

Britt David Magnet Academy



2023-2024

Student & Parent Handbook

Britt David Magnet Academy Parent and Student Handbook

2023-2024

Principal.....	Lisa Whitaker
Assistant Principal.....	Melissa Thomas
Secretary.....	Kim Brabston
Clerk.....	Amber Overway
School Counselor.....	Monica Medlin
Media Specialist.....	Julie Williams
Clinic Worker.....	Brenda McChesney
Cafeteria Manager.....	Nancy Brannon

Hours of Operation- 7:00am-3:15pm	
Front Office	706-748-2617
Cafeteria	706-748-2634
Mailing Address	5801 Armour Road Columbus, GA 31906
Website	https://brittdavid.wixsite.com/brittdavid
Instagram	https://www.instagram.com/brittdavidmagnet/
Facebook	https://www.facebook.com/brittdavidmagnet/

BDMA Magnet Focus

Advanced College Preparatory with CTAE Integration

Mission

Our mission is 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.

Mascot

The Bulldog

PLEASE DIRECT QUESTIONS REGARDING BUS
TRANSPORATION ISSUES TO YOUR SCHOOL'S ZONE
SUPERVISOR LISTED BELOW:

For regular bus transportation- 706-748-2876

For bus transportation for special needs students-

706-748-3113

In case of an emergency,

Contact Security at 706-748-2860



Welcome

On behalf of the Britt David Family, I would like to extend a warm welcome to our school. We have high expectations for learning at Britt David. Our faculty and staff are committed to maximizing the potential of each and every learner who enters our school. We encourage parental involvement and community support in their educational process. We hope your experience at Britt David will be one of success and growth. I am looking forward to working with each of you this year!

Sincerely,
Lisa Whitaker
Principal

Britt David Parent and Student Handbook

Britt David Magnet Academy is governed by the rules and regulations of the Muscogee County School District. The Britt David parent and student handbook is not intended to replace the MCSD Behavior Code and Discipline Policy Handbook, but provide information that is unique to Britt David. For information not addressed in this handbook, please refer to the MCSD Behavior Code and Discipline Policy Handbook.

Weekly Communication- Thursday Thoughts

Thursday Thoughts is a newsletter emailed and posted to the website every Thursday. This newsletter covers important dates and information of events and activities going on around Britt David.

Guidelines to a Positive Parent Visitation to the Classroom

Welcome to our school and your child's classroom. As we encourage parent involvement in our school, please keep in mind that when you are a visitor in the classroom, instruction is taking place and disruptions should be kept to a minimum. All visits are scheduled ahead of time.

To ensure that your visit is supportive for our learning environment, please follow the guidelines listed below.

- Sign in at the school office before going to the classroom. Be sure to bring a valid ID.
- Turn off cell phones
- Enter quietly and take a seat where designated or in back of the room
- Food and drink are prohibited
- Do not converse with your child or hover near their desk
- Do not involve children in the classroom in conversation. Your presence alone can be a distraction to many children
- If you would like to have a conversation or conference with the teacher, please schedule a separate time to talk with him/her.
- Since this is instructional time, do not involve the teacher in a conversation that takes his or her attention away from the students.
- Please limit your visit to thirty minutes
- Younger children may not accompany parents in the classroom visit

Thank you for your cooperation in this matter and please enjoy your visit. Your partnership in educating your child is very important to us. We are glad you are here.

Thank you,

Lisa Whitaker, Principal

2023-2024 Faculty and Staff

Principal		Lisa Whitaker	
Assistant Principal		Melissa Thomas	
Magnet Coordinator		Jodi Head	
Secretary		Kim Brabston	
Clerk		Amber Overway	
<u>Kindergarten Teachers (Paraprofessionals)</u> Rae Norton (Monica Graydon) Angela Gillespie (Kelly Ward) Loryn Konze (Rebecca Davenport) Serene Smith (Gale Taylor)		<u>First Grade Teachers</u> Taylor Hewitt Nicole Hodge Kendra Neal Ashley Sykes	
<u>Second Grade Teachers</u> Sicily Coleman Brooke Kehoe Vicky George Shannon Williamson			
<u>Third Grade Teachers</u> Niki Edwards Lindsey Fitts Mary Allen Mobley Lici Orr		<u>Fourth Grade Teachers</u> Melissa Moore Melanie Nolan Sydney Oliver Waverly Parkerson	
<u>Fifth Grade Teachers</u> Jennifer Bray, Social Studies Shea Lindblad, ELA/Reading Andrea Reese, Math Lisa Seegar, Science			
<u>Special Education Teachers</u> Missy Morgan (Joanie Locey & Yasmin Torres) Ricky Spradlin (Lashanda Davis & Cyndi Haynie)		<u>Instructional Computer Lab</u> Jelynn Horne, Teacher Ruth Newton, Paraprofessional	
<u>Instructional Support Specialists</u> Josee Bourret Tiffany Smith			
Counselor		Monica Medlin	
Media Specialist		Julie Williams	
Art		Cami Batts-White	
Music		Afton Pownall	
PE		Danielle McKinney	
Speech Pathologist		Sherrie Pickett	
School Psychologist		Jessica Stone	
School Social Worker		Kaseanna Duffey	
Cafeteria Staff		Nancy Brannon, Manager Ethel Alexander, Culinary Tech	Sheryl Sprout, Cashier Janice Farlow, Culinary Tech
Clinic Worker		Brenda McChesney	

After School Program

The after-school program is operated by Britt David Magnet Academy and run by our own teachers and staff. Funds from this benefit the school. Visit the website for more information and to sign up. *Any car riders who are not picked up daily from school by 2:45 can be escorted to the After School Program until their ride comes and parents charged the daily fee. This also includes after school clubs.

