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**MAGNOLIA HEIGHTS SCHOOL
STUDENT HANDBOOK
2009- 2010**

Magnolia Heights School is a non-sectarian day school that enrolls boys and girls in Kindergarten through grade twelve. The school's thirty-acre campus is located on a rise overlooking Highway 51 South at the South end of Senatobia, only a few minutes from downtown.

As one of the oldest private schools in North Mississippi, Magnolia Heights is incorporated as a 510 (c)(3) tax exempt organization and is governed by a Board of Trustees who are elected by the parents of the school. The school and its programs are accredited by the Southern Association of Colleges and Schools. The school is also a member of the Mississippi Association of Independent Schools, the Southern Association of Independent Schools, the National Association of Secondary School Principals and the Mississippi Association of Independent Schools.

ADMINISTRATION

		Home	Office
Dr. Marvin W. Lishman	Headmaster	562-4995	562-4491
Mrs. Marilynne M. Burnside	Elementary Principal	562-6583	562-4491
Mr. James R. (Jim) Patterson	Secondary Principal & Athletic Director	562-6490	562-4491
Mrs. Kalen Graves	Secondary Counselor & Junior High Principal	501-9776	562-4491
Mr. Keith Godbold	Director of College Admissions	562-5157	562-4491
Mrs. Allyson Mitchell	Elementary Counselor & Admissions Director	562-0509	562-4491
Mrs. Allison Burris	Director of Institutional Advancement	562-5955	562-4491
Mr. Bobby Bouchillon	Assistant Junior High Principal	562-9182	562-4491
Mr. Cliff Young	Assistant Middle School Principal	562-9057	562-4491

OFFICE STAFF

Mrs. Karen Bell	Business Manager	562-0478	562-4491
	Secondary Secretary		
Mr. David Wilkerson	Elementary Secretary	562-0680	562-5296
Mrs. Sheila Brownlee	Advancement Assistant	292-1235	562-4491

2009-2010 School Calendar

	Aug. 10	Teacher Staff Development
*	Aug. 11	First Day of School
**	Sept. 7	Labor Day Holiday
**	Oct. 12-13	Fall Break
	Oct. 9	End of First Term
**	Nov. 23	Teacher Staff Development
**	Nov. 23-29	Thanksgiving Holidays
*	Dec. 11-18	First Semester Exams
*	Dec. 18	End First Semester
**	Dec. 20-Jan.3	Christmas Holidays
	Jan. 4	Begin Second Semester
**	Jan. 18	Lee/King Holiday
**	Feb. 15	Teacher Staff Development
**	Feb. 15	Preview Day for Prospective Parents
	Mar. 5	End Third Term
	Mar. 8	Begin Fourth Term
**	Mar. 12	District Teachers' Meeting
**	Mar. 12-21	Spring Break
**	Apr. 2-5	Easter Holidays
*	May 14-21	Final Exams
	May 20	Graduation
**	May 24, 25-26	Teacher Work Day
	May 27	Report Cards

*EARLY DISMISSAL DAYS
** NO SCHOOL ON THESE DAYS

11:00	3-K KINDERGARTEN
11:15	4K-5K KINDERGARTENS
11:30	GRADES 1-3
11:45	GRADES 4-6
12:00	GRADES 7-12

THE SCHOOL DAY

The elementary school day begins at 8:00 AM

5K Full Day is dismissed at 2:30

Grades 1-3 are dismissed at 2:45 PM

Grades 4-6 are dismissed at 3:00 PM

Junior High and High School begin at 8:00 AM and end at 3:15 PM

DAILY SCHEDULE

ELEMENTARY SCHOOL GRADES K-6

7:30	Buildings Open
7:55	Warning Bell
8:00-8:25	Pledge, Devotional, Roll, Lunch Count, Etc.
9:45-10:05	1st, 2nd, and 3rd Grade Recess
11:15	3K Dismissal
11:30	4-K and 5-K Half Day Dismissal
11:00-11:30	Grades 1-3 Lunch
11:30-12:00	Grades 4-6 Lunch
10:00-12:15	Grades 4-6 Recess
1:00-1:15	Grades 1-3 Recess
2:30	5K Full Day Dismissal
2:45	Grades 1,2,3 Dismissal
3:00	Grades 4,5,6 Dismissal
3:30	End of School Day

