will not be allowed to travel around the school with them and should remain inside their backpack when not in use.

\*Uniforms are to be worn every day, Monday through Thursday. On Friday, students may wear clothing of choice; however, all clothes and shoes must comply with the school and district dress code policy.



# Arrival Procedures

Please plan for your child(ren) to arrive by 7:45 AM each day, and remember to allow time for your child(ren) to walk to classrooms by 7:45 AM. Students who are not in their class at 7:45 will be marked tardy by the teacher.

Morning drop-off procedures are as follows:

- All students that arrive by car should be dropped off in the car loop on the side of the school. Students will remain inside the vehicle until the car pulls up to the covered walkway. Once at the covered walkway, students may exit the car and walk up the sidewalk toward the cafeteria to enter the school. Please for the safety of all students DO NOT drop students out of a car in the parking lot or on the road in front of the school.
- All students that walk to school should remain on the sidewalk. They will enter the school through the front door.
- Parents may walk students to the classroom on the first two days of school only. Beginning August 9<sup>th</sup>, parents should not pass through the glass safety doors at the front of the school. Only students are permitted to move throughout the building. If you are concerned about your child arriving to his/her classroom safely, please ask a staff member for assistance.
- All students that need breakfast should report directly to the cafeteria on arrival. Students arriving after 7:30 am will receive a grab-and-go breakfast. Breakfast service ends at 7:40 am. No breakfasts will be served after 7:40 am because instruction begins promptly at 7:45 each day.
- Buses and daycare vans will also drive through the side bus loop to drop off students.
- **All parents wishing to come into the building must use the front entrance.** Parents must park in the front parking lot and walk their children into the building. Please have your driver's license with you in case we need to sign you in.
- Students are tardy at 7:45 AM and must be escorted into the front office by an adult via the front door of the building. Parents will enter the office and sign in your student before they will be given a pass to class.
- **At 7:45 am, the front and back doors will be closed and locked.** Students and parents are asked to NOT knock on the back doors to gain entrance. Faculty and staff members have been advised to NOT open back doors after the back car rider's lane has closed. As a reminder, once there is no staff to receive students outside, parents must enter at the front of the

building by ringing the doorbell by the front entrance and make a tardy pass for their student(s).

## Dismissal Procedures

Please be observant and move cautiously while waiting to pick-up your child. **PLEASE**, no talking on your phone or texting while in the pick-up lines. Please avoid videotaping staff or students while in car line. Use of profanity will not be tolerated during dismissal or any other time on school premises. Focus on the children. Teachers will focus on supervising, loading, and moving the line quickly. **If you need to talk to your child's teacher, please wait until after dismissal or schedule a conference.**

### Car Riders

From the first day of school to the last day of school, each vehicle that picks up a student must have a pickup number displayed for easy viewing by the teachers. This number helps with safety and helps to locate your child(ren) quickly, load your vehicle, and get you on your way in a timely manner. This number will be given to you at registration. Each family will be given two of the same car numbers. Additional car tags can be requested from the front office. Without a pickup number displayed, you will be directed to park in the parking lot. You then will need to go to the office to provide identification. **NO EXCEPTIONS. All students should be picked up by 2:30 at the latest.**

Repeated late pickups will result in the following actions:

- Administrative conference
- Conference with MCSD Police
- Referral to DFACS for child neglect
- Referral to the MCSD MCAP panel

Picking other students up from another school or not getting off work until after the end of the school day are not reasons for late pick up from school. If you need assistance to find alternative supervision for your student after dismissal at 2:15 pm, please speak with our Counselor, who will be happy to provide you with community resources. However, it is the parent's responsibility to ensure that the student is picked up on time from school each day.

### Bus Riders

Students will begin loading buses at 2:15 pm. Buses will be dismissed from the bus ramp.

### Daycare Vans

Daycare vans will pull through the van entrance in the bus loop to pick up students. Daycare vans must follow the same pick up requirements as car riders. All daycares must pick up students no later than 2:30 pm. Repeated late pick ups will result in the

daycare not being permitted to pick up students from Dimon, and parents will have to find alternative transportation. The Dimon staff makes every effort to load the daycare vans as quickly as possible to assist drivers with routes. If the daycare van chooses to pick up students from multiple schools, that the decision of the business, and they are still required to pick up from Dimon Magnet Academy by 2:30 pm.