All-Pro Dads

All Pro Dad Chapters provide an opportunity for dads to spend quality time with their children that will strengthen their relationship. A schedule will be sent out for dates for dads or male guardians to meet at McDonald's on Airport Thruway for a special time together.

Attendance

The school day begins at 7:45 a.m. each day and ends at 2:15 p.m.

Students should not arrive to campus prior to 7:00 a.m. as there is no supervision available.

If a student has 10 or more unexcused absences, OR 12 or more tardies, OR the student is picked up later than 2:45 more than three times, in a nine-week grading period, the student could be placed on probation and possibly dismissed.

Tardy Policy- When a student is tardy, a parent **must** accompany them to the office to sign-in. Any student who is on school property but not in his or her assigned classroom following the bell, will be considered tardy to school. The last bell rings at 7:45 a.m.; therefore, those students who are not in the building at that time are considered tardy. Students need to be seated by 7:45. Beyond 12 tardies could result in probation.

Withdrawals- Parents should notify the school office as soon as possible if a student is leaving BDMA. Withdrawal papers must be prepared in advance and the students cafeteria account, library account, textbooks, and devices must be assessed before withdrawal can be completed.

Early Checkouts- Any student who must be checked out of school before the end of the school day, must be signed out in the office by someone listed on the registration form. No student shall be checked out after 1:45 p.m. unless it is a documented emergency or medical appointment. Documentation must be submitted the next day to the front office. Checking out of school to avoid traffic or getting started on an early start to vacation will not be excused.

Reduction of Unexcused Absences: From the MCSD Handbook- The MCSD shall adopt policies and procedures to reduce unexcused absences that shall include but are not limited to the following:

1. The MCSD will notify the parent, guardian, or other person who has control or charge of the student when such student has five (5) unexcused absences. The notice shall outline the penalty and consequences of such absences and that each subsequent absence shall constitute a separate offense.
2. After two (2) reasonable attempts to notify the parent, guardian, or other person who has charge of the student, the school system shall send written notice via first-class mail or certified mail with return receipt requested; and
3. MCSD will provide to the parent, guardian, or other person having control or charge of each student enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance.
4. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of such student shall sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students aged ten or older by September 1 shall sign a statement indicating receipt of a written statement of possible consequences for non-compliance to the local system's policy.

***The school social worker shall monitor the daily attendance of students declared "habitually truant."**

Birthday Celebrations

Birthday party invitations may be distributed at school only under the following terms:

- Everyone in the homeroom is invited, or all girls or all boys are invited
- If your child is only inviting a few friends, invitations **may not be distributed at school.**

If your child would like to celebrate his or her birthday at school, you may send in or bring a special treat for the class to be passed out during lunch. The treats should be ready to serve. Please ask the teacher if there are food allergies or other health issues in the class.

If you would like your child's name displayed on the Britt David digital sign in the front of the school for his or her birthday, the cost is \$10.00 and the money goes into our student activity fund. Please see the front office.

Book Fairs

Several times during the year, PTA will sponsor book fairs. Children usually bring home flyers advertising some of the books that will be for sale. Each class will shop on specific days.

Chromebooks

All students have been issued a Chromebook (to include Case and Charger) to use during the school day. Students must be responsible for their Chromebook/Case/Charger at all times. In an effort to be good stewards of taxpayer dollars, students must be responsible for the care of their Chromebook and not damage it in any way. Chromebooks are to be carried in a case at all times when not in use. Students who damage Chromebooks and/or accessories can be assessed a replacement fee as per Board (MCSD Board Policy JS: Student Fees, Fines, and Charges).

Bullying Policy

All families will receive a copy of the MCSD Code of Conduct Handbook that outlines the Bullying Policy. From the MCSD Handbook- MCSD does not tolerate bullying. Students who experience bullying are encouraged to report and share information with any school district personnel. In the event you see or hear about bullying, please let someone know as soon as possible. Bullying is defined by Georgia law as follows: (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or (3) Any intentional written, verbal, or physical act that a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: (A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1; (B) Has the effect of substantially interfering with a student's education; (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (D) Has the effect of substantially disrupting the orderly operation of the school.

For more information please see the MCSD Code of Conduct Handbook.

Each reported incident of bullying behavior will be investigated by the principal/designee and in some cases school security. Consequences will be determined in accordance with our code of conduct and may include one or more of the following:

- suspension from school
- referral to the student discipline tribunal
- assignment to alternate educational programs
- dismissal from Britt David Magnet Academy

Clubs and Competitions

There are many opportunities for academic competitions, clubs, and after-school activities. Britt David students participate in and/or try out for a variety of clubs such as: Student Council, Running Club, Bible Club, Safety Patrol, Helen Ruffin Reading Bowl, Picture Bowl, Math Team, School Play, Robotics, Spelling Bee, Drama Kids, and more!

*If a student is not picked up on time from an after-school club or practice, he or she can be escorted to the After-School Program until a parent arrives and parents will be charged the daily fee.

Communication/Parent Contact

- Each week, teachers will send a weekly email to give details of the Following week
- All staff members have an email address for you to correspond with them. Teacher emails are posted on the website. **When emailing a teacher or staff member, please allow up to 24 hours for a response.**
- Thursday Thoughts is a digital, weekly newsletter of current topics or interest including celebrations, important information, and dates. It will be emailed and posted to the school website each week.
- Blackboard Connect is another way parents can be notified of important information by telephone. Please be sure all phone numbers are up to date and let us know of any changes.
The school telephone is a business phone and may be used by the students only in case of an emergency. After school arrangements should be made before the child leaves home in the morning.
Please discuss the following arrangements with your child before school:
 - Alternate transportation in the event of bad weather
 - Changes in after school child care schedule
 - School work and materials/after school plans
 - Provisions to pay for lunch, special projects, etc.

