

Booker T. Washington Magnet High School Community Handbook 2021-2022

Booker T. Washington (BTW) Magnet High School is classified as one of America's best high schools by *U.S. News and World Report*.

Creativity and Innovation in Full Effect



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Please click the link below to access the 2021-2022 Montgomery Public Schools calendar:

**MONTGOMERY PUBLIC SCHOOLS
STUDENT ASSESSMENT CALENDAR
2021-2022**

High

Assessment Window	Grades 9-12	Assessment
October 4-22, 2021	10th	Pre-ACT
October 6-8, 11-15, & 8, 2021	12th	ACT WorkKeys Paper Testing with Accommodations / Supports – Initial
October 6-November 1, 2021	12th	ACT WorkKeys Online Testing
November 3-5 & 8-9, 2021	11th	ACT with Writing Paper Testing with Accommodations / Supports Make-Up
January 18 – March 18, 2022	LEP Population 9 th - 12 th (Online)	ACCESS FOR ELLs
January 18 – March 18, 2022	LEP Population 9 th -12 th	Alternate ACCESS FOR ELLs 2.0 ALL Paper-Based
TBD	Selected Schools and Grades	NAEP
March 1 – April 8, 2022	Special Population 10 th and 11 th	ACAP Alternate Summative
March 9 -11, 2022 & March 14 – 18 & 21, 2022	12 th	ACT WorkKeys Retest Online and Paper Testing with Accommodations / Supports
March 9 -11, 2022 & March 14 – 18, 2022	12 th	ACT WorkKeys Retest Online Option
March 29- 31 & April 1 & 4-8, 2022	11 th	ACT with Writing Paper Testing with Accommodations / Supports – Initial
March 29- 31 & April 5-7, 2022	11 th	ACT with Writing Online Testing – Initial
April 12-15 & 18-22, 2022	11th	ACT with Writing Paper Testing with Accommodations / Supports Make-Up
April 12-14 & 19-21, 2022	11th	ACT with Writing Online testing Make-Up

Note: Dates are subject to change. Schools’ assessment team (principal, BTC, ELL Facilitator, Sped Facilitator and Technology Coordinator) will determine dates within the window on which they will test and submit your dates to the *MPS Office of Assessment and Accountability* when the information is requested.

Note: Field trips, extracurricular activities, and school related summative assessments **should not** be scheduled during the **SDE** assessment windows.
This calendar is subject to change due to state department fiscal and procedural decisions.



**MONTGOMERY
PUBLIC SCHOOLS**

MPS Motto
"Moving Forward"

Mission Statement

We will engage, educate, and inspire our students to succeed in college, career, and beyond!

Vision Statement

MPS is a place where every student develops a love of learning, cultivates intellectual curiosity and dreams of a future full of amazing possibilities.

BTW Motto
"Excellence in All Things"

Mission Statement

Booker T. Washington (BTW) Magnet High School is designed to meet the needs of students with special talents and interests and is committed to *excellence in all things*:

- In providing a hands-on interdisciplinary, arts-centered approach to instruction;
- In utilizing technology to support the curriculum;
- In challenging students to high levels of academic and artistic achievement;
- In stimulating creative thinking;
- In maintaining a safe, caring environment in which diversity is celebrated;
- In creating lifelong learners and productive citizens and;
- In maintaining a supportive partnership among students, teachers, parents and the community.

Vision Statement

Preparing a diverse community of learners to achieve *Excellence in All Things*: excellence in academics, excellence in the arts, excellence in innovation, and excellence in service.

**Booker T. Washington Magnet High School
Faculty and Staff
2021-2022**

	NAME	AREA	EMAIL ADDRESS
CORE FACULTY	JOHN CONWAY	ENGLISH	JOHN.CONWAY@MPS.K12.AL.US
	*FOSTER DICKSON	ENGLISH	FOSTER.DICKSON@MPS.K12.AL.US
	JENNIFER MAYOTTE	ENGLISH	JENNIFER.MAYOTTE@MPS.K12.AL.US
	ZESTLAN SIMMONS	ENGLISH	ZESTLAN.SIMMONS@MPS.K12.AL.US
	SHARON COWLES	MATH	SHARON.COWLES@MPS.K12.AL.US
	DONIELLE LEPINE	MATH	DONIELLE.LEPINE@MPS.K12.AL.US
	AIJAH LAFFITTE	MATH	AIJAH.LAFFITTE@MPS.K12.AL.US
	COLIN GILL	SCIENCE	COLIN.GILL@MPS.K12.AL.US
	VERONICA JORDAN	SCIENCE	VERONICA.JORDAN@MPS.K12.AL.US
	ADRIAN DONALD	SCIENCE	ADRIAN.DONALD2MPS.K12.AL.US
	LINCOLN GRAVATT	HISTORY	LINCOLN.GRAVATT@MPS.K12.AL.US
	DR. TREASURE RITZUS	HISTORY	TREASURE.GREEN@MPS.K12.AL.US
	DR. SIMONE THOMAS	HISTORY	SIMONE.THOMAS@MPS.K12.AL.US
ELECTIVES		CAREER PREP	
	MICHELLE GRAVATT	PE	MICHELLE.GRAVATT@MPS.K12.AL.US
MAGNET FACULTY		PIANO	
	ELIZABETH BOWLES	LAW	ELIZABETH.BOWLES@MPS.K12.AL.US
		TECH THEATRE	
	SHORONDA CHARLES	STRINGS	SHORONDA.CHARLES2MPS.K12.AL.US
	*FOSTER DICKSON	CREATIVE WRITING	FOSTER.DICKSON@MPS.K12.AL.US
	JUSTIN KILBY	BAND	JUSTIN.KILBY@MPS.K12.AL.US
	CHINTIA KIRANA	VISUAL ARTS	CHINTIA.KIRANA@MPS.K12.AL.US
	LAQUANGELA LITTLETON	DANCE	LAQUANGELA.LITTLETON@MPS.K12.AL.US
	JESMELIA WILLIAMS	THEATRE	JESMELIA.WILLIAMS@MPS.K12.AL.US
	JOY OHME	DANCE	JOY.OHME@MPS.K12.AL.US
	EMILY THOMAS	PHOTOGRAPHY	EMILY.THOMAS@MPS.K12.AL.US
RICHARD WALKER	BROADCAST MEDIA	RICHARD.WALKER@MPS.K12.AL.US	
MILTON WILLIAMS	CHORAL	MILTON.WILLIAMS@MPS.K12.AL.US	
SPECIAL SERVICES	SHEILA GRAVES	COUNSELOR	SHEILA.GRAVES@MPS.K12.AL.US
	ANITA GRIFFIN	SPECIAL EDUCATION	ANITA.GRIFFIN@MPS.K12.AL.US
	STEPHANI HOLLEY	SCHOOL NURSE	STEPHANI.HOLLEY@MPS.K12.AL.US
	JESSICA BURT	BOOKKEEPER	JESSICA.BURT@MPS.K12.AL.US
	ANTWON NICHOLS	SECRETARY	ANTWON.NICHOLS@MPS.K12.AL.US
	NYREE OUTLAW	DATA SPECIALIST	NYREE.OUTLAW@MPS.K12.AL.US
	TASIA DEMOLLE	GUIDANCE AIDE	TASIA.DEMOLLE@MPS.K12.AL.US
	ALIX PAYNE	SECURITY	ALIX.PAYNE@MPS.K12.AL.US

***Indicates more than one content area**

Booker T. Washington Magnet High School
"Excellence in All Things"

Daily Morning Schedule

Students not receiving tutorial assistance, eating breakfast in the cafeteria, gathering in designated Commons Areas, or attending school-sponsored meetings will report to their homeroom at 7:45 am for study hall. All students should remain quiet and adhere to classroom rules during study hall. Students who eat breakfast are **not allowed** to gather or socialize in the cafeteria after finishing meals.

