

# **Edgewood Student Services Center**

*“Enter with a Past – Leave with a Future”*

Elementary, Middle, and High School

Student Handbook

2017 - 2018

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## Greetings

Welcome to Edgewood Student Services Center. As your Principal, I would like to welcome you back and I am proud to serve you. We are looking forward to a rewarding school year and we have been working extremely hard to ensure that we get off to a great start. Please assist us with this by becoming familiar with the information found within our handbook.

This handbook is built on the principle that you have certain rights and responsibilities at Edgewood Student Services Center. You have the right to expect a clean, safe, healthy and student-centered learning environment. You also can expect a learning environment that is conducive to academic achievement and excellence. Your responsibility as a student on this campus is simple - conduct yourselves in a manner that enables you to learn, lead, and achieve in all of your chosen endeavors.

To ensure complete success at Edgewood Student Services Center, it is extremely important that you actively engage in the following expectations:

- **attend school daily,**
- **actively participate in all of your classes,**
- **make positive contributions in all of your classes,**
- **obey and understand the rules and regulations of the school,**
- **be a great citizen and leader, and**
- **actively participate in a variety of positive school related activities.**

I am confident that you will respond to these expectations in a responsible manner. You have the chance to dictate your future so maximize your potential on our campus. Your future begins today - take pride in all you do! You are only here for a short period of time, “enter with a past and leave with a future”.

Sincerely,

*Reginald J. Griffin*

Principal/Coordinator  
Edgewood Student Services Center (A.I.M.)

## Edgewood Student Services Center Pledge

Today I will do my best.  
I will listen.  
I will follow directions.  
I will be honest.  
I will respect the rights of others.  
I can learn.  
I will learn.  
I know it's all up to me.

### A Quote:

All men dream: but not  
equally. Those who dream  
by night in the dusty recesses  
of their mind wake in the day  
to find that it was vanity:  
but the dreamers of the day  
are dangerous men, for  
they may act their dream  
with open eyes, to make it possible.

T.E. Lawrence

## **Faculty and Staff Information**

### **Administrative Services**

Dr. Huling – Assistant Principal  
Mrs. Malone – LEA/Teacher  
Mrs. Urness – Elementary and Middle School Lead Teacher  
Mrs. Askew – High School Lead Teacher/Apex Learning Coordinator  
Mrs. F. Johnson – Lead Custodian

### **Guidance Services**

Ms. Johnson – Licensed School Counselor  
Dr. Rodgers – Licensed Social Worker  
Ms. Maddox – ISS Coordinator

### **Clerical**

Ms. Dabit – Administrative Secretary  
Ms. Carlyle – Clerk  
Mrs. Sanders – School Clinic Worker

### **Our Philosophy**

The philosophy of the Edgewood Student Services Center is to assist students in realizing their academic, social, and emotional potential by implementing proven strategies that have a meaningful and life-long effect. Our motto is enter with a past – leave with a future.

### **Our Objectives**

The Edgewood Student Services Center was designed for students in grades 3-12 who have violated school district rules and have been temporarily removed from their home school. The goal of the program is to ensure the students continue their education, complete their assigned days at the alternative school and learn how to make better choices by attending a structured/supported learning environment.

This is accomplished by working closely with the students, parents, counselors, teachers, administrators, and community agencies. The center is dedicated to creating individualized strategies to assist the students in achieving their goals. All parties are expected to do their part in enforcing and re-enforcing the individualized plan established so that the student can return to his or her school as expeditiously as possible.

The faculty is equipped to meet the academic, social, and emotional needs of all students – including those with special needs. Students are encouraged to internalize the strategies taught so that they do not repeat past negative behaviors. The staff consistently emphasizes the roles of the student and the parent in ensuring all students succeed both here at the center and in the future. AIM teachers attempt to create relationships with students based on research that has proven that disconnected youth can become better connected to life when caring, trained people

are involved in their day-to-day lives.

