

***MAINTAINING
A
GOOD
SCHOOL
ATMOSPHERE***

2008-2009

***MAGNOLIA SCHOOL DISTRICT
Magnolia, Arkansas***

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I. PHILOSOPHY FOR MAINTAINING A GOOD SCHOOL ATMOSPHERE

The Magnolia School District believes that students deserve a wholesome atmosphere in which learning can take place. Such an atmosphere can best be created where respect and consideration for the rights of others exist. Attitudes of respect, goodwill, and concern for the welfare of all can be maintained through the combined efforts of teachers, administrators, students, and parents. The district believes that students should be taught respect for self, respect for other people, and respect for property.

To protect each student's rights to a quality education, rules and regulations are necessary. The school seeks cooperation and understanding of all persons and groups in carrying out these rules and regulations. So that there will be a common understanding of the types of behavior that interfere with learning and must be voided, the following information has been prepared. Magnolia School District personnel as well as parents and students were involved in the development of the rules and regulations included in this information.

Adopted by the Magnolia Board of Education, October 1986

II. DEVELOPMENT AND REVIEW OF DISCIPLINE POLICIES

The Magnolia School District developed initial student discipline policies consistent with legal guidelines set forth by the Arkansas Department of Education. Parents, teachers, students, school and district administrative personnel, community representatives, and counselors were involved in the initial policy development. These policies encompass all organizational levels.

A discipline policy committee annually reviews district policies to ensure consistency with state and federal law, case law, and Department of Education guidelines. The policy committee is equitably balanced to provide broad representation within the district. Discipline policies are approved by the Magnolia Board of Education.

Parents, teachers, or students may request and receive a hearing to consider revision of the policies or particular provisions of the policies.

III. DEFINITIONS

- A. Certified Employee: An individual employed by the school district who holds a certificate issued by the Arkansas Department of Education. The term includes, but is not limited to teachers, counselors, coaches, and administrators.
- B. Dismissal: Removal of a student from a specific classroom by a certified employee for that class period only.
- C. Expulsion: Prohibition of a student from entering the school or school grounds (except for a prearranged conference with an administrator) either until the end of the semester, the end of the current school year, or permanently, depending upon the severity of the offense, with loss of academic credit. The act of expulsion is by the Board of Education only.
- D. Parent: The term parent shall include every parent, guardian, or person in parental relation having control or charge of any student in attendance in the schools of this district.
- E. Reasonable Force: The minimum amount of force necessary to stop or restrain a student from conducting himself/herself in an unlawful manner or in a manner which could cause physical injury to an individual.
- F. Suspension: Prohibition of a student from entering the school or school grounds (except for a prearranged conference with an administrator) for a period of time set by the principal of the school or the superintendent. Suspension normally will not be longer than ten school days including the day on which the offense occurred, except in the case of a long-term suspension which must be determined by the Board of Education only. Suspension does not carry with it loss of credit for the semester; however, makeup work may not be allowed.
- G. Designee: A person appointed by appropriate authority to perform a particular duty.

IV. AUTHORITY OF STUDENT DISCIPLINE

Students are responsible for their conduct that occurs: at any time on the school grounds, off school grounds at a school sponsored function, activity, or event; going to and from school or a school activity.

School personnel including teachers, principals, administrators, bus drivers, and teacher aides have the authority to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision.

The school administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of the students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature.

For the violation of a rule, the minimum disciplinary action will be a conference and the maximum will be expulsion.

Student handbooks for each school within the district include additional discipline policies which fall within district guidelines.

V. STUDENT CONDUCT BEHAVIOR CODE

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school community and not infringe on the rights of others. The activities listed below are considered improper conduct and will subject the student to disciplinary action including, but not limited to, suspension or expulsion from school. A violation of the rule will occur whether the conduct takes place on the school grounds at any time, off the school grounds, at a school activity, or on school buses.

For the violation of a rule, the minimum disciplinary action will be a conference and the maximum will be expulsion. Incidents involving weapons, illegal drugs, acts or threats that may endanger the lives of others, or any criminal act which might constitute a felony, will result in the immediate notification of law enforcement officials.

A student may be suspended, expelled, or given alternative placement for

- seriously disruptive conduct/offenses,
- infectious disease,
- habitual uncleanliness,
- any act that affects the welfare of other students,
- any act that would tend to impair the discipline of the school,
- any act that might harm other pupils,

regardless of whether the student's conduct occurs on or off campus and during or between school terms and regardless of whether a specific prohibition of the conduct is contained in this student handbook.

VI. PROHIBITED CONDUCT

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following:

- A. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
- B. Disruptive behavior that interferes with orderly school operations
- C. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
- D. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
- E. Possession or use of tobacco in any form on any property owned or leased by any public school;
- F. Willfully or intentionally damaging, destroying, or stealing school property;
- G. Possession of any cell phones, paging device, beeper, or similar electronic communication devices, cameras, MP3 players, Ipods, or other portable music devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
- H. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
- I. Inappropriate public displays of affection;
- J. Cheating, copying, or claiming another person's work to be his/her own;
- K. Gambling;
- L. Inappropriate student dress;
- M. Use of vulgar, profane, or obscene language or gestures;
- N. Truancy;
- O. Excessive tardiness;
- P. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, or disability, or any other reason;
- Q. Hazing, or aiding in the hazing of another student;
- R. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, throwing signs or other gestures associated with gangs are prohibited;
- S. Sexual harassment; and
- T. Bullying.

VII. DISRUPTION AND INTERFERENCE WITH SCHOOL

No student shall

1. Occupy any school building or properties with intent to deprive others of its use or where the effect is to deprive others of its use.
2. Block the doorway or corridor of any school building or property with intent to deprive others access.
3. Prevent or attempt to prevent the convening or continued functioning of any school class, activity, or lawful meeting or assembly on the school campus.
4. Prevent another student from attending a class or school activity.
5. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school administrator.
6. Continuously and intentionally make noise or act in any other manner so as to interfere with the teacher's ability to conduct the class or any other school activity.
7. In any manner by the violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or any other conduct intentionally cause the disruption of any lawful mission, process or function of the school or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process or function. Nor shall any student encourage any other student to engage in such activities.
8. Refuse to identify himself/herself on request of any teacher, counselor, principal, superintendent, school bus driver, or other school personnel.
9. Encourage other students to violate any rule or school board policy.