### **Walkers**

Students that walk home from school will be released from the school building at 2:15 pm. Staff members will escort students to the crossing guard or to the end of the school campus. Please ensure that your student knows and understands safety precautions when walking home from school. Parents MAY NOT approach the school building to meet student walkers. If you chose to meet your student to walk home, please remain on the sidewalk until the walkers are dismissed from the building.

## **Changes in Student Transportation**

If there is a change in the way your child goes home, please send a signed and dated note with your child in the morning. Please do not email/text/fax this information to your child's teacher/school. He/she may not have time to check email/text messages before your child goes home. If it is an emergency, please call the school and inform the office of the need for a change for that day.

**PLEASE REMEMBER THAT EVEN IN AN EMERGENCY, THE PERSON PICKING YOUR CHILD UP FROM SCHOOL MUST BE ON THE YOUR CHILD'S "AUTHORIZED TO CHECK OUT" LIST THAT YOU COMPLETED ON THE REGISTRATION FORM. No changes will be relayed after 1:30 p.m.**

# Student Attendance

The 2004 Georgia General Assembly passed a new law which affects every public school student in the state of Georgia. The law, O.C.G.A. §20-2-690.1, provides penalties for any parent, guardian, or other person residing in Georgia who has control or charge of a child or children who violate this law after the School District serves notification. Any student of compulsory school age with five unexcused absences will be referred to the school social worker. Each day's violation of this law will subject the person notified to the following measures:

1. Fine of not less than \$25 and not greater than \$100
2. Imprisonment not to exceed 30 days
3. Community service
4. Any combination of the above penalties

When a student is absent from school, a written excuse is to be brought to school explaining the reason for the absence. This excuse is to be brought to school within three (3) school days of each absence, as required by school district policy. It is the responsibility of the parent, guardian, or person in control of a child to ensure that the school receives each and every written excuse. If a child was at a doctor's appointment, please provide the excuse from the doctor. Students with excessive excused sick absences may be asked for a doctor's excuses for future absences to be excused. **Dimon Magnet Academy will only accept 10 handwritten "sick absence" excuses, from parents/guardians. If you exceed this number, you must send in a doctor's excuse.**

Each absence is entered as "unexcused" until a note is sent by the parent or guardian. At that time, a determination will be made as to whether or not the absence is excused. Any student with 5 or more unexcused absences will be referred to the school social worker for further action as outlined above.

Children may be temporarily excused from school (1) when they are personally ill and their attendance in school would endanger their health or the health of others; (2) when in the immediate family there is a serious illness or death which would reasonably necessitate absence from school; (3) on special and recognized religious holidays observed by their faith; (4) when mandated by order of governmental agencies (e.g., pre-induction physical examination for military service or court order); (5) with principal's approval of attendance at school related experiences. Family vacations will not be excused.

Every student receives a Student Behavior Code and Disciplinary Handbook, which describes the attendance policy adopted by the school district. The Muscogee County School District policy states that a student who misses more than 15 days in any class during the school year may not receive credit and may be retained in that grade level. Dimon will schedule a retention meeting

with the parent at the end of the school year for absences that exceed 15 days which includes excused and unexcused absences.

It is the responsibility of the student and parent, guardian, or person in control to read and understand the contents of the handbook. Also, for the purpose of monitoring school and class attendance, it is the responsibility of the parent, guardian, or person in control to initiate regular contact with school personnel to ensure that their child attends school and class regularly.

Makeup work is given upon the student's return to school only in the case of an excused absence. Teachers should not be asked for makeup work ahead of time for unexcused absences (including family vacations).

## **Student Tardies**

Students arriving at school after the 7:45 AM bell are tardy. At 7:45 AM, a parent or adult must come to the office with the student to sign them in. Students who are not in the classroom at 7:45 AM will be marked tardy by the teacher. Parents are allowed to write three tardy excuses per year if your child is tardy because he/she did not feel well that morning. Students who are consistently tardy will receive a letter and a referral will be made to the school social worker or a referral to support agencies outside the school system which may include the Department of Family and Children Services (DFCS), Juvenile Court, Family Connection, or other external agencies. If your child had a doctor's appointment, please provide the excuse for the tardy to be counted as excused.