Students who do not participate in tutoring, breakfast, study hall, or school-sponsored meetings may wait in the BTW courtyard (located in front of the Annex). Students will not be permitted to block hallways; assemble in parking areas; congregate in building entrances or stairwells; or in other areas deemed inappropriate by the administration, school security, or faculty.

In the event of inclement weather, all students who are not participating in school activities will report to homeroom for study hall if they choose not to report to the Student Commons.

Note: Fast food and carbonated beverages are not allowed in the cafeteria. In addition, federal guidelines prohibit individuals or school organizations from selling and/or distributing food items during breakfast and lunch. Food may not be consumed in the classroom or in other areas on campus during food service hours.

DAILY SCHEDULE

School-Sponsored Meetings	7:45 a.m.-8:20 a.m.
BTW Breakfast Program	7:30 a.m.-8:00 a.m.
Warning Bell	8:10 a.m.
HR/Block 1	8:15 a.m.-9:55 a.m.
Block 2	9:59 a.m.-11:35 a.m.
Block 3	11:39 a.m.-1:35 p.m.
Block 4	1:39 p.m.-3:15 p.m.

Students will have 4 minutes to change classes. Note: The times listed above indicate the time frame for each block. Students will alternate between an eight-period blue and gold schedule each week. A bell will ring for students to go to fifth period.

LUNCH SCHEDULE

Wave 1	11:39 a.m.-11:59 p.m.
Wave 2	12:04 p.m.-12:24 p.m.
Wave 3	12:29 p.m.-12:49 p.m.

BTW MAGNET ACTIVITY SCHEDULE

Students attending BTW Magnet High School will participate in a monthly activity schedule that will provide opportunities to attend school-sponsored meetings and participate in clubs and organizations. Every student enrolled is required to participate in a school-sponsored activity during this time unless an administrator has granted special permission. Students **may not** leave campus during the activity schedule without receiving administrative approval in advance.

MORNING ACTIVITY SCHEDULE

Block 1

ACTIVITY PERIOD

Block 2

Block 3

Block 4

8:15 a.m. - 9:23 a.m.

9:27 a.m. -10:22a.m.

10:26 a.m.-11:35 a.m.

11:39 a.m.-1:35 p.m.

1:39 p.m.-3:15 p.m.

AFTERNOON ACTIVITY SCHEDULE

HR/Block 1

Block 2

Block 3

Block 4

ACTIVITY PERIOD

8:15 a.m.-9:55 a.m.

9:59 a.m.-11:35 a.m.

11:39 a.m.-1:35 p.m.

1:39 p.m.-2:16 p.m.

2:20 p.m. -3:15 p.m.



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Booker T. Washington Magnet High School
Character Education Program

Dear BTW Community Members,

Act Number 95-313 of the Alabama Legislature requires that ALL schools develop and implement a comprehensive Character Education Program. This action requires that all grade levels (K-12) spend a minimum of ten minutes per day focusing on students' development of character traits. Each Character Education plan must also include the Pledge of Allegiance to the American Flag. We, as educators, are only a supplementary part of the ongoing Character Education in which parents and guardians provide.

Every morning as a part of the morning announcements, the school is led in the Pledge. Additionally, in the afternoon, there are broadcasts over intercom or televisions that include daily assignments, readings, and exercises to enhance the understanding and practice of the value of the month. As you can see from the list below, there is a primary value accompanied by partner values. Respect and responsibility are the values for August and September. Respect and responsibility are a great foundation on which to begin the 2020-2021 school year.

We welcome any input that members of the BTW community wish to share about our program. We are especially interested in how we can create community awareness and promote student involvement in Character Education broadcasts. The values to be highlighted this year are:

August	Respect , Acceptance, Kindness
September	Responsibility , Self-discipline, Reliability
October	Compassion , Service, Generosity
November	Faith , Hope, Trust
December	Commitment , Loyalty, Effort
January	Love, Friendship, Sincerity
February	Wisdom , Knowledge, Insight
March	Health , Holistic Living, Serenity
April	Humor , Joy, Enthusiasm
May	Respect , Acceptance, Kindness

We look forward to having you share in this effort to promote character education values in our pursuit of "Excellence in All Things."

Character Education Committee

**Booker T. Washington Magnet High
Community Handbook
2021-2022**

MISSION STATEMENT

Booker T. Washington Magnet High School is designed to meet the needs of students with special talents and interests and is committed to *excellence in all things*: in providing a hands-on interdisciplinary, arts-based approach to instruction; in utilizing technology to support the curriculum; in challenging students at high levels of academic and artistic achievement; in stimulating creative thinking; in maintaining a safe, caring environment in which diversity is celebrated; in creating lifelong learners and productive citizens; and in maintaining a supportive partnership among students, teachers, parents, and the community.

SCHOOL DESCRIPTION

Booker T. Washington Magnet High School is a multicultural school that is open to students in grades 9-12 who have demonstrated an interest or talent in one or more of the magnet programs offered. Students follow a modified block schedule. (See the last page of the handbook for more information).

PHILOSOPHY

Teachers employed by Booker T. Washington Magnet High School believe that the six fundamental components of basic education are language, mathematics, the natural sciences, social studies, the arts, and computer literacy. They further believe that arts study should be an essential part of every school and that programs of study should be offered to meet the needs of students who have indicated strong interest in a specialized area of study. Therefore, BTW teachers believe that high-school students who have a strong interest and potential for success in a specialty area must be identified and provided an opportunity for individual growth and success.

The BTW staff further believes that young people have special needs and abilities and that these talented students should be provided opportunities to develop their talents through intense study in their chosen magnet disciplines. They should also be taught to evaluate, analyze, and interpret their magnet's concentration through studies in aesthetics, criticism,

technique, creativity, expression, and craftsmanship. Additionally, students should be afforded opportunities that will serve as a vehicle for self-expression, artistic and academic growth, and pre-professional training. These students should also be provided exposure to other magnet areas in order to further their knowledge of and appreciation for all the magnet studies offered.

