

**TUCKER CREEK MIDDLE SCHOOL FACULTY  
HANDBOOK  
2019-20**



**MAKE YOUR MARK, MUSTANGS!**

**6<sup>th</sup> Grade**

*Rosemary Steinman Todd Cooley	Math/Science Language Arts/Social Studies	Room # 413 Room # 414
Emily Riley Carolyn Phillips	Math/Science Language Arts/Social Studies	Room # 415 Room # 416
Kara Kinney Angela Frazier	Math/Science Language Arts/Social Studies	Room # 412 Room # 409

**7<sup>th</sup> Grade**

Timothy Erlitz Savannah Kilbane	Math/Social Studies Language Arts/Science	Room # 313 Room # 316
Tiffany Bryant Mikaela Brown	Math/Science Language Arts/Social Studies	Room # 314 Room # 307
*Cindy Laird Martha Bryan Carol Waters	Math Language Arts Science/Social Studies	Room # 315 Room # 309 Room # 312

**8<sup>th</sup> Grade**

Stacey Looney Chadwick Howard Alex Glass	Math Language Arts/Social Studies Science	Room # 216 Room # 215 Room # 212
John Brown TBD Brette Sumners	Math Language Arts/Social Studies Science	Room # 209 Room # 213 Room # 214

**ECP Department**

Jessica Allen	ECP Assistant	Room # 306
Maggie Rogers	ECP	Room # 504
Mackenzie McClarney	ECP Self Contained	Room # 306
Annie O'Brien	ECP	Room # 502
Roxanne Kramer	ECP Assistant	Room # 306

### Exploratory

Ellen Tillman	PE	GYM
Fred Angoco	Chorus	Room # 507
Jennifer Bowman	Art	Room # 501
*Blair Dyal	Band	Room # 519
Malzeaner Frazier	CTE	Room # 201
TBD	AIG	Room # 301
Cheri Brody	Media Specialist	Room # 601
Michael Sloan	PE	GYM
Misty Guthrie	STEM	Room # 210
Victoria Woodard	Spanish	Room # 510
Office Clarke	Student Resource Officer	Room # 112

## Who to Ask?

Often times students and parents may have questions about school and they do not know whom to ask. The following information showing who in the school is responsible for which areas of operation may be helpful in these situations. Contact the school at 252-444-7200.

<b>Ms. Claudia Casey Principal</b>	<b>Mr. Paul Schwab Assistant Principal</b>
AIG Program	Athletics
Attendance (Faculty and Students)	Buses Yellow/White
Beginning Teachers	Carpool
Clubs	Curriculum
Curriculum	Data Analysis
Data Analysis	Discipline
Discipline	Duty Schedules
Discipline Appeals	Exceptional Children's Program (ECP Admin.)
Fundraisers	Effective & Efficient Operations
Handbooks (Faculty & Student)	Facilities & Rentals
In-School Suspension	Field Trip Approval
Parent Advisor Committee	In-School Suspension
School Calendar	Local and State Testing
School Messenger/Instant Alerts	Lockers
Sea System	MTSS Process
Strategic Planning/ Public Information	Teacher & Staff Evaluations
Teacher Certification	School Safety
Teacher and Staff Evaluations	
Teacher Retention	

**Ms. Patricia White  
School Counselor**

**Ms. Valerie Nasser  
Military Liaison Counselor**

Coordinate Counseling Program  
Enrollment and scheduling of new students – in conjunction with data mgr.  
Tours for new students  
Analyze transcripts/grades for incoming new students  
FOR Club Sponsor  
HOST Sponsor (along with Valerie Nasser, Military Liaison Counselor)  
504 Chairperson  
Honor Roll/Principal's List Celebrations  
Backpack Blessings Coordinator  
Duke TIP Coordinator  
Kicks for Kids Facilitator  
Red Ribbon Coordinator  
Fifth Grade Tour and Visits  
Career Day  
Mix It Up Day Coordinator  
Christmas/Holiday Help for Needy Families Coordinator  
Transport records/data to high school  
Receive records/data from feeder schools

District Military Liaison Counselor, Valerie Nasser, collaborates with schools to develop programs that address the unique needs of military-connected children. Specific programs focus on readily providing information to incoming families, helping new students quickly adjust and integrate into the school setting, supporting students through parent deployments and subsequent reintegration, and teaching socio-emotional skills that mitigate stress. Schools recognize and build on the specific strengths of military-connected children that include acceptance of diversity, resilience, respectfulness, kindness, and empathy.

