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## Colonel Zadok Magruder High School

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### *Office of the Principal*

August 2018

Dear Parents and Students:

Welcome to the 2018–2019 school year! We are looking forward to the return of everyone as well as the opportunity to provide a rewarding educational experience for all of the students attending Magruder High School.

We expect that our actual enrollment will match the projected enrollment for the upcoming school year. If there is a need to make an adjustment in staffing based on actual enrollment, I will do everything possible to minimize the impact of these necessary adjustments. I will keep you informed and alert you of any changes that may occur at our school.

In preparation for the new school year, our staff has worked diligently to make sure that the building is in excellent condition. Many thanks go out to our building services staff. In addition, there were a number of renovations to areas inside and outside of our building. Please see our website for specific project information and updates.

This spring, we continued the practice of mailing home course confirmations in addition to distributing copies to students. Counselors met with families in early May regarding student schedules. ***Friday, June 1<sup>st</sup> was the last date to make changes to students' schedules.*** These procedures were implemented, with parent and staff input, in order to effectively schedule students far in advance of the opening of school. We are pleased with the results of this early planning. Therefore, when students receive their schedules on the first day of school, it should not be necessary to make schedule changes, with the exception of cases such as a student's completion of a summer school course. During the first week of school, counselors will be working with new enrollees and students with incomplete schedules due to **unusual circumstances**. If a student is experiencing one of these **unusual circumstances** and wishes to request a schedule change, the Schedule Request Form should be submitted to counselors the second week of school.

As part of efforts to create a positive climate, it is important to respect the established discipline code. An important component is the identification (ID) policy. The **ID policy** is continuing for the upcoming year. Students are **required** to carry their IDs with them (either in their wallets or in the plastic holder in their student handbook) and to present their ID when requested by staff. With this practice, we will ensure that everyone in our building is a person who is permitted to be on our campus. As always, **cell phones and other electronic devices** are to be turned off and put in backpacks **before** entering the classroom for first period. These items should remain in backpacks or lockers throughout the school day except during a student's lunch period. **We ask that parents not call or send text messages to students during the school day.** Please call the main office if you need to contact your child. Use of cell phones and text messaging during the school day is not permitted with the

exception of use in the cafeteria during the student's lunch period. In addition, no cameras are allowed in school except when related to a class assignment or project. We are prohibiting students from taking pictures or making videos without administrative approval. We also will continue to enforce our dress policy, which supports a positive school climate. **Please review these policies with your student prior to the start of school.** Your support is a vital component in our efforts to establish and maintain a climate that is conducive to teaching and learning.

Members of our staff are actively preparing for the start of another productive school year. Their preparations will allow us to provide a quality educational experience for all Magruder High School students. We are excited about the continued growth of our academic programs as well as other learning opportunities for our students. We will discuss these instructional programs at PTSA meetings and other parent meetings. Your participation is encouraged and all are invited.

We will continue to have only one lunch period. Lunch will be served during fifth period (11:14–11:59 a.m.). Students will be allowed to eat their lunch in a number of locations throughout the school building. This initiative will require significant student cooperation and discipline. **The campus will remain a closed campus.** This means that students will **not be permitted** to leave the building to purchase lunch. We believe that the one lunch schedule gives staff a greater opportunity to provide students with additional academic support as well as providing clubs and other organizations increased time to meet as a group. Every effort will be made to maintain an environment that is pleasant, productive, and respectful. We ask that you encourage your child to take advantage of the many academic support opportunities available during their lunch period.

Below are the meal prices for the upcoming school year. Students eligible for free or reduced-price meals will continue to receive breakfast at no cost. This is being done in recognition of the importance that breakfast has on a student's ability to learn.

Breakfast:	\$1.30
	No charge for the reduced-price eligible student
Lunch:	\$2.80
	\$.40 cents for the reduced-price eligible student

Our staff is looking forward to a successful year and we are eager to greet returning students and those students new to our school. The Magruder staff would like to make the transition for incoming ninth graders and other new students as smooth as possible. To that end, we have planned a special **orientation for Thursday, August 30, 2018**. This program, which will be held in the main gym, will run from 7:45 a.m. until 11:30 a.m. School buses will be provided and will follow their normal routes and times according to the enclosed schedule. Buses will leave school at approximately 11:35 a.m. to take students home. This orientation program is provided so that students new to our school will have the opportunity to meet their teachers and other school staff, as well as to follow their class schedules prior to the first day of school. It is also an excellent time for students to acquaint themselves with the layout of the building and to bring their **\$5.00 refundable deposit** for hall lockers.

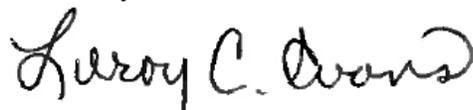
On the evening of **Thursday, August 30, 2018, at 7:30 p.m.**, we will host a **special orientation session for parents of ninth graders and other new students**. There will also be a dance beginning at 7:00 p.m. for ninth grade students. We hope that you will join us.

Please mark your calendars with the date for this year's **Back-to-School Night: Thursday, September 13, 2018, at 7:00 p.m.** It is important that you meet your student's teachers and hear about their curriculum objectives and expectations first-hand. Research shows that students whose parents are involved in school tend to do well academically. Since we are a large school and parking is limited, we will be running buses from several **satellite parking lots** beginning at 6:00 p.m. Satellite locations are **Sequoyah and Flower Hill elementary schools, and Redland and Shady Grove middle schools**. The buses will leave at 6:00 p.m., and will return to the satellite lots to make a second trip and third trip to Magruder at approximately 6:25 p.m. and 6:50 p.m. A bus for individuals with disabilities will be provided at Sequoyah Elementary School. If you arrive at the school before 7:00 p.m., please join members of our PTSA Executive Committee and me for an informal session beginning at 6:30 p.m. in the auditorium. In addition, there will be an **Advanced Placement (AP) course information meeting** prior to the Back-to-School Night meeting from **6:15–6:45 p.m.** in the cafeteria for interested parents.

As we complete our summer work, we are anticipating an exciting and productive year of achievement and growth. We encourage parents to contact counselors or grade-level administrators if you have questions or concerns.

Magruder High School is a wonderful community of caring people committed to our core values of treating every individual with fairness, respect, and dignity. By continuing to work together and communicate with each other on a regular basis, we will help our students grow and gain the knowledge necessary to be successful in a challenging world. We greatly appreciate your support, involvement, and the respect you give us as your partner in education.

Sincerely,

A handwritten signature in black ink that reads "Leroy C. Evans". The signature is written in a cursive style with a large, stylized "L" and "E".

Leroy C. Evans  
Principal

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Enclosure(s)