The BTW staff believes that providing students with an arts-centered curriculum and specialized training will provide them with a strong advantage in work-related or college scholarship opportunities; and it will enhance their enjoyment of the learning process throughout their lives.

CODE OF HONOR

"My honor, my character, and my name are in essence who I am. Therefore, I pledge to build upon them and protect them by striving to do what is right, fair, and just. I will protect them at all times and in all things."

Composed by the Class of 1997



ATTENDANCE/PRIOR APPROVAL

Regular school attendance is mandatory if high-school students are to be successful in their classes. When classes are missed, students are unable to participate in the experiences, discussions, activities, and special projects that are an integral part of the learning process. Students missing several classes fail to meet course goals and objectives resulting in loss of educational opportunities.

A student who is absent from school or who checks in or checks out on a performance or rehearsal day should contact the teacher in charge. If a student misses a required activity, this absence (and any grade resulting from it)

must be made up. **Students must bring a written excuse within three days after returning from an absence; otherwise, the absence is considered unexcused, and the work cannot be made up. All written excuses, check-ins, and check-outs will be handled in the office.**

At BTW, students should have no more than five (5) absences and five field trip days per semester. Attendance requirements are included in BTW Magnet High School's *Criteria to Remain*.

In some instances, students may be granted prior approval to attend certain events. **All Prior Approval Absence Forms must be hand-delivered to the Office of Student Services or mailed via U. S. Postal Service within TWO (2) WEEKS PRIOR to the date requested. Faxed or emailed forms will not be accepted. Please be sure to have with you or include a copy, if mailed, a valid photo identification.**



AUDIENCE ETIQUETTE FOR REHEARSALS AND PERFORMANCES

The ability to discipline one's self is most important in achieving success. Part of each student's responsibility at BTW is to strive constantly for total self-discipline.

Students must avoid behavior that may be annoying to an audience member or a performer. Listed below are some guidelines for being a good audience member.

- 1. Arrive on time.** Arriving late creates a disturbance to all individuals involved and shows a lack of respect for the performer. Arrive at least ten minutes early.
- 2. Don't talk or whisper.** Any sound that you produce may distract the performers.
- 3. Entering or leaving during a performance is distracting to performers and other**

audience members. When necessary, go to the restroom or water fountain before entering the auditorium or during intermission.

4. Be attentive. Squirming, rustling papers, and loud sniffing or coughing may disturb others.

5. Applaud at appropriate times and in an appropriate manner. Applause is in response to an artist's offering: whistling and yelling are for sports events. Appropriate behavior for a pep rally is different from appropriate behavior in a theatre. Avoid whistling, yelling, "barking," or jumping in seats.

6. Do not chew or eat during a performance. It is inappropriate to bring food or drink into the performance space. Also, the noise made from unwrapping candy distracts performers and other audience members.

7. Stay until the end of the performance. This means remaining in your seat until the performers have left the stage or until the house lights have come up. It is extremely rude and discourteous to leave during recognitions, or even at intermission. If you are receiving class credit for a performance, you are accountable for the entire program, not just a part of the staged entertainment. No credit is given for seeing partial performances.

8. Art Shows. Most artwork should be seen and not touched. Because art appeals to your visual sense, you may want to touch and feel the textures. However, most art is very fragile and some media can be easily damaged if touched. **Unless specifically instructed otherwise, look at art: don't touch it.**

9. Do not use flash cameras during performances. The use of flash photography may divert a performer's focus and attention and could potentially cause mishaps, injury, and/or missed cues. Photo opportunities are usually available at the end of performances.

10. Turn off your cell phone or pager. Cell phone and pager noises can distract performers; electronics may also interfere with the recording, sound, and lighting equipment.

11. If you are serving as an usher, be sure to control the flow of traffic into and out of the performance space. Audience members should enter and leave performances only at breaks or during applause.

12. Proper manners must be exercised at receptions or meals. Do not break in line, layer food items on your plate, talk while your mouth is full or lick your fingers. Serve yourself only after guests have been served. Throw all trash into

proper receptacles. Assist with clean-up. Do not take food home unless invited to do so.

AUDITIONS, SPECIAL EVENTS

Auditions and selection proceedings are held frequently during the BTW school year. Qualifying students are invited to these selection proceedings. Final selections for individual participation are at the discretion of the teacher/director. Students who argue or challenge the teacher/director's decisions are subject to forfeiting all subsequent participation.

Parents are responsible for ensuring that their children have transportation to and from rehearsals and events. Students who arrive late may lose participation privileges, which may affect the student's grade.



CHEATING AND PLAGIARISM

BTW students are expected to refrain from all instances of cheating and/or plagiarism. Cheating involves both giving and receiving information. Plagiarism is the taking of the ideas and writings of another and passing them off as one's own. Students are expected to adhere to the BTW Code of Honor. ***Students who cheat or plagiarize receive a zero on the assignment and may receive an office referral.***

CHECK-IN AND CHECK-OUT PROCEDURES

Students who arrive late to school must report to the office prior to reporting to class. A student must have approval from his or her parent or guardian to check out from school. Students who leave campus without reporting to the office to check out will be classified as skipping, and disciplinary action will be taken. Individuals who are not listed on a student's registration card **will not be allowed** to check out the student. A photo identification, parents/guardians included, must be presented to the office staff to check out a student. **Emailed requests for a student to check out will not be accepted.** Signed written communication should be submitted for students

who drive to school. A follow-up phone call will be made to the parent/guardian to validate written check-out notices for student drivers.

Parents and guardians must send a note to the office within **three days** of a student's absence. Please refer to the **Montgomery Public School Student Conduct Manual** for the criteria for excused absences. Truancy letters will be forwarded to parents/guardians if documentation is not presented within the three-day time frame allotted.

COMMITMENT

Students must remember that commitment may often be very time-consuming; therefore, they must be committed to the expectations of the school. A student's choice to attend BTW brings with it a 100% commitment to the BTW program. This commitment to BTW rarely provides an opportunity to participate successfully in another school's activities, such as flag corps, majorettes, band, baseball, etc. ***In case of a conflict with another school's activity, a job commitment or any social obligation, the BTW commitment takes precedence.***

COMMONS

The Commons area is provided for students to gather and socialize before and after school. Comfortable furniture is provided. No lunchroom foods or fast food products are allowed. This area is designated as the students' special gathering place, and its maintenance is, therefore, the students' responsibility.

COMPUTER USE

Students are required to use computers at BTW in strict accordance with the Internet Access Use Procedures (AUP) for the Montgomery Public Schools. ***Students are NOT allowed to use unapproved applications or to access others' computer accounts.***

COPIER USE

Office workers are the ONLY students who are to use BTW copiers. Copier use is limited to office and school-related purposes only.

DEMERIT/MERIT SYSTEM

A Demerit/Merit System may be used to determine a portion of the BTW grade, particularly in magnet classes. The sponsor may award merit points to the group or to individuals for participation beyond the call of duty. The ***Student Conduct Manual*** is always the authority by which BTW will operate. In addition to suspensions and other forms of

punishment, demerits will be used to help assess a student's continued eligibility for remaining at BTW.