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal's designee office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration.

VIII. DAMAGE, DESTRUCTION, OR THEFT OF PROPERTY

No student shall cause or attempt to cause damage to school property or to steal or attempt to steal school property. The school district will seek damages from the student who destroys school property. Parents or guardian of any student under the age of eighteen (18) living with the parents may be liable for damages caused by said minor in an amount not in excess of \$5,000.00.

No student shall cause or attempt to cause damage to or to steal or attempt to steal private or public property.

IX. VERBAL OR PHYSICAL ASSAULT BY A STUDENT

No student shall threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee or school visitor). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

X. INSULT OR ABUSE OF PUBLIC SCHOOL EMPLOYEE

It is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures. The district shall report to the Department of Education any prosecutions within the school district.

XI. BULLYING

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

Definitions:

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of

Physical harm to a public school employee or student or damage to the public school employee's or student's property;

Substantial interference with a student's education or with a public school employee's role in education;

A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or

Substantial disruption of the orderly operation of the school or educational environment;

Electronic Act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose.

Harassment means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

Substantial Disruption means without limitation that any one or more of the following occur as a result of the bullying:

Necessary cessation of instruction or educational activities;

Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;

Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or

Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Examples of "Bullying" may include but are not limited to a pattern of behavior involving one or more of the following:

Sarcastic "compliments" about another student's personal appearance,

Pointed questions intended to embarrass or humiliate,

Mocking, taunting or belittling,

Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,

Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics,

Blackmail, extortion, demands for protection money or other involuntary donations or loans,

Blocking access to school property or facilities,

Deliberate physical contact or injury to person or property,

Stealing or hiding books or belongings, and/or

Threats of harm to student(s), possessions, or others.

Students are encouraged to report behavior they consider to be bullying; including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

Copies of this policy will be available upon request.

XII. DRUGS AND ALCOHOL

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools.

Therefore, no student in the Magnolia School District shall possess, attempt to possess, consume, use, distribute, sell, attempt to sell, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is en route to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants that alter a student's ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance.

Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

Any student who possesses, buys or trades, sells, uses, transmits, or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance not prescribed by a doctor shall receive an immediate suspension and be referred for prosecution. Pending an investigation, the student may be expelled for one calendar year. However, the superintendent shall have discretion to modify such expulsion requirement for a student on a case-by-case basis.

Any student who attends school or school functions in possession or under the influence of alcohol may be suspended or assigned to Off-Campus Suspension Center for an indefinite period of time.

Information about drug and alcohol counseling, rehabilitation and reentry programs is available from the counselor.

XIII. WEAPONS AND DANGEROUS INSTRUMENTS

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school-sponsored activity, en route to or from school or any school-sponsored activity, off the school grounds at any school bus stop, or at any school-sponsored activity or event.

A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, numchucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm.

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon to school including a weapon that is in a vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon. The weapon shall be confiscated

and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Possession of a weapon will result in immediate suspension. After an investigation if the student is found to have possessed any firearm or other weapon on any school property, on a school bus, at a bus stop, or at any school-sponsored activity that student shall be expelled for a period of not less than one (1) calendar year. However, the superintendent shall have discretion to modify such expulsion requirement for a student on a case-by-case basis.

Students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The School Board shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The District shall report any student who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

The principal will report to the Arkansas Department of Education the name, address and social security number of any student who is expelled for possessing a firearm or other prohibited weapon on school property or committing other acts of violence. The expulsion shall be noted on the student's permanent school record.

Prior to being readmitted to school, the parents of a student expelled for possessing a firearm or other prohibited weapon shall sign a statement acknowledging that they have read and understand current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property.

Possession of a handgun on school property or school bus is a Class D felony; therefore, any violation of this law will be reported to law enforcement authorities immediately.

When a parent of a minor knows that the minor is in illegal possession of a firearm in or upon the premises of a public or private school in or on the school's athletic stadium or other facility or building where school-sponsored events are conducted, or public park, playground or civic center, and the parent or guardian fails to prevent the possession or fails to report the possession to the appropriate school or law enforcement officials, the parent shall be guilty of a Class B misdemeanor.

As used in this law, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use, including such a device that is not loaded or lacks a clip or other component to render it immediately operable and components that can readily be assembled into such a device.

XIV. TELEPHONE AND ELECTRONIC COMMUNICATIONS DEVICES

No student shall possess on his/her person any type cell phone, paging device, beeper, or similar electronic communications device, camera, MP3 player, Ipod, or other portable music device on any school property during school hours. The use of a cell phone or other communication device

includes any incoming call, text message, message waiting, or any other audible sound coming from the phone or device.

After school hours a cellular phone will be allowed only for students attending and/or participating in extracurricular activities. The use of phones will be permitted only in areas as designated by the principal and for the sole purpose of calling parents to arrange transportation. The student and/or student's parents or guardians expressly assume any risk associated with students owning or possessing technology equipment.

A telephone/electronic communication device found in the possession of a student during the school day or in use by a student in a non-designated area at any extracurricular activity will be seized by school personnel and returned only to the parent/guardian. If a second offense occurs, the device will not be returned until the end of the school year.

If it is necessary for a student to bring a telephone/electronic communication device to school prior to participation in an extracurricular activity, the student must secure the device as directed by the principal.

XV. LASER POINTERS

Students shall not possess any handheld laser pointer while in school; on or about school property, before or after school; in attendance at school or any school-sponsored activity; en route to or from school or any school-sponsored activity; off the school grounds at any school bus stop or at any school-sponsored activity or event. School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the District.

XVI. DISREGARD OF DIRECTIONS OR COMMANDS

No student shall fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, administrative personnel, superintendent, school bus drivers, or other authorized school personnel.

XVII. TOBACCO AND TOBACCO PRODUCTS

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any property owned or leased by a District school, including school buses, is prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures.

