

Waddell Elementary

2023 – 2024

Learner Handbook



“Home of the Warriors”

James Maye, Jr., Principal

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Waddell Elementary

***6101 Miller Road
Columbus, Georgia 31907
(706) 569-3722
“Home of the Warriors”***

Dear Parents and Learners,

Welcome to Waddell Elementary School and the 2023-2024 school year. The purpose of this Parent-Learner Handbook is to provide a quick reference guide to our school’s policies and procedures. Please read the handbook carefully with your child/children, and put it in a safe place for future reference.

We increase learners’ chances of achieving behavioral and academic success when we support punctual and regular school attendance. We promote trust and critical thinking when we enjoy daily conversations with our children. We encourage two parent/teacher conferences per year and regular communication between parents and teachers.

Waddell is a school where all learners learn and where each learner is valued. Waddell has a dedicated and talented faculty and staff. We believe in working with families to instill a sense of responsibility and achievement so your child will reach his/her full potential. We will use Blackboard Connect, Canvas, newsletters, monthly calendars/menus, school marquee, and our website to provide you with information about school events and activities. Parents will receive timely updates about academic and behavioral progress via Infinite Campus Parent Portal and PBIS Rewards.

There will be many opportunities for you to support our efforts and to ensure that your child/children succeed at Waddell. We are looking forward to a fantastic 2023-2024 school year!

Your Principal,

Mr. James Maye, Jr.

Waddell Parent/Learner Handbook

The purpose of this handbook is to provide a written document that communicates our expectations for this school term. The information provided in this handbook shares general information regarding our school procedures. Please read this information and the handbook thoroughly and save it for future reference. Teamwork is an important factor in learner success and your support and cooperation will enable your learner to reach his/her learning goals.

Our Vision Statement

Waddell Elementary and The Muscogee County School District are beacons of educational excellence where all are known, valued, and inspired.

Our Mission Statement

The Waddell Elementary faculty, staff, learners, and families will work cooperatively to nurture a positive school environment in an effort to build community and foster a commitment to developing the whole child.

Our Values

We foster 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.



Our School Hours

PreK-5th Grade Learners	7:45 a.m. – 2:15 p.m.
Teachers	7:00 am – 2:45 pm
Administration	7:00 am – 3:00 pm
School Clerk/Secretary	7:00 am – 2:45 pm

Appointments with Administration

The administrative team welcomes the opportunity to meet with parents. Please call the school or stop by the front office to schedule an appointment. The school's phone number is: (706) 569-3722.

Parent Conferences and Public Relations

Both parents and teachers are expected to establish and maintain positive lines of communication. Parent conferences are necessary and should be done outside of instructional time. The principal or her designee is available to meet with you during any conference. Prior notice is required to ensure the proper time is set aside for the conference.

Communications

We strongly believe the best way to help your child learn is to strengthen our parent-school relationships. To learn about your child's academics, grades, and teacher lessons/plans, please visit the teacher's Canvas page through the Parent Portal. We also have a school website (<https://waddelles.wixsite.com/wadmcsd>) and encourage you to visit the site for important information about our school. We will also send out communications frequently through a pre-recorded message and also through an app called Dojo. This app allows real-time communication with your child's teacher as well as updates about our events through written communication. It is important that you provide an accurate account of your phone number and email in order for these communications to work effectively.

Learner Arrival

Learners are allowed to enter the building at 7:00 a.m. The school day begins promptly at 7:45 a.m. Learners are considered tardy if they are walking down the hallway, rather than in their classroom at 7:45 a.m. Please plan for your child(ren) to arrive on time each day.

MORNING CAR LOOP PROCEDURES:

PLEASE COOPERATE WITH THE SCHOOL SAFETY PATROL, TEACHERS, AND ADMINISTRATORS. THE LIFE YOU SAVE MAY BE THAT OF YOUR CHILD.

- Please follow the directions and instructions of the adult in charge.
- Rude behavior is not needed, nor will it be tolerated. If necessary, your tag number will be taken and forwarded to school security for further action. Please follow the pickup/drop off procedures outlined by the school.
- Learners may be dropped off at the sidewalk (using the inside lane only) or they may be **WALKED TO THE CROSSWALK WITH A PARENT**. The outside lane in the loop is for cars that need to pass for parking. **DO NOT** permit your child to walk through the parking lot unsupervised.
- Learners should exit on the right side of the car directly onto the sidewalk. Please notify an adult if learners need to exit from the other side of the vehicle so they can assist. There is no parking allowed in the driveway or crosswalk during arrival and dismissal times in order to keep traffic moving.
- Please be mindful not to drop learners off in the parking lot or at the road. This is a safety violation of school procedures. Safety is our number one priority.
- **Learners should NOT be dropped off before 7:00 a.m.** Unsupervised children create a safety issue.
- All learners are to remain in cars until the school doors are opened by a staff member at 7:00 a.m.

Breakfast

Breakfast is served daily from 7:00 a.m.–7:35 a.m. If your child will be eating breakfast and comes to school by car, please have them at school prior to 7:35 a.m. so he/she will have time to eat and arrive at class before 7:45 a.m.

Breakfast/Lunch Guidelines

We encourage learners to eat breakfast and lunch daily to ensure a balanced diet and proper nutrition. He/she may bring lunch from home, however canned drinks/sodas or carbonated beverages are not permitted for learners as their lunch beverage. Outside restaurant food (McDonalds, Burger King, etc.) items cannot be brought to school as lunch for learners. This is in direct conflict with the school food nutrition program. This also applies during morning breakfast hours.

School Nutrition Program (SNP)

School Year 2024

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 learners 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 learners every day. Learners 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 learners.