COMPREHENSIVE ARTS-BASED EDUCATION

The integration of all interest areas at BTW will be achieved through a conceptual framework known as Comprehensive Arts Based Education (CABE). Created by the Getty Center for Education in the Arts, CABE is a proven tool for raising test scores and increasing attendance through authentic integration of language, mathematics, social studies, science, technology, history and the arts. An advisory panel will be created to assist in implementation of these exciting, nationally utilized educational strategies. Any parent desiring to participate as a member of the advisory panel should call the BTW office.

DRESS CODE/UNIFORM GUIDELINES

In the school/classroom situation, students are to observe modesty, appropriateness and neatness in clothing and personal appearance. The uniform guidelines of the school coincide with the MPS dress code, but in a more detailed and school specific form. Students must follow the dress code outlined in the *Student Conduct Manual* and the BTW dress code. You are representing your school and its motto, "Excellence in All Things." Students (male and female) may not wear scarves or head coverings. Head coverings worn for religious purposes are permitted. Uniforms are required.

A teacher has the right to deem a clothing article inappropriate. The school administration shall have the right to assess any current fashion or fad and determine whether it is appropriate for school wear. The following articles of clothing are not permitted:

Tank tops, spaghetti straps, or halter tops
Tears or rips in pants
Pants that are not fitted to the natural waist
Sunglasses (inside the building)
Flip Flops
Visible underwear
T-shirts with suggestive slogans or logos
Revealed midriffs or backs
Athletic shorts (except school-sponsored athletic events)
Hats in buildings
Excessively short skirts (with or without leggings)
Skirts, skorts, dresses, and shorts must be 2 inches above the back of the knee.
Skirts/dresses with slits to buttocks
Form-fitting clothes
Pajama pants

Consequences

1st violation-Parent will be contacted and required to take corrective action. Parent will be asked to bring appropriate apparel/shoes to school.

2nd violation-Student will receive a one-day detention and/or In-School Suspension. Parent will be asked to bring appropriate apparel/shoes.

3rd violation or subsequent violation will be upgraded to B10: Persistent/Willful Disobedience and consequences will be issued accordingly.

INFRACTIONS WILL REQUIRE PARENTS OR DESIGNEE TO BRING A CHANGE OF CLOTHING. THE STUDENT WILL NOT BE ALLOWED TO LEAVE CAMPUS. IF NO ONE BE REACHED, ADMINISTRATION MAY PROVIDE CLOTHING ITEMS. STUDENTS SHOULD KEEP APPROPRIATE CHANGE OF CLOTHING IN THEIR LOCKERS IN THE EVENT OF AN EMERGENCY OR DRESS CODE VIOLATION.

DRUGS

BTW has NO TOLERANCE FOR DRUGS. Any student found in possession of drug paraphernalia, intoxicants, prescription drugs not prescribed for them with a Medication Permission Form on file, or illicit drugs may receive the maximum penalty the school can impose. Prescription medications must be used as prescribed by a licensed practitioner. Questions regarding drugs are addressed in the *Student Conduct Manual*.

Parents and students are asked to report concerns regarding drug activity to a school administrator. A confidential reporting system is available in the counseling department to anonymously report concerns about drug use and/or distribution as well as any other concerns in the BTW Community.

ELECTRONIC DEVICES

The use of personal electronic devices, including but not limited to, cell phones and gaming systems, is prohibited unless it directly supports the curriculum. The cell phone/telecommunication device guidelines of the school coincide with the MPS policy, but in a more detailed and school specific form.

Consequences

- Conference with student
- Conference with parent
- Devices may be confiscated and held in the school's vault for 24 hours before returning to the parent. Pick-up times

are Tuesday-Friday from 3:20-4:30 p.m.

- Parent/Legal Guardian shadowing
- If a violation of this rule also violates other Class B and/or C offenses, other consequences will be imposed

EQUIPMENT CHECKOUT

Opportunities may be granted to check out classroom materials. Students are to sign for these materials and are to handle and return them in a responsible manner. Students will pay to repair or replace abused, lost, or stolen items.

EVACUATION

Emergency Evacuation Procedures are posted in each classroom. Drills are held to prepare for emergencies. **All faculty, staff, and students will follow emergency procedures during drills as if they were actual emergencies.** Talking/inappropriate behavior are not permitted during emergency evacuations and drills.

EXEMPTIONS

To be exempt from a semester exam, the following requirements must be met:

Senior: 80 average with 5 or fewer absences-including tardies, check-ins, and check-outs.

Junior: 90 average same attendance as above

Sophomore: Not exempt

Freshman: Not exempt

Trips not sponsored by BTW **will count** against exemption.

EXPENSES

There will be some expenses incurred at BTW; these could include all/part of the cost of field trips, dance wear, concerts, workshops, competitions, performance wear, *etc.* Students may be required to purchase textbooks or workbooks in their magnet component. Concern over these expenses should not prevent a person from enrolling in BTW.

Magnet teachers may require additional fees for supplies or textbooks not issued by the state. Individual teachers will provide the student with a list specifying such needs. (Music students must purchase their own music, as BTW operates within the confines of Copyright Law.)

Annual Event Fee \$50

It is advised that anyone concerned about expenses should put concerns in writing and discuss issues confidentially with an administrator, counselor, or teacher.

Preliminary SAT/National Merit Qualifying Test (PSAT/NMSQT) and Pre-ACT

Juniors will be administered the PSAT/NMSQT. Sophomores will also take the Pre-ACT. This test gives an early indication of readiness for the ACT assessment. Subjects include English, math, reading, science, and writing. The fee for tests administered will be announced.

Family Educational Rights and Privacy Act (FERPA)

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow them a reasonable amount of time to request that the school not disclose directory information about them. FERPA also applies to the annual Parent Teacher Student Association (PTSA) Directory.

Parents not wishing to disclose directory information should submit their concerns in writing on or before August 24, 2021.



FRIENDS OF ARTS AND ACADEMIC MAGNET EDUCATION (FAME)

FAME seeks financial contributions from the community, sponsors fundraisers, and provides volunteers for performances, concerts, field trips, and workshops conducted by BTW each year.

Essentially FAME is an organization that supports and benefits BTW. FAME often funds room, board, and transportation to send students to interviews for scholarships. The board also sends students to cultural events and to regional and national competitions. Additionally, contributions are used to provide transportation and room and board for BTW teachers to attend conferences and seminars outside of Montgomery.

FAME helps fund the purchase of equipment and supplies for the school. In addition, it funds, on occasion, the personal needs of some of the

students who come from families who cannot afford to supply them with basic needs. FAME tries to meet reasonable needs of teachers and of students that cannot otherwise be funded because of budgetary or legal restrictions on the Montgomery County Board of Education. FAME is governed by a Board of Trustees that usually meets monthly at noon. Because most of the Board members are employed during the day, lunch is served at each meeting for a nominal fee.