Direct services provided by the Military Liaison Counselor include school system navigation, student and family consultation and connection with local resources, transcript evaluation, compliance with the Military Interstate Compact, and trauma support.

**Barbara Anderson**  
**Bookkeeper**

**Vickie Cross**  
**Receptionist**

**Rose McCabe**  
**PowerSchool/School Messenger**

Assist with main office  
Attendance (Staff)  
Keys  
Money/Receipts  
Payroll  
Purchase Orders  
Student Insurance  
Substitutes  
Supplies  
Time Sheets  
Facility Rentals  
Fill in for Nurse when needed  
Copy Machines  
Parking Passes  
Fill in for Nurse when needed  
Fill in for Main Office if needed  
Leave of absence  
Worker Compensation

Front desk receptionist  
Lost and Found Area  
Parent Volunteers  
Secretary to Administration  
Student Check In/Out  
Field Trip Calendar  
White Bus Calendar  
Fill in for Nurse when needed

Assist with guidance as needed  
PowerSchool:

- Attendance
- Discipline Records
- Enrollment and Transfers
- Report Cards
- Student information updates

Maintenance of student and staff demographics  
Assist with Main Office when needed  
Collects Quarterly, semester, and final grades from teachers  
Report Cards  
Facilitate Attendance Intervention Program  
School messenger

**ALARM SYSTEM**

The school building alarm system will be activated nightly and on weekends. Permission must be obtained from the principal to access the building during these hours. All staff must vacate the building no later than 7 PM daily.

**BULLETIN BOARDS**

Bulletin boards should be neat and attractive at all times. Teachers are responsible for maintaining bulletin boards in and outside of their classrooms. These boards are a good means of communicating and sharing expectations, student work, etc. and should be aligned to the curriculum. Bulletin boards should be changed each nine weeks.

Bulletin boards in the hallways will be maintained by teachers on their respective hallways. An assignment roster will be submitted by House Leaders.

**ATTENDANCE**

Keeping accurate attendance is the responsibility of the classroom teacher. Pupil attendance will be recorded daily through Power School. It is vital that attendance be completed prior to **9:00 am** every morning unless an announcement is made to the contrary. Attendance reports must be produced daily for the district office, so it is imperative that you complete your attendance in a timely manner. Absences should be coded as unexcused. When you receive documentation for the absence from the student, submit this documentation to Mrs McCabe and she will update the student's record. Each month you will be given an attendance summary. Please check this summary carefully against your records and submit any corrections to Mrs. McCabe. You should leave an updated **(monthly)** attendance roster for substitutes to use in the event of your absence.

If a student is on home-bound services, they are to be counted as present. You will be notified of any change in status.

## CAFETERIA

All students will eat lunch (school lunch or home lunch) in the school cafeteria. All food and drink must be consumed in the cafeteria. It is the responsibility of the teacher to ensure that the students follow cafeteria expectations and to monitor their students during this time. It is imperative that teachers follow the lunch schedule (entrance and exit times) carefully.

**Parents will be able to add money to their child's cafeteria account on-line.**

Teachers will supervise, personally, the entry of students to the cafeteria along the outside walls to the serving area, and remain with their class as they pass through the serving line. Students are expected to remain quiet while in the serving line, until they are seated.

Students remain seated at their tables with their trays until the teacher prompts his or her students' to take their trays and trash to the deposit area. This should occur as soon as most of the students finish eating. Under the guidance and supervision of the teacher, students will enter the deposit area in an orderly fashion, deposit their tray in the trash cans and retire quickly to an area designated by the teacher.

When students assemble in the designated area for return to class, teachers should be present and supervise the assembly of their students when preparing to exit the cafeteria. Teachers shall be responsible for making sure the class's dining floor area and tables are clear of trash or food before they leave their assigned lunch table.

Courtesy towards cafeteria staff is expected at all times. A similar attitude is expected of cafeteria staff towards their customers. Quiet passage through the serving line is expected.