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 learners, without the need to process or collect individual free and reduced meal applications. Forty-one of our schools are CEP schools. **Please contact your learner's school office or call the School Nutrition Office at (706) 748-2386 to see if your learner'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 learner 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. 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. 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!**

				
1 INCREASED FUNDING TO SUPPORT STUDENT EDUCATION	2 ADDITIONAL FUNDING FOR TECHNOLOGY AND INTERNET ACCESS	3 DISCOUNTS FOR FEES ASSOCIATED WITH COLLEGE APPLICATION PROCESSES	4 DISCOUNTED FEES FOR SAT, ACT & AP TESTS. SCHOLARSHIP OPPORTUNITIES	5 FREE OR REDUCED MEAL PRICES FOR HEALTHY, NUTRITIOUS STUDENT MEALS

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

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

BREAKFAST PRICES	
Elementary, Paid	1.00
Middle/High, Paid	1.25
Reduced	.30
Adult, MCSD Staff	1.75
Adult, Outside MCSD	2.00

LUNCH PRICES	
Elementary, Paid	2.45
Middle/High, Paid	2.70
Reduced	.40
Adult, MCSD Staff	4.00
Adult, Outside MCSD	4.50

Free and reduced priced meals for breakfast and lunch are available for eligible learners. 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 learners will be allowed to charge a total of three breakfasts and three lunches. Middle and high school learners 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. **Learners will not be able to charge any meal after May 1st through the duration of the school year.** It is necessary that all outstanding charges be paid to the cafeteria Manager prior to the last day of school. Please respond promptly to messages that you receive, both written and phone calls, regarding charges on your learner'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 learner 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 learner'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.

Dismissal

In an effort to facilitate a safe and orderly dismissal, all early pickups or checkouts will need to occur prior to 1:45 p.m. Learner checkouts after to 1:45 p.m. require a doctor's appointment card or digital documentation. Meaningful learning and teacher & learner interaction continue for the entire school day. Please plan accordingly and arrive before to 1:45 p.m. to checkout only if leaving early is absolutely necessary. Learners will be held accountable for any missed assignments.

Learner Checkout Policy:

Under no circumstances will a learner be released from the school until the parent signs the learner out in the office. Parents or designated adults must provide a photo ID to check a learner out of school. This is for the protection of the learner as well as the parent. All names on the learner information card will be allowed to pick up a learner unless otherwise notified by the parent. It is the responsibility of the legal guardian to update the learner information card in the office.

If there is a change that involves custody, it is the duty of the custodial parent to come to the

office to make any changes that will affect the child. A copy of all court documents is required. Our primary concern is the education and safety of your child. If requested, non-custodial parents can receive academic information for their child.

To be counted PRESENT, learners must spend a minimum of 3 hours and 15 minutes in school. If a learner has a medical appointment during the day and returns in time to meet the minimum requirement, he/she will be counted present for the day.

Checkouts during Severe Weather:

When we are under a warning issued by the Weather Bureau that a tornado or other severe storm has been sighted, no learner will be released until the warning has been lifted. Parents who have come to school to pick up their children are welcome to take shelter in the school building until an all clear has been issued by the Weather Bureau.

Afternoon Car Pickup

All afternoon car riders will receive individual pick-up numbers during learner registration. The assigned car number(s) help to safely and quickly locate your child(ren), load your vehicle and continue the dismissal process. **During the afternoon car pick up, these numbers must be visible in the windshield of the vehicle beginning on the first day of school and for the duration of the school year.** A duplicate set of numbers are provided for multiple car usage. **If you do not have access to your child(ren) pick up numbers, you will be required to park in the parking lot, come to the front office with the appropriate identification, and sign your child(ren) out. This additional step helps ensure your child's safety.**

Parents are expected to use the car rider line-up for dismissal. Please remain in the car rider line and a staff member will bring your child(ren) to the car.

All learners who are car riders at any time during the 2023-2024 school year will be assigned a color-coded pick-up number. Each grade level will have a different color as follows:

Grade	Color	Sequence
Kindergarten	Red	001-099
1st	Blue	100-199
2nd	Green	200-299
3rd	Yellow	300-399
4th	Purple	400-499
5 th	Orange	500-599
Siblings	Pink	600-699

Learner Attire-Dress Code

Dress Code:

The Waddell Elementary School dress code follows the guidelines set by MCSD. The Administration reserves the right to determine proper dress and take necessary action at any time. It is not the intent of the Muscogee County School District to dictate the quality or style of clothing worn, but rather an effort to encourage good habits and acceptable group behavior. Learner dress and personal appearance should reflect learner and school safety, dignity, and pride in oneself and in the school. Therefore, a learner shall not dress, groom, wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of other learners or otherwise to cause disruption or interference with the operations of the school.

It is prohibited for any learner to wear clothing items which advertise alcoholic beverages, sex, tobacco, obscene, threatening, crude or suggestive messages, or use of profanity. Designs or insignias that are part of a haircut, satanic symbols, gang-related badges, insignias and colors; logos or symbols which denigrate social or ethnic groups are also prohibited. "Fake" alcohol or drug advertisement is also disallowed. Religious attire will be permitted.

Waddell Elementary School does not designate uniforms for learners. In addition to the MCSD policy, the following is a summary of Waddell Elementary's dress code:

Shirts:

- No undergarments are to be worn as outer garments
- No midriffs should be exposed
- No see-through shirts/blouses (layering is acceptable)
- No tank tops, spaghetti straps, tube tops, or cut-off tops. Cleavage must be covered.

Pants, Dresses, Skirts, & Shorts:

- Pants are to be worn on or above the waist.
- If pants can be worn properly on or above the waist, no belt is required.
- Pajamas should not be worn to school unless permitted by the school Principal
- Leggings may be worn under shorts, skirts, and dresses – not as pants. Top must not be shorter than 3 inches above the knee. No see-through leggings may be worn.
- No pants, shorts, or skirts may have holes above the knee.
- Dresses, skirts, and shorts may be no shorter than three (3) inches above knee in the front, back, and sides. If leggings are worn, the 3-inch rule still applies.