Conferences

Parent conferences may be scheduled in writing, email, or by phone. Teachers keep their own calendar for conferences unless the office sets up a special meeting. Conferences will normally be held before or after school hours. The teachers should not be disrupted during the instructional day.

Daily Schedule

7:00 a.m. School Opens/Breakfast Begins- Students report to the cafeteria

7:15 a.m.-7:30 a.m.- Students may sit in the hallways (Adults are on duty to monitor students)

7:30 a.m.- Students may enter the classroom

7:45 a.m. School day begins

2:10 p.m. Bus Riders and Day Care Dismissed

2:15 p.m. Car Riders and After School Program Dismissal



Dismissal

Students will be released only to those individuals listed on the Registration forms. For the car rider line- we ask that you display your car tag to make for a smooth process. Any changes must be made in writing (Signature required) and submitted to the office.

Students who have not been picked up by 2:45 will be escorted to the After School Program. Parents will be notified and may be responsible for the cost of this supervision. This also includes after school clubs or activities.

Electronic Devices

Elementary students are not permitted to have a cellular phone or other electronic devices, unless for a classroom activity led by the teacher. If it is used for after-school, it must remain turned off in the bookbag.

End of the Year Awards

Celebrations of success will be held at the close of each school year by grade level. The following is a list of our end of the year awards.

- Principal's List (All A's in academic areas)
- Honor Roll (All A's & B's in academic areas)
- Perfect Attendance (No absences or tardies for the year)
- Conduct (All S's for the entire year)
- Citizen of the Year (Each classroom chooses one student)
- Awards will be given in each subject area for high achievement
- PE, Art, Music, and Innovation Lab Awards will be given
- Students will be recognized if they were the Student of the Month
- IXL, Lexia, Beable Awards will be given for high achievement
- A variety of reading awards will be given out to those students who go above and beyond their reading goals

Graded Papers

On Thursdays, each teacher will send home a folder that includes graded papers and a snapshot progress report. Please sign the folder log and return the empty folder to school the following day.

Grading System

Progress reports are distributed every four and a half weeks and report cards every nine weeks for K-5. These reports follow the guidelines and evaluation ranges set by MCSD.

Kindergarten- The kindergarten report card is used by teachers in evaluating the ongoing growth and development of their students, as defined by MCSD.

E=Exceeds the Standard

M= Meets the Standard

P= In Progress

N= Needs Improvement

*Mastery is expected by the end of the year. In areas with multiple standards, the student must meet all standards in order to receive an 'M' or 'E'.

1st-5th Grades, PE, Art, Music, & Computers

A= 90% and above

B= 80-89%

C= 70-79%

F= 69% and Below

Conduct-

S= Satisfactory

N= Needs Improvement

U= Unsatisfactory

If parents have concerns related to student progress or grading, a conference with the teacher is highly encouraged.

Lost and Found

Unclaimed items are placed in the lost and found area on the stage in the cafeteria. It helps tremendously if the student's name is written on outwear, lunchboxes, bookbags, etc. Please do not allow students to bring electronic devices, games, candy, toys, extra money, etc. (unless they have permission from the teacher). The school will not be responsible for these items, if they become lost.

Magnet Program

Britt David Magnet Academy is embarking on a new magnet focus- Advanced College Preparatory with CTAE Integration. CTAE Stands for: Career Technical and Agricultural Education. We are 'Future Focused' and want to expose all of our students to careers that they could one day explore in the future. We have several ideas and programs that will take place throughout the year to highlight our new magnet focus.

Medication/School Clinic

The school clinic is operational from 9:00 a.m.-1:00 p.m. Monday-Thursday and 10:00 a.m.- 1:00 p.m. on Fridays. The office staff is available at other times. Written medical authorization is required before any medication can be given to students. Verbal permission is not accepted. The medication form may be obtained from the office staff, clinic worker, or website. All prescription medication must be in the original container with a clear label. Non-prescription medications also require a medical form and must be in original containers. Students are not allowed to self-administer medication. All medication will be kept in a locked cabinet in the clinic and documentation will be kept. Parents will be called and

The student must be picked up if him or her are too sick to stay in class.

Please note- withholding health issues about your child from the school could be life threatening and potentially dangerous. It is the responsibility of the parent to notify school authorities about a student's medical condition at time of registration or immediately upon a medical diagnosis.

PTA (Parent Teacher Association)

Britt David is home to one of the hardest working PTA groups in the state. We are very proud of the officers and parent volunteers who spend long hours working to make this school a great place to learn for our boys and girls. A PTA Raffle takes place at the beginning of the school year and the drawing will take place at the Fall Festival. Parents agree to participate in the raffle when they sign the Letter of Commitment at the start of the school year. This is the only PTA Fundraiser of the year. Membership dues are \$10.00 for the year and installation of new officers is held at the last meeting, normally in May. A schedule of meetings/activities is included in this handbook.

Parking on Campus

Please park in a designated parking area or spot while on campus. There is no drop off or pick up allowed at the media center gate. Cars are not to be parked (left unattended) in loading zones, at the yellow curb, or on grass at any time. Please do not park anywhere along the front driveway. The curbat the front is reserved for pickup vans and buses.