FOOD SERVED ON CAMPUS

Breakfast is served each morning from 7:30 am until 8:00 am. Individuals should report to class, morning activities, or student commons after eating. BTW provides lunch for a moderate price. In consideration for your fellow students, refrain from breaking in line, purchasing food for others, or leaving residue on the table. Cans should be placed in the recycle bins. No outside food deliveries are allowed. Federal law prohibits carbonated beverages in the cafeteria. **FOOD**

AND BEVERAGES IN CLASSROOMS ARE FORBIDDEN. NO FOOD OR DRINK MAY BE PURCHASED FROM ANY SOURCE OTHER THAN THE CAFETERIA FROM 7:30 TO 8:15 A.M. OR FROM 10:30 TO 1:30 P.M. PLEASE NOTE: The principal also has the authority to prohibit outside food/drink, and any outside items that may be hazardous to others (i.e. aerosol sprays and perfumes).

FORMS TO RETURN (Required)

Students must return the following forms by the second week of school. If all the forms are not on file in the office by that time, a parent will be contacted.

- **Student Conduct Manual Receipt***
- **Textbook Receipt***
- **Travel Permission Slip**
- **Health Assessment Form**
- **Release for Public Relations Form**
- **Internet Use Form**
- **Criteria to Remain at BTW**
- **Registration Card**
- **BTW Handbook Receipt**
- **Merit/Demerit Sheet**
- **ELL Form/Home Language Survey**
- **Internet Use Form**
- **School Lunch Program**
- **PTSA Parental Contact Form**

GRADING SCALE

A	90-100
B	80-89
C	70-79
D	60-69

F 59 AND BELOW

GUIDANCE SERVICES

BTW has a guidance staff dedicated to student assistance. Students are encouraged to enlist the help of qualified, caring counselors with course selection, career planning, scholarships, and college acceptance. Appointments may be made through the guidance secretary. Inquiries should be directed to: **269-3617, Ex 76005**

HANDBOOK

The BTW handbook has been prepared to help students and parents/guardians understand the overall BTW program. It is extremely important that you read and follow all guidelines for our school so that we can maintain the level of excellence to which we are committed. **Specific guidelines and procedures outlined in the BTW Community Handbook will be covered during Fall Convocation.**



HARASSMENT

The integrity of the school community can only be maintained if we protect the rights of all students regardless of race, gender, or religion. No one has a right to demean, slander, touch, or offend another individual. We regard this right as essential for all students and all school personnel.

DEFINITION OF HARASSMENT

Sexual Harassment is defined as unwelcome advances, requests for sexual favors or other verbal/physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly/implicitly as a term or condition of an individual's employment or status in a course, program or activity; or
2. Submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual; or
3. Such conduct has the purposes or effect of unreasonably interfering with an individual's

work or educational performance, or of creating an intimidating, hostile or offensive work environment.

Grievance is a written complaint

1. Grievant is any student, employee, or parent aggrieved by a decision or condition falling under the guidelines of Federal and/or State anti-discrimination laws.
2. The administrators and the faculty will adamantly pursue any complaints and provide opportunities for all students to learn about their rights to protect themselves from sexually harassing behavior.

We encourage students to report to a responsible adult any incident as soon as possible. The report will be handled discreetly.

HOMEWORK

Normally, a strong correlation exists between a student's academic success and the completion of homework assignments. It is a procedure of BTW to assign homework whenever necessary in order to further the student's understanding of curriculum material. When students are absent, they should call a classmate to get their homework assignment. **A written excuse must be provided for students to make up missed work.** Teachers will advise students of class make-up procedures.

HONOR CORDS

To receive an honor cord at graduation, the individual student must adhere to the criteria of each honor society as determined by the sponsor and school administrator.

HONOR SOCIETIES

National Honor Society
Tri-M National Music Honor Society
Mu Alpha Theta (Nat'l Math Honor Society)
National Dance Honor Society
National Art Honor Society
National Honor Society
Quill and Scroll (Nat'l Journalism Honor Society)

INTIMATE BEHAVIOR

Students are expected to refrain from public displays of affection.. The practice of embracing and kissing is considered in poor taste and disruptive in an educational environment. Violation will result in disciplinary action.

LOCKERS

Students do not have lockers on BTW's temporary campus.

LOST AND FOUND

Items left in a classroom will be kept for five (5) days by the teacher. After five days, the items will be sent to the office. If the item is not claimed by the end of the semester, it will be donated to a local charity.

MAKE-UP ASSIGNMENTS

Students absent from school are to make up all work missed. **A written excuse must be provided within three days in order to make up work.** Students who are absent should consult a classmate to get missed assignments. Teachers will not use instructional time to discuss make-up work. However, if the student has been or will be absent for an extended illness or emergency, the parent may call to request make-up work.

Students are responsible for completing make-up work within three days of their return to school. The make-up schedule for extensive projects is at the discretion of the instructor.

MEDIA CENTER

The library staff provides a flexible, open schedule where students/staff can access, evaluate and synthesize information. Collaboration and communication are key ingredients in preparing students for the 21st century. Empowering students to learn while fostering learning for life in an inquiry-based environment is our mission.

Hours are 7:45 am- 3:30 pm. On Thursdays, form 7:45 am-4:30 pm.

Conduct: The Media Center should be used primarily for independent study and research purposes. In order to provide an atmosphere conducive to learning, no food or drinks will be allowed in the Media Center. Loud talking or disruptive behavior will not be permitted. Book bags must be left at the front entrance.

Passes: All BTW students must present a Media Center pass signed by the instructor. Students should sign in at the front desk during the school day. Official library passes include the assigned teacher's signature and the date and time of departure from the classroom. No pass is required before and after school or when accompanied by the instructor.

ALABAMA VIRTUAL LIBRARY (AVL)

www.avl.lib.al.us : The Alabama legislature provides funding for the multiple, cross-curricular databases located on the AVL. These databases keep BTW on a level playing field with high schools globally that may have more funding than

Alabama school libraries. The AVL databases provide students with authoritative and accurate resources. The price of one of these databases exceeds school library budgets. The BTW community is strongly urged to use these resources so the state legislature will continue to fund the AVL.

Students do not need an AVL home card unless the AVL's geolocation does not work for their area. Contact the librarian if you encounter a problem accessing the AVL.

MEDICATION

BTW follows the procedures regarding medication as outlined in the Montgomery County Board of Education's ***Student Conduct Manual***.

PARENT CENTER

BTW's Parent Center affords parents a location to work and learn. Parents wishing to volunteer in the Center should complete a volunteer form and send it back with all other required forms by the second week of school.

PARENTAL INVOLVEMENT

Parental involvement plays a major role in a student's educational success. ***We need and welcome your support.***

PARENT/TEACHER/STUDENT ASSOCIATION (PTSA)

The Booker T. Washington Magnet High School PTSA is an organization of parents, students, families, and friends that exists for the purpose of supporting and assisting in the needs of the entire school. Memberships are currently available, and BTW families are encouraged to purchase at least one adult and one student membership to demonstrate their support.