Other:

- Shoes must be secured to the foot in the front and the back. Slippers, slides, and flip-flops are not permitted to be worn. Crocs may be worn in sports mode only.
- No head coverings may be worn (examples include but are not limited to bandanas, do rags, sweat bands, knitted hats) with the exception of medical purposes or religious attire.
- Items such as chains on a belt, wallet, etc. and items with spikes are not allowed.
- Grills or other mouth coverings not prescribed by a dentist or oral surgeon are not allowed.
- Blankets are not permitted in schools.
- Attire that may damage school property or cause personal injury to others (such as chains or studded items) is prohibited.

*****Learners who violate the school dress code for the first time may be assigned to the Opportunity Room until a change of clothing is brought to the school.
In matters of opinion the judgement of the administration will prevail.**

Clothing Bank:

The Muscogee County PTA sponsors a clothing bank which serves the needs of learners enrolled in the school district. The clothing bank is always in need of clean, usable clothing items which are appropriate for school wear. Learners of all ages and sizes are served by the clothing bank. Donations may be brought to school at any time. Learners in need of clothing may be referred to the school counselor.

Gym Days: Learners who do not wear tennis shoes to gym will not be allowed to participate and an alternative assignment given. Excessive infractions will adversely impact the learner's grade and may result in disciplinary action from an administrator.

School Bus Expectations

Riding the school bus is a privilege, therefore it is important that riders adhere to our guidelines to be safe, responsible and respectful when riding the bus to and from school or school related activities. Maintaining proper conduct on the school bus must be a joint effort of learners, parents, bus drivers, and school officials. Misbehavior on the part of the learner which distracts the driver from his/her operation of the vehicle jeopardizes the safety of all passengers.

Each learner riding the bus is expected to follow the same rules of courtesy and good conduct as in the classroom. These expectations are necessary for the safety of everyone. Infractions of the rules are documented by the driver on a discipline notice, and turned in at the school office for the administrator to handle. Progressive consequences will be utilized to gain the support of the parent and learner. An example of progressive consequences is: warning, school counselor session, parent conference and suspension. Consequences are at the discretion of the principal. If misbehavior continues, it could result in bus riding privileges being revoked for a period of time to include the school year. Additional information on bus expectations is outlined in the district's Learner Code of Conduct Handbook.

<p>At the Bus Stop</p> <ul style="list-style-type: none"> Remember that school rules apply at the bus stop. For example, fighting or physical play, use or possession of tobacco, drugs, and alcohol are prohibited. Use of profane or vulgar language while waiting for the bus is prohibited. Stand off the roadway while awaiting the bus. 	<p>When the Bus Arrives</p> <ul style="list-style-type: none"> Students shall be prohibited from using any electronic devices while entering the school bus.
<p>On the Bus</p> <ul style="list-style-type: none"> Remember that school rules apply to the school bus. For example, fighting or physical play, use or possession of tobacco, drugs, and alcohol are prohibited. REMAIN SEATED WHILE BUS IS IN MOTION. Make an effort to sit three to a seat. Keep arms, head and objects inside windows. Use of profane or vulgar language while on the bus is prohibited. ABSOLUTE SILENCE is required at railroad crossings. No eating or drinking allowed. Students may transport band instrument(s) on the bus, if space is available. <ul style="list-style-type: none"> Using mirrors, lasers, cameras, or any other lights or reflective devices or electronic devices that might interfere with the school bus driver's operation of the school bus is prohibited. Students are prohibited from using cell phones without head phones. <p>ALL ELECTRONIC DEVICES, INCLUDING CELL PHONES, MUST BE TURNED OFF AT RAILROAD CROSSINGS AND ALL HEADPHONES MUST BE REMOVED.</p>	<p>Exiting the Bus</p> <ul style="list-style-type: none"> Exit at your designated bus stop. Students shall be prohibited from using any electronic devices while exiting the school bus. <p>When crossing street is necessary, students will immediately cross in front of the bus in full view of the driver.</p>

The contact number for Muscogee County Bus Transportation is (706) 748-2876.

Safety Drills

State law requires schools to have emergency drills each school year. Drill types include fire, tornado, and lockdown. School staff train learners on procedures required to participate in each drill. Visitors to the campus must cooperate with safety direction provided by faculty and staff.

There will be two fire drills the first month and one each following month. Learners are to exit the building in a quiet and orderly manner according to the emergency exit plan posted in each classroom and shared by their teacher. Everyone should exit the building during fire drills. Never assume an alarm is a false alarm.

Communication

Blackboard Connect is a messaging system used to update parents on school happenings on a weekly basis. Please make sure the school always has your most accurate phone number and email address, so you may receive important audio phone calls and email messages from the school.

We encourage parents to sign up as a Canvas Observer. Parents should use Canvas, Parent Portal, and the school's website to monitor learner progress and stay informed about school events.

School Cancellations and Emergency Closing

When school is closed or canceled due to inclement weather or emergency situations, an official announcement will be issued through the news media and the district homepage. Parents should monitor local media outlets in addition to the MCSD homepage to determine if school has been canceled or closed early. Whenever possible, the district will also utilize the Connect Ed messaging system.

Change of Address/ Telephone Number

Please notify the front office immediately if you have a change of mailing address, email address or telephone number (home, work, mobile). It is very important that we have current contact information for all of our parents. In addition, please make sure emergency numbers are up to date. When there is a change in mailing address, we must verify that the new address is still within our attendance zone; therefore, you will be asked to provide two new proofs of residence. Official correspondence on this matter will come from our school clerk and should be provided within 5 business days. Failure to do so can result in the automatic withdrawal of your learner from our school.

PTA Organization

We will hold a meeting early in the year to identify parents willing to help us organize. PTA sponsors a number of activities to improve and support education and build school community. All parents are encouraged to join and support the PTA.

