

East Columbus Magnet Academy

Encouragement Commitment

Motivation Achievement



Student Handbook 2018 - 2019

Ms. Tamura Magwood, Principal

Mr. Kevin Aviles, Assistant Principal

6100 Georgetown Drive
Columbus, Georgia 31907 706-565-3026



East Columbus Magnet Academy

6100 Georgetown Drive Columbus, GA 31907
Phone: 706.565.3026 Fax: 706.565.3031

Tamura Magwood
Principal

Kevin Aviles
Assistant Principal

Alisha Pugh
Secretary

Tabitha McClary
Guidance Counselor

Dr. Janet Goodwin
Academic Dean

Traveika Hunter
Magnet Coordinator

Andre' Dye
Athletic Director

Dear Honorable Knight and Knight Parent,

I am enthusiastic about this opportunity to welcome you and your child(ren) back to the ECMA kingdom for another exciting year! As the principal of ECMA, I pledge to continue to provide a safe, orderly and nurturing environment where your child will be Encouraged by Committed and Motivated educators that will ensure the realization of academic Achievement daily! I believe that parental relationships in our school kingdom are a valued asset to the academic process, for that reason, our doors remain open to you. We are grateful that you have chosen to matriculate at East Columbus Magnet Academy.

"You begin to achieve when you begin to believe"

East Columbus Magnet Academy

Mission, Vision, and Values of School District

Mission: To inspire and equip all students to achieve unlimited potential.

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

Values: *MCSD fosters a healthy organization where...*

WE embrace equity and diversity

WE hold ourselves and others to the same high standards

WE commit to continuous learning and improvement

WE treat everyone with dignity and respect

*... as **WE** serve the needs of others*

Belief Statements

We believe that:

- ◆ The middle school constitutes a distinct step in educational development for the adolescent, who by nature has unique academic, social, and emotional needs.
- ◆ Students should be motivated to make learning a lifelong goal in a changing world of high technology, cultural diversity, and global mobility.
- ◆ Student centered learning and the opportunity to connect learning to meaningful real life situations must be the top priority.
- ◆ Safety and physical comfort, use of different learning styles, a relevant evolving curriculum, and a balanced combination of skills and creativity give all students equal options to learn.
- ◆ High expectations teamed with open trust foster self-fulfilling student achievement that meets or exceeds our expectations.
- ◆ Students are responsible for their learning and parents are responsible for their children's welfare and education; the school and teachers are facilitators in the learning process. It takes a village to raise a child. Strong relationships between school and parent are a vital part of the education process.



Rights and Responsibilities for Students at East Columbus Magnet Academy

1. Every student has the right to learn without interruption.
2. Every teacher has the right to teach without interruption.
3. Every student will engage in behavior that is in his/her best interest and in the best interest of other students.
4. All students can behave when parents and staff expect them to behave and communicate high expectations to each other.

Honor Code/Philosophy

The purpose of discipline is to foster responsibility, independence, self-discipline and positive behavior. It is important for students to realize that logical and natural consequences occur from the choices they make. A discipline philosophy that is applied consistently by all teachers and staff will result in a wholesome atmosphere for teaching and learning.

Students are expected to perform to the best of their abilities and use their own resources for all types of schoolwork unless otherwise directed by the teacher. Cheating and dishonesty are not acceptable behaviors. The following are some examples of behaviors that are considered inappropriate:

- ♦ Plagiarism - i.e., copying from a reference source or a fellow student and presenting the work as your own.
- ♦ Unacceptable behavior during a classroom or testing situation - i.e., talking, looking at another student's paper, passing answers, using unauthorized resource materials, allowing materials to be copied by another student.

Any student exhibiting such behaviors will be subject to receive consequences.

SECTION 1: GENERAL INFORMATION

Attendance

Regular school attendance is essential for a quality education. The time missed from class results in loss of many educational experiences. To be successful in school, students must be on time to school, must remain in school until the end of the day, and must be at school every day possible. Parent(s) should make every effort to schedule dental and doctor appointments after regular school hours. Students arriving after 8:50 A.M. are counted tardy. **Students must be checked in with a parent/guardian if the student arrives after 9:00 A.M.** In order to be counted present, a student must attend at least half of the school day (12:20 P.M.). If a student must leave the building for an appointment during physical education class, he/she may secure a pass from the front office before school begins to make check-out easier.



Excused/Unexcused Absences

In the case of a necessary absence from school, a student must bring a written note from the parent/guardian, doctor, court, or dentist. The note should state the student's name, date(s) of absence(s), reason for the absence(s), date of excuse, appropriate signature and phone number so parent, physician, agency can be reached to verify the note. The note must be given to the **ILT** teacher on the day the student returns to school. The absence shall remain unexcused if no note is brought within three days. State law recognizes the following reasons as excused absences:

1. Personal illness
2. Death in immediate family
3. State recognized religious holidays
4. Principal's approval of attendance at school related experiences
5. Absences mandated by governmental agencies
6. Instances where attendance would be hazardous
7. Serving as a page in the General Assembly of Georgia

Unexcused absences include, but are not limited to, the following:

1. Oversleeping (student or family)
2. Missing the bus
3. Babysitting
4. Joining the family on vacation
5. Skipping school
6. Cutting class
7. Out of school suspension
8. Car trouble
9. Out of class for discipline referral
10. Failing to bring a note from parent about absence



NOTE: Students who are absent (excused or unexcused) the day of an extracurricular activity (dance, sporting event, trip, etc.) are not allowed to attend the extracurricular activity.

Students who have unexcused absences because of suspension, who miss class because of discipline referrals, or who are excessively tardy to school (5 or more tardies) will be prohibited from participation in after school activities (dances, ball games, club meetings, etc.) for a period of nine weeks. Students who are excessively tardy (5 times) to school will not qualify for recognition for perfect attendance.

In case of an extended illness, parents should contact the counselors to determine if the services of a visiting teacher are required. A hospital/homebound teacher may be assigned to a student who will be absent for ten or more days due to illness or injury.

Check In/Check Out

When a student arrives late to school (after 8:50 A.M.), he/she must come to the tardy table before going to class. It is not necessary for parents to accompany students to the office; however to be excused, the school must have a note indicating why he/she is late. The note should be given to the office receptionist who will pass it on to the homeroom teacher. The student will be given a pass to class. Excessive unexcused tardies will result in administrative referral for consequences.

If a student is to be dismissed early, parents must come to the office and ask the office receptionist to call for the student. The parent must sign the student out before the student can leave the building. **Proper identification is required and person must be in IC or on student**

information sheet. It is helpful for the parent to know which class the student is in at the time the parent wants the student dismissed.

NOTE: If it is necessary for an older brother, sister, or friend to pick up a student, the student must bring a note to the office by 9:05 a.m. The office receptionist will call the parent to verify the note. All special request notes must be brought to the office at the beginning of the day in order to be verified by office personnel.