Finally, AIM models the usage of computer based and teacher-led instruction via Apex Learning. The Apex Learning program has recovered credits and increased the graduation rate in multiple high schools in the Muscogee County School District. In the future, AIM will use Apex Learning to support overaged/under-achieving learners in middle school to remain on track to graduate in a timely manner.

### **Our Mission**

To expose our students to a quality, meaningful and engaging educational experience.

### **Our Vision**

We will provide the most efficient approach to providing our students with resources to exceed academically, socially, and to make informed decisions.

### **Our Beliefs**

All students have a right to learn. All students have a right to a physically, emotionally, and socially safe learning environment. Increasing a student's reading level enhances self-confidence. Increased reading levels lead to a greater success in all academic areas and decreased behavioral problems.

### **Discipline Code of Conduct**

Public education is a right and privilege for all. The code of conduct is provided to ensure that the education process is free of disruption. Each student will be provided a copy of the Muscogee County School District Behavior Code and Discipline Policy in addition to the local school code handbook. Parents and students are encouraged to refer to these two resources and read them carefully. The administration and faculty at Edgewood Student Services Center will enforce the rules necessary to ensure a safe and orderly educational environment which is conducive to learning.

### **School Wide Discipline Policy with Standard Consequences**

The Edgewood Student Services Center Discipline Plan includes the policies and procedures that are designed to stop inappropriate behaviors committed by our student body. The offenses and behaviors are in a constantly evolving status. Therefore, the school reserves the right to amend this document periodically to accommodate any new offenses that were not included and are construed as disruptions to the learning environment.

The infractions listed in this document will result in a direct discussion with the student and parent. Parental notification or attempts to notify parents will be documented on the referral. Mr. Griffin will administer the appropriate consequence(s) listed under the "actions taken" portion of this document. However, Mr. Griffin and/or designee(s) will not be bound or limited to the items listed under the "action taken" portion of this document.

Mr. Griffin shall reserve the right to make judgments that are best for the safety and civility of Edgewood Student Services Center and all of its stakeholders. Repeat offenses and the severity

of the offense will be taken into consideration. The white copy of the discipline referral form must be signed by the parents and returned to the administration or the parent must telephone the administration. Any suspension that is more than one day, the parent must bring their child to school for a parent conference with Mr. Griffin or his designee(s).

### **Friday/Teacher Detentions**

A student may be kept after school by a teacher or administrator for makeup work or punishment upon 24 hour notice. The PARENT is expected to furnish transportation home. Detention will require the student's attendance after school. Administrative and teacher detention will be held on Fridays.

Teacher detention is from 3:35pm - 4:35 p.m. Administrative detention is from 3:35pm - 4:35p.m. Students assigned to detention should bring sufficient amount of written assignments to last for one hour. This should be done on a consistent basis. If students do not follow the rules of administrative detention, additional disciplinary actions may be taken. Students should have transportation arrangements made prior to the day and time of assigned detention. If a student misses Administrative Detention, he or she will automatically be suspended and assigned a parent conference upon return to school.

### **In-School Suspension (ISS) – If Available**

Students may be required to report to an assigned location and to a designated teacher in place of regular classes. Students will continue to do their regular class assignments while being isolated from other students the entire school day during the total number of days assigned. Please NOTE if a student REFUSES to comply with ISS rules, the student will automatically receive out of school suspension (OSS).

### **Lunch Detention**

Lunch detention will be issued by Mr. Griffin or designee(s). Students with lunch detention will eat separately from his or her peers during lunch.

### **Out of School Suspension (OSS)**

If, in the opinion of the administration, a student's behavior cannot be tolerated at school, or if the behavior has become a chronic problem that has not responded to other forms of discipline, then that student may be suspended from school for one to ten days. Parents will be notified of the suspension and **will be required** to accompany the student for a conference when the suspension is over. Students with chronic behaviors will be taken to tribunal. The AIM program will recommend expulsion from the MCSD if this occurs. **Students will not have more referrals at the AIM program than they did at their home school.**