It is a federal regulation that no function can be scheduled before the last lunch is served (approximately 12:30). This includes tasting lessons, cooking lessons, as well as parties.

## CLASSROOM MAINTENANCE

**No class is to be left unsupervised during any period of the day.** Teachers are responsible for keeping their assigned classroom in good order. Students are to keep their desktops or tabletops neat and clean. The students should clean desktops/tabletops periodically. Book cases, cabinets and closet areas are to be kept clean and neatly arranged at all times.

At the end of each day, teachers are to do the following:

1. Windows are to be closed with blinds down and open.
2. Straighten student desks.
3. All paper and other materials picked up off of the floor.
4. Turn off all lights.
5. Leave classroom locked.
6. **Leave substitute notebook containing complete lesson plans, emergency procedures, up to date rosters, established schedules, and assigned duties on desk.**
7. All electronic devices should be off and secured each day.

## CONTACTING PARENTS

Teachers shall document all letters or phone calls sent to parents regarding grades, absences, tardies, and discipline problems. Retain a copy of all letters that are sent. All absence notes from parents should be forwarded to Mrs. McCabe upon receipt. Teachers shall contact parents at any time they see a student failing a course, consecutive absences and in need of a conference. **All grade level teams will be responsible for making and documenting three positive phone calls per week.**

## CUMULATIVE RECORDS

Cumulative records are CONFIDENTIAL. No one other than the classroom teacher should see or handle these folders. NO parent or student should handle these folders. Cumulative records are to be kept accurate, complete, up to date, and

handled in a professional manner at all times. They may be taken to your room for work and study when students are not present but always returned to the records room for security and storage each day.

**All teachers are expected to review each student's cumulative record and any other documents relative to their students such as IEP's, 504's, MTSS Paperwork, etc. within the first week of school. "Not knowing" pertinent information regarding a student is not acceptable.**

### **DRESS CODE**

Staff members are responsible for using sound judgment in dress, grooming, and personal hygiene so that the educational process is not materially or substantially disrupted. Staff members are required to dress in a **professional manner** at all times while performing all duties and responsibilities relative to their assigned position at TCM. Staff members are expected to uphold the requirements of dress as defined by Craven County Schools Policy.

**Shorts are discouraged, unless they are knee length and professional in appearance (No cargo shorts, denim shorts, work out shorts). Jeans (professional) are permitted every Friday with TCM shirt.**

### **DRUG-FREE WORKPLACE ENVIRONMENT**

All employees of the Craven County Board of Education are duly informed that the unlawful possession or use of a controlled substance is strictly prohibited in the workplace. Severe legal action will be taken against violators of this policy as outlined in the Craven County Board of Education Policy Manual.

### **FIELD TRIPS**

**Each grade level will plan a grade level field trip.** Plans for grade level field trips must be turned into Vickie Cross by September 23, 2019. Attire for a field trip must follow the dress code established for a regular school day. All field trips must include a Craven County Field Trip Request Form, Letter to Parents, Safety Plan, detailed Itinerary, and TCM field trip checklist (all forms can be found in the 2019-20 TCM google drive folder). It is understood that some field trip opportunities come available throughout the school year. Please adhere to the following guidelines for completing field trip requests:

- All in-county trips need to be approved by school administration only and should be submitted to Ms. Vickie **three weeks** prior to the field trip.
- All out of county trips need to be approved by school administration and central office and should be submitted to Ms. Vickie at least **four weeks** prior to the trip.
- All **out of state and/or overnight trips** need to be approved by administration and the Board of Education and should be turned into Ms. Vickie at least **3 ½ months** prior to trip.

**\*No field trip information can be sent home until the proper approval is given.**

### **GRADING**

Craven County follows the DPI standard of using a 10 point grading scale. Consistency of marking and grading standards is important for maintaining good working relationships and mutual understanding between the teachers, parents, and students. **Therefore, each grade level/ content area will develop grading standards for their grade level/content area and submit to the principal by the end of the first week of school.** This agreement should consist of weights given to tests, quizzes, class work, projects, etc. Grades cannot be given for **homework (correct/not correct)** or conduct. **Student grades cannot be penalized due to absences or discipline (this includes PE classes).** Each grade level content area should be aligned with their grading criteria. Teachers will communicate the grading standards to parents and students. **Teachers shall take no more than 3 days to update grades in Power School for homework/classwork, 5 days for tests/quizzes, and 10 days for projects/writing assignments.**

### **HOMEWORK**

Please refer to the policy regarding homework in the CCS Policies and Regulations. All teachers are expected to know and abide by the CCS Homework Policy.