Building Visitors

All visitors needing to travel beyond the school's front office counter must sign in through the Raptor System using an acceptable picture ID, and wear his/her school-issued ID at all times while on campus. Classroom visits and teacher conferences must be scheduled in advance. Visitors will wear their school-issued ID and be escorted during their visit.

- Class Observations - Requests to observe a class must be submitted in writing to the school administration. Every effort will be made to accommodate the request within 24 hours. Observation request forms are available in the office. Observations are for observation only, and may last up to 30 minutes. A follow-up teacher conference may be requested.
- Parent-Teacher Conference – Parents and teachers schedule and participate in at least two conferences each year, one during the first semester and one during the second semester. Parents and teachers should communicate directly via email or phone to schedule conferences. Additional conferences may be necessary to coordinate additional support needed for some learners.

- Parent-Administrator Conference – Parents should always address classroom concerns with the teacher prior to meeting with an administrator. If an issue remains unresolved after a teacher conference, contact the school office to schedule a conference with an administrator.

School Access

We have a doorbell security system in place. When coming to the school, please ring the doorbell, stand in front of the camera, and state your reason for being here at the school. Once the door opens, immediately report to the main office. **Do not hold the door for other visitors.**

Learner Attendance

Learners are expected to be present and on time daily. We expect our parents to partner with us by instilling the value of education through their child's good attendance. When your child is absent, remember to send a written note with your child on the day that he/she returns to school. Address the note to your child's teacher and include the following information: your child's name, date(s) of absence, reason for absence and your signature. Doctor or dentist statements are also accepted. Excessive tardies and absences minimize learners' opportunities to learn, and will be referred to the school social worker.

School begins at 7:45 a.m. An automated message will be delivered to the home phone of each learner marked absent each morning. This informs the parent of their child's absence. Parents are requested to follow up with the school as directed by the automated messaging system.

Tardy Policy

Learners who report to class after 7:45 a.m. are considered tardy. **All learners who arrive after 7:45 a.m. must be escorted to the office by an adult to sign in.** Learners will be given a tardy pass to class. Learners who are habitually tardy to school will be referred to the school social worker. **LEARNERS WITH EXCESSIVE TARDIES (more than 6) WILL NOT BE AWARDED PERFECT ATTENDANCE CERTIFICATES.**

Withdrawals from School

Please notify the front office at least 48 hours in advance if you plan to withdraw your child from school. We want to give your request adequate attention. Textbooks and library books must be returned and/or paid for to complete the withdrawal process. The learner withdrawal form must be completed for any learner transferring to another school within Muscogee County School District or withdrawing from MCSD.

School Volunteers

Waddell welcomes volunteers. Please contact our Parent Liaison or your child's teacher if you would like to volunteer this year. Volunteers are required to register with the school Counselor or Parent Liaison to attend a volunteer orientation which includes the school volunteer code of ethics, privacy concerns and procedures. This is required of all school volunteers to include PTA and Partners in Education.











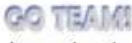














Conduct and Discipline

The MSCD Code of Conduct will be given to each parent/learner. Each parent should become familiar with this code.

The Code of Conduct will govern all discipline cases, but some general remarks concerning certain practices are in order. Conduct includes behavior in school and on the school bus. Riding the school bus is considered a privilege. Learners who create a safety issue at school and/or on the school bus are subject to being suspended and/or referred to tribunal.

Learners are expected to follow school and bus rules at all times. It is important that learners demonstrate our school expectations to "Be Kind, Be Respectful, and Be Responsible." This is enforced throughout the school year. Learners will be rewarded for demonstrating positive Waddell Warrior expectations on a weekly basis as well as have an opportunity to attend a celebratory monthly event. Please review those expectations listed on the next page with your child.

The Waddell Way PBIS Expectations

	Hallway	Bus	Cafeteria	Playground	Restroom	Technology	If I feel upset
							
Voice level	Level 0	Level 1	Level 0 or 1	Level 3	Level 0	Level 2	Level 2
Respectful	Keep hands, feet and objects to yourself Respect personal space	Keep hands, feet and objects to yourself  Speak politely	Keep hands, feet, and objects to yourself Keep table clean	Be a team player  Enter and exit calmly Respect personal space	Keep hands, feet, and objects to yourself Keep restroom clean	Be careful with your computer and other supplies	Stay calm and take a break  Talk to an adult if needed
Responsible	Walk on the right side one behind the other	Stay seated Face forward 	Stay seated facing the table  Throw trash away 	Take in what you bring out Throw away trash Stay in your area Use equipment correctly	Throw Away trash  Wash your hands 	Stay on the approved website Focus on your learning Protect personal information	Cool down by belly breathing or counting 
Kind	Greet quietly Pick up trash 	Greet the driver Use nice words  	Use nice words  Let anyone sit by you	Take turns Include everyone Help each other Use nice words	Honor others' privacy Voice quiet 	Use nice words when online or on computers 	Use positive self talk 

Discipline

PBIS – “Waddell Warriors are Respectful, Responsible and Kind”:

The Waddell Elementary School Code of Positive Behavior Interventions and Supports (PBIS) augments the MCSD Behavior Code and Discipline Policy. The purpose of this local school Code of Behavior is to identify those rules and regulations that pertain to Waddell Elementary School in addition to the District Policy.

Our PBIS Framework is developed in accordance with School Board policy and state law. The principal of the school is to be the final authority in interpreting the code.

The goal of the PBIS Framework at Waddell Elementary School is to provide a structured climate which is safe, orderly and enables learners to learn at an optimum level. It is designed to provide all learners the opportunity to develop positive self-control, successful interpersonal skills, self-direction, self-understanding, and self-worth. The framework will be communicated and consistently enforced. Conduct that is counterproductive to an individual’s learning or self-development, which is detrimental or unsafe to persons or property or that violates laws, policies, or commonly accepted standards will have consequences.