### **Weapons and Dangerous Instruments**

A student shall not possess, use, handle, transmit, or control any object which might reasonably be considered as a weapon. While not meant to be all inclusive, examples of such objects are any gun, pistol or device designated or intended to propel a missile of any kind, explosive

compounds, or any dirk, Bowie knife, switch blade knife, ballistic knife, any other knife having a blade of three or more inches, straightedge razor, spring stick, metal knuckles, black jack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a num chuck, or a fighting chain, or any disc designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapons of any kind. *O.C.G.A. 16-11-127.1.*

While not classified as a "weapon" under Georgia law for purposes of determining a violation of the Criminal Code (*O.C.G.A. 16-11-127.1*), the Muscogee County School District in the enactment and enforcement of this rule considers a knife which has a blade of less than three inches in length to be a weapon and thus in violation of this Rule.

A student who wishes to bring any such object which could be reasonably considered to be a weapon on school grounds as a part of or in conjunction with a class assignment or other school project shall first receive permission from the office of the principal.

### **Actions Taken – Consequences**

#### **ATTENDING SCHOOL EVENTS (TRESPASSING)**

- 1<sup>st</sup> offense: 10 days OSS, **will be charged**, and a parent conference
- 2<sup>nd</sup> offense: 10 days OSS, **will be charged**, and referred to the Discipline Tribunal for expulsion from the MCSD

#### **BULLYING**

- 1<sup>st</sup> offense: 3 days OSS and parent conference upon return
- 2<sup>nd</sup> offense: 5 days OSS and parent conference upon return
- 3<sup>rd</sup> offense: 10 days OSS and referred to the Discipline Tribunal for expulsion from the MCSD

#### **BUS MISCONDUCT**

- 1<sup>st</sup> offense: Parent conference, one day suspension from bus and school
- 2<sup>nd</sup> offense: Parent conference, one week suspension from bus and 3 days OSS
- 3<sup>rd</sup> offense: Permanent suspension from the bus and 5 days OSS

#### **CAMERA TAMPERING**

- 1<sup>st</sup> offense: 3 day OSS and parent conference upon return
- 2<sup>nd</sup> offense: 5 days OSS and parent conference upon return
- 3<sup>rd</sup> offense: 10 days OSS and referred to the Discipline Tribunal for expulsion from the MCSD

#### **CHEATING**

Automatic failure on the assignment and/or test, Friday Detention, and parent conference

#### **CHRONIC MISBEHAVIOR**

Students will not have more referrals at the AIM program than they did at their home school. When chronically misbehaving students are identified, a parent may sit with their child for a half day before the student can return to school. Chronically misbehaving students will be referred

to the Discipline Tribunal for expulsion from the MCSD.

### **CLASS TARDIES**

- 1<sup>st</sup> offense: 1 day ISS and parent conference
- 2<sup>nd</sup> offense: 1-3 days OSS and parent conference
- 3<sup>rd</sup> offense: 5-10 days OSS and parent conference upon return

### **DEFIANCE AND OR DISRESPECT: A CHALLENGE TO TEACHER AUTHORITY**

- 1<sup>st</sup> offense: 3 days OSS and parent conference
- 2<sup>nd</sup> offense: 5 days OSS and parent conference upon return
- 3<sup>rd</sup> offense; 10 days OSS and Referral to the Discipline Tribunal for expulsion from the MCSD

### **DISRUPTION OF SCHOOL/CLASS**

- 1<sup>st</sup> offense: 3 days OSS, **may be charged with Disorderly Conduct**; parent conference
- 2<sup>nd</sup> offense: 5 days OSS, **will be charged with Disorderly Conduct**; parent conference
- 3<sup>rd</sup> offense: 10 days OSS, **will be charged with Disorderly Conduct**, and a referral to Discipline the Tribunal for expulsion from the MCSD

### **DRESS CODE VIOLATION**

**Lead Middle and High School Teachers will handle all initial violations prior to a formal discipline referral.**

- 1<sup>st</sup> offense: 1 day OSS and parent conference
- 2<sup>nd</sup> offense: 3 days OSS and parent conference upon return
- 3<sup>rd</sup> offense: 5-10 days OSS and parent conference upon return

