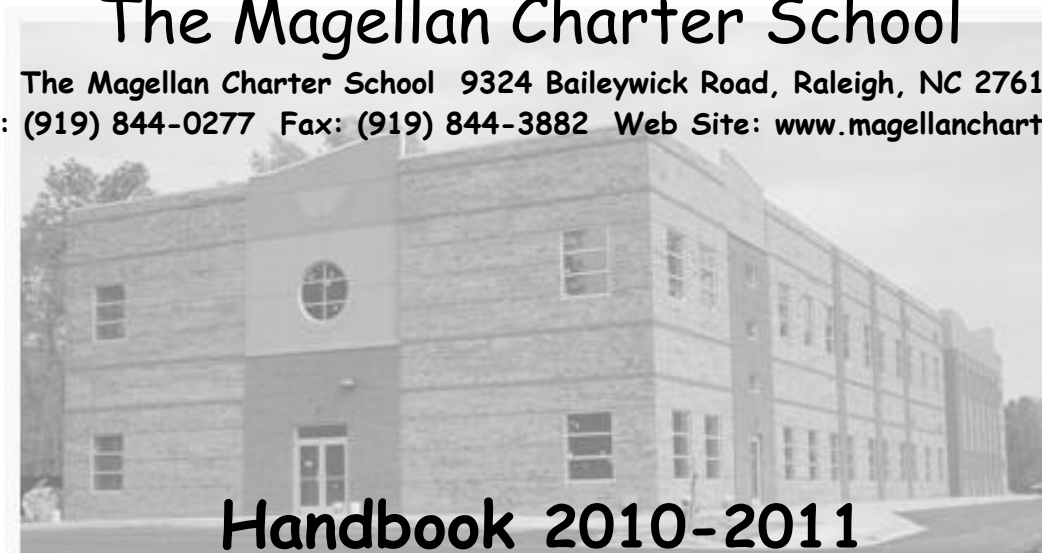


The Magellan Charter School

The Magellan Charter School 9324 Baileywick Road, Raleigh, NC 27615
Tel: (919) 844-0277 Fax: (919) 844-3882 Web Site: www.magellancharter.org



Contents:

| | |
|--|----|
| Welcome Aboard! | 2 |
| Faculty and Staff | 2 |
| Administration..... | 2 |
| Support Staff | 2 |
| Teachers | 2 |
| Magellan Board of Directors | 3 |
| Directors | 3 |
| Responsibilities | 3 |
| General Policies | 3 |
| The Family Education Rights of Privacy Act (FERPA) | 3 |
| Volunteer Background Check | 4 |
| Student Code of Conduct | 4 |
| School Procedures..... | 14 |
| Student Sign-in/Sign-out | 14 |
| When you visit the school... .. | 14 |
| When there is inclement weather... .. | 14 |
| Attendance..... | 14 |
| Communications..... | 14 |
| School Hours | 15 |
| Lunch | 15 |
| Voyages | 15 |
| Health and Safety..... | 15 |
| Arts at Magellan..... | 16 |
| Sports | 16 |
| Officers..... | 16 |
| MaP..... | 17 |
| Officers..... | 17 |
| Car Pool | 18 |
| Dates to Remember | 20 |

Welcome Aboard!

Dear parents and students,

On behalf of The Magellan Charter School family, I want to welcome you. This handbook is designed to provide you with answers to many of the more frequently asked questions and to provide your family with some directions and procedures. Please take time to read it and if you have questions, please ask us for clarification. Individual classroom and grade-level procedures will be addressed by your child's teachers.

The mission of The Magellan Charter School is to provide a challenging intellectual journey for highly motivated students. Our handbook is intended to support your child in his/her pursuit of academic success.

Thank you.
Mary Griffin

Faculty and Staff

Administration

Mary Griffin, Administrator
Gina Riggins, Comptroller
Joy Millikan, Accountant
Terri Hepler, Accountability Coordinator
Martha Rafferty, Office Manager
Trish Villareal, Educational Resource Coordinator

Support Staff

Ann Payne, Special Programs - Grades 6 & 7
Lynn Orlando, Special Programs - Grades 4 & 5
Monica Hooser, Special Programs - Grades 3 & 8
Jeanne Munoz, Instructional Technology Resource Teacher
Hoey Crain, Network Administrator
Melanie Biddell, Counselor
Ann Mueller, Recess Coordinator
Kathy Trocinski, Occupational Therapist
Marian Player, Speech Therapist (Contracted)
Leigh Ammons, Nurse