## **Student Checkouts**

STUDENT CHECKOUT ENDS AT 1:40 PM. Please plan for appointments and arrive before 1:40 PM to checkout or be prepared to wait until dismissal. Please have your driver's license with you to check your student(s) out. Do not call the office and ask for the teacher to have your child ready for your arrival; this is a disruption of instructional time. Please plan to arrive early enough to allow your child to prepare for departure once you have arrived on campus.

## **Student Withdrawals**

If a student is to be withdrawn from Dimon, parents should notify the school office TWO DAYS IN ADVANCE (48 hours) to begin the withdrawal process.

## **Cell Phones/Electronic Devices**

We understand that parents want their students to have electronic devices such as cell phones, tablets and smartwatches. However, while at school, cell phones and tablets must remain turned off and in the student's backpack. If a staff member sees the phone or tablet outside of the student's backpack, it will be taken up. Watches may remain on their person except during testing, when we take up all devices and store them in a secure location. Students may not use the devices while in the building, that includes smart watches. Parents, please refrain from texting your student(s) that have smart watches. If the student is using their smart watch at school, it will be taken up. All devices that are taken up will remain in a secure location until the parent is able to come pick it up from an administrator.

## **Classroom Observations**

Parents and guardians are permitted to observe in the classrooms for up to 30 minutes per visit. Cell phones are not permitted in the classroom. Adults visiting the classroom will be required to leave their device in a secure location in the front office during their classroom visit. The school reserves the right to deny a parent/guardian access to visit a classroom due to extenuating circumstances that may be occurring at the school. An administrative conference may be requested following frequent and repeated visits to the classroom.

## **Payments Sent from Home**

Please place all money sent from home to DMA in a sealed, labeled envelope. Please write your child's first and last name, classroom/homeroom teacher, the amount and what the money is to be used for on the outside of the envelope. This will help with record keeping, and make money collection smoother for the teachers. Please note Dimon does not accept checks, debit/credit cards or money orders. Please send cash only and in exact change.

## **Class Parties/Celebrations/Student Birthdays**

The Georgia Dept. of Education requires a specific amount of time each day to be used for instructional purposes. This time requirement allows for physical education time, lunch time, and a variety of other instructional activities. There will be a variety of celebrations conducted during the year which support and enhance the instructional program. As much as we would like to have the time to celebrate each child's birthday with a party, the time needed for instruction will not allow this. Please limit birthday celebrations to a small snack which can be served as part of the regularly scheduled lunch time. The small snack should be passed out to your child's class only. Please remember that the food items must be peanut free. If you are dropping off snacks or birthday items we ask that you please drop them off to the office prior to the tardy bell and the teacher will come pick it up during their planning time or on the way to lunch or snack time. Flowers, presents and/or balloons will not be sent to any classroom and they cannot be taken on a bus. Also, please DO NOT put signs on campus wishing your child a "Happy Birthday". If there is a sign placed on campus it will be removed by administration or school personnel. Student party invitations may not be distributed at school unless all students in the class are given invitations. NO EXCEPTIONS.

## **Parent Portal**

To access the Parent Portal, you need to have been assigned your child(ren)'s activation code. If you did not do this last year, please come into the office and we will help you. Only a parent/guardian may pick this up and you must present your driver's license. Please keep your password written down somewhere as you will use the same user login and password every year. You only need to do this once, so if you got it last year, you will use the same number to access your child(ren)'s grades on-line. This is an excellent way to keep up with your child(ren)'s grades, missing assignments, etc. **If you need your login/password, you must provide a driver's license at the school to receive/reset it.** MCSD has established that daily assignments and test grades will be entered into the Parent Portal within five (5) school days. Major projects/units will be entered into the Parent Portal within ten (10) school days. If, due to complications, a teacher needs to make modifications to this schedule, then he/she will address those modifications in the message section on the Parent Portal.

# Student Code of Conduct

## DISCIPLINE HONOR CODE

It is the philosophy at Dimon Magnet Academy that the purpose of discipline is to foster responsibility, independence, self-discipline and positive behavior. We believe it is important for students to realize that logical and natural consequences occur from the choices they make. It is our belief that a disciplined philosophy, when applied consistently by teachers and staff, will result in a wholesome atmosphere for teaching and learning.