Teachers and parents have the responsibility to assist learners as they strive to reach the goal of self-discipline. The ultimate responsibility for acceptable conduct or self-discipline, however, rests with the learner.

All learners are expected to comply with the school regulations outlined herein and to respect the authority of the school staff. The discipline policy is in effect during the following times and in the following places:

- at school or on school property at any time
- at bus stops
- off school grounds at any school (district) activity, function or event
- on any MCSD property
- on vehicles provided for learner transportation
- on the way to or from school

All staff members will enforce school and district policies in a firm, fair, consistent, and timely manner.

Learners should, at all times, follow the direction and/or instructions given by staff. **If a learner disagrees with the directive of a staff member(s), he/she should follow the directive and then request to speak with the staff member when it does not infringe upon the class time and instruction of others.**

If the learner does not feel that the issue has been resolved with the staff member an appointment can be made with the counselor or administrator. Every effort should be made to resolve the concern at the earliest possible time. Learners who have concerns about particular classes and/or teachers are encouraged to articulate their concerns with the teacher first.

*****Parents are asked to contact the teacher directly before involving administration or counselor. If further resolution is needed, parents may call the counselor to set up a meeting.**

Behavior Levels:

Unacceptable behavior is defined as *any behavior that disrupts teaching and learning*. All learners are expected to follow the classroom rules and procedures of their teachers. In addition, learners are expected to follow school rules. The consequences for not following school rules are listed below. Interpretations of the discipline guidelines by school administrators will take into account frequency, severity, grade level, and prior disciplinary problems. Repeated infractions may result in expulsion.

*****The Administration reserves the right to take necessary action on learner behavior not specifically named in this plan.**

Teacher Managed Behaviors:

- Class disruptions
- Having gum/candy/food/drink
- Out of assigned seat without permission
- Giving false information to a staff member
- Excessive Distractions of other learners
- Fixable Dress Code (e.g., sagging)
- Defiance/Disrespect
- Unauthorized Location
- Failure to respond to a reasonable request
- Sleeping in class
- Tardy to class (1-5 times)
- Excessive talking
- Abuse of hall pass
- Refusal to complete classwork
- Cheating
- Argumentative
- Profanity
- Providing false information to

- by staff
- Public displays of affection (hugging, kissing)
- Involvement in Verbal Confrontation

- staff
- Taking property without permission

Office Managed Behaviors:

- AUP violations
- Bus Referral
- Cell phones and electronic devices / Electronic Device contract violations
- **Chronic and Documented** Level I violations
- Disruption during evacuation drill
- Excessive Tardiness (5+)
- Forgery, Falsify, Alter, or Illegally Possessing Forms
- Instigating a fight
- Involvement in a social media conflict

- Inappropriate Dress
- Horseplay (**if continued after correction**)
- Obscene, Suggestive Language, Material or Acts
- Harassment
- Selling non-approved items
- Bullying
- Fighting / Assault
- Vandalism / Graffiti / Destruction of Property
- Threatening to cause physical injury to another
- Tobacco / Tobacco Products / Electronic Cigarette

Tribunal Level Offences:

- Sexual Harassment (Written / Verbal / Physical)
- Chronic Disciplinary Problems
- Weapons / Dangerous Instruments
- Bullying (3rd Offense)
- Alcohol/Drugs (as defined by MCSD handbook)
- Gang Membership / Affiliation
 - Physical Assault of a school employee

- Mass Threats of Violence (verbal/written) to the school and its occupants (bomb threats, shooting/killing people, beating someone)
- Possessing and/or Transmitting/Receiving pornographic images
- Vandalism (Permanent Destruction)

Automatic 10 days of OSS and a referral to the discipline tribunal.

Any of the listed Offenses may be referred to the Columbus law enforcement agency.

Possible Consequences for Inappropriate Behavior:

The administration, teachers, and other duly authorized school personnel will enforce the guidelines listed below:

1. Teacher-learner individual warning
2. Team time-out
3. Parental contact
4. Silent lunch detention
5. Parent conference
6. Referral to office
 - a. Conference / Guidance Referral
 - b. Community Service

- c. Friday Detention
- d. In-School Suspension
- e. Out of School Suspension
- f. Discipline Tribunal

IMPORTANT:

- **Learners with disciplinary action during any given nine (9) week grading period will be ineligible to participate in PBIS celebrations or school dances during that grading period.**
- **Learners will also be ineligible to participate in the End-Of-Year PBIS Celebration/Field Trip.**
- **Learners assigned ISS or OSS will not be eligible to participate in or attend any athletic or extracurricular event until the assignment is served.**

*****Administrators reserve the right to advance offense levels based on specific severity of behavior.**

Items NOT Allowed at School:

There are certain items students should not bring to school. If a student is found to have any of these items, appropriate disciplinary action will be taken. (Refer to the Muscogee County School Handbook & Code of Conduct booklet for specific details.)

1. Any weapon or ammunition
2. Knives
3. Fireworks, poppers, matches, lighters
4. Alcoholic beverages
5. Cigarettes, drugs, or paraphernalia associated with each to include vapes/e-cigs
6. LSD blotters
7. Steel picks
8. Any objects that might cause harm or injury to others
9. Laser lights
10. Any gambling paraphernalia (cards or dice)
11. Earring with weapons, drugs, sex, gangs, satanic, or any other related symbols

Progressive Discipline Plan:

Detention:

- A learner may be kept after school by a teacher or administrator for makeup work or consequences upon 24 hours notice. The PARENT is expected to furnish transportation home. Learners assigned to detention should bring a sufficient amount of written assignments to last for one hour. They should be prepared to perform duties instructed by the administering teacher. If learners do not follow the rules of the teacher and administrative detention, additional disciplinary actions may be taken.