Teachers

Third Grade Teachers

Amy Grant
Tracie Pring
Robin Stanton
Lisa Tunstall

Fifth Grade Teachers

Sharon Blalock
Debby Hoarty
Bettie Goodwin
Caryn Messinger

Seventh Grade Teachers

Erin Gallagher
Linwood Harp
Connie Leddicotte
Mary Maierhofer

Fourth Grade Teachers

Wendy Blewett
George Coccarelli
Maria Morton
Cheryl Muncie

Sixth Grade Teachers

Sara Dail
Amy Duffus
Elena Harp
Sheri Regan
Wanda Sutton

Eighth Grade Teachers

Phil Bailey
Debbie Cain
Courtney Kirchmann
Patrick Winters

Magellan Board of Directors

Directors

| | |
|----------------|----------|
| Mark Andrews | 846-6699 |
| Bruce Boucher | 851-1471 |
| Tracey Colores | 676-7925 |
| Mary Griffin | 844-0277 |
| Carla Smith | 781-7613 |
| Tracey Whitt | 571-9448 |
| Stacey Wiley | 787-4551 |

Responsibilities

The Magellan Charter School is a North Carolina non-profit corporation and as such, ultimate responsibility for the overall operation of the school rests with its Board of Directors. Magellan has no shareholders or owners, and Board members serve strictly as volunteers.

Consistent with its mission the Board strives to achieve site-based management of Magellan, encouraging input from administrators, faculty, parents and students. With Board oversight, day-to-day operations are generally carried out by the administrator/principal, faculty and other administrative personnel, supported by parent volunteers. Ultimately subject to Board approval, many operational aspects have been delegated to these individuals, as well as MaP and its various committees.

The Board is directly responsible for providing facilities and equipment, adopting curriculum, handling personnel matters, budgeting, setting the school calendar and school hours, admissions and compliance with applicable laws, including the charter school statutes. The Board also adopts various policies to facilitate the carrying out of Magellan's educational mission. Finally, the Board serves as a liaison with the Wake County public school system, the Wake County School Board, the N.C. Department of Public Instruction, the N. C. State Board of Education and other agencies and organizations involved in public education.

General Policies

The Family Education Rights of Privacy Act (FERPA)

Parents have the right to inspect and review their student's educational records at any time by requesting an appointment with the administrator. Through a written request, parents may seek amendment of the student's records that they believe to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents may consent to disclosures of personally identifiable information contained in the student's education records; except to the extent that the Act authorizes disclosure without consent. Parents may file with the Department of Public Instruction a complaint concerning alleged failures by the school to comply with the requirements of this Act.

Volunteer Background Check

The Magellan Charter School requires that all new parents undergo a criminal background and driving record check, conducted by Carolina Investigative Research (CIR). The information that is collected and verified by CIR includes, but is not limited to name, date of birth, social security number, current and former addresses and driver's license number. Parents, whose prior history, including criminal history, demonstrates a risk to the safety or well-being of students, will be denied participation in volunteer activities at Magellan.

Once approved, all volunteers will sign in when arriving at the school. At that time, they will inform the office of where they will be during their visit and will be asked to wear a school volunteer tag while participating in volunteer activities. Volunteers need to sign out when they leave Magellan.

Student Code of Conduct

All students shall comply with the Code of Student Conduct of The Magellan Charter School, and all state and federal laws. This code applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place, on or off campus, has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of students or staff in the school.

Student Expectation

Students are expected to be familiar with all rules of behavior in the Code of Student Conduct. Students are to assist in promoting a safe and orderly school environment. Students are encouraged to report to school authorities any serious violation of the Code of Student Conduct.

Range of Disciplinary Actions

Violation of the Code of Student Conduct or North Carolina General Statutes may result in disciplinary action. Students shall be informed of school rules that, if broken, may result in short-term suspension or long-term suspension.

A serious violation of any of the policies listed in this Code of Conduct may result in long-term suspension of a student. Repeated violations of this code may subject a student to long-term suspension or expulsion.

Reporting by Administrator or School Staff

When a student has violated a school policy that may also be a criminal violation or when a staff member or administrator has personal knowledge or actual notice that an act has occurred on school property involving assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor,

assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, the school official shall report immediately such violation to the proper law enforcement agency. In such cases, school officials shall cooperate fully with the law enforcement agency. Internal disciplinary proceedings shall proceed independently from the criminal investigation and prosecution. The administrator shall notify the Magellan Charter School Board of Directors of the report made to law enforcement officials pursuant to this policy.

Policies may be modified on a case-by-case basis to conform to the procedures established for the discipline of students with disabilities.

FIGHTING/PHYSICAL AGGRESSION OR ASSAULT

Fighting and assaults on students and other people are prohibited. A student who is attacked may use reasonable force in self-defense, but only to the extent necessary to get free from the attack and notify proper school authorities. A student who exceeds reasonable force may be disciplined even though someone else provoked the fight.

No student shall hit, slap, shove, scratch, bite, block the passage of, or throw objects at another person.

No student shall take any action or make comments or written messages, which might reasonably be expected to result in a fight.

No student shall cause or attempt to cause serious physical injury to any student or intentionally behave in such a manner that could reasonably cause serious physical injury to any student.

No student shall assault or attempt to cause physical injury or behave in such a manner that could reasonably cause physical injury to any school employee or other adult.

WEAPONS AND DANGEROUS INSTRUMENTS

No student shall possess, handle, or transmit any weapon, facsimile of a weapon, or other object that can reasonably be considered or used as a weapon or dangerous instrument. This does not apply to any student who finds a weapon or dangerous instrument on school property or receives it from another person on school property and who immediately reports the weapon or dangerous instrument to school or law enforcement authorities.

