

**MAGNOLIA JUNIOR HIGH SCHOOL**  
**HOME OF THE MIGHTY**  
**PANTHER CUBS**

**2008 - 2009**  
**PARENT and STUDENT**  
**HANDBOOK and SCHOOL CALENDAR**

# **MISSION STATEMENT**

**A PARTNERSHIP WILL BE ESTABLISHED AT THE MAGNOLIA JUNIOR HIGH SCHOOL AMONG STUDENTS, FACULTY, STAFF, THE FAMILY AND COMMUNITY WITHIN A SAFE TEAMING ENVIRONMENT WHICH ALLOWS STUDENTS TO GROW IN PERSONAL RESPONSIBILITY AND ACADEMICS, WITH AN EMPHASIS ON PROFICIENCY IN LITERACY AND MATHEMATICS, ENABLING THEM TO BECOME PRODUCTIVE LIFELONG LEARNERS.**

<u>TABLE</u>		<u>OF</u>	<u>CONTENTS</u>		
Mission Statement		Guidance Services	8	School Authority Over Students	3
Administrative Personnel	1	Homebound	8	School Colors	1
Advertisements	8	Identification (I.D.) Cards	3	Sexual Harassment	6
Areas of Travel	8	In School Suspension (ISS)	5	Solicitation/Purchasing	7
Attendance Policy	2-3	Items Not Allowed At School	7	Student Conduct	4
Band Instruments	8	Leaving Campus	3	Student Council Officers	1
Bell Schedule	1-2	Main Office Hours	1	Student Lockers	2
Bullying	4	Mascot	1	Student Medication	6-7
Cafeteria Policies	3	Mathematics Tutoring	9	Student Transportation	7-8
Communicating a False Alarm	9	Media Center	8	Supply List	10
Computer Usage	7	Narcotics	6	Teachers' Lounge	8
Criteria for Promotion	9	Off Campus Suspension	5	Telephone Usage	8
Discipline	4	Parental Concerns	9	Time to Arrive/Leave Campus	2
Entering the Building	2	Personal Appearance	7	Unexcused Absences	2-3
Excused Absences	2-3	Physical Education	8	Weapons	5-6
Fighting	6	Promotion	9		
Gangs	6	Returning to School	3		
Grading Scale	7	Saturday School	4		

**MAGNOLIA JUNIOR HIGH SCHOOL**  
**540 EAST NORTH STREET**  
**MAGNOLIA, ARKANSAS 71753**  
**Phone (870) 234 – 2206**  
**Fax (870) 234 – 1293**  
**Attendance (870) 234-2206 ext. 201**  
**Website <http://panther.scsc.k12.ar.us>**

We hope you will have a successful year with us! Our staff is eager to assist you as you prepare to transcend into adult life. We want you to study hard and to be involved in school activities. There are many activities that will provide for the social, physical and intellectual development of each student. Your efforts will determine your success!

The policies and procedures contained in this handbook will help the school operate smoothly. The information contained in this handbook will serve as your guide and will enable you to adjust to the school environment as you become an active participant.

As part of our commitment to parental involvement, we offer volunteer opportunities for our parents. A copy of the District Parental Involvement Plan and Volunteer Plan are available for viewing in the media center. Enrolling ‘new students’ of Magnolia Junior High School will receive the MJHS Family Kit with the Parental Involvement Plan and other important documents.

Each student should keep the school and district handbooks, take both home for his/her parents to read and return the enclosed signature sheets.

#### **THE SCHOOL’S MAIN OFFICE**

The school’s administrative offices are open during the school day from 7:30 am - 4:00 pm.

#### **ADMINISTRATIVE AND OFFICE PERSONNEL**

Principal	Mr. Chris Hurley
Assistant Principal	Mr. Jeff Alphin
Assistant Principal	Mr. Harvey Sellers

Secretary (Principal)	Mrs. Angela Harlon
Secretary (Asst. Principal)	Mrs. Lynette Hoffman
Secretary (Attendance)	Ms. Betty Torrence
Counselors	Mrs. Kelly Ribble
	7th and 8th Grades
	Mrs. Sara Starnes
	9th Grade & Special Ed.
Secretary (Counselors)	Mrs. Diane Boeckman
School Resource Officer	Mr. Billy Gurley

#### **2006– 2007 STUDENT COUNCIL OFFICERS**

President	Rachel Brantley
Vice – President	Montez Taylor
Secretary	D’Asia Edwards