Picture Days

Picture days occur twice a year. One is within the first nine week of school and the other in early spring. Each time an individual picture package is offered. The fall pictures are also for the yearbook. Class pictures will be taken in the spring. **Students are not required to be in uniform on picture days.**

State Testing Requirements (GMAS)

REQUIREMENTS FOR GRADES K – 8

Each school principal shall distribute student data from the Georgia Milestones Assessment System (GMAS) End-of-Grade test, or comparable assessments, to teachers prior to the beginning of each school year. Each teacher shall use data to focus instruction on identified student academic performances in grades K-8. If a student is not performing at grade level, a placement committee will be formed to Determine whether each student shall be retained or promoted based on a review of the overall academic achievement of the student; to develop an accelerated, differentiated, or additional instruction plan for each student who does not achieve at grade level.

Safety

Safety around our campus is our number one priority. Students and staff participate in several safety drills throughout the year to practice what to do in the event of an emergency. There is a school safety plan that is reviewed by a team and updated frequently. We ask that everyone do their part when visiting the school by coming in to the front office to check out your child with an ID, wearing a visitors badge when around campus, and keeping all doors secure and closed at all times. Please notify the front office if you see anything out of place or unusual when you are on campus.

School Nutrition Program (SNP)

(From the SNP Handbook)

The School Nutrition Program provides a healthy breakfast and lunch choice for students every day. Students may bring their own lunches from home. Restaurant containers are not allowed in the cafeteria. Parents are encouraged to have lunch with their children and a school lunch may be purchased to eat in the cafeteria with the students.

Free and Reduced Meal Applications

A new application must be completed and approved every school year before your child can qualify for free or reduced-price meal benefits. For quicker processing, an online application is available at www.myschoolapps.com. If you prefer, a paper application is available upon request at your child's school or at the School Nutrition Office at 2960 Macon Road.

Paying for School Lunch

Muscogee County SNP does not accept personal checks as payment for meals in our cafeterias. Payments may be made by cash, money order, cashier's check, traveler's check, or on-line via our online payment system, My School Bucks, using your credit or debit card. www.MySchoolBucks.com

Elementary School Meal Prices

Breakfast		Lunch	
Full Price	\$1.00	Full Price	\$2.45
Reduced Price	.30	Reduced Price	.40
MCSD Adult Staff	\$1.75	MCSD Adult Staff	\$4.00
Adult	\$2.00	Adult	\$4.50

Menus: Monthly menus can be found on the MCSD Website for **Britt David**. **Menus are subject to change due to availability.**

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.**

Special Dietary Needs

MCSD School Nutrition will make meal modifications and substitutions to the regular school meals for a student with a disability that restricts their diet. The Special Dietary Needs Prescription Form **must be** completed and signed by a licensed physician, unless the child has a healthcare plan or an IEP/504 Plan on file, and returned to MCSD School Nutrition Program, including the school cafeteria manager and the Nutrition Specialist before the school cafeteria can provide any modifications or substitutions. A form and instructions can be found on the School Nutrition page of the MCSD web site, or at the school clinic or cafeteria. You may contact the School Nutrition office at 706-748-2386 for more information.

Lunch with your Child: You are more than welcome to have lunch with your child. Seating is available on the stage. During pleasant weather, the courtyard area is available. Parents must bring a valid ID and sign in through the front office. After signing in, please wear your badge or sticker given to you. If you bring food from a restaurant, please put it in a different bag if eating in the cafeteria.

School Telephone

The school telephone is a business phone and may be used by the students only in the case of an emergency. After school arrangements should be made prior to the student leaving home in the morning. We will be happy to relay messages to teachers or students, if necessary. Please do not request for a teacher or student to come to the phone as they are not able to leave the classroom to answer the phone unless there is an emergency.

St. Elmo Center for Gifted

Students who are State Identified Gifted will attend St. Elmo one day per week. The schedule is:

Tuesday- 1st, 2nd, and 4th grade

Thursday- 3rd and 5th grade

Students will ride a bus from Britt David to St. Elmo and will return prior the dismissal. Students are not responsible for missed work the day they attend St. Elmo. Lunch accounts from Britt David are used at St. Elmo. The students who stay at Britt David will participate in a normal school day.

Student of the Month

On the first day of each month, the student of the month will be announced for each classroom. The student will take a yard sign home to use and return at the end of the month. The last day of the month the student and one parent/special friend will be invited to come have lunch together. The student is chosen based on displaying traits of the Character Word of the Month.

Student of the Month Criteria

August- Positive Attitude

September- Diligence

October- Respect

November- Citizenship

December- Empathy

January- Kindness

February- Tolerance

March- Forgiveness

April- Integrity

May- Accomplishment

Testing

There are a number of standardized school tests given throughout the year. These are noted in the weekly newsletters, and any special notices that are sent home.

Vision/Hearing Screenings

Vision and Hearing screenings are not routinely provided by MCSD. Educational screen specialist will complete vision and hearing screenings for special education students and regular education students using the MTSS Process.

Regular education students who are suspected of having a Vision/Hearing problem **that is affecting classroom performance**, go through the MTSS Process and will be referred as a Tier 1 referral. This will be initiated by their classroom teacher.

Visiting Our School

We love for parents to be involved with your child's education. All visitors must set up a time and date ahead of time and keep all visits to 30 minutes or less. Please enter through the front doors of the school, sign in at the office with a valid ID, and wear a visitor name badge.

If you are volunteering, please arrange with the teacher and we understand the schedule may be different.

If a parent/guardian needs to speak to the teacher, please call or email to schedule a conference.

Parents may escort children to the classroom the first two days of school.



Guidelines to a Positive Parent Visitation to the Classroom

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To ensure that your visit is supportive for our learning environment please follow the guidelines listed below.