For the purpose of the Code of Student Conduct, the following definitions apply:

Weapon: any firearm, BB gun, mace/pepper spray, air rifle, air pistol, ammunition, power loads, fireworks, knife, slingshot, leaded cane, blackjack, metallic knuckles, razors, razor blades (except cartridge razors used solely for personal shaving), box cutter and any sharp-pointed or edged instrument except

instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.

Dangerous Instruments: any object that is possessed, handled, transmitted, or used for the purpose or intent of causing or attempting to cause physical injury.

Facsimile of a weapon: any copy of a weapon that could reasonably be perceived to be a real weapon.

Firearm: any gun, rifle, shotgun, pistol, starter pistol, firearm silencer, or part thereof, or any powerful explosive, including dynamite, nitroglycerin, trinitrotoluene, blasting cap, or any firearm or destructive device defined by 18 U.S.C. 921 OR G.S. 14-269.2 (b) and (g).

INAPPROPRIATE STUDENT BEHAVIOR

Since an educated citizenry is essential to good government and can be attained only in an atmosphere conducive to teaching and learning, The Magellan Charter School requires the maintenance of good order in the school.

Inappropriate Dress

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited. Reasonable accommodations will be made on the basis of students' religious beliefs or medical conditions. Examples of prohibited dress or appearance include, but are not limited to: head coverings, undergarments, sleep wear, exposing shirts (halter, strapless, bare-back, bare-midriff, spaghetti strap, exposed cleavage), sagging pants, "Soffe" shorts (knit cheerleading shorts), short or tight shorts or skirts (garment should be no shorter than the student's "pinkie finger" when arms are in relaxed position, inseams should be no less than 3 inches), roller shoes, attire with messages that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors. If a student's dress violates this code, Magellan staff may require the student to change his or her dress or appearance. A second or repeated violation may result in disciplinary action.

- *All dress policy decisions are at the discretion of the Administrator.*

Gambling

Students shall not participate in any unauthorized event, action, or statement that relies on chance for the monetary advantage of one participant at the expense of others.

Inappropriate Literature and Illustrations

The possession of literature or illustrations which significantly disrupt the educational process or which are obscene is prohibited.

Intimidation/Disrespect

Verbal, non-verbal, or physical conduct that interferes with an individual's learning environment is prohibited. Intimidation, bullying, repeated teasing or taunting, or the use of offensive or degrading language including, but not limited to, remarks that

demeans a person's race, religion, sex, national origin, disability, intellectual ability or physical attributes are specifically prohibited.

Class/Activity Disturbance

Any physical or verbal disturbance which occurs within the learning environment and which interrupts or interferes with teaching or orderly conduct of class/school activities is prohibited.

Sexual Activity

No student shall engage in behavior that is indecent, overly affectionate or of a sexual nature in the school setting.

Noncompliance

Students shall comply with all directions of the administrator, teachers, substitute teachers, administrative staff, and all other school personnel who are authorized to give such directions, during any period of time when they are subject to the authority of such school personnel.

Inappropriate Language

Cursing or use of vulgar, profane, or obscene language is prohibited.

Theft

No student shall steal, attempt to steal, or knowingly be in possession of stolen property.

Tobacco

No student at any time shall possess, smoke or otherwise use any tobacco product in the school building or on the school premises or while attending or participating in a school function.

Threat/False Threat

No student shall make any threat through written or verbal language, sign, or act which conveys a serious expression of intent to cause harm or violence. Furthermore, no student shall make a false threat of harm or violence, even in jest, which causes or is reasonably likely to cause fear or a disruption to school activities.

Hazing

Hazing is prohibited. No group or individual shall require a student to wear abnormal dress, play abusive or ridiculous tricks on him/her, frighten, scold, beat, harass, or subject him/her to personal indignity.

False Fire Alarm

No student shall set off, attempt to set off, or aid and abet anyone in giving a false fire alarm. No student shall interfere with or damage any part of a fire alarm, fire detection, smoke detection, or fire extinguishing system.

Bomb Threat

No student shall make, aid, and/or abet in making a bomb threat or hoax by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on the school premises or at the site of school activities.

No student shall with the intent to perpetrate a hoax, conceal, place or display on school property or the site of school activities any device or artifact so as to cause any person reasonably to believe the same to be a bomb or other destructive device.

Fire Setting/Incendiary Material

The possession of any incendiary material (including but not limited to matches, lighters, or lighter fluid) and the use of any material reasonably likely to result in a fire on school property is prohibited unless specifically authorized by school officials.

Extortion

No student shall attempt to extort money, personal property, or personal services.

Disruptive Protest

No student on the school campus or on property adjacent thereto shall engage in any protest, march, picket, sit-in, boycott, walkout, or other activity which has as its purpose the disruption of any lawful function, mission, or process of the school, or in fact creates such a disruption.