Students will not be checked out after 3:00 PM unless an appointment card/printout from the doctor's office can be presented or faxed. Due to safety issues, it is not possible to get messages to students. Transportation arrangements or changes in transportation arrangements should be made prior to the student coming to school.

Book bags

If a student carries a book bag, it must be placed in the hall locker before the morning tardy bell. The book bag must stay in the locker throughout the day. Book bags are not permitted in classrooms at any time or in hallways during class changes. Book bags are not to be carried to the dining room or to the gym area. **Any bag large enough to accommodate a book will be considered a book bag.**

Bringing Money or Valuables to School

Students should only bring to school those personal items necessary for school. If jewelry is worn it must be worn at all times. Watches, rings, bracelets, and other forms of expensive jewelry or objects of sentimental value should be left at home. Students only need money for lunch. Students must keep personal items and money with them at all times. **The school cannot be responsible for personal belongings.**

Bullying

Bullying is defined as any willful attempt, or threat, to inflict pain/injury on another person or any intentional display of force which gives the victim reason to fear or expect immediate harm over a period of time. A second offense after warning will result in suspension.



Conferences

Conferences with teachers are held upon request. The conferences should be scheduled via a note to the teacher or through the Parent Liaison. The student has a team of several teachers, it is necessary that the request for a conference date be made several days in advance to allow the various teachers to adjust their schedules and clear their calendars for a meeting date and time. Same day meetings are up to the teacher but must not interfere with teacher's class, scheduled event/meeting, and/or other items that were already planned for.

Student Dress Code

All Students

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. A student shall not dress, groom, or wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school.

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

Individual schools may create a school-specific dress code, and are permitted to designate uniforms or apparel for students to wear. The schools shall present their choice to the Board of Education for review.

Grades 6-12 Dress Code Summary

Shirts

ALL SHIRTS MUST BE TUCKED IN (Boys and Girls)

No undergarments are to be worn as outer garments (ex. plain, white t-shirts)

No midriffs should be exposed

No see-through shirts/blouses

No shirts that expose parts of undergarments

No tank tops, spaghetti straps, tube tops, or razor back tops
Nothing that advocates drugs, sex, alcohol, violence, gangs, hate, or profanity
Shirts that are made for females that cover the midriff but move when the student sits may not be worn
No jackets or shirts should be tied around the waist.

Shoes

No shower shoes, flip flops, or bedroom shoes
No heels higher than two (2) inches

Pants

Pants are to be worn on or above the waist
No see-through pants
If pants can be worn properly on or above the waist, no belt is required
Sweat pants and wind pants are not to be worn
No pants are to be worn bound at the ankle.

Pants cannot have rips, runs, holes, or tears that are more than 3 inches above the top of the knee.

Dresses, Skirts, Shorts

Dresses, skirts, or shorts may be worn with the length to be no higher than three (3) inches above the top of the knee cap.

Coats

Hooded garments (hoodies) may be worn to school, but the hood must be removed immediately upon entering the building. If wearing hoods in the building become a problem, hoodies will no longer be allowed to be worn in the school. All jackets with zippers or buttons must remain unzipped and unbuttoned at all times while inside the building as a safety precaution.



Hats

No head coverings i.e., bandanas, do rags, sweat bands

Jewelry

No jewelry with reference to gangs, drugs, hate, violence, or sex is allowed. Items such as chains on a belt, wallet, etc. and items with spikes are not permitted.

No oversized clothing is allowed.

No metal picks or rat tail combs are allowed on campus.

End of School Dismissal

School is dismissed at 3:55 p.m. Halls should be cleared within 10 minutes after the bell has rung (4:02).

- ◆ All bus students should be at the bus loading area or in a classroom.
- ◆ All students attending an “After School Program” should be in the designated area.
- ◆ All students attending detention should be in the appropriate room.
- ◆ All students attending other after school activities should be in the appropriate room or area.
- ◆ There should be no students in the halls without passes.
- ◆ Car riders must be picked up no later than 4:30 p.m.

Grading/Report Cards/Progress Reports

East Columbus Magnet Academy operates on a nine weeks academic grading period. At the midterm of a nine weeks period, any student with a grade of F will receive a midterm progress report. Report cards are issued to students at the end of each nine weeks. Students are to return the signed report card to the homeroom teacher. The grading scale approved by the Muscogee County School District is as follows:

A = 100-90	Excellent progress
B = 80-89	Good progress
C = 70-79	Needs improvement
F = 69 and below	Not passing



Homework

Homework is a valuable learning experience. Homework is a vital part of the Middle School Program; it reinforces skills and teaches students responsibility and self-discipline. If students are to do and be the very best they can be, then they must develop good study habits. If a student is going to do his/her best in school and be the very best student he/she can be, then he/she must study. Studying means being prepared. The following recommendations are made:

- ◆ Designated hours for study (minimum 1.5 hours)
- ◆ Establish a study routine

- ◆ Organize notebooks
- ◆ Maintain the notebook on a daily basis

Through homework students have the opportunity for enrichment, extension and/or remediation of instructional goals and the opportunity for practice. Homework becomes more valuable when there is a strong partnership between home and school. Through a strong home-school partnership, homework has the potential to increase learning time, accomplish academic goals and advance academic skills and achievement.

Honor Roll

An Honor Roll is posted each nine weeks to recognize all students who have earned all B's or better on their report cards. Honor roll and Principal's List students participate in a **"Walk of Fame"** each nine weeks.

Honor Society

The National Junior Honor Society is an organization that promotes appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, leadership, citizenship, character, and service. National Junior Honor Society members participate in programs and activities that promote and support the five standards of the National Junior Honor Society so that they will become the leaders of tomorrow.

National Junior Honor Society is open to all seventh and eighth graders who choose to apply themselves and have met the established criteria. Students do not apply for membership; membership is granted only to those students selected by the East Columbus Magnet Academy's Faculty Council (selection committee). This is not an election, nor is membership automatically conveyed simply because a student has achieved an honor roll in academic performance. A student's demonstration of scholarship, leadership, citizenship, character, and service are carefully weighed and included in the selection process.

The scholarship requirement is based on a cumulative grade point average (GPA) of at least 86% on a 100 point scale. Academically eligible candidates will be evaluated on the basis of leadership, service, character and citizenship. A candidate must have been on the Honor Roll for each grading period.

ID Badge

In compliance with the request from School Security for the Muscogee County School District, student identification badges (ID badges) are made for all students. These badges must be worn at all times in school and at school activities/functions to identify the students attending East Columbus Magnet Academy. The following procedures are used.

1. All students will be issued an ID badge and device to use for displaying the card.
2. The ID card must be worn and **visible** on the student from above the waist to the neck.
3. The ID card is QR-coded with the student information.
4. If an ID card is lost, it must be replaced at a cost of \$2.00 and \$2.00 for lanyard replacement fee. A replacement ID can be purchased in the Media Center.

Individual Money Making Projects

Students are not allowed to sell or trade items at school. The school should not be used as a place for distributing items sold outside the school. Any such items will be held at the school office for a parent to get.