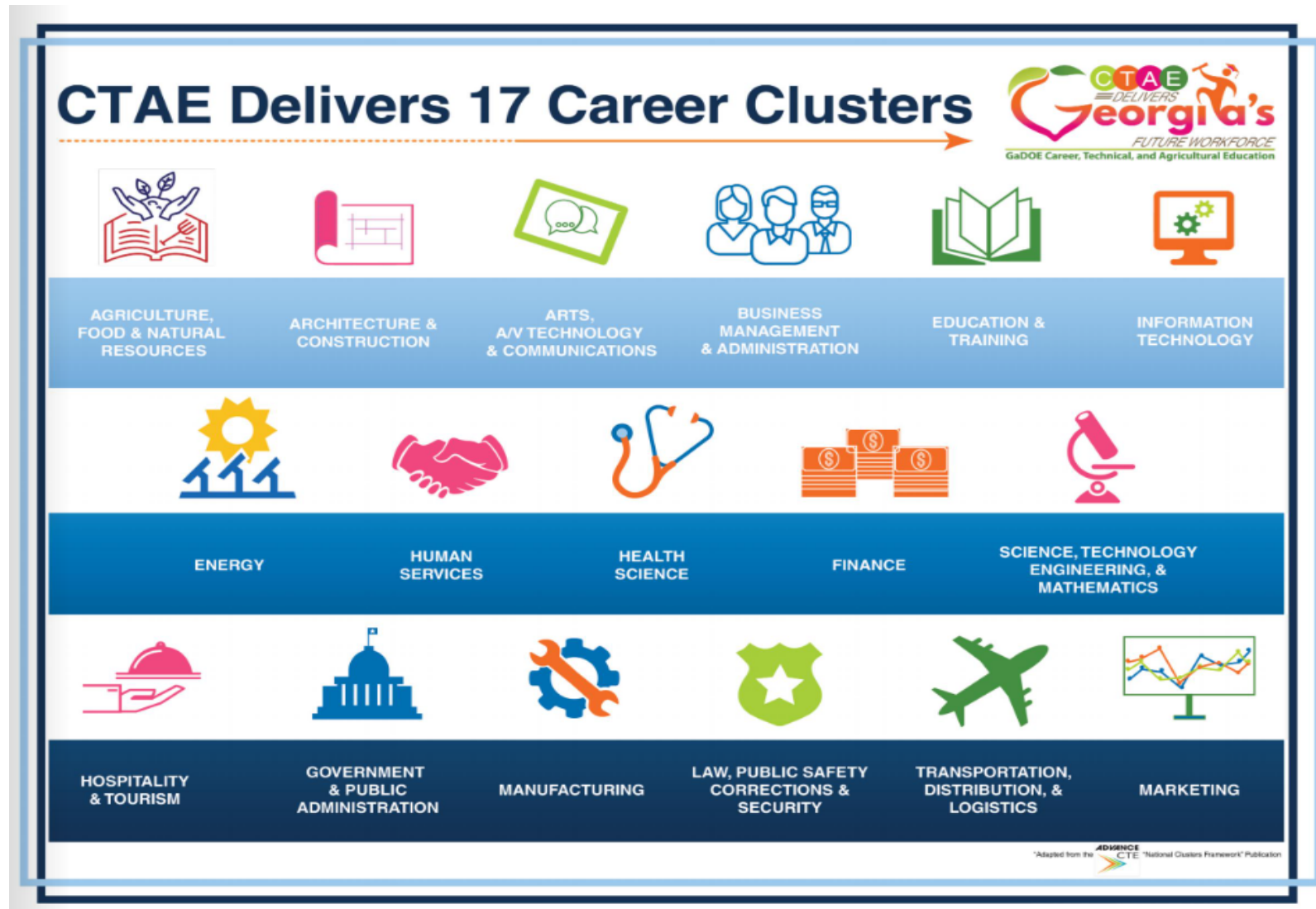
- Sign in at the school office before going to the classroom. Be sure to bring a valid ID.
- Turn off cell phones
- Enter quietly and take a seat where designated or in back of the room
- Food and drink are prohibited
- Do not converse with your child or hover near their desk
- Do not involve children in the classroom in conversation. Your presence alone can be a distraction to many children
- If you would like to have a conversation or conference with the teacher, please schedule a separate time to talk with him/her.
- Since this is instructional time, do not involve the teacher in conversation that takes his or her attention away from the students.
- Please limit your visit to thirty minutes
- Younger children may not accompany parents in the classroom visit

Thank you for your cooperation in this matter and please enjoy your visit. Your partnership in educating your child is very important to us. We are glad you are here.

Thank you,

Lisa Whitaker, Principal

Britt David CTAE Magnet Academy
Career, Technical, and Agricultural Education (CTAE)





Positive Behavior Interventions and Supports (PBIS)

PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes." (GaDOE)

Britt David Magnet Academy PBIS Mission Statement: The purpose of the Britt David Magnet Academy PBIS Program is to promote a safe, responsible, and considerate environment.

PBIS Rewards App

Each student has an account with the PBIS Rewards App. Parents are also able to join and see their child's progress. Students are able to spend their points in the store through the use of the App with points the student has earned.