XVIII. GANGS AND GANG ACTIVITY

The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur causing fear, intimidation, or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions.

The following actions are prohibited by students on school property or at school functions:

Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;

Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;

Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or

Extorting payment from any individual in return for protection from harm from any gang

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

Students arrested for gang-related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

XIX. SEXUAL HARASSMENT

The Magnolia School District is committed to having an academic environment in which all students are treated with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person's alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Individuals who withhold information purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

XX. BOMB THREATS AND COMMUNICATING A FALSE ALARM

A person commits the offense of communicating a false alarm if the person purposely initiates or circulates a report of a present, past, or impending bombing, fire, offense, catastrophe, or other emergency knowing that the report is false or baseless and knowing that it is likely

1. To cause action of any sort by an official or volunteer agency to deal with emergencies;
2. To place any person in fear of physical injury to himself or herself or another person or of damage to his or her property of that of another person; or
3. To cause total or partial evacuation of any occupiable structure, vehicle, or vital public facility.

Communicating a false alarm is a Class D felony if

1. Physical injury to a person results or
2. The false alarm communicates a present or impending bombing and is made to or about a public or private educational institution.

The school district reserves the right to punish behavior which is not conducive to good order and discipline in the schools, even though such behavior is not specified in this document.

XXI. DISCIPLINARY RECORD

A student and/or the student's parent may question any part of the student's disciplinary record maintained by the school district on the grounds that it is an inaccurate record or that the conduct did not warrant the discipline assessed. The principal will receive any evidence tendered on behalf of the student on the issue and will make other necessary investigations. If the record is found to be inaccurate, it will be corrected, or if it is found that the student's conduct did not warrant the discipline assessed, the record will be amended to reflect that finding.

Disciplinary actions will not be entered on the student's permanent record card except for expulsions. Individual records shall be treated as confidential and disclosed only with permission of the student if he/she is an adult, or the student's parent if the student is a minor, or under court order to public authorities requesting information in the course and scope of their legal duties.

XXII. APPEARANCE CODE

Student dress, grooming, and appearance can be a matter of personal taste and preference. At the same time, the district has a responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency.

Student appearance should be the responsibility of the individual and his or her parents, under the following guidelines:

- A. Dress and grooming should be clean and in keeping with health and sanitary practiceB. Students may not wear clothing or hairstyles that can be hazardous to them in their educational activities such as shop, lab work, physical education, art, or on-the-job training.
- C. Dress and grooming should not disrupt the education process.
- D. A student shall not wear or use emblems, insignias, badges, or other symbols which cause disruption or interference with the operation of the school or promote tobacco products, alcohol, drugs, or gang activity or convey a vulgar or suggestive message.
- E. Students should wear clothes that fit properly. Sagging will not be tolerated.
- F. Students should not wear grills or other decorative mouthwear.

XXIII. ATTENDANCE POLICY

The Magnolia School District supports the philosophy that for students to receive maximum benefit from the instructional program students must be in attendance at school. A student is expected to attend school at all times when school is in session. Absences from school are acceptable only when a student is ill, when a family emergency exists, or when the student is on official school business. Students with excessive absences may be denied promotion or course credit.

It is the responsibility of the parent to see that the student is in attendance at school. When a student needs to miss school, the parent should notify the principal's office on or before the first day of the student's absence.

There are two types of absences recognized by the district. They are excused and unexcused absences.

A. Excused Absence

An excused absence means that the student was absent with the parent's knowledge and consent for one of the following reasons:

1. Illness of the student
2. Serious illness in the immediate family
3. Death in the immediate family
4. Appearance in court
5. School/community/church activities
6. Doctor and dental appointments
7. Other reasons not listed above can be considered for an excused absence if the parent/guardians make requests to the building principal as far in advance of the absence as possible. A failure to make an advanced request will result in the absence being treated as unexcused.

If an absence is excused, it means only that the student has the privilege of making up the work missed. No credit is allowed unless the work is actually made up to the satisfaction of the teacher(s) involved. It will be the responsibility of the student to see the teacher(s) within a reasonable time after an absence and arrange to make up the work missed at the convenience of the teacher. A student with an excused absence will be given one day more than the number of days absent to make up work missed. Excessive absences, excused and/or unexcused, can lead to academic failure and loss of eligibility for extracurricular activities.

When a student has accumulated ten excused absences in a semester, the school must receive written verification for any additional absences. Such absences not verified will be considered unexcused.

B. Combined Excused and Unexcused Absences

When a student has accumulated ten absences, whether excused or unexcused, the parent will receive written notification of these absences.

C. Unexcused Absence

An unexcused absence means that the student was absent for some reason other than the ones listed for an excused absence. For absences of this type, no credit for makeup work will be permitted.

Truancy means that a student was absent without prior knowledge and/or approval of the parents. Truancy is considered an unexcused absence for which an additional penalty may be assessed.

When a student has accumulated three unexcused absences in a semester, the parent will be contacted by mail concerning the student's attendance and explaining the attendance policy.

An accumulation of six unexcused absences in a semester will be considered excessive. The school district will notify the parent, and to comply with state law, will also notify the prosecuting authority. The student's parents/guardians shall be subject to civil penalty in such an amount as a court of competent jurisdiction, presiding in the presence of a representative of the school district, may prescribe, but not to exceed five hundred dollars (\$500) plus costs of court and any reasonable fees assessed by the court.

If a student fourteen years of age or older is no longer attending school, the district is required by Act 473 to notify the Department of Finance and Administration, which has the authority to suspend his/her driver's license.

Applicants for an instruction permit or for a driver's license by persons less than eighteen(18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

XXIV. CONDUCT TO AND FROM SCHOOL

Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. These rules also apply to student conduct while traveling on a school bus. Appropriate disciplinary actions may be taken against commuting students who violate student code rules. Disciplinary measures for problems related to bus behavior shall include suspension or expulsion from school, or suspending or terminating the student's bus transportation privileges. Transporting students to and from school who have lost their bus transportation privileges shall become the responsibility of the student's parents or guardians.