## **INCLEMENT WEATHER/SCHOOL CLOSING**

All personnel are to follow procedures outlined in the Craven County Policy Manual, Regulation 115. Inclement weather/school closing information is posted on the Craven County School website as well as Facebook.

## **MEETINGS**

Wednesdays will be reserved for after school meetings (*1<sup>st</sup> Wednesday – Staff, 2<sup>nd</sup> Wednesday – Cabinet, 3<sup>rd</sup> Wednesday – Goal Team, 4<sup>th</sup> Wednesday – Lesson Tuning/Extra Planning*). This schedule may vary during the school year according to needs; however, all teachers are expected to be in attendance every Wednesday. Teachers should not schedule any personal appointments on **Wednesday afternoons** in order to avoid conflicts. If a teacher is approved to miss a required meeting or event, he or she will be required to cover an additional sports event/dance/concert.

**House Meetings/PLCs** will be held during each grade level planning period every Tuesday in the PLC room (316).

**Content area planning** will be held on Thursdays during grade level planning. All teachers are to be in attendance and on time for these meetings. No parent meetings/IEP should be scheduled at this time.

## **NURSE/HEALTH ROOM/STUDENT ACCIDENTS**

All students who enroll in NC Public schools for the FIRST time will be required to have a current Health Assessment on file.

AED's and Epi-pens are located in the nurses office and gym.

Materials for minor first aid are available in the health room. Extra Band-Aids and feminine products are available in the front office as well as supplied to classrooms. Sick or injured students should be sent to the health room with a nurse referral form.

All prescription medication to be administered at school must have a doctor's order and will be kept locked in the medication cart. A student may keep an inhaler, Epi-pen, or insulin with a doctor's order. Medications must be properly labeled in the original pharmacy container. Students may also possess nonprescription medications (in the original container) for short term use (2 weeks).

ANYTIME an injury occurs the student should report to the nurse immediately and the parent must be contacted. If a student is injured and the teacher cannot accompany the student to the office, have a peer come with them. DO NOT send the student to their next class. It is the responsibility of the supervising teacher to send that student to the nurse. An injury report is initiated by that teacher and sent to the nurse before leaving school that day. **Any head injury must be reported immediately to the nurse and administration.**

## **OFFICE AND TELEPHONE USE**

1. Teachers shall not use personal cell phones in public during the school day unless in designated office area or in the classroom when students are not present.
2. Long distant calls to parents may be made from the front office.
3. Students will be allowed use of the phone only in emergency situations. Asking a parent if they can go home with a friend is not an emergency and teachers should not allow students to use the phones for that reason.
4. All students sent to the office must have a pass from the teacher stating reason sent to the office. If a student is sent to the office for disciplinary reasons, the office must be contacted by intercom/phone.
5. Teacher mailboxes are located in the main office. Teachers are expected to check their mailbox at least twice/day. Do not send a student to check your box or to distribute items in the mailboxes. You will be notified of emergency

phone messages. All other messages will be placed in your mailbox. **Please return all parent phone calls promptly (within 24 hours).**

6. All confiscated items are the teacher's responsibility until checked in to the office.
7. **Teachers and staff are expected to check school email at least twice daily and respond as appropriate. A majority of communications from administrators will occur through email.**

### **PROFESSIONALISM**

Remember at all times that you are a professional. Your actions and behavior reflect upon yourself as well as your school. Only discuss students with the appropriate people. Try to resolve issues when they occur with the right person following the steps of command. **You should not discuss school business in your neighborhood or community. Remember, you are a part of the school body. We want to have a positive school culture at all times**

### **PROGRESS REPORTS/REPORT CARDS**

Evaluating and assessing a student's progress is an important responsibility of a teacher. Teachers should be thoughtful in this process and offer students a variety of opportunities to demonstrate their proficiency. Please communicate with students and parents the evaluation process that you will use in your class.