## DISCIPLINE GOALS

- To provide a safe and consistent environment where children can learn reasonable rules, limits, and consequences, as well as the reasons for them
- To develop self-discipline and self-control
- To promote respect and appreciation for cultural differences
- To achieve and maintain academic excellence.
- To pursue a course of parental involvement that will make parents partners in achieving goals of a safe and well-disciplined school

## SCHOOL RULES/CODE OF CONDUCT

In order to provide a positive school climate that is safe, where students can attain their potential both academically and socially, Dimon will enforce the following reasonable expectations of student conduct:

## CODE OF CONDUCT

The conduct grade on the report card is determined by, but not limited to, the following behaviors:

- Shows self-control
- Listens to and follows instructions
- Obeys school rules
- Treats everyone with respect
- Respects rights and property of others
- Shows a positive/cooperative attitude
- Assumes responsibility for actions
- Controls talking
- Cafeteria behaviors/manners are appropriate
- Plays and interacts well with others

The teacher will notify parents by phone, e-mail, and/or in writing when constant inappropriate behavior occurs. The teacher will schedule a parent conference if any inappropriate behavior is continuous.



### Violations and Behavioral Consequences

Behavioral consequences are stepped and sequential following the code of conduct:

#### Level 1 Violations- Minor Infractions

The following are handled by the teacher and include, but are not limited to:

- Horseplay, wrestling, clowning, acting out
- Name calling or verbal exchanges not involving profanity or threats
- Excessive talking
- Throwing objects in class (other than those which could cause injury)
- Pencil pops, spitballs
- Minor hall disruptions, out of class without a pass
- Possession of unauthorized objects/toys (other than drugs or weapons)
- Inappropriate behavior in the lunchroom (loud talking, playing with food, breaking in line etc.) or bathroom
- Continuous lack of instructional materials
- Dress code violations
- Cheating/Plagiarism

#### Level 1 Interventions

Handled by the teacher as appropriate for the age and individual needs of the child (Any other consequences or interventions used must be approved by the administration):

- Verbal warning
- Loss of conduct points
- Low profile intervention (classroom behavior system)
- Change of seating
- Discussion with grade level team
- Private conference with student
- Telephone call/email/written note to parents
- Loss of privileges
- Detention with the teacher
- Time out in another teacher's room
- Behavior contract
- Action plan
- POI (Pyramid of Interventions Tier I)

#### Level 2 Violations – Major Infractions

The following are violations which have consequences specified in the Muscogee County School District Student Behavior Code or which have more serious consequences. The student will be taken directly to the office.

- Repeated Level 1 infractions after a parent contact has been made
- Continuous major/disruptive behavior after a parent conference is held
- Bullying/Intimidation (MCSD Handbook)

- Fighting (exchange of blows with intent to do bodily harm), biting, spitting
- Horseplay, wrestling, pushing, scuffling, clowning, acting out, hitting, kicking
- Obscene or inappropriate language, gestures, or acts; profanity, abusive/disrespectful gestures and/or language
- Leaving class or designated area without permission
- Major insubordination (defiance of authority)
- Stealing
- Forgery or altering school forms or documents
- Damage to school property

### Level 2 Interventions

Handled by the administration as appropriate for the age and individual needs of the child, but not limited to:

- Conference with the parent (A phone call home to notify parents is considered a parent conference.)
- Action Plan/Student conference with a verbal reprimand
- Behavior Plan
- Student written letter
- Referral to Counselor
- Loss of privileges
- After school detention
- Parent required to sit in class with student
- Sent home for the day
- Suspension
- Referral to Discipline Tribunal

### Level 3 Violations/Critical Infractions - Major Infractions

These are the most serious misbehaviors and may result in an automatic referral to the Disciplinary Tribunal at any time:

- Possession of toy guns/knives at the bus stop, on the bus, or at school.
- Continued bullying behavior/intimidation
- Possession of a firearm or deadly weapon
- Verbal threats or physical assaults toward students or staff
- Student assault or battery upon a student (fighting)
- Use of a dangerous weapon to intimidate or injure
- Substantial damage to personal or school property (vandalism)
- Issuance of a bomb threat
- Possession, sale, attempted sale, use of, or distribution of alcohol, controlled substances, and/or controlled paraphernalia
- Smoking, dipping, or possession of tobacco-related products such as lighters, matches
- Verbal threats (oral or written) of violence
- Sexual harassment

- Terroristic threats
- Willful or dangerous act such as throwing any object with intent to do harm; possession of or setting off firecrackers, stink or smoke bombs or setting fires
- False fire alarm
- Technology tampering/Inappropriate Internet use
- Possession of any dangerous items

### Level 3 Interventions

Handled by the administration or disciplinary tribunal

- Referral to the disciplinary tribunal (suspension until tribunal date set)
- Suspension

## **BULLYING**

MCSD and DMA prohibit bullying at school, at school functions, on school property, or in any manner which directly affects the learning environment. PLEASE SEE THE MCSD POLICY IN THE *MCSD BEHAVIOR CODE AND DISCIPLINE HANDBOOK*. Your child(ren) has(have) received one of these, and it is also available on-line at [muscogee.k12.ga.us](http://muscogee.k12.ga.us).