Administrative Detention

- Administrative Detention is an afterschool detention assigned by the administration. Administrative Detention will take place after school Tuesday through Friday. The start time will be at 3:50 pm and end at 4:30 pm. The parent/guardian is responsible for transportation home.

In School Suspension (ISS):

In School Suspension is only assigned by an administrator. Parents will be telephoned and/or emailed when learners receive ISS as well as sending documentation home with the learner.

ISS is designed to allow learners to remain present in school and to complete their class assignments during the regular school day while under strict supervision of the ISSP Instructor. An assignment to ISSP **does not** constitute a “day off” or time to relax from the rigors of the classroom. **Learners must adhere to all of the policies of MCSD, Waddell Elementary School, and the ISS program at Waddell Elementary School, or suspension may result.**

Out of School Suspension (OSS):

Learners who are suspended out of school will receive a written suspension notice.

- Per Georgia law O.C.G.A. Section 20-2-766, learners may be readmitted to classes only after a successful conference between learners, parents, and administrator.
- Learners are not allowed on any MCSD campus during their suspension. Suspended learners are not allowed to participate in any school activities. Any learner that returns to campus or campus activities while suspended will be considered to be trespassing.
- Learners may not return to class without a Return from Suspension Form from the discipline office.
- Absences due to home suspension are UNEXCUSED. Teachers are not required to accept learner work for a grade for suspension days.
- Learners suspended are encouraged to contact classmates for assignments and work missed during the suspension. Whether or not a teacher accepts the work for a grade, learners will still be responsible for this material on tests, reviews, notebook checks, and other cumulative activities.

DISCIPLINE TRIBUNAL

If administration seeks to impose punishment of a suspension of more than 10 school days and/or assignment to Alternative School, the learner will be offered a hearing before an impartial panel of qualified members.

Potential Consequences for Office-Managed Violations:

Inappropriate Display of Affection/Inappropriate Touch

1st offense: Refer to Guidance Counselor plus parent conference

2nd offense: Reflection/Assignment to Opportunity Room

3rd offense: 1-5 days OSS

Note: Depending on severity administration reserves the right to suspend the learner for inappropriate display of affection

Bomb Threats

1st offense: 1-5 days OSS

2nd offense: 5-10 days OSS; referred to Discipline Tribunal

Bullying

1st offense: 1-3 days OSS and parent conference upon return

2nd offense: 5-10 days OSS

3rd offense: 10 days OSS and Discipline Tribunal

Note: Consequences will be assigned based on outcome of bullying investigation conducted by school counselor

Cafeteria Behavior – Loud Talking/Throwing Food

1st offense: 2 day of work detail & parent contact

2nd offense: 3 days of work detail & parent contact

3rd offense: Assignment to Opportunity Room & parent contact

Cafeteria Meal Trays Left on Table After Use

- 1st offense: 1-day cafeteria detail, parent contact
- 2nd offense: 3 days cafeteria detail, parent contact
- 3rd offense: Assignment to Opportunity Room & parent contact

Cell phones and electronic devices or Electronic Device used to Illegally Videotape or Record learner(s) or faculty member(s) or any School Activity/Incident

- 1st offense: 1 day OSS & parent conference
- 2nd offense: 3 days OSS
- 3rd offense: 5 days OSS

NOTE: Depending upon the content of the video, further disciplinary actions could be possible.

Defiance and/or Disrespect of Teacher's Authority

- 1st offense: Loss of Privilege
- 2nd offense: Assignment to Opportunity Room
- 3rd offense; 1 day OSS

Disruption of School/Class

- 1st offense: 1-3 days OSS, parent conference upon return
- 2nd offense: 5-10 days OSS, parent conference upon return

Dress Code Violations

- 1st– 3rd offense: Warning and call for clothes; sit in opportunity room until clothes arrive
- 4th offense and Beyond: Required Parent Meeting; Learner remains may not return to class until parent attends conference

Fighting: Physical Contact from Both/All Parties Involved

- 1st offense: 3-10 days OSS and parent conference upon return
- 2nd offense: 5-10 days OSS and parent conference upon return
- 3rd offense: 10 days OSS and referred to Discipline Tribunal

NOTE: Depending upon the severity, 1st altercation may result in referral to Discipline Tribunal

Inciting or Participating in Riotous Behavior

- 1st offense: 10 days OSS and referred to the Discipline Tribunal
- 2nd offense: 10 days OSS, referred to Discipline Tribunal

Obscenity/Profanity (Expressed Orally or Written) Directed to Faculty Member(s)

- 1st offense: 3 days OSS
- 2nd offense: 5-10 days OSS /may be referred to Tribunal

Obscenity/Profanity (Expressed Orally or Written) Directed to Learner(s)

- 1st offense: 1-day Administrative Detention
- 2nd offense: Assignment to Opportunity Room
- 3rd offense: 1-3 days OSS

Possession and/or Sale of Illegal Substances (Drugs/Alcohol, Weapons, Explosive Devices)

1st offense: 10 days OSS and referred to the Discipline Tribunal

Selling Unauthorized Items- (i.e. sodas, candy, drinks, school supplies, etc.) on school campus or school events

1st offense: Confiscation of items and call to parents/guardians

2nd offense: Confiscation of items, parent contact, assignment to Opportunity Room

3rd offense: Confiscation of items, parent contact, Administrative Detention

Note: Confiscated items will be returned at the discretion of the administration.