### **FIGHTING: PHYSICAL CONTACT FROM BOTH PARTIES INVOLVED**

- 1<sup>st</sup> offense: 10 days OSS and **will be charged with Disorderly Conduct**; parent conference upon return
- 2<sup>nd</sup> offense: 10 days OSS and **will be charged with Disorderly Conduct**; parent conference upon return and referred to the Discipline Tribunal for expulsion from the MCSD

### **GANG AFFILIATION**

- 1<sup>st</sup> offense: 5 days OSS and parent conference
- 2<sup>nd</sup> offense: 10 days OSS and referred to the Discipline Tribunal for expulsion from MCSD

### **INAPPROPRIATE BEHAVIOR IN THE CAFETERIA SUCH AS: TALKING EXTREMELY LOUD AND INTENTIONALLY THROWING FOOD ON THE FLOOR**

- 1<sup>st</sup> offense: 3 days ISS and parent conference
- 2<sup>nd</sup> offense: 5 days OSS and parent conference upon return
- 3<sup>rd</sup> offense: 10 days OSS and parent conference upon return

### **INCITING OR PARTICIPATING IN RIOTOUS BEHAVIOR**

- 1<sup>st</sup> offense: 5 days OSS, **will be charged with Disorderly Conduct**; parent conference upon return
- 2<sup>nd</sup> offense: 10 days OSS, **will be charged with Disorderly Conduct**, and referred to the Discipline Tribunal

### **LEAVING CAMPUS WITHOUT PERMISSION**

- 1<sup>st</sup> offense: 10 day OSS and parent conference
- 2<sup>nd</sup> offense: 10 days OSS and will be referred to the Discipline Tribunal for expulsion from the MCSD

### **LEAVING EATING CONTAINERS (TRAYS) ON TABLE UPON COMPLETING MEAL**

- 1<sup>st</sup> offense: 1 day cafeteria detail and parent conference
- 2<sup>nd</sup> offense: 3 days school detail
- 3<sup>rd</sup> offense: 1-10 days OSS and parent conference upon return

### **OBSCENITY/PROFANITY-ORAL OR WRITTEN DIRECTED TO A TEACHER**

- 1<sup>st</sup> offense: 5 days OSS, **will be charged with Disorderly Conduct** and parent conference
- 2<sup>nd</sup> offense: 7 days OSS, **will be charged with Disorderly Conduct**
- 3<sup>rd</sup> offense: 10 days OSS, **will be charged with Disorderly Conduct** and will be referred to the Discipline Tribunal for expulsion from the MCSD

### **OBSCENITY/PROFANITY-ORAL OR WRITTEN DIRECTED TO ANOTHER STUDENT**

- 1<sup>st</sup> offense: 3 days OSS and parent conference
- 2<sup>nd</sup> offense: 5 days OSS and parent conference upon return
- 3<sup>rd</sup> offense: 10 days OSS and referral to the Discipline Tribunal for expulsion from the MCSD

### **POSSESSION OF CELL PHONE OR MP3 PLAYERS ON CAMPUS**

- 1<sup>st</sup> offense: 3 day OSS and parent conference
- 2<sup>nd</sup> offense: 5 days OSS and parent conference upon return
- 3<sup>rd</sup> offense: 10 days OSS and parent conference upon return

### **POSSESSION OR SALE: ILLEGAL SUBSTANCES (DRUGS/ALCOHOL), WEAPONS, KNIVES, OR EXPLOSIVE DEVICES, PULLING FIRE ALARMS, OR BOMB THREATS**

- 1<sup>st</sup> offense: 10 days OSS, **will be charged with possession** and referred to the Discipline Tribunal for expulsion from the MCSD

### **REPORTING TO SCHOOL LATE (UNEXCUSED)**

- 1<sup>st</sup> & 2<sup>nd</sup> offense: WARNING
- 3<sup>rd</sup> & 4<sup>th</sup> offense: 3-5 days ISS and parent conference
- 5<sup>th</sup> & 6<sup>th</sup> offense: 1-10 days OSS and parent conference upon return