## **MUSCOGEE COUNTY SCHOOL BUS POLICY**

See the *MCSD Behavior Code and Discipline Policy Handbook*. Your child(ren) has(have) received one of these, and it is also available on-line at [muscogee.k12.ga.us](http://muscogee.k12.ga.us).

## **BEHAVIOR CODE AND DISCIPLINE POLICY BOOK**

For your convenience, the *Behavior Code and Discipline Policy Book* is accessible on-line at [muscogee.k12.ga.us](http://muscogee.k12.ga.us).

## **DISCLAIMER**

\*\*The administration reserves the right to determine the class and consequences for offenses not listed.

\*\*The administration reserves the right to change and/or alter consequences as deemed appropriate.

\*\*The administration reserves the right to change and/or alter policies and procedures stated in the NCES Handbook as deemed necessary and/or appropriate.

## **SCHOOL DISTRICT POLICIES**

The *Muscogee County School District Behavior Code and Discipline Policy Book* can be found on the website. Parents should study that book with their children

and understand that violations of School District policies may result in a hearing before the Superintendent's Disciplinary Tribunal.

## **Internet Use**

Students at DMA will not be allowed independent access to the Internet. We believe that the Internet is a valuable tool for research and communication and we do have the technology to use on-line services. Such activities will always be under the supervision of an adult. Parents will be asked to sign an Internet Use Form allowing such research and for publication of student achievements and works.

## **Field Trips**

Field Trips are designed for a specific age group and to address the curriculum/standards required for that grade level. Please do not bring siblings to field trips in order to maximize the learning process. Many field trips are at locations that have limited seating or admission and we may not be able to accommodate parental attendance. Please check with the office or your child's teacher before planning to attend.

## **Academic Grades**

DMA operates on a nine-week academic grading period. At the midterm of a nine week period, each student will receive a midterm progress report. Report cards are issued to students at the end of each nine-weeks period. Students are to return the signed report card cover to their homeroom teacher. 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 and below	(unsatisfactory progress/failure)

# Awards Programs

At the Awards Program held at the end of the school year, students are recognized with the presentation of certificates. Students who have met specific criteria for each award will be recognized at this time. The dress for this occasion is dressy, casual attire. Listed below are the criteria for each award:

- Principal's List – All A's on the report card for every grading period, no B's (this is not a yearly average but the face value of each grade for all four grading periods). This includes specials areas (P.E., music, and art).
- Honor Roll – All A's and B's on the report card for every grading period. No C's can be earned to receive this award. This includes specials areas (P.E., music, and art).
- Excellence in ELA, Math, Science, and Social Studies – An excellence awards are presented to the two students with the top end of the year average grade in each of the content areas.
- STEM Ambassador – This award is presented to the two students in the class that exemplifies the critical and creative thinking skills needed to be 21<sup>st</sup> century problem solvers and fully engages in the class STEM year long project.
- Excellence in Music/Physical Education/Art Awards – One top male and one top female student from each class will be selected for outstanding performance in each area.
- Perfect Attendance – Perfect attendance is when your student is at school all day every day. We will present a Perfect Attendance award to students who fall under the following parameters. Absolutely no absences, unexcused tardies, or early check-outs. No more than three EXCUSED tardies (with a doctor excuse note) or three EXCUSED check-outs (with a doctor excuse note).
- Math Growth Award: Presented to the students who had a years worth of growth as determined by math program usage (IXL, STAR Math, etc).
- Reading Growth Award: Presented to the students who made a years worth of growth as determined by reading program usage (Lexia, Achieve, STAR Reading, etc).

# After School Clubs

**Helen Ruffin Reading Bowl Team-** No more than 10

4th and 5th grade students are selected for this team based off of teacher recommendations, student interest and reading scores. This team reads books from the Georgia Children's Book Award Nominee List and competes against other schools to answer comprehension questions about the books in a quiz bowl format.