SECONDARY SCHOOL GRADES 7-12

7:30	Building Open
7:55	Warning Bell
8:00-8:15	Homeroom
8:18-9:08	1st Session
9:11-10:01	2nd Session
10:01-10:20	Break
10:23-11:13	3rd Session
11:16-12:06	4th Session
12:06-12:36	Lunch
12:39-1:29	5th Session
1:32-2:22	6th Session
2:25-3:15	7th Session

EARLY DISMISSAL SCHEDULE

3 Year Old Kindergarten	11:00
4 and 5 Year Old Kindergarten Full and Half Day	11:15
Grades 1-3	11:30
Grades 4 -6	11:45
Grades 7 - 12	12:00

ELEMENTARY SCHOOL SCHEDULE FOR EXAM WEEKS

GRADES K-6

K-6 School Starts	8:00
3, 4 and 5 Year Old Kindergarten Full and Half Day	10:15
Grades 1-3	10:30
Grades 4 -6	10:45

HIGH SCHOOL SECHEDULE FOR EXAM WEEKS

GRADES 7-12

Exams Begin	9:00
Exams End	11:00

GENERAL CORE CURRICULUM FOR ALL STUDENTS *

9th Grade

English I
Mathematics
Science
World Geography (1/2 unit)
Mississippi Studies (1/2 unit)
Drivers Education (1/2 unit)
Keyboarding (1/2 unit)
Elective

10th Grade

English II
World History
Mathematics
Science
Computer Applications (1/2 unit)
Advanced Elective
Arts (1/2 unit)

11th Grade

English III
Mathematics
Science
US History
Advanced Elective
Arts (1/2 unit)
Elective

12th Grade

English IV
Mathematics
Science
Am. Government./Economics
Electives

Mathematics

(Includes Algebra I, Geometry, Algebra II, Algebra III, Pre-Calculus /Trigonometry, Calculus)

Science

(Includes Biology I, Biology II, Human Anatomy and Physiology, Chemistry, Physical Science, and Physics)

Social Studies

(Includes World Geography, MS Studies, World History, US History, American Government, Economics)

Arts

(Includes Art I, Art II, Art III, Chorus I, Chorus II Chorus III, Chorus IV)

Advanced Elective

(Includes Foreign Language I & II, *or* an additional course in mathematics or science)

Electives with appropriate grade levels include the following:

Accounting (12)	Desktop Publishing (12)
Advanced Computer Concepts (11,12)	Honors English (12)***
Art I # (9,10)	Honors American Hist. (12)***
Art II # (10,11)	Honors World History (12)***
Art III # (11,12)	Latin I (9,10, 11, 12)
Bible I # (9,10,11, 12)	Latin II (10,11,12)
Bible II # (9, 10,11,12)	Sports (9,10,11,12)
Broadcast Journalism # (10,11,12)	Psychology # (11,12)
Creative Writing # (9,10,11,12)	Spanish I (9,10, 11, 12)
Current Events/Cons. Eco. (11,12)	Spanish II (10,11,12)
Chorus I (9, 10, 11, 12)	Speech # (10,11,12)

Chorus II (10, 11,12)

Street Law I # (9, 10,11, 12)

Chorus III (10, 11,12)

Street Law II # (9, 10, 11,12)

denotes one-half unit courses

***must have ACT composite of 21 or higher for enrollment to earn college credit

Any non-traditional courses must be approved by school officials *prior to enrollment*. Students may receive a maximum of 2 units for approved courses. These classes include correspondence, virtual, televised, independent, and summer school classes. Exceptions to the 2 unit limit will be for remediation in curriculum placement only, not for advancement or graduation.

Pre-high school units: Algebra I, first-year Foreign Language, or Mississippi Studies taken prior to high school may be counted in the core studies. Eighth grade students taking Algebra I will be expected to follow the mathematics curriculum through Calculus.

*Class of 2010 must earn a **minimum of 22** units including: (4) English, (4) Mathematics, (4) Sciences, (4) Social Studies, (2) Advanced Electives, (1/2) Computer Application, (1/2) Drivers Education, (1/2) Keyboarding, (1) Arts, and (1 1/2) Electives.

*Class of 2011 must follow the same course requirements as the 2010 graduates and earn a **minimum of 24 units**. Students may choose from electives, mathematics, or sciences for the 2 additional units.