### **SEXUAL HARASSMENT**

- 1<sup>st</sup> offense: 5 days OSS and parent conference
- 2<sup>nd</sup> offense: 10 days OSS and referral to the Discipline Tribunal for expulsion from MCSD

### **SKIPPING CLASS OR SCHOOL**

- 1<sup>st</sup> offense: 3 days OSS and parent conference
- 2<sup>nd</sup> offense: 5 days OSS and parent conference upon return
- 3<sup>rd</sup> offense: 10 days OSS and parent conference upon return

### **SMOKING AND POSSESSION OF TOBACCO PRODUCTS**

- 1<sup>st</sup> offense: 3 days OSS and parent conference
- 2<sup>nd</sup> offense: 5 days OSS and parent conference upon return
- 3<sup>rd</sup> offense: 10 days OSS and referral to the Discipline Tribunal for expulsion from MCSD

### **STUDENT TRANSPORT ON CAMPUS (BICYCLES OR CARS)**

- 1<sup>ST</sup> offense: 5 days OSS and parent conference
- 2<sup>nd</sup> offense: 10 days OSS and parent conference upon return

### **THEFT**

- 1<sup>st</sup> offense: 5 days OSS, cost of restoring property and **student will be charged**
- 2<sup>nd</sup> offense: 10 days OSS, cost of restoring property and **student will be charged**, and a referral to the Discipline Tribunal for expulsion from the MCSD

### **THE SHOWING OF AFFECTION IN AN INAPPROPRIATE MANNER**

- 1<sup>st</sup> offense: Refer to Guidance Counselor and parent conference
- 2<sup>nd</sup> offense: 1-3 days ISS and parent conference upon return
- 3<sup>rd</sup> offense: 5-10 days OSS and parent conference upon return

### **VANDALISM, DAMAGING OR STEALING SCHOOL PROPERTY**

- 1<sup>st</sup> offense: 5 days OSS / restitution may be required, **student will be charged**
- 2<sup>nd</sup> offense: 10 days OSS/ restitution may be required, **student will be charged**, and a referral to the Discipline Tribunal for expulsion from MCSD

### **VERBAL ALTERCATIONS ON CAMPUS**

- 1<sup>st</sup> offense: 5 days OSS and parent conference
- 2<sup>nd</sup> offense: 10 days OSS, **will be charged**, and referred to the Discipline Tribunal for expulsion from MCSD

### **USE OF AN ELECTRONIC DEVICE TO ILLEGALLY VIDEOTAPE STUDENT(S) AND OR SCHOOL ACTIVITY/INCIDENT**

- 1<sup>st</sup> offense: 5 days OSS and parent conference
- 2<sup>nd</sup> offense: 10 days OSS and parent conference upon return

**The administrative staff reserves the right to implement the above strategies as it deems necessary.**

### **Special Notes: Out of School Suspension Policy**

1. Students who receive out of school suspension will ONLY receive missed work after they return from suspension. The number of days issued during the suspension equals the number of days the student has to make up the work.
2. Students who receive three (3) out of school suspensions during any semester WILL NOT be allowed to make up missed work during those semesters.
3. Students will serve their entire assignment to AIM. Students will serve their OSS and must also serve the time he or she missed as a result of the OSS. For example, you will serve a 10 day OSS off campus and then will be required to make up those 10 days on campus. A 10 day OSS plus the 10 make up means you will serve an additional 10 days on the Edgewood Student Services Center campus.
4. Students with inappropriate chronic behavior will be referred to the Discipline Tribunal for expulsion from the MCSD.

### **Accurate Contact Information**

Students must have accurate parental/guidance contact information at all times. If a number is changed, the school must know immediately. The Edgewood Student Services Center will allow parents to be parents. Contact is essential to make this a reality.