Lockers

Homeroom teacher will issue hall lockers to students. A rental fee of \$7.00 will be charged for each locker. This fee covers the expense of changing combinations and replacing worn hardware on each locker each year. Students who rent lockers are expected to cooperate with the following:



1. Use only the locker that has been assigned to the student.
2. Do not allow other students to learn the combination.
3. Each locker has a built in combination lock. No other locks are to be placed on hall lockers.
4. Keep lockers neat and do not attach pictures with any adhesive to the interior.
5. Realize that lockers are school property and that administration has the right to conduct locker inspections and/or searches when the need arises.
6. **Students are not allowed to share locker.**

7. Lockers will also be available in the gym for \$7 for those students that have been assigned a Physical Education class.

Tardy Policy/Lateness to School

Students who arrive on school property after the school start time designated by the Board of Education are tardy. Any student who is on school property but is not in his or her assigned classroom or other authorized area following the ringing bell, chime, or other audible signal indicating the beginning of instructional time will be considered tardy.

Tardiness Protocol

- * Three unexcused tardy days, school contacts parent/guardian.
- * Five unexcused tardy days, referral to School Administrator (Principal) or designee and a mandatory parent conference and counselor referral.
- * Ten unexcused tardy days, referral to School Social Worker and to support agencies outside of the district, as Principal deems appropriate (DFCS, Juvenile, et al).

Lost, Found, and Collected

If an item is lost, the student should come to the office to prepare a complete written description of the item. A staff member will check the “Lost and Found” for the item. The student will be required to sign for any recovered item.

Because of limited storage space and the number of lost items, all unclaimed items will be held for four weeks. After that time all unclaimed items will be given to a charitable organization.

Make-Up Work

When a student is absent, it is the student’s responsibility to ask for missed assignments within 3 school days of returning to school. The student must return all make-up work to each teacher within the time limit decided upon by the teacher. It is the student’s responsibility to turn in make-up work without having to be given reminders. This includes students returning from suspension.

Riding The Bus

Students who live more than 1 and 1/2 miles from the school and whose addresses are within the school's attendance zone are eligible to ride the school bus. Riding the bus is a privilege. Improper conduct on the bus will result in that privilege being denied. Students riding a bus will be expected to ride their designated bus. **Each bus driver has complete charge of students riding the school bus.** The Student Conduct Behavior Code applies. Students who refuse to obey the bus rules will be disciplined and may forfeit their right to ride the bus. Parents who have concerns about a bus driver should contact the school administration **and** transportation.

School Safety

To All Parents/Guardians:

Thank you for choosing Muscogee County Schools to provide educational services to your child. We are proud to be able to serve you and your children, and we will continually strive to provide a safe learning environment for them. The safety of your child and all children in our schools, as well as the safety of the school staff and support personnel, is extremely important to us. In order to maintain a safe environment for our children to study and learn, it is necessary that we practice our emergency and crisis response plans by having drills designed to exercise our procedures. We will be conducting various drills throughout the school year. This letter is to promote awareness of the importance of this, as well as to understand each type of drill. The students and staff of your school will be practicing 3 primary emergency drills. They are "FIRE DRILLS"; "LOCKDOWN DRILLS"; and "SEVERE WEATHER DRILLS". Each type of drill is explained below: FIRE DRILLS

The school will conduct a "fire drill" each month (except for two severe weather months) that school is in session. This is a Fire Code requirement as well as a requirement by Muscogee County Schools. We want each student to understand and be aware of the importance of this drill when the fire alarm is sounded.

LOCKDOWN DRILLS The school will conduct periodic "Lockdown Drills". This type of drill will secure the school building and safely shelter all students, staff and visitors inside the building. The purpose of this drill is to keep the students safe from any danger outside or inside the building. During a "lockdown drill" all of the perimeter doors to the classrooms and school building will be locked. They will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to

remain safe, no one will be allowed to enter or exit the building until the authorities authorize such a release.

SEVERE WEATHER DRILLS The “Severe Weather” drill will be conducted twice a year. The purpose of this drill is to prepare students to move to a secure location within the building in case of severe weather or tornados.

Please remember that these safety practice drills are done to help maintain our schools as a safe place to learn and work.

If you have any questions regarding any of these Safety Drills or other safety concerns, please contact School Security (706-748- 2860) or Risk Management (706-748-2380).

If your students has a severe allergy, mobility, or any issue the would give you concern that they would not be able to follow basic instructions if there was a cause to relocate during an emergency, please see someone in the front office about an ECMA Emergency Sheet or contact Mr. Aviles 706-565-3026, to discuss any concerns.

Sexual Harassment

The student code of conduct prohibits verbal and/or physical assaults on students or school employees. Such actions will be penalized. The Muscogee County School District Code of Conduct offers further details.

Student Insurance

The Muscogee County School District offers student accident insurance to all students in the Muscogee County School District. This information is available to the parent at a nominal fee. Interested parents may contact the school office for information. If a parent does not wish to take out the Student Accident Insurance, then the student’s health insurance is the responsibility of the parent. The Muscogee County School District does not carry health coverage on students.



No student may go out for football, basketball, track, volleyball, soccer, cross country, dance team, or cheerleading until the above requirement has been met. All participants in the above named programs must have a current physical/ medical form on file in order to qualify for tryouts.

Substitute Teachers

From time to time it may be necessary for a teacher to be absent. When a substitute teacher is in the classroom, students are expected to assume the same role and responsibility as for the regular teacher. If the student is not able to follow the directions of the substitute teacher, it will be considered disrespect and student will be sent to the office for discipline. Substitute teachers will be treated with respect.

Supervision of Students

Students are supervised in the gym beginning at 8:00 a.m. Students must report to the gym upon arrival, if before 8:15 a.m. At 8:15 a.m. students will have the option to stay in the gym or attend breakfast. Whichever place a student decides to be will be where he/she will need to stay until the bell rings for 1st period. When the first bell rings at 8:45 a.m., students will report directly to 1st period. After 1st period begins, they should not be in the halls without a hall pass. Students should not be on school property other than at supervised times.

Students are supervised after school hours only for school-sponsored meetings and activities. Parents should be prompt in picking up their children from activities. Parents assume full responsibility for supervision of the students beyond a 15 minute period after the closing of any school event. Parents and students should not depend upon a telephone being available so that a student may call when the school event is over.

NOTE: Students who are not picked up within the given time after the ending of an event will not be allowed to attend extracurricular activities. The parents of habitual offenders will be reported for neglect to the Department of Family and Children Services.

Textbooks, Equipment, Instruments

The taxpayers of Muscogee County through the Muscogee County Board of Education purchase all materials, textbooks, equipment and instruments. East Columbus Magnet Academy is authorized to issue and/or loan materials, textbooks, equipment and instruments to students for their use during the school year.

The student and his/her parents are responsible for returning the materials at the end of each school year when the inventory is done. Students will be charged at replacement cost of items lost or damaged. If

the item is later found, a refund would be made. The Muscogee County School Board policy requires that restitution be made for all such loss or damage subsequent to the issue of grades, records, or certificates of progress.