Sexual Harassment – Verbal or physical behavior of a sexual nature

1st offense: 3-10 days OSS and referred to the Discipline Tribunal and parent conference

2nd offense: 10 days OSS and referred to Discipline Tribunal

Smoking and Possession of Tobacco Products (including vapes and e-cigs)

1st offense: 3-5 days OSS and parent conference

2nd offense: 5-10 days OSS and parent conference

Theft

1st offense: 1-10 day OSS and cost of restoring property

Vandalism, Damaging or Stealing School Property

1st offense: 1-10 days OSS / restitution may be required

Verbal Altercations with peers

1st offense: Referral to School Counselor

2nd offense: 2 days of Administrative Detention

3rd offense and beyond: 1-5 days OSS

Adult Conduct

Through open and positive dialogue, we are committed to resolving difficulties in a constructive manner. Where issues arise and/or misconceptions take place, we will work together to create a reasonable solution that is beneficial for all parties. Positive adult behavior and conduct is modeled throughout our school by our employees and is expected from all visitors, parents, and/or guardians. If there is an incident where the code of conduct is ignored and/or breached, the school may feel it is necessary to take action by contacting the appropriate authorities and/or consider banning the offending adult from entering the school building. Banned adults will not be permitted to enter the school building for any reason, including parties, ceremonies, field trips, and before or after school activities for the remainder of the current school year.

Examples of a breach of code of conduct:

1. Any inappropriate or disruptive behavior that interferes or threatens to interfere with any of the school's normal operation or activities anywhere on the school

- premises;
2. The use of loud or offensive language or threatening in any way, a member of staff, visitor or child;
 3. Damaging or destroying school property;
 4. Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community;
 5. The use of physical, verbal or written aggression towards another adult or child;
 6. Approaching someone else's child in order to discuss or chastise them because of their actions towards your child;
 7. Smoking, taking illegal drugs or the consumption of alcohol on school premises.

Care of School Facilities

Learners are expected to assist in maintaining cleanliness in the classrooms, lunchrooms, halls, restrooms, gyms and school grounds. They are also expected to exercise proper care in the use of school furniture, books and equipment.

Destruction of school property is not acceptable. The consequence for damage or destruction of school property may include restitution for the value of the property.

Care and Use of School Property: Chromebooks, Textbooks and Media Center Checkouts

Learners will be held responsible for the proper care of all books, supplies, Chromebooks, accessories and equipment furnished to them by the school. A learner who defaces, damages or loses school property shall be required to pay for the damage or loss (see MCSD Board Policy JS: Learner Fees, Fines and Charges).

A Parent/Learner must pay all fees and fines owed to the school in a timely fashion. Parent/Learner 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.

All learners have been issued a Chromebook (to include Case and Charger) to use during the school day. Learners must be responsible for their Chromebook/Case/Charger at all times. In an effort to be good stewards of taxpayer dollars, learners 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. Learners who damage Chromebooks and/or accessories can be assessed a replacement fee as per Board (see MCSD Board Policy JS: Learner Fees, Fines and Charges).

Multi-Tiered System of Support

If your child is experiencing any academic or behavioral challenges in school, he or she may be referred to the MTSS team. As a parent, you are a member of your child's team. The team

provides strategies/interventions to support challenges. If you need additional information about our MTSS process, please contact the school.

Learner Dismissals from Class

All learner dismissals are done from the front office. Parents or visitors are not allowed to go to a classroom to “pick up a learner”. Learners are only dismissed to adults listed on their pick-up list.

Changes in Transportation Route

As a safety measure, Waddell Elementary will not accept changes in the way a child is to go home by telephone. All learners must have default transportation plans on file at school. School personnel will follow default plans unless parents notify us in writing plans changed. Changes should be understood by the child and the parent must provide a written note to the teacher documenting such change. The written note should include the date, the child’s name and teacher. In addition, the duration of the change should be included on the note. Neither the school nor the teacher will take the word of the child for a change unless it is accompanied by a written note to the teacher. We will accept written documentation via fax with a picture ID. If a fax is sent, it is the parent’s responsibility to contact the school to inform us of the fax and the change. This information must be provided to the school no later than 1:00 p.m.

Textbooks and Library Books

It is imperative that we take good care of our books. If a book is lost the cost of the book will need to be reimbursed to the school by the set date. Failure to do so could result in holds being placed on end of the year report cards.

Homework Policy

The teachers on each grade level have written specific guidelines regarding homework expectations. Below are general guidelines:

- (1) Homework will be assigned to all learners consistently Monday through Thursday. Homework assignments will be written on the whiteboard daily and teachers will give clear directions to the learners. Daily homework completion time is as follows: grades K-3, 15 to 40 minutes and grades 4-5, 30 to 60 minutes. Homework is for practice.
- (2) Learners will be held accountable for their homework. It is a written assignment; it should be done neatly and turned in on time. If your child was present when the homework was assigned, it is at the teacher’s discretion as to whether the late assignment is accepted. For absent learners, it is at the teacher’s discretion as to whether homework assignments may be made up.

- (3) All learners will be assigned homework to reinforce skills which the child is being taught in school. The parent and child being involved in homework assignments is strongly encouraged and stressed.

Please note that homework may not be assigned each night, however, parents are expected to have their child read a book at least 20 minutes each night. Whenever learners are absent, parents may request assignments early in the school day so there will be time for the teacher to have the necessary materials ready for pick up at the end of the day.

Parents are expected to support their child(ren) in the completion of all homework by checking folders, agendas, and book bags daily. At home ensure a consistent routine is established by giving your child the time and space to complete their homework.

Clinic Hours

Our school clinic worker is on site from 9:00am – 1:00pm Monday through Thursday, and 10:00am – 1:00pm on Fridays. Any learner needing to take medicine and/or needing medical attention, will receive assistance from a designee during the clinic worker's absence.

Medication at School

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

All medication must be taken to the office/clinic for registration and storage. Parents must ensure all medications comes to the school are in the original, current prescription bottle, not an envelope, plastic bag, or wrapped in paper. All medication must have the following information on the container:

1. Child's Name
2. Name of Medication
3. Strength of Medication
4. Dosage for this Child
5. Physician's Name
6. Date Prescribe (Must be Current Prescription)

Aspirin or medication containing aspirin (Pepto Bismol, cold medicine, etc.) cannot be administered by the school. All medication is to be kept in the school's office, unless directed otherwise by a physician (i.e., inhalers).