For the safety of students riding the school bus, the following rules and regulations apply:

- A. According to state regulations, students who live outside the city limits and at least two miles from school are eligible for transportation provided the school district operates a school bus in that vicinity. It is the responsibility of the student to get to the established route and not the school's responsibility to go to the student's home. Bus stops will be arranged for the convenience of the most pupils but will not be set up on a house-to-house basis.

Only regularly transported students to and from school for classes are permitted to ride school buses. It is not the responsibility of the school district to transport students who are visitors or who are going to meetings such as Boy Scout or Girl Scout groups or to parties.

Buses are to be used only for school affairs. Any request for exception to any regulation regarding transportation must be filed in written form from parent or guardian to the school.

Adults or any person living in that community who are not connected with the school will not be permitted to ride the school bus except in a case of emergency.

- B. Students should be at the bus stop on scheduled time. While waiting for the bus, pupils must remain in a safe place away from traffic, at least ten feet from the bus stop, and wait until the bus door is open before moving closer to the bus. Students should not play on the highway.
- C. While riding the bus, students are under the supervision of the driver and must obey the driver, rules, and safety regulations at all times. The driver has the authority to assign students to seats. While loading or unloading, the students must enter or leave the bus orderly and quickly.
- D. Students are expected to conduct themselves in a manner that will not distract the attention of their driver or disturb other riders on the bus. The principal has the authority to suspend a student's privilege to ride the bus temporarily for misconduct. The school may suspend the student's privilege to ride the bus permanently for misconduct.
- E. If a student's conduct is unusually disruptive, the driver has the authority to notify the student that he is not eligible to ride the bus the following morning or until the misconduct has been reported to the principal and a conference held. If a student's conduct is such that the safety of the student(s) is in danger, the driver has the authority to require the student to leave the bus immediately.
- F. Students must remain seated while on the bus and move only with the approval of the driver. Students should not change seats while the bus is in motion. A student wishing to change should do so while the bus is stopped.
- G. Students are not to tamper with any of the safety devices such as door latches, and the fire extinguisher or to put their hands, arms, heads, or bodies out of the windows.
- H. Students are not to deface the bus or any school property, to write on the bus, or to cut seats. Property damage will be reported to the principal. Students will be responsible for intentional property damage.
- I. Students should not throw paper or other objects on the floor of the bus. The aisle of the bus should be clear from books, lunches, coats, band instruments, etc.
- J. Students should not use tobacco while riding a school bus. Food or drinks are not to be carried onto school buses.
- K. Students are not to ask the driver to let them off the bus in town, at the store, or at the mailbox to get the mail. The driver is not permitted to make unscheduled stops except in case of emergency.
- L. Students who must cross the highway to enter the bus must wait until the bus has come to a complete stop and the driver has signaled for them to cross in front of the bus.
- M. Students who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road 15 feet in front of the bus and cross the highway only after the driver has signaled them to do so.
- N. Buses will not stop on a hill. There must be at least 500 feet clear vision of an oncoming vehicle from both front and back of the bus.

XXV. COMPUTER ACCEPTABLE USE POLICY

The Magnolia School District makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Student use of computers shall only be as directed or assigned by staff or teachers. Students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including E-mail, and that monitoring of student computer use is continuous. Students must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security or Internet filtering software, alter data without authorization, or disclose passwords to other students. Students who misuse district-owned computers or Internet access in any way, including using computers to violate any other policy or contrary to the computer use agreement, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement.

Computer users are hereby informed of the district's standards of conduct and the consequences for not adhering to them. Violation of certain provisions of this policy will result in the temporary or permanent suspension of user accounts and will subject the student to disciplinary action. If monetary restitution is involved, the student will be responsible for reimbursement. The Magnolia Board of Education makes it known that it will use its authority to assist state and federal authorities in enforcing copyright, intellectual property rights, and network abuse laws. The district will actively investigate any abuse that occurs.

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Prior to use of on-line resources, this policy will be explained to potential users and a contract will be signed by the student user and his/her parent or guardian stating that the user is aware of the school district's computer use policy and agrees to follow it.

The Magnolia School District will review its computer use policy periodically and update as needed.

GUIDELINES FOR USE

1. Use of the network or computer system is a privilege, not a right, and therefore may be revoked for abusive conduct.

Computer privileges may be revoked at any time for misuse or abusive conduct. Such conduct could include the placing of unlawful information on a computer, use of abusive or otherwise objectionable language, sending of messages that are likely to result in the loss of

a recipient's work or systems, and sending "chain letters" or "broadcast" messages to lists or individuals.

2. A user is responsible for working in a moral and ethical fashion that supports educational goals.

Computer access is for educational purposes only. Playing games is not an appropriate activity unless approval is gained from the supervising adult.

District computing resources are not to be used to intimidate or create an atmosphere of harassment based upon gender, race, religion, ethnic origin, or creed.

3. Students will be supervised during on-line activities.

On-line activities are provided by the district to make curriculum-related educational resources available to authorized users through a computer network system.

On-line services are in an unregulated communications environment. Due to the open nature of the on-line environment, no liability will be assumed by the school district or any district employee for the use or misuse of the system by a student. To protect students from unwanted outside influences in this environment, a staff member will be present at all times to monitor student use of E-mail and electronic on-line resources.

4. A user is responsible for his/her own network account and is solely responsible for all actions taken while the account is in use.

A user account can be protected by the user keeping his/her login and password private. Any user who permits unauthorized access to his/her account will lose privileges. Non-compliance with this policy will result in the immediate removal of the user's account.

No liability will be assumed by the school district, any district employee, or any other participant for the use or misuse of computer access. It is the responsibility of each user to make good decisions as to what information is retrieved and what is done with that information.

Authorized district personnel have the right to access and monitor student accounts at any time. All messages shall be deemed readily available to the system operator and staff.