SECTION II: SPECIAL PLACES

Clinic

There is a part-time nurse to supervise the clinic. Limited space allows only one student to be served. Students who are ill will report to the Clinic area where a parent will be called. The school does not supply any medication. Any medication whether over the counter or prescribed, must be supplied in the original container. Loose pills in a baggie or other container and liquid medicine in an unlabeled container cannot be dispensed. Prescription medicine, including inhalers, must have a copy of the pharmaceutical label attached to the container. Students cannot have medication, over the counter or prescribed, in their possession. All medications are to be delivered to the Clinic area and registered. The parent must complete a special form/ document before any medication can be administered at school. The student is responsible for reporting during the day to take his/her medication.

Dining Room

ECMA is a **Free Breakfast and Lunch location**. Middle school students are expected to act properly in the dining room. A few reminders are listed below:

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 2017-2018 application on file, then benefits will be extended for the first 30 days of the 2018-2019 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 1st through the duration of the school year. It is necessary that all outstanding charges be paid to the cafeteria Manager prior to the last day of school. Please respond promptly to messages that you receive, both written and phone calls regarding charges on your student's account.

Menus

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

Special Dietary Needs

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.

Summer Lunch

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

Media Center

The school Media Center contains many books, audiovisual items and technological equipment. A qualified media specialist is available to assist students.

The student will be charged a replacement value for lost and/or damaged library books. The student whose name appears as the checkout name will be held responsible for the book. The student is responsible for the book no matter where the book is left. A student must check out the book before it is taken home. Failure to pay for lost or damaged books/materials/equipment may result in limiting the use of the Media Center resources to in-school use only.

Sign In: The student must sign in at the podium when they enter the Media Center without the teacher.

Checking Out a Book: All students will use their GTID to check out books. A book is due two weeks from the day it is checked out, excluding holidays.

Overdue Materials: If a student has overdue materials/books or has any outstanding fines from the previous year he/she may NOT check out any media center materials/books until the prior debt is paid.

SECTION III: MIDDLE SCHOOL SUBJECTS

Academic Subjects

All students receive instruction daily in academic subjects of mathematics, language arts, science, and social studies. Scholarship is taken seriously. A computer lab is available for student use.



Language Arts

Language arts classes help students develop their power to communicate through listening, speaking, reading and writing. Activities are designed to appeal to middle school students' interests while integrating instruction in all areas of language arts.

Mathematics

Mathematics includes review and extension of concepts taught the previous year. H.S. Algebra is offered for eighth grade students who meet specific qualifications.

Science

Earth science is taught in sixth grade. Life science, including such studies as plants, animals and living organisms, is taught in seventh grade. Physical science is taught in eighth grade. H.S. Physical Science is offered for eighth grade students who meet specific qualifications.

All science students will explore the importance of curiosity, honesty, openness, and skepticism in science and will exhibit these traits in their own efforts to understand how the world works. Students will:

1. Use standard safety practices for all classroom laboratory and field investigations.
2. Use computation and estimation skills necessary for analyzing data and following scientific explanations.
3. Use tools and instruments for observing, measuring, and manipulating equipment and materials in scientific activities.
4. Use the ideas of system, model, change, and scale in exploring scientific and technological matters.
5. Will communicate scientific ideas and activities clearly

6. Will question scientific claims and arguments effectively
7. Investigate the features of the process of scientific inquiry

In sixth grade the students will study Earth Science: Meteorology, Geology, Oceanography, and Astronomy.

In seventh grade the students will study Life Science: Cells, Plants, Animals, and the Human Body.

In eighth grade the students will study Physical Science: Structure of Matter, Energy Transformations, Motion, and Forces of Nature

Social Studies

All students are taught social studies each year, with each grade level having a different emphasis. The emphasis for sixth and seventh graders is on the study of world geography. Eighth graders focus on Georgia studies.

Connections

Connections classes provide students with a variety of interesting experiences that go beyond the traditional academic curriculum. These classes carry the same weight as academic classes. Students have a rotation of different connection classes each year, or take band, orchestra or chorus for the entire year.

Art

Art is taught to sixth, seventh, and eighth grade students. Students are taught visual awareness through the elements and principles of art by exploring drawing, painting, ceramics, printmaking, puppetry and sculpture. Student works are exhibited in the school, community, and several art exhibits.

Band

Band offers students in all grades the opportunity to learn to play musical instruments in the brass, woodwind and percussion families. Previous

musical experience is not necessary. To help ensure student success, the band director counsels each student in selecting an instrument that is best suited for the student. Students have the opportunity to receive instruction in full band, small ensemble, and solo performance. A variety of musical styles are covered including symphonic, jazz, rock, Broadway, and pop.

Chorus

Choral music courses provide opportunities for students to develop their musical potential and aesthetic understanding through singing in a choral ensemble. These courses seek to give students in grades 6-8 experiences in the study and performance of a diverse repertoire of music.

Study of vocal/choral music includes the cultivation of a beautiful singing tone, aesthetic understanding, and the ability to read music with fluency, the polishing of performance skills, responsible rehearsal habits, discipline, and the value of collaboration. Students will have opportunities for self-expression, develop listening skills, and relate their musical experiences to historical and cultural aspects of choral music.

The chorus performs several times during the year and attends the district choral large group performance evaluation each year. Students in chorus have the opportunity to participate in the district honor choir and a chance to audition for the all-state chorus. The ultimate goal of the choral experience is the development of the individual both musically and personally for the lifelong pursuit and enjoyment of music.

Computer Education/STEAM class (Robotics)

The purpose of the computer education program is to provide each student with an opportunity to understand both the capabilities of electronic information systems as well as an opportunity to know their applications and impact on society. Each student is provided hands-on experience using computer hardware and current types of applications software.

Computer education for sixth grade students is an introduction to microcomputers and keyboarding. Students learn to operate the computer. They work with prepared computer programs that support the middle school curriculum. The seventh grade students will learn database and word processing skills. This computer utilization allows students to become more proficient with computers. Eighth grade computer courses combine keyboarding, computers, and technology of the business world to give students practical ideas of courses to take at high school as the course applies to careers. The utilization of word processing, database and

spreadsheet helps students to create well designed, well-structured presentations for use in business and private life.

Health

Health is required for all students at each grade level. Units on human growth and development, human sexuality, drug abuse prevention, mental health, nutrition, safety and first aid are all part of the curriculum. Special emphasis is placed on skills such as responsible decision-making, refusal skills and conflict management. These life skills help students learn to appropriately meet the challenges of adolescence.

JLC (Junior Leadership Core)

Junior Leadership Corps is a three year Connections course offered to six, seventh, and eighth grade students. Lessons are designed to enhance students' leadership skills including: time and money management, goal setting, healthy relationships, working with groups, health and physical fitness, community service initiatives, and leadership in a diverse world. In addition to the JLC curriculum, students are required to wear the JLC uniform twice in a month and conduct dress for success once in a month, participate in drill and ceremony training, and perform ten hours of community service each nine weeks.