### **After School Supervision**

**Students must leave the school building by 4:00 pm and they are not allowed back in the building.** Students that stay for extracurricular activities must be under the direct supervision of a teacher. **Any student who is not under the direct supervision of a teacher will be considered as trespassing and treated as such.**

### **Attending School Events (Trespassing)**

While attending the Alternative Program, students are not allowed to attend sporting events, before or after school activities, or any other MCSD sponsored activity without permission from the Alternative School administrator AND the home school principal. **If a student is caught trespassing on another campus; before, during, or after school--- they will face disciplinary action.**

## Bell Schedule

**Students Report at 8:00am daily.**

1 <sup>st</sup> Period	8:25am – 9:25 am
2 <sup>nd</sup> Period	9:28am – 10:18am
3 <sup>rd</sup> Period	10:21am – 11:11am
4 <sup>th</sup> Period	11:14am - 12:36pm

**Lunch A 11:14am – 11:39am**

**Lunch B 11:41am – 12:06pm**

**Lunch C 12:09pm – 12:36pm**

5 <sup>th</sup> Period	12:39pm – 1:29pm
6 <sup>th</sup> Period	1:32pm – 2:22pm
7 <sup>th</sup> Period	2:25pm-3:20pm

Supervision 3:20pm-3:30pm **(10 minutes)**

- **35 minute advisory homerooms will be held once a week on Friday.**
- **Elementary School students will be released at 2:30pm daily.**
- **Both Middle School and High School students will follow this bell schedule**

## Breakfast/ Lunch Periods

All students are expected to exhibit good manners in the cafeteria. Some simple rules of good behavior are as follows:

1. Follow the directions of all school personnel.
2. Speak softly at all times.
3. Place chairs under the table when you leave.
4. Keep your area clean; clean up after yourself.
5. No opened drinks / carbonated beverages will be allowed.
6. **Commercial /fast food lunches are not allowed.**

## 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. 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. Several of our schools are CEP schools. **Please contact your student's school office or call the School Nutrition Office at (706) 748-2389 to see if your student's school is a CEP school.**

### **Free and Reduced Meal Priced Meal Applications**

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 meals. 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 MCSD 2016-2017 application on file, then benefits will be extended for the first 30 days of the 2017-2018 school year. 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	.95
Middle/High, Paid	1.20
Reduced	.30
Adult	1.50
LUNCH PRICES	
Elementary, Paid	2.35
Middle/High, Paid	2.60
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 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 the MCSD website. Menus may change on a very short notice due to market conditions, deliveries, or special school activities.

## **Special Dietary Needs**

School Nutrition will accommodate food allergies and special dietary needs when documentation from a doctor is provided. MCSD SNP will make modifications and substitutions to the regular school meals for a student **with a disability that restricts their diet.** Special Dietary Needs Prescription Form **must be** completed and signed by a physician for a student with a disability before the school cafeteria can provide any modifications or substitutions.

The completed form must be provided to the school cafeteria Manager, the clinic worker, and the special needs dietitian. A form and instructions can be found on the School Nutrition page of the MCSD web site, or at the school clinic or cafeteria. Nutrition analysis chart for menu items is available on the website.

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.

**Students can bring sack lunches from home. They will be kept in the cafeteria.**

### **Care of Textbooks and Library Books**

Textbooks and library books are loaned to students. Each student will be responsible for the specific bar coded copy of each textbook issued or Library book signed out to him/her. Students will be charged the full price, plus shipping costs for any lost or damaged books. (Fees will be assessed). Release of school documents may be held up if lost book fees are not resolved, and students who have an outstanding debt may not receive withdrawal form to register back in the regular school population until cleared by the office.

### **Check Out Procedures**

Under no circumstances will a student be allowed to leave campus without written permission from the parent/guardian. The note must include a phone number where the parent can be reached so that school personnel can verify the authenticity of the note. If a student becomes ill during the day, the parents will be notified by phone by a faculty member. **Parents/guardians must physically enter the school to check out/withdraw students.**

### **Community Service Hours**

Students will have the ability to earn community service hours while assigned to A.I.M. Students who complete 56 hours of documented community service at a non-profit organization will earn 7 days towards their assignment at A.I.M. The 56 hours of community services must be divided into 50 hours at a non-profit organization(s) and 6 hours at the Edgewood Student Services Center. Mr. Griffin reserves the right to approve or deny all community service opportunities.