*Class of 2012 and subsequent classes, must meet the same graduation requirements as the 2011 class and adhere to the prescribed IHL curriculum. Graduates are required to take Biology I and Chemistry as part of the science sequence. Students must take a mathematics class each year in grades 9-12 even if Algebra I was completed in 8th grade.

TRANSCRIPTS

Current MHS Students: After five transcripts are sent for a student, a fee of \$1.00 per copy thereafter

Alumni one year after graduation: \$3.00 per transcript

All other Alumni: \$10.00 per copy

STAFF AND FACULTY

Mavis Alford

Junior High English
B.S.E. – Delta State University

Rebecca Atkinson

Second Grade
B.A.E. – University of Mississippi

Mary Allison

5 Year Old Kindergarten – Half Day
B.A. - University of Mississippi

Tim Beard

Study Hall / Football Coach
B.A. – University of Mississippi

Bobby Bouchillon

Drivers Ed / Social Studies
/ Football Coach
B.S. – Delta State University

Susan Bouchillon

Second Grade / Curriculum Coordinator
B.S.E. - Delta State University
M.Ed.- University of Mississippi

Kristina Bozeman

Seventh and Eighth Grade Bible
B.A. - Mississippi college

Bonnie Burkes

Fifth and Sixth Grade
B.A. – University of Mississippi
M.Ed. – University of Mississippi

Mary Ann Burkhead

Elementary PE
B.S. – University of Memphis
M.Ed. – University of Memphis

Marilynne Burnside

Elementary Principal / Golf Coach
B.S.E. - Delta State University
M.Ed. - University of Mississippi

Allison Burris

Director of Institutional Advancement
B.A. - University of Mississippi

Barry Coleman

Secondary Social Studies /
Dual Enrollment History
B.A. – Abilene Christian College (TX)
M.A. – St. Mary’s College (TX)

Nathan Dancy

Secondary Social Studies/ Boys Basketball Coach
B.S. – Delta State University

Carie Dever-Boaz

Secondary Science/ Softball Coach
Girls Basket Ball / Track
B.S. – California State University-Fresno

Ann Dees

Librarian / Ninth Grade English
B.S. - Mississippi University for Women
M.L.S. - University of Mississippi

Bob Dees

Secondary Science
B. A. University of Mississippi

Britt Emerson

Four Year Old Kindergarten
B.A. - University of Mississippi

Keith Godbold

Director of College Admissions
B.S. William Carey College
M.B.A University of Southern Mississippi

Patty Godfrey

Secondary English / Street Law / Bible I & II
Creative Writing / Honor Society
B.A. – Gordon College
J.D. – University of Mississippi

Martha Goodwin

Secondary Science / Swim Coach
B.A. - University of Mississippi

Kalen Graves

Secondary Counselor / Junior High Principal
Academic Dean
B.S.E. Delta State University
M. Ed. University of Mississippi

Cindy Hart
Fifth and Sixth Grade
B.S. – Union University

Cindy Hayes
Third Grade
B.S. - Mississippi State University

Sharon Hudson
Junior High Math / Jr. High Student Council
Jr. Beta
B.A. - University of Mississippi

Fay Hurt
Fifth and Sixth Grade
B.A.E. - University of Mississippi
M.Ed. - University of Mississippi

Rachel Jackson
Third Grade / Jr. High Cheerleader Sponsor
B.A.E. – Delta State University

Laura Johnson
Three Year Old Kindergarten
B.A. – University of Mississippi

Julia Kelly
Elementary Library
B.S. Mississippi State University

Marvin Lishman
Headmaster
B.S. - Mississippi State University
M.Ed. - Delta State University
Ph.D. - University of Mississippi

Andrea Ludwig
Kindergarten, Elementary and Secondary Art
B.F.A. – Delta State University

Becky Manuel
Elementary and Junior High Computers
Technology Coordinator / Drama
B.S. - University of Southern Mississippi

Jimmy McCarver
Secondary Spanish
B.A. University of Mississippi
M.A.L.T. – University
AAA in Spanish University

Chris McMinn
Secondary and High School Social Studies
Girls Basketball and Baseball Coach
B.S. – Delta State University
M.Ed. Walden University

Allyson Mitchell
Elementary Guidance Counselor
Director of Admissions / Tennis Coach
B.A. - University of Mississippi
M.S. - University of Memphis