5. A user is responsible for following local, state, federal, and international laws. No illegal activity is permitted.

Unethical and unacceptable behavior is just cause for taking disciplinary action, revoking networking privileges, and/or initiating legal action for any activity through which an individual

- a) uses the network for illegal, inappropriate, or obscene purposes, or support of such activities;
- b) violates copyright laws, license agreements, or contracts;
- c) uses computing resources for commercial or financial gain or fraud;
- d) pirates software, data, equipment, or intellectual property;
- e) gains unauthorized access to others' files, vandalizes the data of another user, forges e-mail messages, or uses another person's account;

- f) wastefully uses resources; or
 - g) possesses any data which might be considered a violation of these rules on paper, disk, or any other form.
6. A user is responsible for respecting and adhering to the policies of other networks which he/she accesses.
7. A user may not deliberately damage or disrupt a computer or computer system, change its performance, make it malfunction, or add or delete any programs or information resources unless acting upon approved authorization. Any storage devices brought from home or elsewhere may not be inserted into a district computer without permission of the supervising teacher or staff member.

XXVI. REMOVAL FOR STUDENTS FROM CLASS

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function. Nor shall any student encourage any other student to engage in such activities.

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal's designee office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the student's, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration.

XXVII. SEARCHES, INTERROGATIONS, AND SECURITY

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to, lockers desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness, however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specialty trained dogs.

A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

Searches should be made under the following conditions:

A. Locker Searches

Students shall be informed at the beginning of school each year that school authorities have equal access to lockers and may inspect them at any time.

B. Personal Searches

A search of a student's person should be limited to a situation in which the administration has reasonable suspicion that the search would produce evidence indicating that the student has violated the law or school rules.

Dangerous items (such as firearms, weapons, knives), controlled substances as defined by Act 590 of 1971, as amended, and other items which may be used to disrupt substantially the educational process will be removed from the student's possession and will be reported and transmitted to the proper authorities.

1. An adult witness will be present when a personal search is conducted.
2. A search must be based on a reasonable suspicion that the student violated the law or school rules, and the scope of the search must be "reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction."
3. A pat-down search of a student's person should be done by a school official of the same sex and with an adult witness present.

C. Interrogations of Students

A student enrolled in the school District shall not be interrogated by a law enforcement authority on public school property during regular school hours without the knowledge of the school's principal or his/her designee. All interrogations shall be conducted in private, with an official school representative (principal or his/her designated representative) present. Every reasonable effort shall be made to have the parent or guardian present. In those instances where a parent cannot be present within a reasonable period of time, school officials must allow interviews by law enforcement officials to proceed in the absence of the parent or guardian. Other non-school persons shall not interview students at school with the exception of parents or guardian.

D. Automobiles

Warrantless searches of student automobiles are valid. If there is reasonable suspicion that the search would produce evidence indicating the student has violated the law or school rules, further interior and exterior searches may be conducted.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle. Any student parking a vehicle on campus is granting permission for school or law enforcement authorities to search that vehicle.

E. "Sniff" Dogs

"Sniffing" by trained dogs in a public hallway or automobiles in public lots is not a search. (The fourth amendment requirements do not apply.) "Sniffing" of a student's person is a

search and the legality of such sniffing can only be defended if there is reasonable suspicion that the search will produce evidence that the student is violating the law or school rules.

F. Metal Detector

The school district may elect to use a metal detector at the entrance of any school or school facility at any time sufficient cause warrants.

G. Video Surveillance

To protect the safety and welfare of students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment, video/audio surveillance cameras are in use in district buildings, on district property, and in district buses. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of privacy is reasonable and customary.

Students will be held responsible for any violations of school discipline rules caught by the cameras. The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording. Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or student handbook; any release or viewing of such records shall be in accordance with current law.

Students who vandalize, damage, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

XXVIII. CORPORAL PUNISHMENT

The Magnolia Board of Education authorizes the use of corporal punishment to be administered in accordance with this policy by the Superintendent or his/her designated staff members who are required to have a state-issued certificate as a condition of their employment.

Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges. All corporal punishment shall be administered privately, i.e. out of the sight and hearing of other students, and shall be administered in the presence of another certified staff member as a witness, shall not be excessive, or administered with malice. Corporal punishment shall be administered only for cause, be reasonable, and follow warnings that the misbehavior will not be tolerated. It will be administered by a teacher or school administrator only in the presence of a school administrator or his/her designee, who shall be a teacher or administrator employed by the school district.

Refusal to take corporal punishment may result in suspension or other disciplinary measures.

The principal will be notified when corporal punishment is administered, and a written report shall be filed in the principal's office.

Parents may request that an alternative to corporal punishment be used.

XXIX. OFF-CAMPUS SUSPENSION CENTER

Students may be assigned to the Off-Campus Suspension Center. The following policies have been established:

- A. All procedures for maintaining correct student behavior that have been in practice will remain in effect. Only when students have reached the point that suspension would be in order, will they be assigned to the Off-Campus Suspension Center. Students who choose not to go to the Off-Campus Suspension Center will not be returned to regular classes until they have attended the Off-Campus Suspension Center and fulfilled its requirements.
- B. Procedures for assignment to the Off-Campus Suspension Center will be the same that have existed for suspension. Parents will be notified by the principal with reasons for referral made clear.
- C. Assignment to the Off-Campus Suspension Center will be for an indefinite period. Students will be readmitted to regular classes when the project director and building principal are convinced that the student is ready for readmittance.
- D. Upon entering the Off-Campus Suspension Center students will talk with one of the center's staff culminating the discussion by signing the Student Agreement indicating agreement with the established policies.
- E. Before reassignment to regular classes, the Student Reassignment Contract will be signed by the student, project director, and the building principal.
- F. Transportation to and from the Off-Campus Suspension Center will be the responsibility of the students and their parents. Exceptions may be made by the principal if circumstances warrant.
- G. Students assigned to the Off-Campus Suspension Center will be given the opportunity to complete assignments and tests given while they are there. Full credit will be given for the work done while in the center. The Off-Campus Suspension Center staff will coordinate this work with the students and teachers.
- H. Students assigned to the Off-Campus Suspension Center will not be permitted to attend or participate in assemblies, athletic contests, or any school-sponsored activity during the time that they are assigned.
- I. Students will be closely supervised while assigned to the Off-Campus Suspension Center. They will not be allowed to associate with the other students while attending the suspension center. Only necessary breaks will be permitted for water and restrooms. Lunch will be served at the school and students will eat as a group.
- J. Students who are employed during regular school hours will be allowed to continue this employment without penalty except that missed time may result in a longer assignment to the Off-Campus Suspension Center.