Orchestra

The orchestra program begins in sixth grade and offers sequential instruction to students through eighth grade. The program offers ensemble instruction in violin, viola, cello, and string bass. Previous musical training is not required. Practice at home and concert performance are expected of students. Instruments are not available through the school.

Physical Education

All students take physical education. Physical education offers students instruction in team and individual sports. Students participate in activities such as volleyball, basketball, field hockey, soccer, softball, line dancing, and team handball.



Participation is an important part of the physical education grade. Students are required to dress out daily and must have a written note signed by the parent if they cannot participate. If the student cannot fully participate, the teacher will modify the program for up to three days. It should be used to cover colds, flu and short-term illnesses. When a student needs to be excused from physical education for more than three days, a doctor's note is required. Students are responsible for their personal items during physical education. Lockers with combinations are provided in the locker room.

Spanish

HS Spanish is offered for eighth grade student for one HS credit.

Special Education

Students with special needs who meet the eligibility requirements are provided services in academic areas and emotional support as is warranted. The students receive help during all or part of the school day throughout the year. Information about these programs can be obtained from the classroom teacher, counselors or the administration.

Section IV: CLUBS AND ORGANIZATIONS

ACADEMIC BOWL

Teams compete against other middle school students on trivia questions.

ART CLUB

Bringing together artists of the East Columbus area to share their interests and enrich their experiences in art, as well as making creative contributions to the community.

BOOK CLUB

Hosts student book discussions, book talk, book reviews and homework help.

MATH CLUB

A club in which students compete in math competitions in the MCSD throughout the school year.

NATIONAL JUNIOR HONOR SOCIETY

An organization that promotes appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, leadership, character, citizenship, and service.

SCIENCE CLUB

Consists of 6th through 8th grade students - gifted to special education! Each month, members participate in an activity, project, or volunteer activity related to science. At the end of each year, a Science Festival is planned for all members who have participated in at least half of the events.

SCIENCE OLYMPIAD

Increases the interest in science and as an alternative to traditional science fairs and single-discipline tournaments.

SPANISH CLUB

A friendly organized group of people trying to partake in Spanish activities, learn more about Spanish-speaking countries, enhance your communication/speaking skills, expand your vocabulary and learn about foreign food.

SPELLING BEE

A school-wide competition where contestants are asked to spell English words and the winners advance to district, state and national level competitions.

STUDENT COUNCIL

The Student Government is an elected group of students who are responsible for promoting school spirit and awareness of others (through activities such as the canned food drive). Each 6th through 8th grade class has representation with officers elected from those grades.

TECHNOLOGY CLUB

A club that explores the World Wide Web and a variety of software such as graphic programs and word processing programs. The activities are designed to increase technological skills, extend student knowledge and complement school instruction.

SECTION V: DISCIPLINE

PBIS

MCSD is working with the Georgia Department of Education to establish a framework for improving student behavior. This initiative is called PBIS [Positive Behavioral Interventions and Supports] and is intended to create a positive school climate by focusing on teaching good behavior in the same way that we teach math or science. Although consequences for unexpected behaviors still occur, being proactive and preventative through the use of proven behavioral strategies is the focus and more energy and time is spent recognizing students who exhibit positive behaviors. PBIS is consistent with the core principles of Response to Intervention (RtI) including multiple levels or “tiers” of interventions and supports.

MCSD began implementing PBIS in 2014 and is dedicated to building this framework in all schools. It takes at least three years for a school to fully implement PBIS, and each year approximately ten MCSD schools will begin the PBIS implementation process.

Every school has a unique “PBIS” framework. Parents are encouraged to contact the school administrator or PBIS coach to learn more. The District PBIS Coordinator ([Dr. Kenya Gilmore](#)) may also be contacted at PBIS@muscogee.k12.ga.us, call 706-748-3292 or visit our webpage @ <https://muscogee.k12.ga.us/p/Divisions/StudentServices/School-WidePBIS/Information>.

ECMA has adopted the following PBIS matrix:

	Classroom	Hallway	Restroom	Media Center	Bus	Cafeteria
Be Respectful	Enter the room quietly and have a seat Move with permission Use kind words	Use inside voice	Enter and exit quietly	Wait your turn Use inside voice	Respect the driver Use appropriate language	Respect the Cafeteria staff Use appropriate language Use inside voices
Be Responsible	Take care of resources Clean up your area Use your time wisely	Walk quickly	Enter and exit quickly	Take care of the resources Enter with a valid pass	Keep the bus clean	Keep it clean Move with teacher permission
Be Safe	Keep hands feet and objects to yourself	Walk on the right Keep hands feet and objects to yourself	Keep it Clean and keep it safe. Wash your hands and sanitize	Use equipment and materials appropriately	Talk quietly Stay seated	

Attention Signal: When an adult says, "Let's go!" Students say, "Knights!"

Students at ECMA will be provided an ID that can be scanned by all staff members for points. Students can receive points for a range of things from walking in the hall correctly to entering the class properly. There are behavior matrixes posted all around the school that explain the expectations for behavior in the hall, classroom, restroom, cafeteria, etc. Each month the school offers events or activities that can only be attended by students are wearing their badge, have enough points, and are willing to spend them. Several times throughout the school year we will open our KNIGHT STORE, which is a store that has items such as candy, supplies, puzzles, games, etc. that the students can purchase for a varying amount of PBIS points. **To attend any event, receive points, or make purchases at the store students must be wearing their student ID.**

Standards for Discipline and Behavior Limitations

No one has the right to the following:

1. Physically injure themselves or others or threaten injury
2. Discriminate against others (to treat others as though they are not as good as you)
3. Damage or destroy materials
4. Steal from others

5. Impose on others (to force someone to see, do or hear something that they do not want)
6. Interfere with others (to make a sound or movement that keeps others from hearing, seeing or concentrating or from participating in class)
7. Misrepresent to others (to make a false report about yourself or others)

General Rules and Information

1. Public display of affection is not allowed.
2. Gum and candy are not allowed in school or on the school bus.
3. Radios, MP3 players, video games i.e. any electronic device, are not to be brought to school.
4. Students who wish to use the telephone must have a “phone” pass and check with the front office before using the telephone.
5. Classes will not be interrupted to call students to the telephone or give them a message.
6. All food is restricted to the dining room unless otherwise instructed.
7. Fast food items (i.e. McDonald’s, Burger King, Taco Bell, etc.) may not be eaten in the dining room.
8. The school accepts no responsibility for items that are lost, damaged or stolen.
9. Aerosol cans, hair spray, cologne sprays, whiteout, inhalants, breath sprays or any other item that might be dangerous to the health of students are unacceptable at school.