**MASCOT**  
**PANTHER CUB**

**SCHOOL COLORS**  
**RED and WHITE**

#### **BELL SCHEDULE**

#### **7TH GRADE**

##### DAILY BELL SCHEDULE

Period	Time
1	8:03 – 9:10
2	9:15 – 10:07
3	10:12 – 11:05
4	11:10 – 12:00
<b>LUNCH</b>	<b>12:00 – 12:30</b>
5	12:35 – 1:25
6	1:30 – 2:20
7	2:25 – 3:18

##### PEP RALLY BELL SCHEDULE

Period	Time
1	8:03 – 9:10
2	9:15 – 10:07
3	10:12 – 11:05
4	11:10 – 12:00
<b>LUNCH</b>	<b>12:00 – 12:30</b>
5	12:35 – 1:10
6	1:15 – 1:50

7	1:55 – 2:30
Auditorium	TBA - 3:18

#### **8TH GRADE**

##### DAILY BELL SCHEDULE

Period	Time
1	8:03 – 9:10
2	9:15 – 10:07
3	10:12 – 11:05
<b>LUNCH</b>	<b>11:05 – 11:35</b>
4	11:40 – 12:30
5	12:35 – 1:25
6	1:30 – 2:20
7	2:25 – 3:18

##### PEP RALLY SCHEDULE

Period	Time
1	8:03 - 9:10
2	9:15 - 10:07
3	10:12 - 11:05
<b>LUNCH</b>	<b>11:05 - 11:35</b>
4	11:40 - 12:30
5	12:35 - 1:10
6	1:15 - 1:50
7	1:55 - 2:30
Auditorium	TBA - 3:18

#### **9TH GRADE**

##### DAILY BELL SCHEDULE

Period	Time
1	8:03—9:10
2	9:15—10:07
3	10:12—11:05
4	11:10—12:00
5	12:05—12:55
<b>LUNCH</b>	<b>12:55—1:25</b>
6	1:30—2:20
7	2:25—3:18

## 9TH GRADE

### PEP RALLY BELL SCHEDULE

Period	Time
1	8:03 – 9:10
2	9:15 – 10:07
3	10:12 – 11:05
4	11:10 – 12:00
5	12:05 – 12:40
<b>LUNCH</b>	<b>12:40 – 1:10</b>
6	1:15 – 1:50
7	1:55 – 2:30
Auditorium	TBA – 3:18

### TIME TO ARRIVE/LEAVE SCHOOL

The ideal time to arrive at school is 7:55 a.m. if you do not ride a bus. **Students must remain on campus once they arrive unless checked out through the main office. Students who walk home should leave the campus immediately after the dismissal bell at 3:18 p.m.**

### ENTERING THE BUILDING EACH MORNING

Students **should not enter the building before 8:00 A.M.** except to go to the office or 1st period class to study, if the teacher is in the classroom. Students are to use only the **front door, near the flag pole or back door, near the Art classroom** at this time. On days of inclement weather, students may go to first period class **when announced**. If the student's first period teacher is on duty, the student should report to the cafeteria to study. Prior to school starting each morning, students are to use restrooms at the **west entrance only (near the auditorium)**. **Students must remain on campus once they arrive unless checked out through the main office.**

### STUDENT LOCKERS

Each student must provide his/her personal lock **BEFORE A LOCKER WILL BE ASSIGNED**. Students, NOT MJHS, are responsible for all items stored in his/her locker.

**The school is not responsible for lost or stolen items.** It is understood that at any time the administration feels it expedient to check a student's locker, the student must unlock the locker. However, it is the student's privilege to witness the check. **Students should never leave books, materials, or personal items unattended at any time.**

### ATTENDANCE POLICY

Magnolia Junior High School 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. A student's school attendance is the responsibility of the parent/guardian. When a student is absent from school, the parent/guardian should notify the attendance secretary/directory (234-2206/ext 201/204) on a daily basis. **Absentee status of a student will not be changed after one (1) week.** Only two types of absences are recognized by the district, **excused and unexcused.**

### EXCUSED ABSENCE

The student was absent with the parent's knowledge and consent for one of the following reasons:

- Illness of the student
- Serious illness in the immediate family
- Death in the immediate family
- School/church/community activities
- Appearance in court
- Doctor/dental appointments
- Other reasons not listed above can be

considered for an excused absence if the parent/guardian makes a request 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 completed to the satisfaction of the teacher (s) involved. **It is the responsibility of the student to contact the teacher (s) immediately after an absence and arrange to complete work missed at the convenience of the teacher.** A student with an excused absence will be given one (1) day more than the number of days absent to complete 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 (10) excused absences in a semester, the school must receive written verification for any additional absence. Absences not verified will be considered unexcused. It is the student's responsibility to check his/her attendance, have his/her parent/guardian call the school, and clear up absences within five (5) days. If a parent/guardian does not have access to a phone a written note is acceptable. To report a student's absence from school or discuss attendance policies, call the following telephone number**

**234-2206 Ext. 201/Ext. 204**

### 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 make up work will be permitted.

When a student has accumulated three (3) unexcused absences in a semester, the parent will be contacted by mail and a parent conference will be scheduled.

An accumulation of six (6) 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 parent/guardian 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 cost 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.

### **COMBINED EXCUSED AND UNEXCUSED ABSENCES**

When a student has accumulated ten (10) absences, whether excused or unexcused, the parent will be notified by mail.

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

**TARDIES** accumulated by a student may lead to disciplinary consequences. When a student receives three (3) unexcused tardies in a class, the teacher will refer the student to his/her educational team for discipline. **Car trouble on the way to school will not be an excused tardy.**

A student leaving class for any reason, should carry a permit written by the teacher stating the reason. The student should give the permit to the teacher when he/she returns to class. **Students should leave the classroom only in cases of an emergency. Students who are sick must use the telephone in the principal's office to call home.**

A student will be considered absent if he/she arrives more than 15 minutes after the period begins. Anything less than 15 minutes will be considered an unexcused tardy.

### **LEAVING CAMPUS/RETURNING TO SCHOOL**

**Any student leaving school during the day must check out through the front office and must have his/her parent/guardian's permission. The check out sheet must be signed by the student/parent/guardian/school staff before the student leaves the campus. If the student returns to campus, the appropriate sections of the sheet must be completed.**

**ANY STUDENT LEAVING SCHOOL, WHO HAS NOT FOLLOWED THE PROPER CHECK OUT PROCEDURES, WILL BE CONSIDERED TRUANT, THE ABSENCE WILL BE RECORDED AS UNEXCUSED AND DISCIPLINARY ACTION MAY BE TAKEN.**

### **STUDENT IDENTIFICATION CARDS**

Any student enrolled in the Magnolia School District must have a school issued pictured identification card. FREE identification cards will be provided to 7th grade students and new students of MJHS. The replacement fee for an identification card \$4.00. School issued I.D. cards will be used to access meal accounts.

### **CAFETERIA POLICIES**

The cafeteria, a non-profit school-operated service, provides well-balanced meals with milk.

**Breakfast** will be served in the cafeteria on **Monday, August 21, 2006.** The cost of breakfast is \$0.30 (reduced), \$0.75 (regular), and \$1.10 (adult). Extra juice or milk is \$0.25.

**Lunch** is served daily at a cost of \$0.40 (reduced), \$1.45 (regular), \$1.80 (2nd meal), \$1.90 per meal (teacher), and \$2.00 per meal (guest). Extra milk is \$0.25. The lunch options available are hot meal, salad bar, sandwich line and 'a la carte'. 'A la carte' item prices range

from \$0.25-\$2.50.

**Students can not charge food items on the 'a la carte' line.**

Students can deposit funds in their meal account from 7:45-8:00 a.m./during the last 10 minutes of the student's lunch period. **NO CHANGE WILL BE GIVEN FOR DEPOSITS MADE BY CHECK. Students should not bring large amounts of cash money to school. The student, not MJHS, is responsible for the student's personal property.**

At the designated lunch period, **ALL STUDENTS** are to report to the cafeteria, arriving approximately 5 minutes after the dismissal bell. **STUDENTS SHOULD NOT WALK BETWEEN VEHICLES IN THE PARKING LOT.**

Food deliveries during lunch must be brought by a parent/guardian to the cafeteria and given to the student to ensure the student receives the lunch. Each student should clean his/her eating area. **STUDENTS ARE TO REMAIN IN THE CAFETERIA/PAVILION AREA ADJACENT TO THE CAFETERIA THE ENTIRE LUNCH PERIOD. STUDENTS ARE TO USE THE RESTROOMS IN THE CAFETERIA DURING LUNCH. STUDENTS LEAVING THE LUNCH AREAS MUST HAVE TEACHER OR ADMINISTRATIVE PERMISSION.** Students leaving campus during lunch must be signed in/out through the main office by a parent/guardian. A parent/guardian must enter the office and check out his/her child. A parent/guardian may not check out other students.