PEER MEDIATION

Peer mediation affords students the opportunity to resolve their problems with the help of their peers. BTW peer mediators are students who have received training in conflict resolution. These students are bound by rules of confidentiality.

REFUNDS

No refunds are issued after the closing of the school year.

REHEARSAL

Rehearsal schedules will be given to students after being determined. A student is required to notify the sponsor **AS FAR IN ADVANCE AS POSSIBLE** if he/she must miss a rehearsal.

Failure to get approval beforehand will result in an

unexcused absence for the rehearsal. Rehearsals may be missed only in unavoidable or emergency situations. **Jobs, club meetings, and other activities are NOT considered an unexcused absence.** Make advance arrangements to schedule doctor, dental, or other appointments to avoid rehearsal schedule conflicts.

Parents are responsible for ensuring that their child has transportation to and from rehearsals and events. Parents whose children are late to arrive or depart will cause the child to lose participation privileges.

REMAINING AT BTW

To remain at BTW, students must maintain a minimum of 2.5 average in core academic classes (English, History, Math, Science, and Foreign Language) and a 3.0 in the magnet class, follow BTW's attendance procedures, and maintain BTW's behavior standards. Failure to maintain grades, having an excessive number of absences or office referrals, breaking the honor code, or any combination of these, is reason for withdrawal from BTW.

It is the responsibility of parents and students to address core and magnet academic questions about grades and requirements in advance. **Parents are encouraged to review students' progress reports and report cards immediately following distribution.** Students receive progress reports during each nine-week grading period.

If issues arise during the school year that may affect a student's performance, the parent should contact school and/or schedule an appointment with an administrator or guidance staff member as soon as possible.

All eligibility decisions are final. If a discrepancy has occurred, (grade calculation error, etc.), an administrator and/or school official will conduct a final evaluation of the student's record to determine if he or she is eligible to return to BTW.

Assessment of students returning will take place in May after the final report card. After Grade Point Averages are calculated and attendance and discipline records have been evaluated, students not meeting requirements will be notified.

2021-2022 REQUIRED EVENTS

FLIMPfest*

*This event is the only major fundraiser in which BTW participates. We require all BTW students to

sell **ten (10)** FLIMPfest tickets in support of our school. Students who do not sell the minimum tickets required shall receive no funding from FAME the following year.

SCHEDULE CHANGES

All academic schedule changes must be made within the first two days of school, including ACCESS Distance Learning classes. There are NO exceptions.

MAGNET CHANGES

Students must maintain a 3.0 magnet G.P.A. and a 2.5 core G.P.A. The deadline to change magnets is established by the BTW Magnet High School Guidance Department.

TEACHER ASSISTANTS

Students may not serve as teacher assistants for two consecutive semesters during the 2020-2021 school term. Required core and magnet classes will take precedence over teacher assistant assignments.

SCHOOL DISCIPLINE PLAN

The Montgomery County Board of Education utilizes a code of behavior called the ***Student Conduct Manual***; each student will receive a copy. All students will be required to follow the rules as described in that document. The BTW program expects its students to behave in an exemplary manner. ***All infractions listed in the Student Conduct Manual are considered serious offenses by the BTW administration, and demerits will be assigned for these infractions in relation to the seriousness of the offenses.***

STUDENT SAFETY

In order to protect the safety of all students, Parents/Guardians or Visitors should refrain from including other students in pictures that are taken at any school sponsored events (on or off-campus). Furthermore, Parents/Guardians or Visitors are prohibited from posting pictures of any other student on any non-MPS media platform.

SENIOR FEES/GRADUATION NOTICE

A senior fee in the amount of \$50 is to be paid by October 5, 2021. Tickets will be issued for graduation based on class enrollment and building capacity.

SIGNAGE (Non-school sponsored items)

Students must have administrative approval to post any and all items on campus. Signs (items) must be approved by the principal or assistant principal prior to posting.

STUDENT GOVERNMENT ASSOCIATION

Student government participation is strongly encouraged in order to give the student body a representative voice. Students are elected by their peers to provide efficient leadership toward school objectives. To qualify, a student must have an overall "C" average, must present a petition of his/her intentions signed by peers, and must submit three letters of teacher recommendation. Campaign policies must be followed in order to run for the offices below:

Student Council: President, Vice-President, Secretary, Treasurer, and Parliamentarian

Senior, Junior, Sophomore, and Freshman Class: President, Vice-President, Secretary, Treasurer, and three members-at-large.

A willingness to comply with student government rules and regulations is a year-long commitment. On numerous occasions, the SGA will be called upon to represent BTW on and off campus. Representatives must be prepared to handle duties in a mature and dignified manner.

STUDENT/PARENT RESPONSIBILITIES REGARDING THE HANDBOOK

All rules and regulations, as outlined in Montgomery Public Schools' ***Student Conduct Manual***, apply at BTW. Each student and his or her parents/guardians are responsible for reading the ***Student Conduct Manual***, including the important information at the back of the manual, as well as the BTW handbook.

TARDY PROCEDURES

A tardy is defined as not being seated in the assigned classroom when the tardy bell stops ringing. Tardies are recorded on a semester and per course basis. Consequences include:

First Tardy/Second Tardy

Student signs the classroom tardy log

Third Tardy

Student signs the classroom tardy log and the teacher makes parental notification.

Fourth Tardy

Office referral and phone call from administrator to parents and/or parental conference

Fifth Tardy

Parent-Administrator Conference

Sixth and Any Subsequent Tardy

Office referral and further disciplinary action



Artwork by Myles Beasley, Class of 2018

TELECOMMUNICATION DEVICES

Students are not permitted to use a cell phone or any electronic device in school. This includes, but is not limited to an iPhone, Blackberry, Smartphone, Apple Watch or other adapted tablets/PDAs or electronic devices. This includes GPS tracking devices.

- Principals have the authority to allow the use of cell phones, earbuds/earphones, or other electronic devices for instructional purposes during class, however that permission must be granted before students are allowed to openly display cell phones or other electronic devices in class/school.
- Unless otherwise stated, cell phones and other electronic devices are to be out of view and not in use while students are in the school building, in classes that may be held outside of building, and on school sponsored field trips.
- No earbuds/headphones or other listening devices for safety purposes.

Consequences

- Conference with student
- Conference with parent
- Device may be confiscated on any offense and placed in the school's vault for 24 hours before returning to parent/guardian. Items may be picked up Tuesday-Friday from 3:20-4:30 p.m.
- Parent/Legal Guardian shadowing
- If a violation of this rule also violates other Class B and/or C offenses, other consequences will be imposed

TELEPHONE USE

There are no public telephones on campus. The main office telephone is to be used ONLY for personal emergencies: check outs, after school transportation, and essential performance items. Parents are requested to limit phone requests to extreme emergencies only. Each student wishing to use the office phone must have a telephone pass (orange pass) from his or her teacher. Classroom instruction will not be interrupted for non-emergency telephone calls.