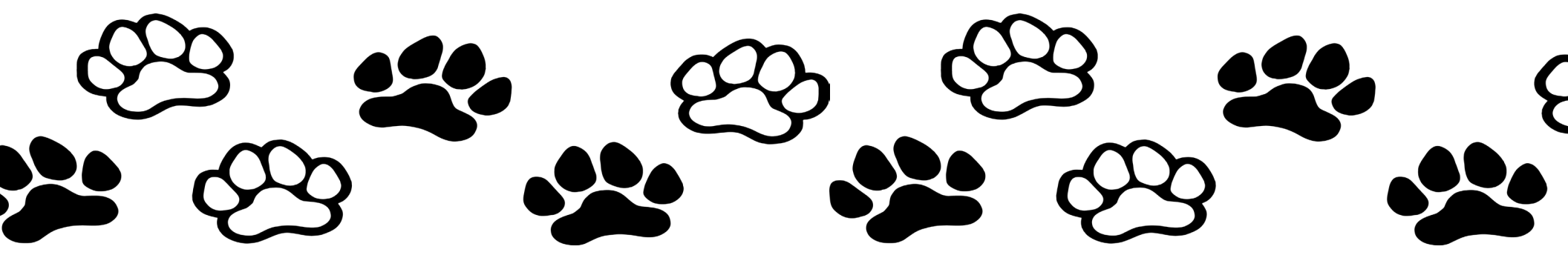
PBIS Points System

Each student will have a daily goal of the number of points he or she can earn. Parents will be notified of any instances where points were not earned. Students will earn points in all classes based on our B.A.R.R.K. expectations (Bulldogs are Respectful, Responsible, and Kind)

PBIS Incentives and Celebrations




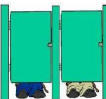











At the end of each nine weeks, any student who has an 'S' in Conduct and no major office referrals, will be invited to the PBIS Celebration.

A PBIS cart is available for students to spend their points. This includes small snacks, trinkets, school supplies, etc. Students may also choose to save points for larger items.



Britt David Magnet Academy

B.A.R.R.K Expectations Matrix

Area	Be Respectful	Be Responsible	Be Kind
Bus	<ul style="list-style-type: none"> Use a level 1 voice Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Stay in your seat 	<ul style="list-style-type: none"> Use kind words Appreciate your bus drivers 
Bathroom	<ul style="list-style-type: none"> Level 0 Voice Respect other's privacy 	<ul style="list-style-type: none"> Use equipment responsibly Keep your area clean 	<ul style="list-style-type: none"> Use kind words 
Cafeteria	<ul style="list-style-type: none"> Level 1 Voice Stay in your seat 	<ul style="list-style-type: none"> Keep your area clean 	<ul style="list-style-type: none"> Use your manners Use kind words 
Playground	<ul style="list-style-type: none"> Respect other's space 	<ul style="list-style-type: none"> Keep your hands, feet, and objects to your self 	<ul style="list-style-type: none"> Use kind words while playing with others on the playground 
Hallways	<ul style="list-style-type: none"> Use a level 0 voice 	<ul style="list-style-type: none"> Stand on 2nd tile, right side of hallway, and facing front 	<ul style="list-style-type: none"> Use kind words 

Britt David Magnet Academy Major Office Referral Form



Office Referral – Britt David Magnet Academy

Student _____ Referring Staff _____
 Grade _____ Date _____ Time of Incident (in 15 min increments) _____

Location (check one):

- | | | |
|---|---|--|
| <input type="radio"/> Art Room | <input type="radio"/> Classroom | <input type="radio"/> Music Room |
| <input type="radio"/> Auditorium | <input type="radio"/> Courtyard | <input type="radio"/> Off-Campus |
| <input type="radio"/> Bathroom/Restroom | <input type="radio"/> Computer Lab | <input type="radio"/> Office |
| <input type="radio"/> Bus | <input type="radio"/> Gym | <input type="radio"/> Playground |
| <input type="radio"/> Bus Loading Zone | <input type="radio"/> Hallway/Breezeway | <input type="radio"/> Special Event/Field Trip |
| <input type="radio"/> Cafeteria | <input type="radio"/> Library | <input type="radio"/> Other _____ |

Most Intensive Problem Behavior (check one):

- | | | |
|---|--|---|
| <input type="radio"/> Abusive Language | <input type="radio"/> Gang Affiliation | <input type="radio"/> Threats/Intimidation |
| <input type="radio"/> Arson | <input type="radio"/> Harassment (Bias-Based) | <input type="radio"/> Use/Possession of... |
| <input type="radio"/> Battery | <input type="checkbox"/> disability <input type="checkbox"/> ethnicity <input type="checkbox"/> gender | <input type="checkbox"/> Alcohol <input type="checkbox"/> Combustibles <input type="checkbox"/> Drugs |
| <input type="radio"/> Bullying | <input type="checkbox"/> physical features <input type="checkbox"/> race <input type="checkbox"/> religion | <input type="checkbox"/> Tobacco <input type="checkbox"/> Weapons |
| <input type="radio"/> Danger to self/Danger to others | <input type="checkbox"/> sexual <input type="checkbox"/> other _____ | <input type="radio"/> Vandalism |
| <input type="radio"/> Disorderly Conduct (Disruption) | <input type="radio"/> Technology Violation (Major) | <input type="radio"/> Other _____ |
| <input type="radio"/> Fighting (Mutual Aggression) | <input type="radio"/> Theft (\$25 min.) | |

Possible Motivation (check one):

- | | | |
|--|---|---|
| <input type="radio"/> Avoid Adult(s) | <input type="radio"/> Avoid Peer(s) | <input type="radio"/> Avoid Task/Activities |
| <input type="radio"/> Obtain Adult Attention | <input type="radio"/> Obtain Peer Attention | <input type="radio"/> Obtain Items/Activities |

Others Involved (check one):

- | | | |
|-------------------------------|----------------------------------|-----------------------------------|
| <input type="radio"/> None | <input type="radio"/> Staff | <input type="radio"/> Teacher |
| <input type="radio"/> Peer(s) | <input type="radio"/> Substitute | <input type="radio"/> Other _____ |

Incident Description: _____

Administrative Decision:

<input type="radio"/> Alternate Placement _____	<input type="radio"/> Loss of Privilege _____	<input type="radio"/> Action Pending
<input type="radio"/> Bus Suspension _____ days	<input type="radio"/> Out-of-School Suspend _____ days	<input type="radio"/> Other Action Taken _____
<input type="radio"/> Conference w/Student	<input type="radio"/> Parent Contact	_____
<input type="radio"/> Expulsion	<input type="radio"/> Restitution _____	_____
<input type="radio"/> Individualized Instruction	<input type="radio"/> Time in Office	_____
<input type="radio"/> In-School Suspension _____ days	<input type="radio"/> Time Out/Detention _____	_____

Follow Up:

Parent Contact Made by: _____ Date _____ Time _____

☐ Phone Call ☐ Conference ☐ Other _____

Parent Signature: _____ Date _____

2023-2024 Kindergarten-Fifth Grade Magnet Criteria

If a student does not meet the academic, behavior, or attendance criteria, he or she could be placed on probation and further, possibly dismissed at the conclusion of the semester, as specified by the MCSD Calendar.