**SCHOOL AUTHORITY OVER STUDENTS**  
**Students are under the jurisdiction of Magnolia Public School while on school grounds at any time, off the school grounds at a school activity, function or event, or on a school bus.**  
**MJHS Handbook Policies Page 3**

**Students must remain on campus once they arrive unless checked out through the main office.**

In the assignment of school property (locker, desk, books, etc.) to a specific student, the school retains ownership of such property and right to reclaim it at any time. General searches of school property may be conducted at any time.

**All persons must, upon request, identify himself/herself to the proper school authorities in the school building, on the school grounds or at school-sponsored events.**

**All students and school personnel must have school identification cards in their possession at all times**

#### **DISCIPLINE IS A RESPONSIBILITY FOR ALL OF US !**

All students are expected to follow Magnolia Public School District Board of Education policies and procedures that determine rules and regulations used by the Magnolia Junior High School's administration and classroom teachers. We believe that students must always take full responsibility for their actions.

Discipline begins at home with a child's parent/guardian. We hope that each parent/guardian will help his/her child develop good behavior habits and appropriate attitudes toward school. To promote student success, we encourage and invite parents/guardians to visit with school personnel and to monitor their child's academic progress and conduct. Parent/guardian-teacher-administrations cooperation is vital to ensure student achievement.

It is the school's responsibility to provide learning experiences that are free of distractions and dangers. MJHS has incorporated the "teaming" process. While discipline does not appear as a subject, it underlies the whole educational structure. Each educational team reserves the right to incorporate its own primary disciplinary actions. We strive to

provide a safe, clean environment that is conducive to all students' positive learning experiences. **The school district reserves the right to punish behavior that does not promote positive student learning, even though such behavior is not specified in this document.**

#### **STUDENT CONDUCT**

Students at school –sponsored off-campus events shall be governed by school rules and regulations and are subject to the authority of school personnel. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the principal.

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

- \*serious disruptive conduct/offenses,**
- \*infectious disease,**
- \*habitual uncleanness,**
- \*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 students,**

**Regardless of whether the conduct occurred on or off campus and during or between school terms, and regardless of whether a specific prohibition of the conduct is contained in this document.**

**LEGAL REFERENCE: Ark. Statue, 6-18-507, Act 742 of 1997.**

In the assignment of school property to a specific student, the school retains ownership of such property and the right to inspect it or reclaim it. General searches of school property may be conducted at any time.

When a student has been notified that he/she is suspended from school, he/she shall leave the building and grounds and shall remain away from the school premises and school-sponsored events until a parent/

guardian returns with him/her for student-parent-principal conference. The student is not to return to the school premises or attend school functions following the conference until he/she is reinstated. Students should not congregate in the restroom.

#### **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 their dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated. Students who bully another person shall be held accountable for their actions whether they occur in school, on school property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

Students are encouraged to report behavior they consider to be bullying; including a single action that 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 shall report the incident (s) to the principal. Parents/guardians may submit written reports to the principal. The principal shall be responsible for investigation the incident (s) to determine if disciplinary action is warranted. The person (s) who file a complaint will 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.

**(Please refer to the district handbook)**

#### **SATURDAY SCHOOL**

Realizing that suspension from school deprives a Student of educational opportunities, the Magnolia School District offers an alternative punishment for behavior that disrupts the educational process. This alternative is Saturday School. Students assigned to **MJHS Handbook Policies Page 4**

Saturday School should report to the front entrance, near the flagpole, of Magnolia Junior High at approximately 7:50 a.m.

Saturday School is held from 8:00 a.m.—12:00 noon on designated Saturdays during the regular school term. Students assigned to Saturday School will be required to attend and to study individually under the direction of a certified teacher. Students should bring two (2) or more school-issued textbooks, assignments, paper, pen/pencil and enough work for four (4) hours. If a student assigned to Saturday School does not conform to the study/work habits expected, he/she will be removed from Saturday School. Students removed from Saturday School should be accompanied by a parent/guardian on the next school day, following the removal, for a parent conference.