#### **District dates**

1<sup>st</sup> quarter: **Progress Report: September 26**  
**Report Card: November 6**

2<sup>nd</sup> quarter: **Progress Report: December 4**  
**Report Card: January 28**

3<sup>rd</sup> quarter: **Progress Report: February 25**  
**Report Card: April 7**

4<sup>th</sup> quarter: **Progress Report: May 5**  
**Report Card: June 10**

All grades must be kept up-to-date and accurate. Teachers are responsible for ensuring that parents are aware of their child's progress and contacting parents when necessary. If a child is failing at any time, teachers shall contact the parents immediately and get a confirmation saying they are aware. All teachers are responsible for ensuring that grade verifications are submitted as requested so that report cards can be printed. **No student can be assigned a nine weeks grade lower than a 50.**

### **RECEIPTING STUDENT MONEY**

A receipt must be written in a Craven County School Receipt Book for each collection from a student for any reason. If a receipt has to be voided the white copy must be attached to the yellow copy in the book. Receipt should contain the student's name (first and last) and what the collection is for (field trip, band, fundraiser, etc). The monies collected **MUST** be turned in on the day collected by 2:00 pm (General Statue 115C-445 also CCBOE Policy 421). When collecting checks ensure that the student's name and the teacher's name is on the check. When collecting money from students, be sure the total amount includes current sales tax. A Teacher Report to the School Treasurer form must be completed and signed when money is turned in. When filling out the Treasurer's Report you must list cash and checks separately. This form as well as receipt books must be signed out and may be obtained from Mrs. Anderson.

### **REFUNDS**

No refunds can be issued without the original receipt. Teachers must fill out a requisition sheet and attach the original receipt and present this to the bookkeeper for processing. As a last resort, in the event that the original receipt is not presented, a copy of the "yellow" receipt with the teacher's signature and approval will be satisfactory. Encourage students to save their receipts.

### **RESTROOMS/LOCKER BREAKS**

Students must have an opportunity to visit the restroom during the school day. Each team will develop a bathroom break schedule for students. Students will use their iPads to sign out through a QR code. Each student should have at least two opportunities to visit their lockers throughout the day.

### **SELLING ITEMS ON CAMPUS**

Staff members who sell items on campus can do so only if it does not disrupt the normal operation of our day. You may not use e-mail announcing that you are selling. Do not leave your items out in the lounge or work areas, as these areas are not secure and they tend to become disorderly. Students should never be involved in your selling of items by delivering or collecting money.

### **SEXUAL HARASSMENT**

Sexual harassment in the work place is unacceptable conduct and will not be tolerated or condoned by the Craven County Board of Education. Anyone employed by the Craven County Board of Education who is found to be guilty of sexual harassment will face severe disciplinary action determined appropriate and in accordance with established laws, policies, and regulations. Anyone experiencing sexual harassment should contact Ms. Casey, the school principal.

### **SICK LEAVE, PERSONAL LEAVE, AND EXTENDED LEAVE**

-Sick leave is accrued 1 day/month for all employees. Leave is not advanced, except with approval by Human Resources.

-Only employees who do not regularly teach any part of the day will be allowed to use annual leave while students are in session. If these employees exhaust their sick leave, they must exhaust all annual leave before using extended sick leave.

-Teachers may only use extended sick leave for their personal illness. All teachers must make a written request to the assistant superintendent of personnel and provide a statement from a medical doctor to apply for extended sick leave.

-Employees desiring to use personal leave while students are in session must have leave approved in advance by the principal. A leave request form must be signed by employee and principal. No substitutes are provided for employees on annual leave.

**-It is the teacher's responsibility to secure a substitute.** Workshop or emergency substitute requests may go through Mrs. Anderson.

### **NOTIFICATION OF REPORTABLE OFFENSE**

Any staff member who is involved in an incident in which a police report is filed must report to the principal within 24 hours.

### **WORKERS COMP**

Any injury during the school day on school property needs to be reported immediately to Ms. Anderson so a workers comp report may be filed. If you are a coach and have sustained an injury during practice or at a home or away game, please let Ms. Casey or Ms. Anderson know as soon as possible. Additionally, if a student sustains an injury during an athletic event or practice, notify Ms. Casey as close to the event as possible.