Kindergarten

Academic

Students must maintain an E (Exceeds), M (Meets), or P (In Progress) on all kindergarten standards for each nine-week report card and meet high frequency word criteria.

High Frequency Word Quarterly Criteria

Q1	Q2	Q3	Q4
16 words	28 words	32 words	44 words

If a student is not able to meet academic criteria, the student could be placed on probation.

Behavior

Students must maintain an M (Meets) or P (In Progress) on all conduct standards for each nine-week report card.

If a student has two major office referrals or two or more N (Needs Improvement) on conduct standards, on any nine-week report card, the student could be placed on probation.

Attendance

Students are expected to be present and on time to school daily as well as picked up at the end of the school day on time.

If a student has 10 or more unexcused absences, OR there are 12 or more tardies, OR is picked up later than 2:45 more than three times, in a nine-week grading period, the student could be placed on probation.

First-Fifth

Academic

Students must maintain grades of A's, B's, or C's on all progress reports and report cards in academic areas (ELA, Reading, Math, Science and Social Studies)

After the first report card, if a student has a grade of an 'F' in any academic area, the student could be placed on probation.

Behavior

Students must maintain an 'S' in conduct on all report cards.

If a student has two major office referrals or fails to maintain an 'S' in conduct in a nine-week grading period, the student could be placed on probation.

Attendance

Students are expected to be present and on time to school daily as well as picked up at the end of the school day on time.

If a student has 10 or more unexcused absences, OR there are 12 or more tardies, OR is picked up later than 2:45 more than three times, in a nine-week grading period, the student could be placed on probation.

All families at Britt David Magnet Academy receive and sign a copy of this criteria as a form of acknowledgement at the beginning of the school year. This document is signed and filed in the student's cumulative folder.

If student is not meeting criteria, a probation letter will be sent home with the report card and a conference will be scheduled.

Uniform Policy/Dress Code

Monday-Thursday

Tops: solid black, white, or red collared- long or short sleeve only. BDMA logo or monogram are acceptable on collared shirts.

Dresses/Jumpers: Solid black, red, or khaki (if wearing a jumper, a collared shirt must be worn underneath)

Dresses do not have to have a collar.

Bottoms: Classic or cargo khaki only

Leggings/Tights/Socks: Solid black, white, red, or gray

Jackets, Coats, Sweatshirts, Pullovers, Cardigans, & Vests: Solid black, white, red, or gray. BDMA logo/monogram is acceptable

Friday Only: Jeans (No holes or rips) & BDMA Spirit wear/club t-shirt

Shoes: Shoes need to be athletic, sturdy, closed toe, closed back and not slick on the bottom. Slick bottom shoes are a safety hazard.

Headbands, Hairbows, Hats: Solid black, white, red, or gray or a combination of these colors may be worn.

Hijabs are permissible. Hats are only to be worn on specific days- students will be notified ahead of time.

Not Allowed: Crocs, gym shorts, jeggings, joggers, flip flops, slides, sandals, heels, cat ears, tank tops, spaghetti straps, tube tops, see-through shirts or tops that expose the midriff area.





2023-2024 School Year Calendar

August

August 1-4- Teacher Planning/Staff Development Days (PK-2)
August 1-7- Teacher Planning/Staff Development Days (Secondary)
August- 2-7- System-wide Verification Days
August 7- In person grades PK-2(Phase-In)
August 8- 1st Day of School 3rd-12th /1st Semester Begins

September

September 4- Labor Day (No School)
September 7-Progress Reports

October

October 6- Virtual Learning Day (No school PK-2)
October 9- Teacher Planning/Staff Development Day
October 11- End of 1st Nine Weeks
October 13- Report Cards

November

November 10- Veterans Day (No School)
November 13- Progress Reports
November 20-24- Thanksgiving Break

December

December 20- 1st Semester Grading Period Ends
December 21-29- Winter Break

January

January 1-2- Winter Break
January 3- Teacher Planning/Staff Development
January 4- 2nd Semester Begins (Students report)
January 8- Report Cards
January 15- Martin Luther King Jr. Day (No School)

February

February 6- Progress Report
February 16- Teacher Planning/Staff Development
February 19- Presidents Day (No School)

March

March 11- End of 3rd Nine Weeks
March 13- Report Cards

April

April 1-5- Spring Break
April 18- Progress Reports

May

May 15-18- Graduation
May 21- Last Day of School/Report Cards (Elementary)
May 22-23- Teacher Post Planning
May 23- Report Cards (Secondary)

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3-31 Summer Break

4 Independence Day Observed

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-4 Teacher Planning/Staff Development Days(PK-2)

1-7 Teacher Planning/Staff Development Days(Secondary)

2-7 System-wide Verification Days

7 In-person grades PK-2(Phase-In)

8 1st Day of School/1st Semester Begins

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day

7 Progress Report

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 Virtual Learning Day(No school PK-2)