XXX. SUSPENSION FROM SCHOOL

Students not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days out of school including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which

Is in violation of school policies, rules, or regulations;

Substantially interferes with the safe and orderly educational environment;

School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or

Is insubordinate, incorrigible, violent, or involves moral turpitude.

The school principal or designee shall proceed as follows in deciding whether or not to suspend a student. The student shall be given written notice or advised orally of the charges against him/her; if the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts; if the principal finds the student guilty of the misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student's readmittance to class will be given to the parent(s) or legal guardian(s) prior to the suspension. Such notice shall be handed to the parent(s) or legal guardian(s) or mailed to the last address reflected in the records of the school district.

Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

It is the parents' or legal guardians' responsibility to provide current contact information to the district which the school shall use to immediately notify the parent or legal guardian upon the suspension of a student.

Out-of-school suspensions shall be treated as unexcused absences and during the period of suspension students shall not be permitted on campus except to attend a student/parent/administrator conference.

In-school suspension shall be treated as if the student was present at school. The student shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board.

Suspensions initiated by the Superintendent may be appealed to the Board.

XXXI. EXPULSION

The Superintendent or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Education that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Education will consider and dispose of the recommendation.

The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the district

administration and School Board also may be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

The Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm or other weapon prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The Superintendent and the Board of Education shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

XXXII. FREEDOM OF EXPRESSION AND ASSEMBLY

The freedom of students for expression or to assemble in a non-disruptive time, place, and manner shall be preserved following prior approval of the administration.

XXXIII. HOMEWORK POLICY

Homework is recognized as a beneficial part of the instructional program in the Magnolia Public Schools. For most students, additional study directly related to the academic work in progress can make a difference between mastery and non-mastery, between satisfactory and exemplary achievement.

Proper use of homework can aid in developing self-discipline and good study habits. Homework assignments must be appropriate to developmental and maturity levels of students as well as appropriate and meaningful to course content.

The school staff, students, parents, and community should all accept a responsibility in the independent work experience. The school administration acknowledges the importance of homework. The teacher makes homework assignments relevant to in-class studies and provides feedback on completed assignments. The student completes each assignment promptly and satisfactorily. The parents encourage students to complete every assignment and to take pride in their work. The community is supportive of the school in its effort to educate all students.

Recognizing the developmental and mastery levels of students, the homework policies vary for particular age groups.

At the kindergarten level, written homework is not assigned. However, the parent can be an excellent tutor. Activities, which are correlated with the sequential developmental curriculum used in the classroom, are available to parents. Parents are encouraged to help students with these activities.

In grades 1-3 homework is not assigned on a regular basis. However, work may be sent home for the following reasons: 1) assignments were not completed during the regular school day, 2) the student is having difficulty in a particular area and needs extra practice, or 3) the student has been absent and needs to make up work. Parents are encouraged to help their student learn new sight words; memorize math facts, and master weekly spelling words. Parents are also asked to encourage reading by reading to their student and by listening to their student read.

In grades 4-12 homework is assigned regularly, though not necessarily daily. Homework is assigned as practice for skills taught in class or as research using content appropriate to the course. The following guidelines will be followed:

1. Homework will be relevant and appropriate.
2. Homework should not be excessive or meaningless.
3. Homework should be used to help students gain understanding of and proficiency in their course work.
4. Homework is expected to be completed as assigned.

XXXIV. STUDENT ILLNESS/ACCIDENT

If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

XXXV. STUDENT MEDICATIONS

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy.

Students are not allowed to carry any medications while at school. The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the principal's office. Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings.

All medications will be stored in the school office in a locked cabinet or drawer. The Medication Authorization forms will be filed alphabetically in a folder near the medication. It is the responsibility of the student to report to the school office to take his/her medication each day.

Parents of students in grades K - 9 are responsible for transporting the medication to and from school; any remaining medication will not be sent home with these students by school personnel. In rare circumstances, a student with severe allergies will be allowed to carry an asthma inhaler or an Epi-pen following school procedures and with approval from the school nurse. Students in

grades 10 - 12 may carry up to two doses of over-the-counter medications; such as Tylenol. Under no circumstances are students to share medicines.

Medication remaining at the end of the school year will be destroyed.

XXXVI. PRIVACY OF STUDENTS RECORDS/ DIRECTORY INFORMATION

Directory information about a student may be made available to the public, military recruiters, post secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks and graduation announcements unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects. Directory information includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, classes in which he/she is enrolled, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football or other interscholastic activities), the publication of such information will be beyond the control of the District. A student's name and photograph will only be displayed on the district or school's web page(s) after receiving the written permission from the student's parent or student if over the age of 18.

Directory information may be released unless the parent/eligible student files a written request to withhold the information no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission.

XXXVII. NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (eligible students) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 - a. Political affiliations or beliefs of the student or students' parent;
 - b. Mental or psychological problems of the student or students' family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - g. Religious practices, affiliations, or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use
 - a. Protected information surveys of students;

- b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- c. Instructional material used as part of the educational curriculum.

The Magnolia School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Magnolia School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Magnolia School District will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- 1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- 2. Administration of any protected information survey not funded in whole or in part by ED.
- 3. Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

XXXVIII. CONTACT WITH STUDENTS WHILE AT SCHOOL

Parents wishing to visit their children during the school day shall register first with the office. If there is any question concerning the legal custody of the student, the parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student or legal right of visitation. It shall be the responsibility of the custodial parent to make any visitation restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Estranged parents may visit their child during school hours with the consent of the custodial parent.

In order to avoid continuing child custody controversies from involving school personnel, and to avoid disruptions to the educational atmosphere in our schools, the transfer of a child between the child's custodial parent and non-custodial parent, when both parents are present, is prohibited from taking place on school property during normal hours of school operations. The provisions of this policy shall not prohibit one parent (custodial or non-custodial) from transporting the child to school and the other parent (custodial or non-custodial) from picking the child up from school at pre-arranged times on pre-arranged days if prior approval has been made with the school's principal.