Kathy Morgan
Fourth Grade
B.S. – Mississippi State University

Jeanne Moore
Fifth and Sixth Grade
B. A. University of Mississippi

Paige Norwood
Lower Parallel
B.S. – Mississippi State University

Matthew Oliver
Secondary Social Studies / Baseball Coach
B.S. – Southern Arkansas University
M.Ed. - Delta State University

Jim Patterson
Athletic Director / Secondary Principal
Secondary Social Studies
Softball Coach
B.B.A. – University of Mississippi

Johanna Pepper
Fifth and Sixth Grade Music / Chorus
B.A. – University of Mississippi

Denise Poe
Business and Computers / Newspaper Staff
High School Student Council
B.S.E. - Delta State University

Peggy Raines
Fifth and Sixth Grade
B.S.E. - Delta State

Beverly Rhodes
Second Grade
B.A. – University of Mississippi

Linda Sexton
First Grade
B.A. University of Mississippi

Danna Smart
Third Grade
B.A. – University of Mississippi

Ann Smith
Dual Enrollment English IV
B.A. – Emory University
M.Ed – University of Memphis
EdS – Troy State University

D’Layne Smith
Speech / Broadcast Journalism
B.A. University of Mississippi
M.A. University of Mississippi
Advanced Studies University of Mississippi

Rogers Smith
Advanced Computers / Physical Science / Geometry
Technology Support
B.S. Mississippi State University

Julie Sowell
Fourth Grade
B.A. – University of Mississippi

Lisa Steward
First Grade
B.A. - University of Mississippi

Jeanette Still
Secondary English
B.A.E. – University of Mississippi

Janice Taylor
Junior High Literature / Jr. Optimist
B.S.E. – Delta State University
M.L.S. - University of Mississippi

Teacher Assistants

Mrs. Kristy Hensley – 3K Johnson
Mrs. Ali Moore – 4K Ward
Mrs. Angie Archer – 4K Emerson
Mrs. Tammy Isom – 5K Allison
Mrs. Gayle Braswell – 5K Warren

Bus Drivers

Mrs. Jean Carmon -Hernando / Mrs. Julia Kelly- Independence / Mr. Tim Oglesby - Batesville

Sodexo Manager

Mrs. Skye Westmoreland

Penny Taylor
Fourth Grade
B.A. University of Mississippi

Allison Tomlinson
Secondary Resource
B.S. – University of Mississippi
M.Ed. – University of Mississippi

Hayley Warren
Five Year Old Kindergarten – Full Day
B.A. - University of Mississippi

Nancy Warren
First – Fourth Grade Music
B.A. - University of Mississippi

Beverly Ward
Four Year Old Kindergarten
Jr. High Cheerleader Sponsor
B.S. - University of Mississippi

Russ Whiteside
Junior High Social Studies
Basketball Coach
B.S. – Mississippi State University

Meg Woods
Secondary Math
B.S. – Mississippi State University

Susan Woods
Secondary Math
B.S. – Mississippi State University

Cliff Young
Psychology / Football Coach
B.S. - Delta State University

Mrs. Emily Kirby – Secondary Resource
Mrs. Mikelle Perry – Steward and Sexton
Mrs. Kristy Anthony – Smart and Bouchillon
Mrs. Trisha Massey – Rhodes and Atkinson
Mrs. Carla Johnson – Third Grade

GENERAL REGULATIONS

ADMISSIONS

In order to gain admission to Magnolia Heights School an applicant must:

Provide a copy of the child's

Birth certificate

Mississippi Compliance of Immunization (Form 121)

Social Security Number

Last Report Card and a copy of any standardized testing (Grades 1-6)

Copy of Transcript and a copy of the last report card (Grades 7-12)

Students entering the first grade must be 6 by September 1.

All potential students will have an interview with the Elementary or Secondary Guidance Counselor.

After tests and records have been evaluated by the admissions committee, a recommendation will be made to accept the student, accept upon condition, or deny admission.

Interested applicants should call or write the school to begin the admission process.

Admission to Magnolia Heights is open to qualified students on a non-discriminatory basis. **All students in grades 9-12 are required to participate in the Magnolia Heights Drug Testing Program.**

MAGNOLIA HEIGHTS DRUG TESTING POLICY

All students in grades 9-12 are required to participate in the drug/alcohol testing program.