School Disturbance

No student shall, by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct, cause the disruption of any lawful function, mission, or process of the school.

Property Damage

No student shall intentionally damage or attempt to damage or deface school property or private property while under school jurisdiction. Any vandalism or inappropriate behavior in the bathrooms (overflowing sinks, throwing paper towels and toilet paper, throwing pencils and pens in commodes, removing soap dispensers and emptying them, or using toilet paper to "roll" the bathroom) will result in disciplinary action.

Aiding and Abetting

No student shall aid or abet another student in violating any rule in the Code of Student Conduct.

Acts of Terror - Violation of this section may result in suspension from school for 365 days.

- No student shall make a report that he or she knows or should know is false, that any device, substance or material designed to cause harmful or life threatening illness or injury to another person, is located on school property or at the site of a school activity.
- No student shall, with intent to perpetrate a hoax, conceal, place, disseminate or display on school property or site of a school activity any device, machine,

instrument, artifact, letter, package, material, or substance, so as to cause a reasonable person to believe the same to be a substance or material capable of causing harmful or life-threatening illness or injury to another person.

- No student shall threaten (or make a report of a threat that he or she knows is false) to commit an act of terror on school property or at the site of a school activity that is designed to cause serious injury or death to another person, or when the threat is intended to cause a significant disruption to the instructional day or a school-sponsored activity.

Wireless Communication Devices

Except under school staff supervision for instructional purposes, no student shall use, display, transmit or have in the “on” position on school property any wireless communication device, including but not necessarily limited to: cell phones, pagers, two-way radios, etc. Possession of said items will result in item being confiscated and returned only to the student’s parents.

Personal Electronic Devices

Students may not bring personal electronic devices such as electronic games, CD players, laser pointers, etc. on the Magellan campus at any time without the consent of a staff member.

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student or school computers under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. The use of hand-held devices to check a student’s person or personal effects is permitted.

As used in this policy, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in the school rules available beforehand to the student.

A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. Although not absolute in all cases, a parent will be informed prior to a search.

Personal Searches – A student’s person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat down search of a student’s person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

If the school official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present.

School Computers – School computers and any data they contain remain under control of the school and are subject to inspection at any time.

Metal Detectors – School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, non-discriminatory manner. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.

Seizure of Illegal Materials – If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

NARCOTICS, ALCOHOLIC BEVERAGES, CONTROLLED SUBSTANCES, CHEMICALS, AND DRUG PARAPHERNALIA

No student shall possess, use, distribute, sell, possess with intent to distribute or sell, or conspire or attempt to distribute or sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, counterfeit substance, any unauthorized prescription drug, or any other chemicals or products with the intention of bringing about a state of exhilaration, euphoria, or of otherwise altering the student's mood of behavior.

For the purpose of the Code of Student Conduct the following definitions apply:

- **Possess:** having the power or intent to control a prohibited substance and shall include, but is not necessarily limited to the possession of a prohibited substance in a student's automobile, locker, book-bag, or desk, or on a student's person.
- **Use:** the consumption, injection, inhalation or absorption of a prohibited substance into a student's body by any means.
- **Under the influence:** the use of any prohibited substance at any time or place when the prohibited substance would influence a student's mood, behavior, or learning to any degree.

- **Sell:** the exchange of a prohibited substance for money, property, or any other benefit or item of value.
- **Distribute:** to give, share, or pass a prohibited substance.
- **Possess with intent to distribute/sell:** Intent to distribute or sell may be determined from the amount of the prohibited substance found, the manner in which it was packaged, the presence of packaging materials such as scales, baggies or other containers, or from statements or actions of the student that demonstrate an intent to sell or distribute.
- **Counterfeit Substance:** any substance that is described or presented with the intention of deceiving another into believing that it is a substance prohibited under this policy.
- **Unauthorized Prescription Drug:** Any drug or medication that has not been prescribed for the student.

INTEGRITY

Any student who engages in or attempts to engage in plagiarism, falsification, violation of software copyright laws, or violation of computer access shall be subject to disciplinary action. The following actions are specifically prohibited:

- **Cheating** – giving or receiving of any unauthorized assistance on academic work.
- **Plagiarism** – copying the language, structure, or idea of another and representing it as one's own work.
- **Falsification** – verbal or written statement of any untruth.
- **Violation of computer access** – willfully, directly, or indirectly, accessing or causing to be accessed any computer, computer system, computer network, or any part thereof without proper authorization.

DISCIPLINE

A school climate conducive to serious study and respect for oneself, other people, and property is essential for a school to meet the needs of youth. **The school administrator has the authority and responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate student behavior in accordance with board policy.** These policies may be modified on a case-by-case basis to conform to the procedures established for the discipline of students with disabilities.

- The teacher has the responsibility and authority for disciplining students.
- It is the responsibility of our school administrator to investigate fully the cases of students referred to the office for misbehavior and to determine such action as deemed warranted.
- If, in questioning a student, the administrator determines that the questioning should be carried out by a law enforcement officer, the administrator shall make a reasonable attempt to notify the parents (except in cases of suspected child

abuse or neglect by the parent) to give them an opportunity to be present during questioning.