XXXIX. GRADUATION REQUIREMENTS

A. Graduating Class of 2009

For the graduating class of 2008-09 and each graduating class thereafter, a minimum of twenty-three units are required to graduate. Only one-half unit of the required units may be in a physical education course. The minimum required units are as follows:

College Preparatory

Minimum of 2.75 Grade Point Average

UNITS	SUBJECT
4	English
1/2	Oral Communications
4	Mathematics (Algebra I, Geometry, Algebra II and a math elective)
3	Science (Physical or Earth, Biology, and either Chemistry, Physics, or Principles of Technology I and II)
3	Social Studies (Civics or American Government, U.S. History, and World History)
2	Foreign Language (must be the same foreign language)
1	Computer Course from Business Department or Technology Department
1/2	Physical Education
1/2	Health and Safety
1/2	Fine Arts (Art, Band or Chorus)
2	Career Focus Courses from Section A
2	Career Focus Courses from Section A and/or B

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General Studies

UNITS	SUBJECT
4	English
1/2	Oral Communications
4	Mathematics** (one unit of algebra and its equivalent* and one unit of geometry or its equivalent*. All math units must build on the base of algebra and geometry knowledge and skills.) Comparable concurrent credit college courses may be substituted where applicable.
3	Science (at least one unit of biology or its equivalent and one unit of a physical science)
3	Social Studies (Civics or American Government, U.S. History, and World History)
1	Computer Course from Business Department or Technology Department
1/2	Physical Education
1/2	Health and Safety
1/2	Fine Arts (Art, Band or Chorus)
4	Career Focus Courses from Section A
2	Career Focus Courses from Section A and/or B

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* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four unit requirement.

B. Graduating Classes of 2010 and Later

For students graduating in 2010 and thereafter, twenty-three (23) units will be the minimum required to graduate. The required twenty-three units must be taken from the "Smart Core" Curriculum or from the "Core" Curriculum. All students will participate in the Smart Core curriculum unless the parent or guardian waives the student's right to participate. In such case of a waiver, the student will be required to participate in the Core. The units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation must be earned from the following categories. Only one-half unit of the required units may be in a physical education course.

College Preparatory: Sixteen (16) units

Students must satisfactorily complete the twenty-three (23) Smart Core and career focus units which must include two years of a foreign language, and earn a minimum of a 2.75 Grade Point Average to be eligible for this diploma.

Smart Core: Sixteen (16) units

UNITS	SUBJECT
4	English (one in grades 9, 10, 11, and 12)
1/2	Oral Communications
4	Mathematics (All students must take a mathematics course each year and complete Algebra II. Comparable concurrent credit courses may be substituted where applicable.) Algebra I or its equivalent Geometry or its equivalent Algebra II Elective mathematics courses that may be taken for the fourth unit: Transitions to College Math, Pre-Calculus, Trigonometry, AP Calculus, and other mathematics courses beyond Algebra II. (Comparable concurrent credit college courses may be substituted where applicable.)
3	Science (at least one unit of biology and one unit of a physical science) Physical Science Biology Chemistry Physics or Principles of Technology I & II
3	Social Studies Civics or Civics/American Government World History United States History
1	Computer Technology from Business or Technology Departments
1/2	Physical Education
1/2	Health and Safety
1/2	Fine Arts
6	Career Focus

The Smart Core and career focus units must total at least twenty-three (23) units to graduate. All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

Core: Sixteen (16) units

UNITS	SUBJECT
4	English (one in grades 9, 10, 11, and 12)
½	Oral Communications
4	Mathematics (one in grades 9, 10, 11, and 12) (All students must take a mathematics course each year.) Algebra I or its equivalent Geometry or its equivalent Elective mathematics courses. All math units must build on the base of algebra and geometry knowledge and skills. (Comparable concurrent credit college courses may be substituted where applicable.)
3	Science (at least one (1) unit of biology and one (1) unit of a physical science) Biology – one (1) unit Physical or Earth Science – one (1) unit Science elective course
3	Social Studies Civics or Civics/American Government one (1) unit World History -- one (1) unit United States History -- one (1) unit
1	Computer Technology from Business or Technology Departments
½	Physical Education
½	Health and Safety
½	Fine Arts
6	Career Focus

All units in the career focus requirement shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

The Core and career focus units must total at least twenty-three (23) units to graduate.

XL. ASSESSMENTS AND REMEDIATION

In accordance with federal and state laws, by the 2013-2014 school year all students are expected to perform at the proficient level or above. To prepare students to meet this challenge, the following groups of students must be evaluated by school personnel, who jointly develop a remediation plan (AIP or IRI) with the student's parents:

1. Students in Grade K scoring delayed on either written language or oral communications or mathematics on the State mandated uniform readiness screening,
2. Students in Grades 1 and 2 not scoring proficient on the State mandated Reading or Mathematics Norm Referenced Assessment, and
3. Students in Grades 3 - 8 identified as failing to achieve proficient level on the State mandated Criterion Referenced Assessments.

The remediation plan will assist the student in achieving the expected standard and will describe the parent's role and responsibilities.

Based on State Rules, students in Grades 3 - 8 identified for an AIP who do not participate in the remediation program must be retained. To be considered for promotion to the next grade, a student must

1. Participate in an academic improvement plan or

2. Pass the criterion referenced assessments for the current grade level in which the student is retained.

For students with disabilities, satisfactory participation in the Individualized Education Plan (IEP) in the disability area satisfies this requirement.

Any student who does not satisfactorily pass the required End-of-Course tests or high school Literacy test must participate in an academic improvement plan. The student must participate in the activities in his/her individualized academic improvement plan during the school year the test results are reported. If this student does not participate in the required academic improvement plan, he/she will not receive course credit on his/her transcript for the course related to the end-of-course assessment.

XLI. COMPULSORY SCHOOL ATTENDANCE AND ENROLLMENT REQUIREMENTS

Any child age five (5) through seventeen (17) years on or before September 15 of that year who resides in the District must be enrolled in school. To enroll a student in school, the parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the district will assign the child a nine (9) digit number designated by the Department of Education.