### **Daily Activities**

Elementary students will enter the school via the gate in front of the media center. Both our middle school and high school students will enter the school via the cafeteria. A security officer and teachers will scan each student when he/she enters the designated assigned area to ensure the safety of the other students and staff. Because time is short and security is paramount, students will eat breakfast in their classes. Middle school and high students will be released to their teachers in the morning. Announcements will be made over the intercom every morning. Academic development is the primary focus of the curriculum and the students will be taught the same objectives established in the state performance standards. Due to limited resources, your child may not have access to the identical schedule he or she was assigned at their home school.

### **Daily Attendance**

Students assigned to the Edgewood Student Services Center must complete their time and/or other requirements such as drug/alcohol, sexual boundaries or anger management as assigned by the tribunal panel and/or school district personnel. Attendance is checked in the morning and throughout the day. Students caught skipping class will face disciplinary action. After five days of unexcused absences, a truancy referral will be completed. Students are required to bring in excuses for their absences within three days of their return to school. Any time missed due to check-outs must be made up. **It is the student's responsibility to request for make-up work when returning to school from excused absence (s).**

## Dress Code

All students are required to conform to the specific dress code outlined below. This applies to both males and females. Students will wear white oxford type shirts or white “collared” type shirts (pullover) and navy blue/black pants (no jeans). **No jeans are allowed.** A white, short-sleeved T-shirt or tank top must be worn as an undergarment. No writing, insignias, etc. are allowed on shirts or undershirts. **ONLY Navy blue, Black, or white socks allowed!**

### Acceptable dress:

- **Students must keep their shirts tucked in at all times while on the school campus.**
- **Pants must be worn above the hipbones and fit in the waist/buttock area.**
- Students will not be allowed to wear more than one pair of pants at a time. **No shorts under pants.**
- Only white undergarments can be worn as under shirts. Must be a regular t-shirt or a tank top.
- Footwear must be worn at all times.
- Belts must be worn if the pants have belt loops.
- Shoes must be solid black or solid white
- Black or white shoe laces only
- **Students must come in uniform to school and remain in uniform until they physically leave the campus.**

### Listed below are some examples of unacceptable items/appearance/behaviors:

- Large/offensive belt buckles
- Studs or rivets on the belts; braided belts
- Bulky chains or lanyards
- Skirts/dresses
- Sagging pants
- Form fitting pants, low rise, or “hip-huggers”
- Hand purses, wallets, bill fold and money clips
- Nylon or sweat pants
- Bandannas, wave caps, or hats
- Ballooned pants
- No skinny jeans
- No leggings and No jeggings
- Head or wrist bands
- No shorts under pants
- Sunglasses
- Flip flops or sandals
- Heels or boots
- Sculptured or painted nails
- Hair curlers/hairbrushes
- Combs or picks
- Perfume carried—can be worn
- No Jewelry (parents will be required to pick up all items)
- Writing or pictures on undergarments
- Breath drops, gum or make-up
- Eyebrow slashing
- No designs in hair

- No grills allowed on teeth
- No inappropriate drawing/writings
- No Tobacco products and/or lighters
- No nose, tongue, or other body pierced jewelry
- Inappropriate tattoos must be covered at all times (even on necks and chests)

**Parents, please monitor your child's clothing and make sure they are in compliance with the dress code.**

### **Additional Items of Interest**

- Coats will be left in a designated area in the lunchroom.
- Personal hygiene items may be given to office personnel.
- Medicine forms and medicine will be kept in the office.
- **Students are responsible for their personal property. The school will not assume liability for loss, theft, or damage to such property. Book bags are not allowed on campus.**
- Students are not permitted to carry more than \$5.00 while on campus.

### **Exiting Procedures**

Students are released from the program when attendance and behavior are satisfactory and they show academic progress. The staff meets regularly to assess the progress of each student. **The final decision as to whether or not a student has satisfied the requirements for exiting the program will be made by Mr. Griffin.** All seniors and their parents must have an exit interview with Dr. Neal twice per year as mandated by MCS D (once in the fall and once in the spring).