**Failure to attend Saturday School/removal from Saturday School may result in additional disciplinary actions and the student may not be permitted to attend or participate in assemblies, athletic contests, or any school-sponsored or sanctioned activity until he/she completes the Saturday School assignment (s).**

#### **IN-SCHOOL SUSPENSION CENTER (ISS)**

Students in grades seven through nine may be assigned to the In-School Suspension Center, located on the MJHS campus, for conduct which is detrimental to the effective operation of an educational institution. An assignment to ISS will usually follow other efforts to correct the behavior of the student; however, for instances such as fighting, assignment to the center may be warranted for the first offense. Students are given the opportunity to complete assignments and tests while they are in the center. Credit will be given for completed work only.

**While students are assigned to the In-School Suspension Center, they will not be permitted to attend or participate in assemblies, athletic contests, or any school-sponsored/sanctioned activity.**

A student will be readmitted to regular classes when building administration is convinced that the student is ready.

#### **OFF-CAMPUS SUSPENSION CENTER (OCS).**

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 OCS will not be returned to regular classes until they have attended OCS and fulfilled its requirements. Transportation to and from OCS will be the responsibility of the students and their parents. Exceptions may be made by the principal if circumstances warrant. Students assigned to OCS will be given the opportunity to complete assignments and tests given while they are there. Full credit will be given for complete work only.

**While students are assigned to the Off-Campus Suspension Center, they will not be permitted to attend or participate in assemblies, athletic contests, or any school-sponsored/sanctioned activity.**

A student will be admitted to regular classes when the Off-Campus Suspension director and building administration are convinced the student is ready.

#### **WEAPONS, DANGEROUS INSTRUMENTS, AND CONTRABAND**

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 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 of a weapon will result in immediate suspension. After an investigation if the student is found to have possessed a firearm or other weapon on any school property, on a school bus, at a bus stop, or at any school-sponsored activity, the 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.

Prior to being readmitted to school, the parents of the 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 a school bus is a Class D felony; therefore, any violation of this law will be reported to law enforcement authorities immediately.

#### **DO NOT BRING WEAPONS TO SCHOOL**

If you should unintentionally take a weapon to school, turn it in to school official voluntarily and immediately without fear of penalty (Exception-gun).

If a school official discovers a weapon, dangerous instrument or contraband in the possession of a student on school property, on a school bus, or at a bus stop, 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 requirements for a student on a case-by-case basis. Possession of a handgun on school property or a school bus is a Class D felony; therefore, any violation of this law

will be reported to law enforcement authorities immediately. Incidents involving illegal drugs, acts, or threats that endanger the lives of others, or any criminal act which might constitute a felony may result in the immediate notification of law enforcement officials.

### **Parents' Responsibility for Allowing Minors to Posses Firearms on School Property**

When a parent/guardian 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, play ground or civic center and the parent/guardian fails to prevent the possession or fails to report the possession to the appropriate school or law enforcement officials, the parent/guardian 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 in such a device.

**LEGAL REFERENCE: Act 1149 of 1999**

### **NARCOTICS, ALCOHOLIC BEVERAGES AND DRUGS**

No student 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 school-sponsored activity; has left the school campus for any reason and returns to the campus; is enroute to or from school or any school-sponsored activity. Any student who attends school/school functions in possession or under the influence of alcohol may be suspended or assigned to Off-Campus Suspension Center (OSC) for an indefinite period of time.

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 on a case-by-case basis.

### **SEXUAL HARASSMENT**

The Magnolia School District is committed to having an academic environment in which all students are treated with respect and dignity. Sexual harassment is a form of discrimination that undermines the integrity of the education 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 any 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/parents who believe the student 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. 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 will not be subjected to retaliation or reprisal in any form.

Students who knowingly fabricated allegations, withhold information, purposely provide inaccurate facts, or otherwise hinder any investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

### **GANGS AND SECRET SOCIETIES**

Any activity related to gangs or secret organizations or societies is strictly prohibited and will not be tolerated on school premises and/or any school-sponsored activity. Students found to be in violation of the policy, as specified in Maintaining A Good School Atmosphere, shall be subject to disciplinary action up to and including expulsion.