Local Discipline Procedures

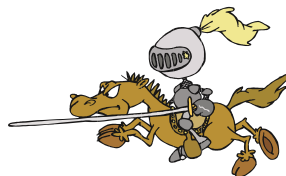
1. The classroom teacher is the first line of student management. The philosophy of the school is to provide an optimum learning environment for all students. If a student continues inappropriate behavior and after several different teacher interventions are tried, an administrative discipline referral will be the next step. Teachers will use a Tier 1 intervention form to track minor discipline in the classroom. **Tier 1 discipline is cumulative.**
2. Administrative Detention is assigned by administrators. Twenty-four hours’ notice is given for parents to provide transportation and prompt pick-up. Failure to report to an assigned detention will result in additional consequences. The purpose of detention is to put responsibility of behavior on the student so that self-discipline can be developed.

3. In-School Suspension (ISS) is another more serious form of discipline. Students may be placed in ISS for continuous disruptive behavior or serious infractions of rules. ISS is designed to allow students to remain in school so that their educational process is not interrupted. Students in ISS are isolated from their peers and must remain in the ISS room for part of or the entire school day. Students are under the direct supervision of a classified employee of the school district during this period of time. Students are expected to complete their assignments in ISS. If a student fails to finish the assignments, he/she may receive additional time in ISS. If a student is disruptive while assigned to ISS, additional days of ISS or out of school suspension will be considered.
4. Suspension from school is a disciplinary procedure used if the above procedures are ineffective. A student can be suspended for 10 days without appearing before the Muscogee County School District Discipline Tribunal. The principal may call a tribunal hearing, if he/she feels the situation warrants or suspension is beyond ten school days. A student may also be suspended from school for any serious infraction of rules and regulations. A suspended student must request make up school work. Work requested, by student, but not picked up, or incomplete upon return will receive a "0."
5. If rules are broken on days before holidays or summer break, students will receive consequences upon returning to school.

Guidelines for Student Behavior

Some things to remember...

1. Always do your best; do not settle for less!
2. Be sure to show respect to teachers, other adults, your peers and yourself.
3. Make it a point to be in the right place at the right time.
4. Use reasonable volume when talking.
5. Walk, do not run, through the halls and on the school grounds.
6. Realize that every student has a right not to be abused - physically or verbally.
7. Use proper language on school property and at school activities.



8. Do your part to keep school buildings, property and grounds neat and clean.
9. Use school property correctly. Remember, it is shared by all students and is the property of the taxpayers.
10. Leave at home all items that do not belong at school.

Discipline Procedure

Level One (Minor Offenses): These offenses are behaviors that are considered distracting to another student's learning or to the teacher's teaching. When minor offenses occur the teacher will handle them in the classroom or in detention. Each teacher will be responsible for his/her own detention. Detention notices will be sent home to give parents 24 hours notice prior to detention. This condition can be waived if parents can be contacted and agree to detention on that day. In addition to these forms, parent contacts will be made when repeated minor offenses occur. Minor offenses include, **but are not limited** to, the following:

- ◆ Talking without permission
- ◆ Loud talking
- ◆ Disruptive actions - clowning, not keeping hands/feet to self, arguing, yelling out, teasing
- ◆ Eating food without permission
- ◆ Name calling or making fun of others
- ◆ Not taking care of school property - writing on desk, tearing a book, minor damage to item, etc.
- ◆ Not following directions/refusing to work
- ◆ Not having supplies/materials
- ◆ Minor pushing/tripping

Teachers make all reasonable efforts to intervene before misbehavior becomes serious. Reasonable efforts would include, **but not be limited** to, the following:

- ◆ Reprimand
- ◆ Team meeting with student
- ◆ Referral to counselor
- ◆ Parent contract
- ◆ Team conference with parents
- ◆ Detention

- ◆ Time out during special programs/activities or timeout during regular class with another teacher

When reasonable teacher efforts do not result in improved behavior, a referral to the office may result in, **but not be limited to**, the following:

- ◆ Detention (one or more days)
- ◆ Administrative conference with student and parents
- ◆ In School Suspension
- ◆ Out of school suspension
- ◆ Banned from after school activities for a specified period of time

Students who exhibit level 2 & 3 discipline will be receive a wider variety of punishment. Basic guidelines for each offense is listed in parenthesis in the following manner (1st offense, 2nd offense, 3rd offence, etc.). Discipline is always determined by administration and can be adjusted as needed.

Level 2 (Major Offenses): The staff expects the school and each classroom to provide a wholesome, productive atmosphere for learning. This atmosphere cannot occur if teachers have to devote class time to dealing with disruptive or disrespectful behavior. Therefore, **any behaviors, which threaten the learning environment of other students, cannot and will not be tolerated. The following behaviors have no place in school and will result in serious consequences:** Major offenses include, **but are not limited to**, the following:

- ◆ Blatant defiance/disrespect of adults = **2 days OSS**
- ◆ Hitting, roughing, and physical abuse with intent to hurt:
1st Offense = 1 day OSS
2nd Offense = 3 days OSS
3rd Offense = 5 days OSS
- ◆ Destroying/stealing property: **restitution and**
1st Offense = 3 days ISS
2nd Offense = 5 days ISS
3rd Offense = 3 days OSS
- ◆ Disruption, or attempt to disrupt, any mode of electronic communication or distribution (ie. hacking, spamming, cyber bullying, etc.) (**technology privileges being revoked for 10 days, semester, year**)

- ♦ **Bullying/threatening another student:**
1st Offense = 3 days OSS
2nd Offense = 5 days OSS
3rd Offense = 10 days OSS and referral to tribunal
- ♦ Using disrespectful or abusive language and/or gesture toward another student:
1st Offense = 1 day ISS
2nd Offense = 3 days ISS
3rd Offense = 5 days ISS
4th Offense = 3 days OSS
- ♦ Making sexual advances or threats; sexual harassment:
1st Offense = 3 days OSS
2nd Offense = 5 days OSS
3rd Offense = 10 days OSS and referral to tribunal
- ♦ Leaving class without permission:
1st Offense = 1 day of ISS
2nd Offense = 3 days ISS and parent conference
3rd Offense = 5 days ISS and parent conference
- ♦ Rudeness to guests of the school or on field trips (**Revocation of field trip privileges and 3 days ISS**)
- ♦ Fighting (students stop when they are told to do so)
1st Offense = 1 day OSS
2nd Offense = 3 days OSS
3rd Offense = 5 days OSS
- ♦ Continuous disruptive behavior: **causing or doing**
1st Offense = 3 days ISS
2nd Offense = 5 days ISS
3rd Offense = 2 days OSS
- ♦ Intimidation of peers or adults: **parent conference**
1st Offense = 3 days ISS
2nd Offense = 5 days ISS
3rd Offense = 5 days OSS
- ♦ Theft (**could result in charges and tribunal referral**) **Discipline will vary depending on value of item.**
1st Offense = 3 days ISS
2nd Offense = 3 days OSS
3rd Offense = 5 days OSS

- ♦ Vandalism (**restitution**)
 - 1st Offense = 5 days ISS**
 - 2nd Offense = 3 days OSS**
 - 3rd Offense = 5 days OSS and tribunal referral)**