### **Hall Passes**

Students in the hall during class time must have a hall pass that has been signed by a teacher or administrator that has the time, place, and destination. **Students are not to be excused during the first fifteen (15) minutes nor the last fifteen (15) minutes of each class period in order for teachers to account for students and accurately report attendance.**

### **Late Arrivals**

Students report to the cafeteria at the beginning of the day for attendance. Tardies are unacceptable. All students must be at school on time. Tardy students interrupt the learning process because teachers have to stop their lessons to give directions to the late arriving students. Court dates and doctor appointments are the **ONLY** acceptable reasons for being tardy. Only parents/guardians, or names listed on the authorized checkout list will be allowed to check students in or out of school. If you have an unforeseen emergency that will cause you to be late for school, please notify the school office prior to arrival.

### **Last Chance Contract**

A last chance contract will be signed by all AIM students and their parents/guardians during orientation. If this contract is addressed again with the parent(s)/guardian(s), a tribunal referral for an expulsion will begin so after if behaviors do not improve immediately.

### **Medication**

Parents **MUST** complete a medication release Form if medication is to be administered at school. This includes over-the-counter medication, cough drops, Tylenol, Advil, etc. Medication will be dispersed by the Clinic Worker and /or School Nurse/designee. A new

medication release form is required for any changes in the medication dosage or time. Students who do not follow the proper procedures regarding medication on campus may be referred to a tribunal for a possible expulsion.

### **Safety Drills**

State law requires periodic drills, which provide for a quick and safe evacuation of the school building. Each teacher will review, with their classes, the appropriate evacuation procedures. Students should observe these drills seriously, and when the alarm sounds, leave the school building as instructed. Inappropriate behavior during drills will not be tolerated.

### **School Hours**

Students attending the Edgewood Student Services Center will attend school from 8:00 am - 3:30 pm daily. Students are allowed in the building starting 5 minutes before the school day starts. Parents are strongly encouraged to ensure their students arrive/ depart school on time. **Students must be picked up NO later than 30 minutes AFTER the end of the school day.**

### **School Supplies**

The following supplies will be brought to school daily by all students assigned to AIM. 1. Wooden pencils, 2. Paper, and 3. A notebook. **Students refusing to bring school supplies will be in defiance. Your child need school supplies daily on our campus.**

#### **Grades 3rd – 12th**

- 3-Ring Binder (1-Inch)
- Erasers
- 3-Prong Pocket Folders
- 1 Pack of Dividers with Tabs
- Composition Book
- Glue Sticks
- Markers
- Crayons
- Ruler
- Index Cards
- #2 Pencils (1 Dozen)
- Pens (Black or Blue ink)
- Notebook Paper (Wide-Ruled)
- Tissue (1 Box suggested)

### **The Georgia Bullying Law O.C.G.A 20-2-751.4**

- (a) As used in this code section, the term “bullying” means:
  - (1) Any willful attempt or threat to inflict injury in another person, when accompanied by an apparent present ability to do so; or
  - (2) Any intentional display or force such as would give the victim reason to fear or expect immediate bodily harm
- (b) Each local board of education shall adopt policies, applicable to students in grades six through twelve, that prohibit bullying of a student by another student and shall require such prohibition to be included in the student code of conduct for middle and high schools in that system. Local board policies shall require that, upon finding that a student has committed the offense of bullying for the third time in a school year, such students shall be assigned to an alternative school. Each local board of education shall ensure that students are notified of the prohibition against bullying, and the penalties for violating the prohibition, by posting such information at each middle and high school, and by including such information in student and parent handbooks.
- (c) Any school system which is not in compliance with the requirements of this Code Section shall be ineligible to receive state funding pursuant to Code Sections 20-2-161 and 20-2-260.

**Report Bullying to: 706-748-2267**

**THERE IS ZERO TOLERANCE FOR BULLYING ACTS IN THIS SCHOOL SETTING. SUCH BEHAVIORS WILL BE DEALT WITH THE UTMOST CONSEQUENCES.**