9 Teacher Planning/Staff Development Day

11 End of 1st Nine Weeks

13 Report Cards

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 Veterans Day

13 Progress Reports

20-24 Thanksgiving Break

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20 1st Semester Grading Period Ends

21-29 Winter Break

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-2 Winter Break

3 Teacher Planning/Staff Development

4 2nd Semester Begins

8 Report Cards

15 Martin Luther King Jr. Day

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

6 Progress Report

16 Teacher Planning/Staff Development

19 Presidents Day

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11 End of 3rd Nine Weeks

13 Report Cards

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-5 Spring Break

18 Progress Reports

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

15-18 Graduation

21 Last Day of School/Report Cards (Elementary)

22-23 Teacher Post Planning

23 Report Cards(Secondary)

24-31 Summer Break

27 Memorial Day

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3-28 Summer Break



2023-24 School Year Calendar

- Student/Teacher holiday
- Semester Start Dates
- Teacher Planning/Staff Development/Student Holiday
- Virtual Learning Day
- Progress Reports/Report Cards
- In-person Phase-In for Students

Parent/Student Handbook

Britt David 23-24

September

St. Elmo Days - Tuesdays (1st, 2nd, & 4th)/Thursdays (3rd & 5th)

AUGUST 2023

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

S	M	T	W	T	F	S
30	31	1	2	3	4	5
		Teacher Planning Days				
		District Kickoff	District PD Day	Verification Day 4 P.M.-6 P.M.		
6	7	8	9	10	11	12
	First Day of School K-2nd	First Day of School 3rd-5th			Summer reading logs due	
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
	Bookmark Contest Begins					
3	4	4th grade- play auditions		5th grade- play auditions		

SEPTEMBER 2023

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

S	M	T	W	T	F	S
27	28	29	30	31	1 Grandparents Day Breakfast Safari Dress Up Day	2
3	4 Labor Day No School	5	6	7 Open House Progress Report	8	9
10	11	12	13	14	15 Dot Day	16
17	18 Bookmark Contest Ends	19	20	21	22	23
24 1	25 2	26	27 Fall Pictures	28	29	30

OCTOBER 2023

November						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

S	M	T	W	T	F	S
1	2	3	4	5	6 No School K-2 Virtual Learning Day 3-5	7
8	9 Teacher Planning Day No School for Students	10	11 End of 1st Nine Weeks	12	13 PBIS Celebration Report Cards	14
15	16	17	18	19	20 Fall Festival	21
22	23	24	25	26	27 Say Boo to Drugs	28
Red Ribbon Week						
29	30	31	1	2	3	4
5	6					

NOVEMBER 2023

December						
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

S	M	T	W	T	F	S
29	30	31	1	2	3	4
			Retake Fall Pictures			
5	6	7	8	9	10	11
					No School Veterans Day	
12	13	14	15	16	17	18
	Progress Reports				BDMA Turkey Trot	
19	20	21	22	23	24	25
	Thanksgiving Break					
26	27	28	29	30	1	2
3	4					

DECEMBER 2023

January						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

S	M	T	W	T	F	S
26	27	28	29	30	1 Grinch Dress Up Day Grinch Movie Night @ 6:00	2
3	4	5	6	7 5th Grade PTA Performance @ 6 P.M. in the Gym	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
		Holiday Dress Out Days	1st Semester Ends Pajama Day	Winter Break Starts		
24	25	26	27	28	29	30
31	1					

JANUARY 2024

February						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2
3	4	5	6	7	8	9

S	M	T	W	T	F	S
31	1	2	3	4	5	6
			Winter Break Ends	2nd Semester Begins	PBIS Celebration	
7	8	9	10	11	12	13
	Report Cards					
14	15	16	17	18	19	20
	Martin Luther King Day					
21	22	23	24	25	26	27
			Great Kindness Challenge			
28	29	30	31	1	2	3
4	5					

FEBRUARY 2024

March						
S	M	T	W	T	F	S
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
		Progress Reports			PTA Sweetheart Dance	
11	12	13	14	15	16	17
			I Love My Future Week		Teacher Planning Day	
18	19	20	21	22	23	24
	President's Day No School				Lion King Performance 4 P.M @ Rainey McCullars	Lion King Performance 4 P.M @ Rainey McCullars
25	26	27	28	29	1	2
3	4		Diversity Day @ BDMA			

MARCH 2024

April						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

S	M	T	W	T	F	S
25	26	27	28	29	1	2
					Book Character Day	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
	End of 3rd Nine Weeks		Spring Book Fair Report Cards		PBIS Celebration	
17	18	19	20	21	22	23
			Class/Spring Pictures			
24	25 Vocabulary Parade	26	27	28	29	30
31	1			4th Grade PTA performance 6:00 P.M.		

APRIL 2024

May						
S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

S	M	T	W	T	F	S
31	1	2	3	4	5	6
	Spring Break					
7	8	9	10	11	12	13
					K-Millionaire Reading Logs Due	
14	15	16	17	18	19	20
				Progress Reports BDMA Talent Show (grades 3-5) 6 P.M.		
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6					

MAY 2024

June						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

S	M	T	W	T	F	S
28	29	30	1	2	3	4
					K-Millionaire Celebration	
5	6	7	8	9	10	11
			Teacher Appreciation Week			
					PBIS Celebration	
12	13	14	15	16	17	18
				Awards K- 8:30 - 9:30 1st- 10:00-11:00 2nd- 12:00-1:00	Awards 3rd- 8:30 -9:30 4th- 10:00-11:00	
19	20	21	22	23	24	25
	Awards 5th Grade- 10:00-11:00 Rainey McCullers	Students Last Day of School	Post Planning	Teachers Last Day		
26	27 Memorial Day	28	29	30	31	1
2	3					