### **FIGHTING**

No student shall threaten, physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person. Fighting may result in a student being assigned to the In-School Suspension Center (ISS), the Off-Campus Suspension Center (OCS) and/or issuance of a police citation. Students rushing to fights to watch, participate, agitate, etc., or interfering with school authorities will be subject to disciplinary action. **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.**

### **STUDENT MEDICATION**

**NO STUDENT SHALL BE IN POSSESSION OF MEDICATION AT SCHOOL.** This includes over-the counter medications (Tylenol, Midol, Benadryl, aspirin, cold remedies, vitamins, etc) and prescription medications (Ritalin, antibiotics, etc.).

**In rare circumstances, a student with severe allergies will be allowed to carry his/her prescription labeled asthma inhaler or Epi-pen, following school procedures and with the approval of the school nurse.**

If a student must have a medication (I.e. Ritalin, seizure medication, four times-a-day prescription, etc.), a parent/guardian must bring the medication in its pharmacy-labeled bottle to the school office and complete a medication form. **MEDICATION WILL NOT BE SENT HOME WITH STUDENTS.**

If a student must have medication such as Tylenol, Midol, cold remedies, etc., **the parent/guardian may bring and administer the medication to the student.**

#### **ITEMS NOT ALLOWED ON CAMPUS**

Cigarettes/Tobacco Products: Possession or use of tobacco or any tobacco product by a student is prohibited on school premises.

**LEGAL REFERENCES: Pro-Children Act of 1994, Act 779 of 1997**

Laser Pointers: No student should be in possession of a laser pointer on school property. Laser pointers will be seized by school personnel and returned to the parent/guardian only.

**LEGAL REFERENCES: Act 1408 of 1999**

Telephone and Electronic Devices: Possession of any type cell phones, paging device, beeper, or similar electronic communication devices, cameras, MP3 players, Ipods, or other portable music devices (tape player, CD player or radio) on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons. (Refer to district policy handbook for exceptions.)

Skateboards: Skateboards are not allowed on campus.

Gum: Gum is not allowed on campus, unless a

written doctors request is provided.

**Students found in possession of any of the previously stated item (s) may be subjected to disciplinary action (s).**

#### **COMPUTER USAGE**

Students working in school labs/classrooms with computers must use the equipment as instructed by the teacher (s). Any tampering, abuse, or misuse of the equipment will jeopardize the student's ability to remain in the lab/class and will subject the student to disciplinary action (s). If monetary restitution is involved, the student will be responsible for reimbursement. All students must comply with the District Computer Acceptable Use Policy.

#### **PERSONAL APPEARANCE**

The personal appearance of a student should not create health or safety hazards or disrupt the educational process by causing undue attention. Shoes should be worn on the campus for safety reasons. Clothes which attract undue attention because of their style, unusual pattern or improper fit are not appropriate. Shorts, skirts, and dresses should be an appropriate length for school wear.. Clothing with vulgar or suggestive message (s) located inappropriately are not allowed. Sagging will not be tolerated. Any pants worn below the waistline will be considered inappropriate. Halters, crop-tops or any shirt that exposes the midriff will not be permitted. Clothing that exposes undergarments will not be permitted. Sleep-wear, house-shoes, tank tops, and spaghetti or strapless tops are not allowed at school. Any apparel that reveals excessive skin at the neck, back, sides or exposes undergarments and navel will be considered inappropriate. Du rags, handkerchiefs, bandannas, wave caps, or similar coverings will not be permitted. Sunglasses and hats may be worn outside the buildings. Bibs on baseball hats should be worn to the front at all times. Students shall not wear or use emblems, insignias, badges, or other symbols which cause disruption or interference with the operation of the school or which promote tobacco

products, alcohol, drugs, or gang activity. Students should not wear 'grillz' or other decorative mouth wear

Special activity groups may be given permission to wear specific clothing on specified days.

Students who do not comply with the regulations may be sent home to correct their appearance and/or may be subjected to disciplinary action (s).

**School officials reserve the right to amend or revoke these rules at any time and to judge each case on an individual basis.**

#### **GRADING SCALE**

The following grading scale shall be used by Magnolia Junior High School in compliance with Act 576 of 1993 for all courses offered except advanced placement:

A = 90—100  
B = 80—89  
C = 70—79  
D = 60—69  
F = 59—below

#### **SOLICITATION/PURCHASING**

With the exception of school-sponsored fundraisers, students are not to solicit or take orders at school for products to be delivered at a later date. Students are not to purchase or bring products of any sort to be sold.