TRANSPORTATION (BUS/CAR)

BTW abides by the bus rules found in the *Student*

Conduct Manual. Any student who drives must purchase a **STUDENT PARKING PERMIT EACH YEAR.** Permits will cost \$12, and may be purchased from the office, and are to be placed in the car as designated. Students driving more than one car are required to register each car brought on campus.

Students, parents, and visitors should obey traffic signs and speed limits. Failure to do so may result in suspension and/or loss of all driving privileges. **NO STUDENTS MAY BE DROPPED OFF OR PICKED UP IN THE BTW DRIVEWAYS.** *BTW Magnet High School assumes no responsibility for parking problems, accidents, or damage to vehicles on the property, as the school system provides bus transportation for your convenience.*

Students should park in the student parking lot. **ILLEGALLY PARKED CARS MAY BE TOWED WITHOUT WARNING AT THE OWNER'S EXPENSE.**

TRAVEL

BTW students often travel during and after the school day and on weekends to workshops, performances, field trips, *etc.* Students must submit a written parents' consent form that will cover **all events** for the entire school year.

Transportation may be by bus or automobiles driven by students, parents or teachers. **Students will be responsible for securing transportation to many events scheduled outside school time.**

TUTORING

Tutoring is available to all students. Those experiencing difficulty in maintaining a "C" average in any class are expected to attend tutoring until the grade is a "C" or higher. Parents are expected to keep abreast of their child's progress. Parents should question students' progress regularly; ask to see student work; call for a teacher conference if grades fall below average or if a student is in jeopardy of not meeting the *Criteria to Remain at BTW Magnet.* Students are responsible for providing parents with details about core or magnet performance.

Admittance to BTW is based on commitment to the "Code of Honor." The Code requires truthfulness, which in this area means giving parents an accurate update on students' progress. The Administration will not accept the statement from a parent that, "No one told me that my child was not doing well in school." Parents and students must take responsibility for scheduling

tutoring and obtaining communication of progress. The Guidance Department and instructional staff are available to schedule conferences to discuss academic performance, attendance, and conduct issues.

VISITORS (BOARD OF EDUCATION POLICY)

Parents: The following is Montgomery Public Schools Visitor Policy. Parents/guardians and community members are encouraged to visit the school. To ensure the safety of students, staff, and visitors, ALL PERSONS (PARENTS, COMMUNITY MEMBERS, VOLUNTEERS, BOARD EMPLOYEES, ETC.) VISITING THE SCHOOL ARE REQUIRED TO ENTER THROUGH THE DESIGNATED MAIN ENTRANCE TO SIGN IN AT THE SCHOOL OFFICE AND PRESENT PROPER IDENTIFICATION, INCLUDING AT LEAST ONE PHOTO ID.

A visitor's pass will then be issued by office personnel. All school visitors must comply at all times with Board of Education policies, administrative rules, and school regulations. Any person entering a Montgomery Public School building is subject to a routine hand-held search or walk through a metal detector. This is to include any school sponsored activity on or off school property, and non-school sponsored activities on school property.

Raptor System- All school visitors must be prepared to show a valid government issued picture ID- i.e., state issued driver's license. Visitors will not be allowed on school property without proper identification.

Sex Offender Status - Under the Code of Alabama 15-20A-17 (2019)

No adult sex offender, after having been convicted of a sex offense involving a minor, shall enter onto the property of a K-12 school while school is in session or attend any K-12 school activity unless the adult sex offender does ALL of the following:

1. Notifies the principal of the school, or his or her designee, before entering onto the property or attending the K-12 school activity.
2. Immediately reports to the principal of the school, or his or her designee, upon entering the property or arriving at the K-12 school activity.
3. Complies with any procedures established by the school to monitor the whereabouts of the sex offender for the duration of his or her presence

On the school property or attendance at the K-12 school activity. For the purposes of this subsection, a K-12 school activity is an activity sponsored by a school in which students in grades K-12 are the primary intended participants or for whom students in grades K-12 are the primary intended audience, included, but not limited to, school instructional time, after school care, after school tutoring, athletic events, field trips, school plays, or assemblies. **ANY PERSON WHO KNOWINGLY VIOLATES THE ABOVE SHALL BE GUILTY OF A CLASS C FELONY. *PLEASE NOTE THE CODE STIPULATES THAT THE LOCAL SCHOOL BOARD SHALL ADOPT A POLICY TO EFFECTUATE THIS SECTION OF THE CODE***

1. Parents/guardians are asked to plan a scheduled visit and arrive at the beginning of classes. The purpose of the visit is to observe. Therefore, parents/guardians should not interact with their child, other students, and/or attempt to have a conference with the teacher. The school may have a designated area in the classroom for visitors.
2. The principal and school administration will reserve the right to limit the number of visitors to a classroom. More than one visitor or a parent with other children could distract students and hinder the learning process. The principal must approve the visit and set the maximum time period for the visit.
3. Students on suspension from any school are not allowed on any MPS campus or to attend any MPS functions, and will be considered trespassing.
4. Students from other schools will be allowed on campus only with the permission of school administration.
5. Parent/guardian conferences with the teacher and/or principal must be scheduled in advance and concluded in a timely manner.
 - a. Mutual courtesy and respect should be shown during the conference. Visits may be prohibited at certain times such as: the first and last week of school, immediately before or after vacations and other breaks, and while standardized testing or other assessments are being conducted.
 - b. Conferences can only be held with a parent/guardian. Parents/guardians may invite the participation of an attorney or other advocate; Please note

that an attorney representing the school system may attend as well. The principal must be notified in advance if they are requesting that additional persons attend. The principal will have the final decision whether or not additional persons may attend conferences. If special accommodations are needed for a conference, call the school to make arrangements prior to the visit.

6. Disruptive Visitors - Montgomery Public Schools expects mutual respect, civility and orderly conduct from all individuals on school property or at school sponsored activities, no matter his or her status or the purpose of his or her presence. Any person who becomes physically or verbally disruptive on school property may be subject to criminal prosecution as well as termination of visiting privileges. Disruptive conduct includes, but is not limited to, using a raised voice, using profanity, uttering verbal or written threats or employing threatening gestures or otherwise engaging in an action deemed inappropriate by the building administrator. In the event a person visiting school property is deemed to be disruptive, the person will be instructed to leave school property and law enforcement may be called if necessary. The superintendent may issue a no-trespass notice against any person deemed to have created a disruption while on school property or at a school-sponsored event. The no-trespass notice shall be in force until such time as the superintendent deems appropriate to lift that order.

7. All visitors' cell phone calls should be completed prior to entering the building. All electronic devices should be turned off. Visitors should follow all school rules regarding telecommunication devices for students.

8. To maintain a safe and healthy school environment, MPS is requesting that all visitors adhere to a standard of dress that is appropriate and non-offensive. Clothing that has profanity, sexual content or any negative message displayed, reveals body parts, sleepwear, and/or underclothing will not be allowed. This guideline will apply on all MPS properties and at MPS sponsored events.