### **STUDENTS ON CAMPUS**

Students enrolled in other schools are not allowed on campus during the instructional day. No students should be on campus during teacher workdays. If you have extenuating circumstances in adhering to this policy, please see Ms. Casey. Parents are allowed to visit classrooms. Classroom visits should be prearranged with the principal, assistant principal, or teacher. All visitors are required to utilize Raptor to sign in at the main office and obtain a visitor's pass.

### **SUBSTITUTES/ABSENCE FROM SCHOOL**

Staff members are expected to be on campus at all times from 8:00 am to 3:45 pm unless prior approval has been received from the principal or assistant principal. In an effort to protect instructional time, staff members need to schedule appointments on non-instructional days or after school. Staff members will not be allowed to leave campus during the day. If an emergency arises, see an administrator. A substitute that is needed before 11:45 will be a full day.

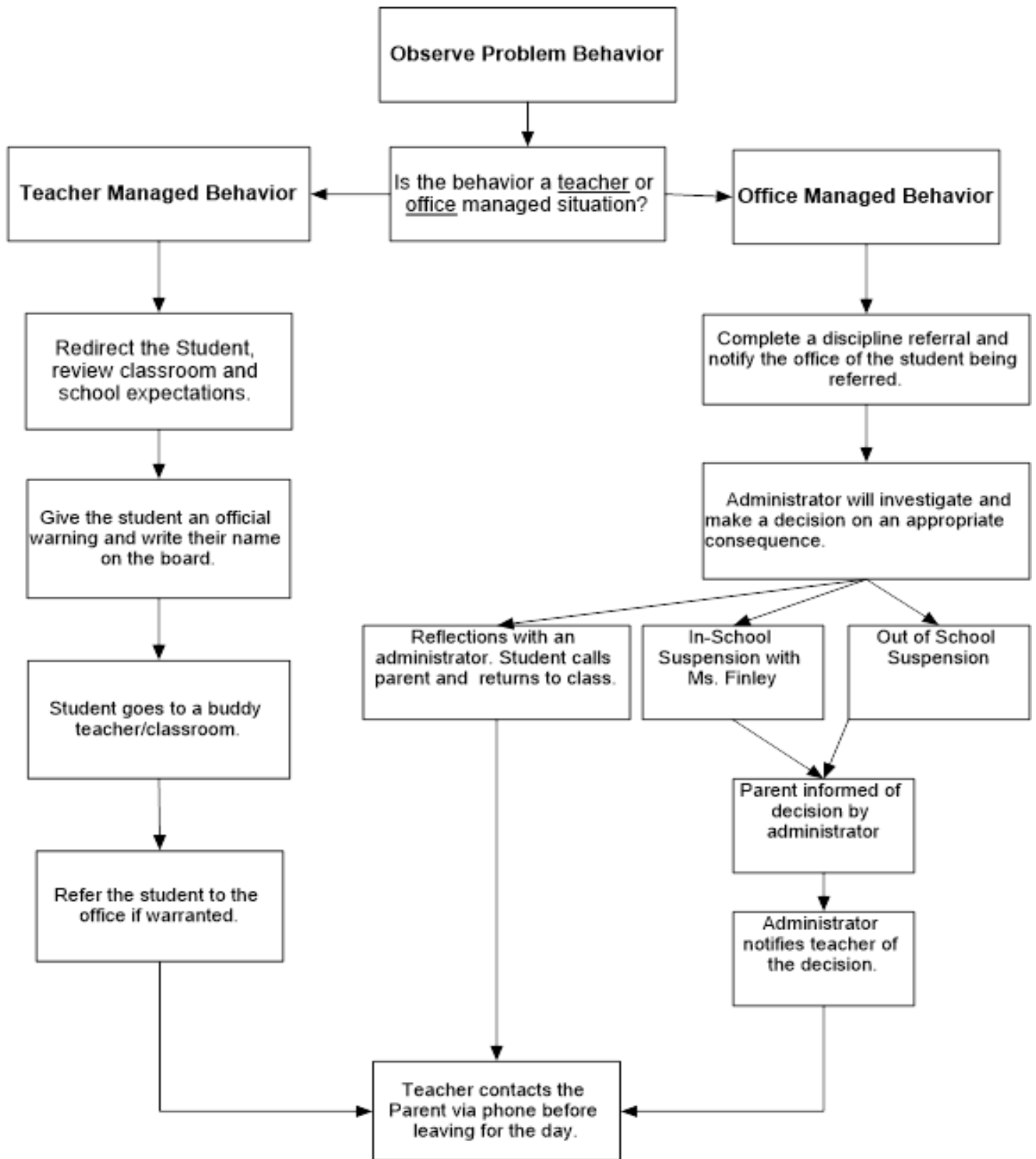
### **STUDENT TARDIES**

It is important that students arrive to school on time in order to protect instruction. After the 4<sup>th</sup> tardy the students will begin to receive a consequence for each tardy. Students will have silent lunch with Ms. Finley if they have between 5-9 days of being tardy. After a student reaches 10 days tardy they will be given a day of ISS for each day. This will reset each quarter.

### **WORKDAY**

Teachers are required to arrive at school by 8:00 and in their classroom ready to receive students by 8:20 a.m. each day. It is required that teachers' check-in on the computer in the main office each morning. Teachers who have early morning duty should be at their assigned duty by 7:45 a.m. Teachers may leave by 3:45 pm each day unless they have a meeting or duty. If you have an emergency, it is your responsibility to find a replacement for your duty.