For these and other serious offenses, an office referral is immediate. The administration has the responsibility for investigating the incident and assigning appropriate punishment or consequences. Such offenses may result in, **but not be limited to**, the following:

- ♦ Prohibited from extracurricular activities for a specified period of time
- ♦ Suspension from bus
- ♦ In School Suspension (3-10 days)
- ♦ Out of school suspension (3-10 days)
- ♦ Tribunal Hearing
- ♦ Police report/arrest (when law is broken)
- ♦ Referral to Intervention Program
- ♦ Required restitution for damages/theft

Level 3 (Extreme/Critical Offenses): These offenses are behaviors that are considered serious enough to result in immediate referral to the office. Extreme offenses include, **but are not limited to**, the following:

- ♦ Excessive aggressiveness/Out of control fighting:
 - 1st Offense = 5 days OSS and parent conference**
 - 2nd Offense = 10 days OSS and tribunal referral**
- ♦ Leaving the school property without permission (**school security contacted with parent conference**)
 - 1st Offense = 3 days OSS**
 - 2nd Offense = 5 days OSS**
 - 3rd Offense = 10 days OSS and tribunal referral**
- ♦ Having a weapon or using an object as a weapon (**school security notified/charges pressed/referral to tribunal, up to 10 days OSS**)
- ♦ Tampering with and/or setting off the fire alarm (**school security notified/charges pressed/referral to tribunal, up to 10 days OSS**)
- ♦ Starting a fire (**school security notified/charges pressed/referral to tribunal, up to 10 days OSS**)

- ♦ Threatening a teacher or other adult school personnel (**school security notified/charges pressed/referral to tribunal, up to 10 days OSS**)
- ♦ Profanity or gestures directed toward adults:
 - 1st Offense = 3 days OSS**
 - 2nd Offense = 5 days OSS and parent conference**
 - 3rd Offense = 10 days OSS and tribunal referral**
- ♦ Hitting, biting, or any other physical abuse toward staff (**school security notified/charges pressed/referral to tribunal, up to 10 days OSS**)
- ♦ Constant defiance to authority:
 - 1st Offense = 5 days OSS and parent conference**
 - 2nd Offense = 10 days OSS and tribunal referral**

It is the staff's desire that every student will have every opportunity to succeed academically and socially during his or her middle school years. The staff will not allow disruptive students to interfere with that success.

All student that are written up for any reason and sent to the office will be asked to sign a behavior contract.

ECMA Discipline Guidelines for Conduct not listed above

Misconduct in ISS

Additional ISS days added by ISS personnel for minor misconduct. If student is written up in ISS-Conversion of remaining ISS days to OSS (minimum 1 day OSS if written up on last day of ISS).

Defiance/Disrespect

- 1st Offense = 2 days ISS**
- 2nd Offense = 3 days ISS**
- 3rd Offense = 1-3 days OSS**

Directed Profanity at student

- 1st Offense = 3 days ISS**
- 2nd Offense = 5 days ISS**
- 3+ Offenses = 3 days OSS**

Profanity, vulgarity, or vulgar gestures used toward teachers, administrators, or staff could result in 5-10 days OSS.

Indirect Profanity

1st Offense = Administrative/Teacher conference

2nd Offense = 2 days ISS

3+ Offenses = 3 days ISS

Skipping Teacher Detention

Teachers will re-assign detention for 2 days (or the equivalent hours). If the student skips either day, an office referral will be written. The student will receive 1 day of ISS for not attending detention.

Skipping Administrative Detention

1st Offense = 1 day ISS

If student skips administrative detention he/she will no longer have that option and will automatically get ISS for offenses he would of normally got administrative detention.

Horseplay

1st Offense = Office Warning

2nd Offense = Administrative Detention

3rd Offense = 1-3 days ISS

4th Offense = 1-3 days OSS

Horseplay Resulting in Injury

1st Offense = 1-3 days ISS

2nd Offense = 3 days ISS or 1-3 days OSS

3+ Offenses = 3 days OSS

Severity of the punishment may be adjusted based on the severity of the injury.

Dress Code Violations

Report to ISS until appropriate cloths brought to school

Chronic Dress Code violations will be treated as defiance.

Dress code issues that cannot be immediately fixed will require a parent to bring a change of clothes, or the student will have to spend the rest of the day in ISS. Students wearing extremely disruptive clothing will be sent home immediately.

Throwing objects, shooting objects with rubber bands, or otherwise causing objects to fly through the air in a way that is potentially dangerous.

1st Offense = Administrative Detention

2nd Offense = 1-3 days ISS

3+ Offenses = 3-5 days ISS or 1-3 days OSS

If someone is injured as a result of a flying object or if it is thrown at a staff member, the offender will be suspended for 3-10 days + possible tribunal referral.

Possessing tobacco products, lighters, matches, etc.

1st Offense = 1 day OSS and 1 day ISS, parent contact

2nd Offense = 3 days OSS

3+ Offenses = 5 days OSS

Using tobacco products, lighters, matches, etc.

1st Offense = 3 days OSS

2nd Offense = 5 days OSS

3+ Offenses = 5-10 days OSS + possible tribunal referral

Setting anything on fire on the school's property will result in 5-10 suspension + tribunal referral.

Inappropriate displays of affection

1st Offense = Teacher warning, counselor notified

2nd Offense = Counselor referral, teacher makes a parent contact

3rd Offense = 3 days ISS

4+ Offenses = 1-3 days OSS

Sexual activity on campus will result in 5-10 days OSS + tribunal referral

Bus Referral

1st Offense = Bus contract and parent contact

2nd Offense = 1 day suspension off the bus

3rd Offense = 3 day suspension off the bus

4th Offense = 5 day suspension off the bus

5th Offense = Suspension off the bus for the remainder of the semester

*Remember that riding the bus is a privilege, not a right. We are bound by MCSD board policy when it comes to bus conduct. The bus driver is in charge on the bus at all times. **A student may be permanently suspended off the bus at any time if the offense is severe (such as fighting, total disrespect toward the bus driver, throwing objects at the driver, or any act that endangers the safety of others, etc.)***

Forgery/Cheating

Zero grade, written warning, parent contact

Skipping Class

1st Offense = 1 day of ISS

2nd Offense = 3 days of ISS

3+ Offenses = 5 days of ISS

Skippping School

1st Offense = 3 days of ISS

2nd Offense = 5 days of ISS, parent conference

Any student who leaves campus without permission will be suspended.

Unexcused Absences

5th Absence: Social Worker Referral

10th Absence: Social Worker Contact and Attendance Agreement

15th Absence: Social Worker Referral + Court Referral

Indecent Exposure

1st Offense = 3 days of OSS

2nd Offense = 5 days of OSS

3+ Offense = 10 days of OSS + possible tribunal referral Full exposure of private areas will result in suspension and tribunal referral.