- A student may be suspended from school short-term, for cause, by the administrator in accordance with the provisions of law and board policy. A due process conference including parents will be used prior to this action.
- A student may be suspended from school long-term, for cause, by the administrator with the prior approval of the Board of Directors in accordance with provisions of law and board policy.

DUE PROCESS

North Carolina law requires teachers to maintain good order and discipline in their school. The law further gives administrators the power and duty to discipline students and to assign duties to teachers with regard to discipline and general well being of students. Suspension from school is a serious measure. Our administrators will utilize every reasonable resource at their disposal to affect another solution to student misconduct.

- If the administrator witnesses or is made aware of serious student misconduct and believes that immediate removal of the student is necessary to restore order or to protect school property or persons on school grounds, she/he may suspend the student immediately.
- A short-term suspension is removal from school for a period of ten school days or less. The administrator may invoke a short-term suspension only after investigating the misconduct, conferencing with parents, confronting the student with the charges, and allowing for the student's response. A suspended student will be provided an opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period. Appeal to our administrator must be requested within two days. An appeal hearing board will consist of our administrator, the student's teacher, and another teacher at The Magellan Charter School.
- A long-term suspension is removal from school for more than ten days but not exceeding the remainder of the school year. An appeal must be made to the school administrator within four days and the appeal will be heard by a committee of the Board of Directors.
- Rules governing the suspension of exceptional children shall be in compliance with state and federal guidelines.
- The removal of a student from class by the teacher, administrator, or other authorized school personnel for the remainder of the class period or school day and her/his relocation on the school premises shall not be considered a short-term suspension. Although not inclusive, this could include time outside, in-school suspension, an alternative educational center, or denial of off-campus events.

PARENT-TEACHER CONFERENCES

Communication between parents and teachers is important and sometimes vital for student success. The primary purpose of this communication is to give the teacher and the parent the opportunity to discuss academic and behavioral goals and expectations, review student performance, identify any problems that may arise, brainstorm strategies for problem resolution and, ultimately, student success. At Magellan, we recommend that parents and teachers meet face-to-face at least twice annually. (One contact with parents in writing or by phone.) Either the parent or the teacher can initiate the conference.

Effective conferences are:

- Scheduled in advance
- Focused on a win-win outcome
- Timely
- Purposeful
- Characterized by open communication and active listening

Conferences are most successful when both the parent and the teacher are well prepared. This means that prior to a conference, both the parent and teacher have:

- Outlined topics for discussion
- Reflected upon the student's academic & behavioral performance
- Come prepared to share suggestions/strategies that will help the student become or continue to be successful at school

During the conference, both the parent and teacher need to take the opportunity to:

- Communicate learning goals/objectives
- Share feedback about student performance
- Share successes
- Discuss weaknesses
- Actively listen/take notes

If either the parent or teacher has a concern, the following plan of action is suggested:

- Clarify the concern (it is helpful if the student can be involved in this process)
- Identify possible causes
- Brainstorm suggestions/identify strategies to rectify the problem
- Develop an action plan (clarify what each stakeholder will do)
- Set another conference within a reasonable timeframe to assess the effectiveness of action plan

If the parent/teacher conference and the action plan prove to be unsuccessful, the administrator should become involved in the process. A meeting with the teacher, the parent(s), the student and the administrator should be scheduled in a timely manner.

During the meeting:

- The concern(s) are identified
- The action plan and previously used strategies are reviewed
- Alternative action plans are developed and/or options are discussed

- A follow-up meeting is scheduled

A successful resolution to concerns raised in parent/teacher conferences is the goal of everyone at Magellan. We believe the best strategy for resolving concerns about a student's performance is one in which the teacher, the parent, the student and administrator work collaboratively to find an effective solution. **In the event that a concern or issue persists, the Board will hear the concern and again meet with all stakeholders in order to reach an effective solution.**

School Procedures

Student Sign-in/Sign-out

- Parents/guardians must sign in and sign out their child at the office when picking up or dropping off during school hours.

When you visit the school...

- Parents/guardians must sign the visitors' log and obtain a visitors badge when coming into the school.

When there is inclement weather...

- Magellan will notify WRAL-TV in case of delays or cancellation. Check for changes listed as *The Magellan Charter School* on WRAL-TV or WRAL-TV.com.
A 3 hour delay will eliminate lunch from the daily schedule. In the event of an emergency closing with less than a 2 hour parent notification period, the SaftNet phone system will be employed.
Delays or cancellations will be posted on the Magellan website as soon as possible.

Attendance

- When a child is absent you must send a note explaining the reason for the absence upon the return of the child to school. If notice is not received within three days, the absence will be marked unexcused. **If a child is absent for more than five consecutive days, a doctor's written excuse is required.**
- In order to ensure the best possible academic success for your child(ren), we ask that family trips be taken during the summer or the scheduled breaks built into the school calendar.
- In the event *educational* family trips must interrupt instructional time, written notice must be submitted to Mrs. Griffin prior to the absence in order for it to be excused. Teachers are not required to provide make-up work or administer missed tests if an absence is unexcused. Also, it is up to the teacher's discretion whether assignments will be provided in advance of absences due to trips.