PURPOSE OF THE PROGRAM

The purpose of the drug/alcohol screening program is as follows:

1. To educate the student concerning the dangers of drug/alcohol abuse.
2. To help prevent any drug use or abuse by the students of Magnolia Heights.
3. To identify any student who may be using drugs and to identify that drug.
4. To see that any chronic dependency is treated and addressed properly.
5. To provide reasonable safeguards in order that every student who attends Magnolia Heights is medically competent.
6. To remove the stigma of drug abuse from those students who are users.
7. To reassure parents, students, and the community that the health and academic progress of each of its students is the primary goal of Magnolia Heights.
8. To re-emphasize to the student his or her responsibility as a positive role model.

TESTING PROCEDURE

1. THE PARENTS OF EACH STUDENT, BY SIGNING THE EDUCATIONAL CONTRACT, ARE CONSENTING TO THEIR CHILD'S PARTICIPATION IN THE PROGRAM.

2. ALL STUDENTS WILL SIGN A FORM AND GIVE THEIR SOCIAL SECURITY NUMBER DURING REGISTRATION.
3. ALL ADMINISTRATORS, TEACHERS, EMPLOYEES, AND BOARD MEMBERS WILL BE SUBJECT TO RANDOM TESTING.
4. EACH STUDENT WILL BE TESTED DURING THE SCHOOL YEAR AND WILL BE SUBJECT TO RANDOM TESTING AT ANY TIME THEREAFTER.
5. THE METHOD OF TESTING IS A FORM OF URINALYSIS. ANY POSITIVE DRUG RESULT WILL BE CONFIRMED BY AN ADDITIONAL TEST AT A LABORATORY SELECTED BY MAGNOLIA HEIGHTS.
6. THE SELECTION AND CODING OF SPECIMEN SAMPLES WILL BE EXECUTED IN A MANNER INSURING TOTAL CONFIDENTIALITY AND IDENTIFICATION.
7. THE URINE SAMPLES WILL BE COLLECTED AND ANALYZED BY A PRIVATE LABORATORY USING THE MOST UP TO DATE METHODS OF PATHOLOGY.
8. SPECIMEN SAMPLES WILL BE IDENTIFIED BY NUMBER ONLY TO INSURE TOTAL CONFIDENTIALITY.
9. DRUG SCREENING RESULTS WILL BE REPORTED TO THE HEADMASTER ONLY.

FIRST INCIDENT OF A POSITIVE RESULT

All specimens showing a positive result will be automatically re-tested by the testing laboratory immediately to assure that no error has occurred. The second test will be more specific test. If the positive result is verified and confirmed, then the following steps will be taken:

1. The student and the parents will be contacted in a confidential manner.
2. The Headmaster will be advised of the results.
3. The student will be evaluated and assessed at the expense of the parents. This professional may include one of the following: Certified Drug and Alcohol Abuse Counselor, Student Assistance Professional, Licensed Social Worker, Medical Review Officer, or other designated appropriate professional or agency.
4. The student will then be required to attend a drug counseling program as recommended by the health care professional at the expense of the parents.
5. The drug counselor will determine the length and manner of the program best suited for the student. The student must also participate in any after-care recommendations or follow-up.
6. If a parent refuses a complete counseling program for his/her child, the student will be dismissed from school.
7. After a first positive test, the student is subject to take every random test during the year.
8. Participation in school or school activities is not affected at this time.

SECOND INCIDENT OF A POSITIVE RESULT

The specimen showing a positive result will be automatically re-tested by the testing laboratory immediately to assure that no error has occurred. The second test will be more specific test. If the positive result is verified and confirmed, then the following steps will be taken:

1. The student and the parents will be contacted in a confidential manner.
2. The Headmaster will be advised of the results.
3. The student will be suspended from school until such time that he provides proof of successful completion of a pre-approved drug/alcohol rehabilitation program.
4. Reinstatement could occur with proof of a successful drug rehabilitation program and only after negative testing prevails. In order to maintain the reinstated status, the student will continue to participate in re-testing and must follow all after-care recommendations of the health care professional. Written documentation of participation in after-care must be provided to the school on a monthly basis for the remainder of the school year.

FAILURE TO PROVIDE THIS INFORMATION OR COMPLETE AN APPROVED PROGRAM WILL CLASSIFY A STUDENT AS A THIRD INCIDENT OF A POSITIVE RESULT.

THE THIRD INCIDENT OF A STUDENT TESTING POSITIVE WILL RESULT IN PERMANENT DISMISSAL FROM MAGNOLIA HEIGHTS SCHOOL.