#### **STUDENT TRANSPORTATION**

##### **Bicycles**

Bicycle parking is located at the east end of the campus near Dudley Street. **Bicycles should only be ridden near the outer perimeters (sidewalks and areas near the street) of the campus. A student should dismount and push his/her bicycle while on campus or in breezeway areas.**

**IT IS THE STUDENT'S RESPONSIBILITY TO HAVE HIS/HER BICYCLE LOCKED AT ALL TIMES.** Students should not disturb another student's bicycle.

#### **Motor Scooters and Motorcycles**

On the **first day** a motor scooter or motorcycle is ridden to school, it must be registered in the principal's office. Motor scooters and motorcycles are to enter the parking lot in the same manner as an automobile. They should be parked near East North Street. **MOTOR SCOOTERS AND MOTORCYCLES SHOULD NOT BE RIDDEN ON CAMPUS AT ANY TIME.** The muffler should be in good condition; straight exhaust or noisy mufflers will not be permitted. Helmets should not be left hanging on the handlebars but should be put in the owner's locker or brought to the office. **Students are not to transport other students to or from school.**

#### **Automobiles**

Students who drive cars to the campus must have the approval of the administration, have a valid driver's license on file and use parking areas designated by the administration. **Students driving cars can only transport immediate family members to/from the campus of Magnolia Junior High School.** Students who do not adhere to the policies may lose the privilege to drive to the campus and/or may be subject to disciplinary action (s).

#### **PHYSICAL EDUCATION DEPARTMENT**

Magnolia Junior High School does require a standard uniform for P.E. students, and **all P. E. students will be expected to dress in appropriate clothing and to participate in classroom activities to receive a passing grade.** Lockers will be assigned. Students will have to provide their own individual lock. Consult the coaches for further information regarding lockers.

**Students are responsible for their personal property and securing these items properly.**

#### **BAND INSTRUMENTS**

Students who play school instruments will be required to purchase a mouth piece for that instrument. Prices will vary according to the type of instrument. Consult the band directors for further information.

#### **GUIDANCE SERVICES**

Guidance services are available for every student. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study habits, social and home concerns, or any question the student may feel he/she would like to discuss with a counselor.

#### **MEDIA CENTER (Library)**

The media center is open from 8:00 a.m. until 3:30 p.m. each day for students doing reference work or checking in/out materials. The media center is closed thirty (30) minutes for lunch. The main entrance to the media center is located near the art room. Students may voluntarily use the media center before and after school to complete required assessment in the Accelerated Reading Program.

A five (5) cents fine will be charged for each day a book is overdue. Fines will be assessed also on lost, abused, or damaged materials.

#### **TEACHERS' LOUNGE AND WORK ROOM**

The teacher's lounge and work room are **off-limits to students.** If a student needs to contact a teacher who is in one of the areas, he/she should knock and wait for the teacher to come to the door.

#### **ADVERTISEMENTS**

Advertisements to be posted on campus must be **pre-approved** by the principal.

#### **HOMEBOUND**

Homebound teacher assistance is available to any student confined to home due to a serious illness or accident for a lengthy period of time. A written recommendation from an attending physician is necessary to receive the service. A parent/guardian should contact the principal when the need for this service occurs.

#### **TELEPHONE USAGE**

**Office personnel screen all phone calls. The office telephone is a business phone and it will not be used by students except for emergencies.**

**Parents should call for students only in cases of emergencies.**

**Office personnel screen all phone calls. Asking questions will help us determine if an actual emergency exists.**

#### **AREAS OF TRAVEL**

There are designated areas for students during the school day and designated hallways for students travel from class to class or to their activities during the day. Students should remain in assigned team area. Students traveling to elective classes or the cafeteria should adhere to the policies set forth by school staff and administration.

Students should travel hallways during class only with a written completed hall pass or adult authorization. Students without proper authorization or students found in unauthorized areas before school, during class, between classes, during lunch periods, or after school may be subjected to disciplinary action (s).

## COMMUNICATING A FALSE ALARM

Communicating a false alarm guidelines can be reviewed in the school district handbook, Maintaining A Good School Atmosphere.

## MATHEMATICS TUTORIAL

Tutorial assistance is provided in mathematics for all MJHS students. Tutorial assistance is provided Monday through Friday 7:30-8:00 a.m. and Monday through Thursday 3:30-4:00 p.m. in the mathematics lab, Room 30.