Communications

- Parents may communicate with Magellan staff by phone, in person, through notes, or via e-mail. To reach a staff member by e-mail use the following format: first name.last name@magellancharter.org example: mary.griffin@magellancharter.org

- Situations requiring immediate attention should be addressed by phone or in person.
- *If you send an e-mail, please allow 48 hours for a response.*

School Hours

- The school day starts at 8:00 am and ends at 2:30 pm. The earliest drop-off time in the morning is 7:30 am. **STUDENTS MUST BE PICKED UP NO LATER THAN 3:00 P.M.**
- For record purposes, a child is marked absent when he/she misses half of the school day.
- As each grade level follows a different schedule, please keep a copy of your child's daily schedule handy in order to make it easier to locate him/her when you need to pick him/her up during school hours.
- It is strongly recommended that appointments (doctor, dentist, etc.) be scheduled after school hours whenever possible.

Lunch

- Because there is no cafeteria at Magellan the children eat lunch outside or in their classrooms. Parent volunteers are needed to supervise the lunch periods. This assistance is coordinated by grade and room parents, and is critical to the teachers.
- On Wednesdays, pizza, drinks, and desserts are offered for sale to students. The majority of the proceeds support class voyages. Sales also benefit the Booster Club and MaP. Look for other lunch "specials" in Strait Talk.
- On Mondays, the Athletic Booster Club offers "Chik Fil A" lunch as a fundraiser.

Voyages

- Field trips are an integral part of Magellan's dynamic curriculum. Advance notice will be given with information about itinerary, cost, meals, chaperones, instructions for the administration of medications, as well as packing lists.
- Every attempt is made to minimize the cost of Magellan voyages. Our per-student costs are always based on the total number of students in each grade level. The Magellan Charter School policy is to honor our commitments to each field trip destination. Therefore, we are unable to issue full refunds if a student is unable to attend due to illness or disciplinary action.
- It is also Magellan policy to make voyages possible for every student regardless of financial circumstances. Please contact Trish Villareal if you have any questions.

Health and Safety

- Parents/guardians should ensure that information on file is correct and complete (please include cell phone and pager numbers) to enable the school to reach you in case your child is hurt or ill.
- Parents are asked not to send their child to school if he/she has a fever, even a low-grade fever.
- Prescribed medication may be distributed by authorized school staff.
 - If a child is to receive prescribed medication while attending school, please complete the Parent Request and Physician's Order Form available in the office.
 - Medication must be in the original labeled container, accompanied by written instructions from the doctor.
 - Remember to complete this process each year.

- The child is responsible for going to the office at the appropriate time to receive his/her medication.

If a student becomes injured and needs to use the elevator, please send a note explaining the nature of the injury and why the use of the elevator is necessary. A doctor's note may be required if the elevator will need to be used for an extending period of time.

Questions or concerns about medical issues should be addressed to the school nurse, Leigh Ammons, at leammons@aol.com.

After School Program at Magellan

The **After School Program at Magellan** operates independently from The Magellan Charter School. The classes are designed to compliment instruction given during the school day and offer a selection of enrichment and arts programs to Magellan students at a moderate cost.

Registration information for programs is available on the Magellan website. **For questions on individual classes contact your child's Arts at Magellan teacher.**

(NOTE: Send Registration Forms directly to your After School Program teacher)

Sports

Extra-curricular sports activities are available to 7th and 8th graders who meet Magellan academic requirements. Costs are covered by the parents of athletes and by fundraising coordinated by the Booster Club.

Officers

| | | |
|------------------------|----------------|----------|
| Athletic Director | Linwood Harp | 844-0277 |
| Booster Club President | Joe Maierhofer | 848-8940 |
| Booster Club Treasurer | Rahn Sutton | 847-4517 |

Fall: Girls' Tennis, Girls' Volleyball, Boys' Soccer, Co-ed Cross Country

Please see website for Fall Sports Parent Meeting and Fall Sports Tournaments Dates (Soccer, Tennis, Volleyball, and Cross Country)

Winter: Girls' & Boys' Basketball

Please see website for Winter Sports Tryouts and Winter Sports Parent Meeting
Basketball Conference Tournament is in February.

Spring: Girls' Soccer, Boys' Tennis, Boys' Baseball

Please see website for Spring Tryouts (February) and Spring Sports Parent Meeting.
Conference Tournaments are in May

MaP (Magellan Partners for Education)

The purpose of MaP is to assist in the promotion of excellence in facilities, programs and atmosphere for education, and by providing aid and services to the school's educational, social and financial activities.