Parent Portal

All parents must establish a Parent Portal account. Please check the parent portal for your child's grades and attendance. You may receive your username and password from the school clerk. The parent portal allows you to view your child's grades on the computer. This is a great tool to know how your child is doing in school prior to the distribution of progress and/or report cards. If you need assistance with getting into the system, please let us know in the front office.

Parent / Teacher Conferences

We welcome and encourage parent / teacher conferences. Teachers or parents may request a conference. Please do not disrupt classroom instruction to hold an impromptu parent conference or conversation with the teacher. Teachers may schedule conferences during planning time or before and after the instructional school day.

When calling to speak with a teacher, please understand that a teacher will not be excused from class to speak with a parent/guardian. Parents/guardians may leave a message for the teacher. When available, the teacher will return the call. The parent/guardian and teacher should speak when the teacher is at school where information regarding the learner is available and a meaningful conversation can take place. Email is another method of communicating with teachers. Please allow teachers ample time (at least 24 hours) to respond to your email since they are teaching and supervising learners the majority of each day.

Cell phones and electronic devices and electronic devices

Learners are not permitted to have a cell phones and electronic devices at school. If you desire for your learner to have a phone for after school communication purposes, it is imperative that you communicate to the learner that the phone is to remain off and secured in their bag until they are off the school premises and off the school bus. Cell phones and electronic devices and electronic devices are at risk of being lost or stolen when they are sent to school. Cell phones and electronic devices and electronic devices are a distraction to the learning environment and therefore, will be confiscated if they are found to be in use during the instructional day

Waddell Elementary School assumes no liability for the loss, damage, misuse or theft of personal electronic devices.

Consequences for inappropriate cell phones and electronic devices use/possession:

All cell phones and electronic devices and electronic devices must be picked up before school or between 2:45 – 3:15 p.m.

- | | |
|---|---|
| 1st Offense: device turned in to office. | <i>Parent may pick up phone on the at the end of the school day.</i> |
| 2nd Offense: device turned in to office. | <i>Parent may pick up phone on the next school day</i> |
| 3rd Offense: device turned in to office. | <i>Parent may pick up phone after 3 days.</i> |
| 4th Offense: device turned in to office. | <i>Parent may pick up phone after 5 days.</i> |
| 5th Offense: device turned in to office. | <i>Parent may pick up phone at the end of the day.
Learner will receive ISS for 2 days.</i> |
| 6th+ Offense: device turned in to office. | <i>Parent may pick up phone at the end of the day.</i> |

Learner will receive OSS for 2 days.

MCS D may confiscate a cell phones and electronic devices or other technology device in accord with its policies and procedures. MCS D personnel will act reasonably to maintain the security of a phone or device once confiscated. MCS D personnel cannot search for personal items lost or misplaced while at school (to include cell phones and electronic devices and electronic devices). MCS D personnel will not be responsible for the value of an item in the event of an unintentional damage, loss or theft while at school. Parents – please consider this carefully when sending items to school with your child / children.

If the parent/guardian insists that he/she cannot allow the phone to be held, then a 2 day OSS will be assigned in lieu of the phone being held. Any learner that refuses to relinquish an electronic device to an administrator will be suspended out-of-school for 2 days.

After School Program

Columbus Parks and Recreation Division operates the after-school care program for our school. Hours are from 2:15 p.m. until 6:00 p.m. The phone number for Columbus Parks and Recreation is (706) 653-4500.

Lost and Found

All lost articles of clothing are stored in the gym. Lost eyeglasses or keys are kept in the front office. All unclaimed clothing will be donated to Sara Spano Clothing Bank, Goodwill or The Salvation Army. Parents are strongly encouraged to label their child’s clothing with their names (especially jackets and sweaters).

Money and Valuables

Please send all money for PTA, etc. in an envelope clearly marked with your child’s first and last name, teacher’s name, and purpose for the money. Please do not allow your child to bring large sums of money or valuable items to school. The school cannot and does not assume responsibility for lost, misplaced, or stolen money or valuables.

School Counseling Program

The intent of the counseling program is to provide a comprehensive guidance curriculum for all learners. The counselor is involved in implementing small group and classroom guidance activities aimed at promoting positive social and emotional growth. The activities relate to self-concept, decision making, problem solving, dealing with peer pressure, responsibility, stress, and understanding yourself and others.



End of the Year Awards & Recognitions

This is only a “Snapshot” of Awards Given at the Ceremony

- Certificate of Completion to All Learners for Completing the Year
- A Honor Roll to Learners with all “A’s” for the Year (conduct included)
- A/B Honor Roll to Learners with “A’s and B’s” for the Year (conduct included)
- Outstanding Learner to Learners with all “S’s” in Conduct for the Year
- Perfect Attendance to Learners with “No” Absences & no more than 5 Tardies
- Outstanding Attendance to Learners with “No” more than 3 Absences & no more than 5 Tardies
- Citizenship to a Boy and Girl from Each Class at the Discretion of the Teacher
- Top Achieve 3000 to Learners in Grades 3-5
- Lexia Core 5 to Top Learners in Grades K-2
- Art to Learners at the Discretion of the Art Teacher
- Music to Learners at the Discretion of the Music Teacher
- PE to Learners at the Discretion of the PE Teacher
- Helen Ruffin Reading Bowl Club to Learners Who are Members of the Club
- Spelling Bee to School-Wide Participates
- Robotics Team to Learners Who are Members of the Club
- Morning Broadcast Team to Learners who are Members
- Outstanding Scholar to a Learner in Grade 5
- Carolyn S. Ambrose Writing Award to a Learner in Grade 5
- Eugene Craig Award to a Learner in Grade 5