## CRITERIA FOR PROMOTION

The faculty and administration of the Magnolia Junior High School recognize the importance of a sound, secondary academic foundation developed during the transitional seventh and eighth grade years and continuing through the ninth grade year. Because of its role in the academic success of students, the faculty and administration set criteria for students entering the eighth, the ninth and the tenth grades. The purpose of the criteria is to enhance the probability for all students at Magnolia Junior High School to achieve academic success and to earn the initial credits toward high school graduation.

To enable all students to fulfill the criteria, the administration will offer a summer program in mathematics and English. Because each mathematics course is an extension of the previous course, mathematics will have priority during the summer program. Students failing to earn a passing grade in mathematics during the academic year will enroll in the summer mathematics program. Students earning a passing grade in mathematics but failing to earn a passing grade in English during the academic year will enroll in the summer English program. Students may enroll in only one course during the summer program

### Assessments and Remediation

Students in grades three through eight (3-8) must participate in State benchmark tests required by the

State Board of Education. In addition, students in other designated grades must participate in required end-of-course tests.

Any student who does not satisfactorily pass the previously administered benchmark test must have an academic improvement plan (AIP). The student must participate in the activities in his/her individualized academic improvement plan during the school year the test results are reported. For students with disabilities, satisfactory participation in the Individualized Education Program (IEP) in the disability area satisfies this requirement.

**Beginning in the 2005-2006 school year any student enrolled in grades three through eight (3-8) who does not pass a benchmark test and does not participate in the required academic improvement plan will 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 benchmark assessment for the current grade level in which the student is retained.

### Criteria for students entering the eighth grade

Students must earn a passing grade in a minimum of two (2) of the four core courses of mathematics, English, science, and social studies. One of the two passing grades must be earned in mathematics.

**Students failing to earn a passing grade in mathematics will attend a summer school program for mathematics. Students earning a passing score in mathematics but failing to earn a passing score in English will attend a summer school for English.**

### Criteria for students entering the ninth grade

Students must earn a passing grade in a minimum of two of the four core courses of mathematics, English, science, and social studies. One of the two passing grades must be earned in mathematics.

**Students failing to earn a passing grade in mathematics will attend a summer school for mathematics. Students earning a passing grade in mathematics but failing to earn a passing grade in English will attend a summer school for English.**

### Criteria for students entering the tenth grade

Students must earn two (2) credits from the required courses of mathematics, English, science and social studies. One of the two credits must be earned in mathematics. Students failing to earn a full credit in mathematics will attend a summer school for mathematics.

**Students failing to earn two (2) credits from the four required courses of mathematics, English, science and social studies will repeat the ninth grade.**

## 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, referred in writing, and 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.

**MAGNOLIA JUNIOR HIGH  
SCHOOL**

**7TH GRADE**

Pkg. of # 2 Pencils  
Ink Pens (Blue or Black)  
3 Black & White Composition Notebooks  
2 Pkgs of Dividers for 3-ring binder  
Three-ring Binder (1 inch)  
2 Three-ring Binders ( 2 inch)  
Wide-ruled Notebook Paper  
4-pack of AAA Alkaline Batteries  
Lock for Locker  
PE & Sports Clothing:  
    Black Shorts  
    Solid White T-shirt  
    Tennis shoes  
    Lock for PE/Sports Locker

**SUPPLY LISTS**

**8th Grade**

Pkg. of # 2 Pencils  
Ink Pens (1 each: Red, Blue, Black)  
Colored Pencils  
Highlighter Marker  
Black & white Composition Notebook  
3 Pocket Folders  
4 Pkgs of Pocket Dividers for 3-ring  
    Binder  
2 Three-ring Binders (2 inch\_  
Wide-ruled Notebook Paper  
4-pack of AAA Alkaline Batteries  
Lock for Locker  
PE & Sports Clothing:  
    Black Shorts  
    Solid White T-shirt  
    Tennis shoes  
    Lock for PE/Sports Locker

**2006-2007**

**9th Grade**

Pkg. of # 2 Pencils  
Ink Pens (1 each: Red, Blue, Black)  
Highlighter Marker  
2 Pocket Folders  
Three-ring Binder (1-1/2 inch)  
4 Three-ring Binders (2 inch)  
Graph Paper  
Wide-ruled Notebook Paper  
4 package of AAA Alkaline Batteries  
Lock for Locker  
PE & Sports Clothes:  
    Black Shorts  
    Solid-White T-shirt  
    Tennis shoes  
    Lock for PE/Sports Locker