**Picture Book Bowl:** Students in grades K-3 read the 20 Georgia Children's Picture Book Nominees. They compete against other schools by answering questions about the books in a quiz bowl format. Students are selected to this team by teacher recommendation, student interest and reading scores.

**Movie team:** This team creates a 3 minute theme based movie that is submitted to the Georgia Movie Academy. Teams can be comprised of K-2 or 3-5 students.

**Broadcast Team:** This team creates a morning broadcast that is viewed by students and teachers, which includes the Pledge, Star Spangled Banner, Moment of Silence and any special announcements. Students are selected for this team by teacher recommendations and student interest.

**FIRST Lego League Explore:** This is an after school club for students in grades 2-3. In this club, we research a problem based on a theme and brainstorm possible solutions. We use Legos, robotics, and coding to help assist with the solutions. This team is comprised of 6 students and are chosen by the club sponsor based on student interest, teacher input, and observations in Dimon's technology class. This club typically meets on Wednesdays after school beginning in December until April.

**FIRST Lego League Challenge:** This is an after school club for students in grades 4-5. In this club, we research a problem based on a theme and brainstorm possible solutions. We use Legos, robotics, and coding to help assist with the solutions. This team is comprised of up to 10 students and are chosen by the club sponsor based on student interest, teacher input, and observations in Dimon's technology class. This club typically meets on Wednesdays after school beginning in late August until December.

**Ecological Engineering Club:** The purpose of this club is to be additional support and maintenance for the Dimon Learning and Healing Gardens. We work in the gardens as needed, create new garden features, work on crafts to sell at the

Fresh and Crafty Fairs, as well as use the engineering and design process to problem solve issues that may arise throughout the year within the gardens.

**Science Olympiads:** Elementary Science Olympiad is an academic competition for elementary students in grades 3-5, featuring a variety of study and engineering events and the opportunity to learn about, explore, and appreciate the world of science. Each year we compete with other teams at the County level with hopes to earn a spot at the State Science Olympiad Competition held each Spring at Kennesaw State University.

## Student Testing and Assessment

Benchmark Assessments K-3 – All students in grades K-3<sup>rd</sup> will be given a test in various subject areas at the beginning of the school year. These same tests will be administered the last month of school to track the progress and growth of each child during the school year.

Georgia Milestone End of Grade Test (EOG) – In April, all students in grades 3, 4, and 5 are required to take the Georgia Milestone End of Grade Test. This is a summative test in the content areas of language arts, mathematics, and science.

The Georgia Milestone End of Grade Test will include:

- open-ended (constructed-response) items in language arts and mathematics
- a writing component (in response to text) within the language arts assessment
- norm-referenced items in all content areas to complement the criterion-referenced information and to provide a national comparison.

The GA Milestones testing window is in April and could span the whole month. On testing days, testing will take place through the entire school day. To help Dimon experience a successful and smooth testing window, please ensure that your child arrives at school on time (by 7:45 a.m.). Also, please be mindful of appointments during this month so that your student will be able to test with their peers. We ask that visitors please refrain from coming to the school during testing.

# Health Services

First aid is given in the classroom, school office or by the school clinic worker. The clinic is staffed by a school clinic worker four hours a day. If there is a serious injury, parents or emergency contacts are notified and/or the family physician is called. Parents are notified when a student becomes ill at school. If the parents are unable to be reached we will call the emergency numbers listed on your registration paper filled out at the beginning of the school year.

All medication is administered to students and logged in the office. A release form must be filled out and signed by a parent for ALL medication. Medicine will be given only when a release form is signed and sent along with the medication container with the original label (including name, type of medication, physician's name, dosage, and instructions regarding medication to be administered). Students may not self-administer medication (prescription or non-prescription) and no medication will be given to students without the signed form. Students may not have any medicine (prescription or over the counter), eye/ear drops, lotion or cough drops etc. in their pocket, lunch box, purse, backpack, or classroom. Students with allergies that require an epi-pen, asthma that require an inhaler, or diabetic needs, must keep them in the clinic unless they have a MCSD permission to carry a form filled out by their physician.

# School Nutrition

**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, FDA standards for portion sizes and the elimination of the consumption of fried foods as well as foods containing > 35 % sugar by weight. 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. The use of candy and other food rewards for academic performance or good behavior is prohibited. **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.