YEARBOOK

The Yellow Jacket, BTW's school annual, is produced by the Yearbook Staff. Yearbooks will be on sale during the school year. Checks will be made

payable to the yearbook company.



YEARLY FEES/DEPOSITS

- **ART**
 Photography \$20/unit of credit
 Visual Arts \$20/unit of credit
- **INSTRUMENTAL MUSIC**
 Piano \$20/unit of credit
 Strings* \$20/unit of credit
 Show Band* \$20/unit of credit
 Classical Guitar* \$20/unit of credit
 Concert Band* \$20/unit of credit
***Instrument service charge \$10.00**

- **VOCAL MUSIC**
 Concert Choir \$20/unit of credit
 Choral Music**
- **Costuming require**

- **TECHNOLOGY***
 CAT \$20/unit of credit
 Computer Apps II \$20/unit of credit
 Multimedia \$20/unit of credit

- **OTHER MAGNET FEES**
 Mass Media* \$20/unit of credit
 Creative Writing* \$20/unit of credit
 Dance** \$20/unit of credit
 Law/Career Tech \$20/unit of credit
 credit Tech Theatre* \$20/unit of credit
 Theatre Arts** \$10/unit of credit
 credit Musical Theatre** \$20/unit of credit

PLEDGE UP!

Due to limited funding, we welcome donations. If you would like to pledge five dollars or more when paying the aforementioned fees or sponsor a student who may be experiencing financial hardships, please notify your child's magnet teacher. All donations are tax deductible.

Event Fee for all students

\$50.00 (**Individual Showcase tickets will be**

available for purchase in January).

Guidance Department Fees

Students will be charged for transcript requests.

MISCELLANEOUS FEES

Showcase/FLIMPFest	\$50
Chemistry	\$10/unit of credit

Have a spectacular school
year!

Booker T. Washington Magnet High School
3315 Hayneville Road (Temporary Location)
Montgomery, Alabama 36108
(334) 269-3617 (telephone) (334) 269-6140 (fax)

August 16, 2021

Dear Parent or Guardian:

I would like to take this opportunity to thank you for granting the faculty and staff of Booker T. Washington Magnet High School an opportunity to serve your child this year. As principal of a talented community of learners, it is extremely difficult to forward ineligibility letters to students who do not meet *BTW's Criteria to Remain* at the closing of the school year.

Please review the *Criteria to Remain* regularly, and keep an open line of communication with your child's teacher and the school administration. Unfortunately, students may experience personal challenges and occasional hardships during the school year. Therefore, it is important for you to notify the administration or counseling department in advance about special circumstances that may interfere with your child's performance.

It will also be helpful for you to notify BTW's Counseling Department at the beginning of the school year if your child has received 504, Response to Instruction (RTI), or Special Education services prior to enrolling at BTW Magnet.

Criteria to Remain at BTW

- Students must achieve at least an overall 2.5 GPA in core academic subjects (**math, English, history, science, and foreign language, if taken**).
- Students must achieve at least a 3.0 average in their magnet.
- Students must maintain an acceptable conduct record. Class B and/or Class C offenses could result in removal from the program.
- Students must attend school regularly. More than (10) unexcused absences or excessive tardies, and/or excessive checkouts may result in removal from the program.

Note: The Grade Point Average is calculated using the following scale. Advanced Placement (AP) Courses are weighted.

Traditional Courses

A = 4 points B = 3 points C = 2 points D = 1 point F = 0 points

Honors and Advanced Placement (AP) Courses

A = 5 points B = 4 points C = 3 points D = 2 points F = 0 points

Students who do not meet eligibility requirements at the end of the year *will not* be allowed to return to BTW on a probationary status. If you have questions or concerns regarding the *Criteria to Remain at BTW*, please forward your questions in writing to me at quesha.starks@mps.k12.al.us or schedule a conference at your earliest convenience.

To ensure that questions and concerns are addressed in a timely manner, include a contact number and time/date of availability for a telephone conference. An administrator or guidance department staff member will provide an appointment confirmation.

I wish your child much success in the upcoming school year.

Sincerely,

Quesha S. Starks, Ed.D., NBCT Principal



MONTGOMERY
PUBLIC SCHOOLS

307 South Decatur Street
Montgomery, AL 36104

Dear Parents/Guardian:

Montgomery Public Schools (MPS) is committed to providing the highest quality of education to every student. To meet that goal, MPS adopted two fundamental frameworks: Positive Behavioral Interventions and Supports (PBIS) and Response to Instruction (RtI). PBIS is a proactive approach to establishing behavioral supports to address psychological, social and emotional needs. RtI is a multi-tiered approach to providing core instruction to all students in addition to identifying and supporting students with learning and behavior needs. Both frameworks provide early, systematic and intensive assistance to students who are at risk or already underperforming. Interventions will include but not be limited to specialized, research-based teaching and behavior strategies provided in both the classroom and small group settings.

According to the Alabama Administrative Code, all public schools in Alabama are required to implement the Problem Solving Team (PST) model. The PST process is designed to guide general education intervention services for all students who have academic and/or behavioral difficulties. The PST will review student data regarding the need for assistance, monitor progress being made by students, inform parents of plans of action, and make recommendations for changes to interventions.

Based on initial screening results and other academic data, if it is determined that your child would benefit from assistance or intervention, he or she will be provided tiered support as needed.

MPS utilizes a three-tiered approach to instruction/intervention:

- **Tier 1** – Classroom teachers will use a variety of instructional strategies and positive behavioral supports within the core curriculum to address individual instructional needs
- **Tier 2** – Based on assessments, discipline, grades, attendance and other data, students who are unsuccessful with Tier 1 will be provided additional research-based interventions
- **Tier 3** – Students who continue to misbehave or struggle in Tier 2 will be referred to the PST and receive more intensive interventions.

Respectfully,

Bridgette Johnson

Bridgette Johnson, RtI Coordinator
Montgomery Public Schools
(334) 223-6840

Booker T. Washington Magnet High School

3315 Hayneville Road (Temporary Location)
Montgomery, Alabama 36108
(334) 269-3617 (telephone) (334) 269-6140 (fax)



BOOKER T. WASHINGTON MAGNET HIGH COMMUNITY HANDBOOK *Receipt Form*

Print Name: _____

I have read the 2021-2022 **BTW Community Handbook**. My signature below indicates that I understand the guidelines of this institution and the responsibility of students to comply with the procedures outlined in this handbook. I have also read the *Criteria to Remain* and understand that parents and students are responsible for reporting any instructional concerns to a BTW administrator or teacher in a timely manner (within one week). **Note: Please follow up via telephone or office visit in the event that email communication is misdirected or not received by a BTW staff member. Allow staff members at least 24 hours to respond to telephone messages.**

Student's Signature: _____

Date: _____

Parent's Signature: _____

Date: _____