Officers

President

Trish Adamkowski 846-0706

Vice Presidents/Fundraising Chairs

Elaine Avery 676-8514

Maria Triolo 556-6906

Secretary

Jean Moorefield 845-3480

Treasurer

Kathy Chandler 846-2061

MaP Membership

Three levels of family membership:

- Mariner \$20.00
- Voyager \$30.00
- Navigator \$50.00

Membership Drive

- August 16th - September 10th
- Membership is valid until Sept. 2011

What a MaP membership entails

- Your contribution to Magellan through MaP membership helps show your support of Magellan faculty, staff and students.
- All three types of membership entitle up to two (2) adults per family to vote on decisions at MaP meetings.

MaP meetings

The MAP Officers and Committee Chairpersons meet monthly; meetings are generally the third Tuesday of each month (meeting times to be announced on the school website and in the Strait Talk). All parents are welcome!

Communications

MaP officers and committee chairpersons have mailboxes located in the copier room. Please leave any written communication in the designated box.

Strait Talk and School Wide Event Calendar

- Strait Talk, MaP's official monthly newsletter is sent electronically (via e-mail) on the second Tuesday of the month. A school wide calendar is available electronically on the Magellan website.
- If you prefer a hard copy of Strait Talk please notify the front office and a hard copy will be sent home with your child in his/her Tuesday folder on the second Tuesday.
- You may submit information to be considered for publication in the Strait Talk. Please e-mail your news to Eurry Boris, boris_family@bellsouth.net. The deadline for submission is the 1st Tuesday of each month.

Car Pool

Carpool Times

Morning drop-off: 7:30-8:00 AM Afternoon pick-up: 2:30-2:50 PM (Carpool line may begin forming @ 2:15)

Carpool Procedures

In order to expedite the drop off/pick up process all drivers must use the carpool line and display your assigned **carpool number tag** on your rear view mirror.

Morning Procedure

- Follow the traffic pattern detailed on the next page. Please do not stop in front of the school entrance. Proceed to the orange cone at the end of the sidewalk.
- Drop students off in front of the school at the designated area along the sidewalk.
- Students must exit cars from the right side only.

Afternoon Procedure

- Follow the traffic pattern detailed on the next page. Please do not stop in front of the school entrance. Proceed to the orange cone at the end of the sidewalk.
- Please do not line up for carpool until 2:15.
- Students are dismissed at 2:30 PM. Students will be dismissed by number from the classrooms.
- Students must enter cars from the right side only.

Exiting from Magellan (7:30-8:00 AM and 2:30-2:50 PM)

Left hand turn out of the parking lot will be *prohibited* from 7:30-8:00 AM and 2:30-2:50 PM. This traffic flow pattern is designated for the safety of our students. Compliance is **NOT** optional.

Out of consideration for our neighbors, we ask that you not make U-Turns on Hunter Road next to the school or anywhere on Baileywick Elementary campus.

Cell Phones

Cell phone use is prohibited while the carpool line is moving.

Parking

Visitor Parking is located at the back of the building and is **NOT** permitted in the following areas:

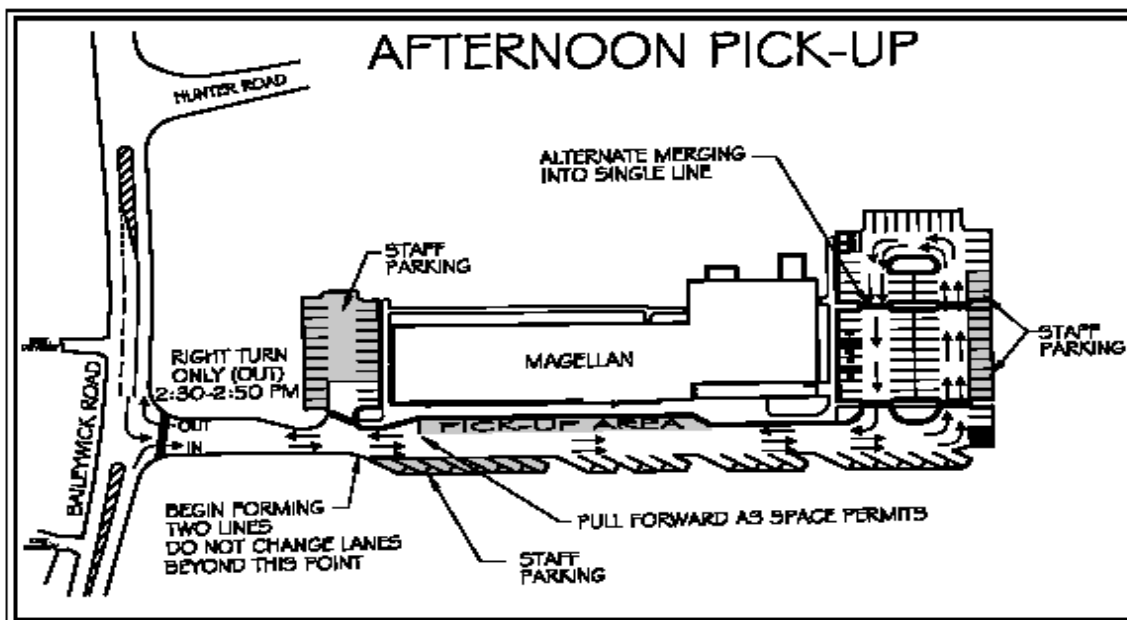
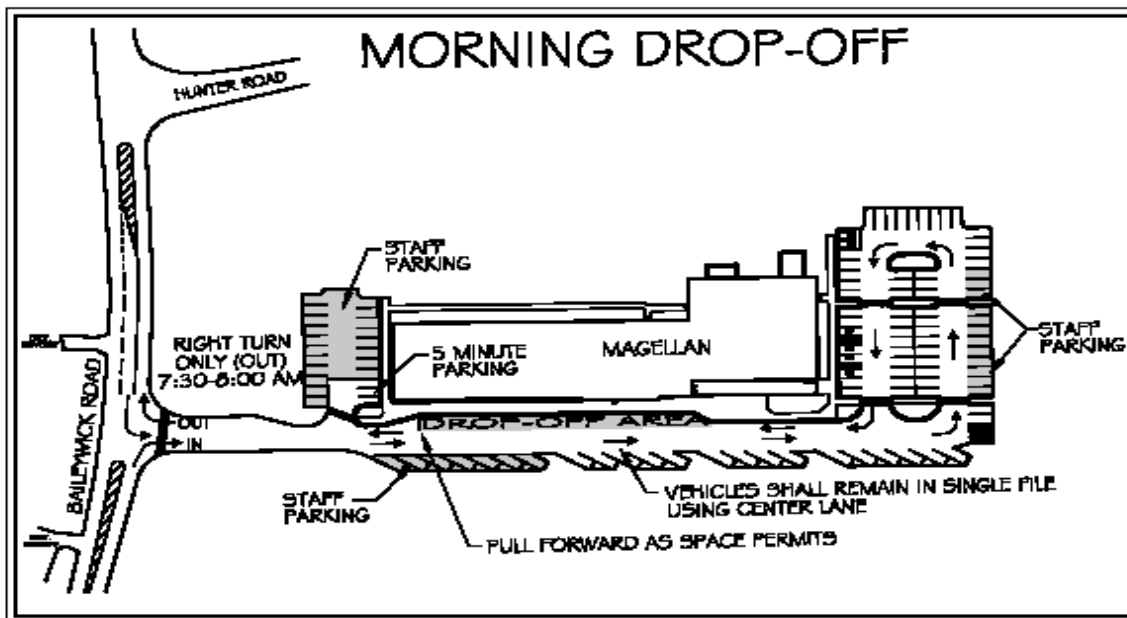
1. Staff parking lot near Baileywick Road
2. Designated staff parking spaces located in the back and side parking lots
3. Handicap parking (without a valid handicap sign)
4. The carpool lane in front of the school building
5. Baileywick Road
6. The spaces in the playground area from 10 am - 2 PM (see parking lot diagram on next page)

5 Minute Parking

Designated five (5) minute parking is provided in the staff lot (near Baileywick Road) for early pick up due to scheduled appointments. Please adhere to the five (5) minute time limit.

Please Note: In rare instances in which you might need to assist your child in carrying a large project etc. into school, please be sure to escort your child to/from your vehicle using the crosswalks. When leaving your parking space, note that cars in the carpool line will be given priority over cars leaving spaces. Those cars may enter only when there is a break in the carpool line.

Limited Parking - Use Carpool Line only!



Dates to Remember

School starts: August 18, 2009 School ends: June 9, 2010

| | | | |
|---------------------------------|---------|---------|--------|
| <u>Trimesters end on:</u> | Nov.18 | Mar 7 | June 9 |
| <u>Report Cards - weeks of:</u> | Nov. 29 | Mar. 14 | June 9 |

Student Holidays and Teacher Workdays

| | |
|----------------------------|--------------------------------------|
| August 11,12,13,16 | Teacher Workdays |
| August 17 | Early Release |
| September 6 | Labor Day Holiday |
| September 27 | Teacher Workday |
| October 18, 19, 20, 21, 22 | Fall Break |
| November 11 | Veteran's Day Holiday |
| November 23 | Early Release |
| November 24, 25, 26 | Thanksgiving Holidays |
| December 17 | Early Release |
| December 20- December 31 | Winter Break |
| January 3 | Teacher Workday |
| January 17 | Martin L. King, Jr. Holiday |
| January 21 | Early Release |
| February 21, 22 | Teacher Workdays |
| March 11 | Early Release |
| March 25 | Holiday |
| March 28 | Teacher Workday |
| April 18 - April 22 | Spring Break |
| May 27 | Early Release |
| May 30 | Teacher Workday/Student Holiday |
| May 31 | Memorial Day Holiday |
| June 9 | Last Day of School: Dismiss at 11:15 |
| June 10 | Teacher Workday |

Testing Dates

| | |
|------------------|--|
| May 16 (Week of) | End-of-Grade Exams (EOG) (all grades) |
| May 23 | End of Course Exams - Algebra and Geometry |
| | End of Grade Exams (EOG) Science |