The 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 may be captured at the point of sale in a variety of ways. Pin pads or bar code scanners will be used.

### **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. Forty-one 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.**

### **Non-CEP Schools:**

**Aaron Cohn Middle School**  
**Blackmon Road Middle School**  
**Britt David Magnet Academy**  
**Clubview Elementary**  
**Columbus High School**  
**Double Churches Elementary**  
**Eagle Ridge Elementary**  
**Mathews Elementary**  
**North Columbus Elementary**  
**Northside High School**  
**Rainey-McCullers School of the Arts**  
**Veterans Middle School**

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






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

If your student is enrolled in one of the **12 Non-CEP schools** (see list on previous page), a new application must 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 the 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. You will be notified with a letter regarding the outcome of your application.

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 MCSD application from the previous year on file, benefits will be extended for the first 30 days of the new school year (or until a new eligibility determination is made, whichever comes first). After 30 days, your child's status will change to PAYING and they will be charged for meals until a new application is approved. If your application is denied or incomplete, please call our office with any questions at 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 [www.myschoolapps.com](http://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. Computers will also be available in the School Nutrition Main office.**

**5 REASONS FOR COMPLETING  
Free & Reduced Applications  
ONE MEAL APPLICATION AFFECTS MANY AREAS!**

 <p><b>1</b></p> <p>INCREASED FUNDING TO SUPPORT STUDENT EDUCATION</p>	 <p><b>2</b></p> <p>ADDITIONAL FUNDING FOR TECHNOLOGY AND INTERNET ACCESS</p>	 <p><b>3</b></p> <p>DISCOUNTS FOR FEES ASSOCIATED WITH COLLEGE APPLICATION PROCESSES</p>	 <p><b>4</b></p> <p>DISCOUNTED FEES FOR SAT, ACT &amp; AP TESTS. SCHOLARSHIP OPPORTUNITIES</p>	 <p><b>5</b></p> <p>FREE OR REDUCED MEAL PRICES FOR HEALTHY, NUTRITIOUS STUDENT MEALS</p>
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**Contact your child's school for details today**

**Paying for School Lunch**

Muscogee County SNP does accept 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.

[www.MySchoolBucks.com](http://www.MySchoolBucks.com)

**School Meal Prices: Prices are subject to change based on USDA reimbursements rates**

**BREAKFAST PRICES**

Elementary, Paid	1.00
Middle/High, Paid	1.2
Reduced	.30
Adult, MCSD Staff	1.7
Adult, Outside MCSD	2.0

**LUNCH PRICES**

Elementary, Paid	2.4
Middle/High, Paid	2.7
Reduced	.40
Adult, MCSD Staff	4.0
Adult, Outside MCSD	4.5

Free and reduced priced meals for breakfast and lunch are available for eligible students. Parents may contact the School Nutrition Manager at any school for more information.

**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 1<sup>st</sup> 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 your school's website. Menus may change on a very short notice due to supply chain issues, market conditions, deliveries, or special school activities.

## **Special Dietary Needs**

MCSD School Nutrition will make meal 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, unless the child has a healthcare plan or an IEP/504 Plan on file, and returned to MCSD School Nutrition Program, including the school cafeteria manager and the Nutrition Specialist before the school cafeteria can provide any modifications or substitutions. A form and instructions can be found on the School Nutrition page of the MCSD web site, or at the school clinic or cafeteria. You may contact the School Nutrition office at 706-748-2386 for more information.

A 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: Supply chain issues may cause substitutions; 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 website or call 706-748-2386 for locations. All children up to 18 years of age receive a free meal. Adults may purchase a lunch.

## Drug Free School

Legislation enacted by the General Assembly of Georgia makes it unlawful to manufacture, distribute, dispense, or possess a controlled substance in, on, or within 1000 feet of a school. **(This includes your personal vehicle)** Violation of this law is punishable by up to 20 years in prison and/or up to a \$20,000 fine. The Muscogee County School Board has enacted a policy making all school grounds smoke free zones. Smoking is not allowed by employees, students, or visitors.

## Emergency Procedures

Fire and disaster drills are a necessity and are not to be treated lightly. These drills will be held at irregular and unannounced intervals. All signals and procedures are rehearsed with students to provide the safest actions in the case of an emergency. In case 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 Dimon personnel know what to do in an emergency. The entrance 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 DMA have emergency/crisis management plans in place.