Caps, Hats, Do Rags, etc. Worn Inside the Building

1st Offense = Teacher takes up and holds until the end of the day

2nd Offense = Teacher takes up and only gives it back to a parent

3+ Offenses = Teacher takes up and turns into the office. The office holds it until the end of the year

Cell Phones (or Other Electronic Devices) Used or Powered On During the School Day

Device taken up & sent to office to be held until parent picks up. **Parent can pick up between 8:30 AM and 3:30 PM the following day.**

Continuous issues with Cell Phone will result in parent conference, ISS, and OSS.

Refusal to turn over device to ECMA faculty/staff will result in 2 days of OSS.

If the parent/guardian is adamant that he or she cannot allow the phone to be held for the number of days listed in the procedures, then the parent/guardian chooses for his or her son/daughter/ward to accept a two (2) day out of school suspension in lieu of the phone being held.

“Other Electronic Devices” includes hand-held game systems, iPods, mp3 players, cameras, PDAs, CD players, mini- computers, laser pointers, etc.

This is not an exhaustive list of offenses, only the most common ones. All consequences are subordinate to MCSD policies and subject to change at the discretion of the administration.

Students are expected to store their electronic devices in their locker upon arriving on campus. Devices must remain in the lockers until the last locker break. Phones and devices should remain off until school releases.

Severity of consequences may be altered during weeks leading up to long breaks (ie. Christmas break, Spring break, end of school, etc.).

East Columbus Magnet Academy

Principal, Ms. Tamara Magwood
Assistant Principal, Mr. Kevin Aviles
6100 Georgetown Drive
(706) 565-3026
Columbus, Georgia 31907

What is Title I?

East Columbus Magnet Academy is identified as a Title I school as part of the Every Student Succeeds Act (ESSA). Title I is a federal grant that was designed to ensure that all children receive a high quality education and reach grade level proficiency. Title I programs must be based on effective means of improving student achievement and include strategies to support parent and family engagement.

District Goal

- The Muscogee County School District will create an environment that focuses on tier 1 instruction while targeting individual student needs, leadership development, and customer service.

School's SMART Goals

- By May 2018, 100% of the ECMA teachers will be trained and 85% actively implementing strategies for supporting behavior change by implementing Dan St. Romain's 9 Positive Behavior Principles.(SWP .7,9,10)
- By May 2018, 100% of the ECMA teachers will be trained on utilizing the deepening the cognition of our students', writing, and their ability to draw ideas from content.(SWP 2,7,9, 10)

East Columbus Magnet Academy

Parent and Family Engagement Policy 2017-2018

Plan Revision Date: 09/15/17

What is it?

The Parent and Family Engagement Policy describes how East Columbus Magnet Academy will provide opportunities to improve parent engagement to support student learning. East Columbus Magnet Academy values the contributions and involvement of parents in order to establish partnership for the common goal of improving student achievement. The Parent and Family Engagement Policy describes the different ways the school will support parent engagement and how parents can be involved.

How is it developed?

East Columbus Magnet Academy welcomes parent input and comments at any time regarding the Parental and Family Engagement Policy. All parent feedback will be used to revise the plan for next year. The Parent and Family Engagement Policy is available for parents to view and provide feedback throughout the year. East Columbus Magnet Academy also distributes a Title I Annual Survey to ask parents for suggestions on the Parental and Family Engagement Policy and the use of funds for parent involvement.

Who is it for?

All parents at East Columbus Magnet Academy are encouraged and invited to fully participate in the opportunities described in the Parent and Family Engagement Policy. East Columbus Magnet Academy will provide full opportunities for the participation of parents with limited English, parents with disabilities, and parents of migratory children.

Where is it available?

The Parent and Family Engagement Policy will be sent home with each student and is also available in the Parent Resource Room/Area, the front office of the school and on the school's website.

East Columbus Magnet Academy

What is a School- Parent Compact

As part of the Parent and Family Engagement Policy, East Columbus Magnet Academy and our families will develop a School-Parent Compact. A School-Parent Compact for Student Achievement is an agreement that parents, students, and teachers develop together. It explains how parents and teachers will work together to make sure all our students reach grade-level standards. The compact will be reviewed and updated annually based on feedback from parents, students, and teachers. The School-Parent Compacts are kept in the Parent Resource Area/Room. A copy will also be requested from the school office or from your child's teacher.

Parent and Family Engagement Program and Activities

Annual Title I Parent Night

Learn about our Title I program including: Parent and Family Engagement Policy, School Improvement Plan, School-Parent Compact, and the parents' requirements

Georgia Milestones Assessment

Overview of the state testing which measures how well students learn the knowledge and skills outlined in the state-adopted content standards while gaining knowledge on improving test scores

Smart Goal 1 & 2 Workshop (fall)

Provide strategies and tips for support at home

Smart Goal 1 & 2 Workshop (winter)

Provide strategies and tips for support at home

Academic Workshop

Stay abreast of student's school progress via Parent Portal and learn the latest resources to help support student learning

Open House

Join PTO, Meet your child's teachers, Review and Revise School Improvement Plan, Parent and Family Engagement Policy, and School-Parent Compact.

Moving on UP!

Transitioning to the next grade

School Measures to Provide Required Assistance

- Ensure all information related to school and parent programs, meetings, and activities are published in both English and Spanish, posted on the school's website, included in monthly newsletters, Connect-Ed, flyers, and posted on school's marquee.
- Conduct staff development on parent involvement practices and effective strategies for staff to communicate and build partnerships with parents.
- Partner with elementary and high schools to share information about parent engagement activities that will help prepare parents and their child for middle school.
- Share information in the school's newsletter and on the website for parents to understand the schools' academic standards and assessment as well as ways parents can monitor their child's progress.
- Provide materials at conferences, workshops, and activities to help parents work with their child at home.
- Create and maintain a Parent Resource Area/Room to allow parents opportunities to check-out materials to assist them with helping their child at home.
- Listen to parents to provide workshops and training that meet the needs of the parents and support parental involvement at the school.
- Collaborate with the community and Partners in Education to increase participation and awareness of the school parental involvement plan and activities.

Muscookee County Public Schools
2018-2019 School Year Calendar

<p>2-31 Summer Break (No school for students and teachers)</p>	<p align="center">JULY 2018</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td></td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td></td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td></td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td></td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6		8	9	10	11	12	13		15	16	17	18	19	20		22	23	24	25	26	27		29	30	31				<p align="center">JANUARY 2019</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td></td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td></td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td></td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> <p>1-4 Winter Break (System-wide shut down) 7 Staff Professional Development Day (No school for students) 8 Teacher Planning Day (No school for students) 9 Begin 2nd Semester 10 Report Cards (All levels) 21 Martin Luther King Jr. Day (System-wide shut down)</p>	S	M	T	W	Th	F	S									6	7	8	9	10	11		13	14	15	16	17	18		20	21	22	23	24	25		27	28	29	30	31															
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Progress Reports
 First and Last Day of School

Report Cards
 Teacher Planning/Staff Development

Student/Teacher Holidays