# Tucker Creek Middle Discipline Flowchart



**Tucker Creek Middle School 2019-20**

6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade	Exploratory
<b>Homeroom/Mindfulness</b> <b>8:30-8:35</b>	<b>Homeroom/Mindfulness</b> <b>8:30-8:35</b>	<b>Homeroom/Mindfulness</b> <b>8:30-8:35</b>	
<b>Core 1</b> <b>8:35 - 9:55</b> <b>ELA/Math (80 min)</b>	<b>Exploratory</b> <b>8:35-10:00</b>	<b>Core 1</b> <b>8:35-10:00</b> <b>(85 min)</b>	<b>7<sup>th</sup> Grade</b> <b>8:35-10:00</b> <b>(85 min)</b>
<b>Core 2</b> <b>9:58 - 11:18</b> <b>ELA/Math (80 min)</b>	<b>Core 1</b> <b>10:02-11:25</b> <b>ELA/Math (83 min)</b>	<b>Academic Coaching/Global Learning</b> <b>10:02-10:32</b>	<b>8<sup>th</sup> Grade Global Learning</b> <b>10:02-10:32</b>
<b>Core 3/4</b> <b>11:20 - 12:33</b> <b>Science</b> <b>Social Studies</b> <b>(73 min)</b>  <b>Afternoon Stretch</b>	<b>Lunch</b> <b>11:27 -12:00</b>	<b>10:35 - 12:00</b> <b>Exploratory</b>	<b>8<sup>th</sup> Grade</b> <b>10:35 - 12:00</b> <b>(85 min)</b>
<b>Lunch</b> <b>12:35-1:05</b>	<b>Core 2</b> <b>12:03-1:26</b> <b>ELA/Math (83 min)</b>	<b>12:03 - 12:33</b> <b>Lunch</b>	<b>Lunch &amp; Planning</b>
<b>1:08 - 1:28</b> <b>Core 3 &amp; 4</b> <b>Continued</b> <b>(20 min)</b>	<b>Academic Coaching/Global Learning</b> <b>1:28-1:58</b>	<b>Core 2</b> <b>12:35- 1:58</b> <b>(85 min)</b>	<b>1:27 - 2:00</b> <b>6<sup>th</sup> &amp; 7<sup>th</sup> Global Learning</b>

<p><b>1:30 - 2:00</b>  <b>Academic Coaching/Global Learning</b></p>	<p><b>Core 3/4</b>  <b>2:00-3:30</b>  <b>Science</b>  <b>Social Studies (90 min)</b></p> <p><b>Afternoon Stretch</b></p>	<p><b>Core 3</b>  <b>2:00-3:30</b>  <b>(90 min)</b></p> <p><b>Afternoon Stretch</b></p>	<p><b>6<sup>th</sup> Grade</b>  <b>2:02 - 3:30</b>  <b>(88 min)</b></p>
<p><b>Exploratory</b>  <b>2:02-3:30</b></p>			

# 2018-19 School Map