The parent, guardian, or other responsible person shall provide the district with one (1) of the following documents indicating the child's age:

- A birth certificate;
- A statement by the local register or county recorder certifying the child's date of birth;
- An attested baptismal certificate;
- A passport;
- An affidavit of the date and place of birth by the child's parent or guardian;
- United States military identification; or
- Previous School records.

XLII. WELLNESS

To create a culture in schools that promotes good nutrition and physical activity, the Magnolia School District will adhere to the Arkansas Rules Governing Nutrition and Physical Activity Standards in Arkansas Public Schools. Adhering to these Rules will include, but is not limited to District efforts to

- Enforce existing physical education requirements and engage students in healthy levels of vigorous physical activity;
- Establish no more than nine (9) school-wide events which permit exceptions to the food and beverage limitations established by Rule. Any food and beverage items served at these events must be commercially prepared. The schedule of events shall be approved by the principal;
- Abide by the current allowable food and beverage portion standards; and
- Restrict access to vended foods, competitive foods, and foods of minimal nutritional value as required by law and Rule.

XLIII. PARENT INVOLVEMENT PLAN

Magnolia Public Schools recognizes that a child's education is a responsibility shared by the school and family during the entire time the child spends in school. To support the goal of the schools to educate all students effectively, the schools and parents must work as knowledgeable partners. Parents are an integral component of a school's ability to provide for the educational success of their children. The school endeavors to meet the

diverse cultural and language needs of parents and children. Magnolia Public Schools acknowledges that engaging parents is essential to improve student achievement and that schools should foster and support active parental involvement.

In response to this commitment to active parental involvement and in compliance with the legal requirements of Act 603 of 2003 and the No Child Left Behind Act of 2001, Magnolia Public Schools establishes the following parental involvement plan.

The Magnolia Public Schools Parent Involvement Plan, established in collaboration with parents, includes programs and practices that enhance parental involvement and reflects the specific needs of students and their families.

The Parental Involvement Plan involves parents of students of all grade levels in a variety of roles. The plan recognizes that communication between home and school should be regular, two-way, and meaningful. To encourage this communication, Magnolia Public Schools has made available a family kit that is appropriate for the age and grade of each student. The family kit describes the parental involvement program. It explains the role of the parent, student, teacher, and school and ways for the parents to become involved in the school and their child's education. The family kits describe the activities planned throughout the school year to encourage parent involvement and a system to allow parents to communicate with teachers and principals in a regular, two-way, and meaningful manner.

Resolving Parental Concerns

It is the goal of Magnolia Public Schools to be responsive to the community it serves and to continuously improve the educational program offered in its schools. The district welcomes suggestions and comments when offered with the intent of improving the quality of the system's educational program or the delivery of the district's services.

Individuals with complaints concerning personnel, curriculum, discipline, coaching, or the day to day management of the schools should address their concerns through proper channels according to the following sequence:

1. Teacher, coach, or other staff member against whom the complaint is directed.
2. Principal
3. Superintendent
4. Board of Education

The Board of Education will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the action desired. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level.

Roles

A. The Role of the Parent

To set a good example for your child by being a positive role-model.
To insure a healthy environment for your child by providing nourishing food, adequate sleep, and proper medical treatment.
To maintain ongoing communication with school staff through parent-teacher conferences, volunteer programs, and other school activities.
To communicate with your child about class work, homework, and any other concerns related to the school.

To communicate with school personnel regarding your child's attendance, up to date personal information and any other information which affects other students or members of the school community.

To assure your child is well prepared for school each day by making sure the child is well-groomed, appropriately dressed, has the necessary school supplies, and attends school regularly and promptly.

To assume major responsibility for your child's behavior in the home, school, and community by encouraging acceptable behavior at all times.

B. The Role of the Student

To comply with the rules and regulations of Magnolia School District, exhibiting good citizenship and proper conduct at all times.

To respect the authority of the teachers, administrators, and authorized school personnel.

To be regular and punctual in school attendance.

To respect the rights and property of others.

To show respect for the school by refraining from damaging, defacing or destroying school property.

To dress in accordance with the school rules.

To be conscientious about the schoolwork, perform at maximum ability, complete assignments

in a timely manner, and be prepared daily with the necessary school supplies.

C. The Role of the School

To recognize students as citizens of tomorrow and prepare each child for the future.

To provide a safe and nurturing learning environment

To provide each child with a quality, effective education that will enhance his/her academic growth.

To provide a school curriculum aligned with the Arkansas Curriculum Frameworks in all subject areas.

To provide new methods and materials to promote and improve student academic performance.

To meet diverse cultural and language needs of parents and students.

To support and encourage responsible parenting.

To encourage an open, on-going two-way communication with parents and the community.

To provide regular opportunities for parent visitations and conferences.

D. The Role of the Teacher

To recognize each student as an individual and meet the student's academic, technological, and social needs.

To provide each student with quality instruction on his/her individual level.

To teach the school curriculum aligned with the Arkansas Curriculum Frameworks.

To be respectful and fair to all students.

To model and encourage good character behavior of students in the school setting

To communicate openly with parents on a regular basis concerning academics as well as behavior concerns.

To encourage and expect each student to achieve to his/her fullest potential.

MAGNOLIA PUBLIC SCHOOLS
Magnolia, Arkansas

MAINTAINING A GOOD SCHOOL ATMOSPHERE

Student's Name _____

Student's Grade _____

Student's School _____

We have received the information concerning a good school atmosphere and understand that the contents of this handbook apply to all students pre-kindergarten through the twelfth grade who attend Magnolia Public Schools.

Student Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

STUDENTS:

1. Write or print your name, grade and school in the spaces.
2. Sign your name to show that you have received the information.
3. Carry the information to your parents/guardians.
4. Get the signatures of your parents/guardians.

WARNING

Do Not Bring
WEAPONS
To School

If you should unintentionally take a knife (or other weapon) to school, turn it in to school officials voluntarily and immediately without fear of penalty. (Exception – guns)