PARALLEL AND RESOURCE PROGRAMS

The Parallel and Resource Programs are provided for students who have been identified as having specific learning disabilities.

A common recognized characteristic of one who has a learning disability is the fact that he shows specific strengths as well as weaknesses, and the assessment of skills becomes an important factor in his educational plan. The determination of an individual learning profile and the selection of appropriate teaching strategies and accommodations provide a rational basis on which to individualize instruction. Therefore, teaching materials and modalities are selected to teach through the individual student's strengths.

Finally, the main distinctions which can be made between the regular educational program and the educational program for the learning disabled are primarily organizational and not substantive; that is, the manner in which learning experiences need to be presented is the main basis for distinction. Learning principles which apply to disabled students apply to all students, and end goals are the same in their most essential aspects. Again, that goal is to help each student develop to his fullest potential.

Students in the parallel program move into the educational mainstream when they are academically prepared. The class enrollment, conducted by specially trained teachers is limited. An additional fee is charged for these classes.

FEES:

Full time - \$1,500.00 plus regular tuition and fees.

Part time – 1subject - \$50 per month, 2 subject - \$75 per month

Resource - \$50 per month

ATTENDANCE

Regular and punctual attendance is expected of all students and is necessary for successful accomplishment in school. It is, therefore, important that students be in school and on time every day.

ABSENCE FROM SCHOOL

Absence from school is classified as excused or unexcused. Absence due to personal illness, serious illness in the family, or death in the family shall be considered excused. In addition to this, any request by the parents, up to a maximum of six days compiled throughout the total school year, submitted to the principal and at least 24 hours prior to the requested absence, will be excused provided the student has an overall "C" average at last report period. An exception to the above may be made, in extreme cases only, by the Headmaster.

When a student is absent his parent or guardian is asked to call the principal's office to explain the absence before 12:00 p.m. that day or provide a note or doctor's excuse prior to 8:00 a.m. the next school day.

It is very important that the parent or guardian call each day that his child is absent. If the parent or guardian does not call, the student will be considered AWOL until contact has been made with the parents to verify to the principal or the principal's secretary that the absence should be excused.

A student with an unexcused absence can receive a grade no higher than 70 for make-up work. All work missed must be made up regardless of excused or unexcused absence.

A pupil who is absent is required on the first day he returns to school to report the principal's office and obtain an Admission Slip to be presented to each of his teachers before he will be admitted to the class.

A student who misses 20 days (10 per semester) in a particular class will not be allowed to receive credit for the course without approval from the Board of Trustees.

LATE ARRIVAL TO SCHOOL - TARDY

Elementary students who arrive at school after 8:00 a.m. should report to their classroom. Teachers will request and receive a tardy or admit slip for the student.

All secondary students who arrive at school after 8:00 a.m. should report to the appropriate office with a note or communication from their parents to receive a tardy or admit slip.

PERMISSION TO LEAVE SCHOOL

No student will be permitted to leave the school for any reason without the permission of the principal.

All requests for dismissals during the school day must be in the principal's office by 10:30. Any request received after 10:30 must be through direct personal contact with the student's parent or guardian. If a pupil knows when he comes to school that he will need a dismissal, he should bring a written request with him and turn it in to the office before 10:30 to receive an Early Dismissal Slip. This slip should be turned into the office when the student leaves. The student will indicate on the "sign-out book" the time of departure.

ILLNESS DISMISSALS

If a student becomes ill in the course of the regular school day, he will request the teacher to give him a special excuse to go to the principal's office to receive, after parent's permission, a dismissal slip, which will be signed by the parents or guardian and returned to school in lieu of an excuse. Illness dismissals are issued only through the principal's office. All pupils dismissed from school because of illness will be sent directly home or to a doctor only after parents have been contacted. The student will indicate on the "sign-out book" the time of departure.

MAKE UP WORK

Students should make arrangements within a three day period with their teacher for any work missed.

Work missed as a result of an excused or unexcused absence must be made up in a manner prescribed by the teacher within the time limit or one week unless special permission is given by the principal. It is the responsibility of the student to ask the teacher when he may make up his work, and this must be done within 3 days.

ADMISSION TO BUILDINGS

Secondary students will not be admitted to the building before 7:15

No student will be allowed in the buildings without special permission and supervision beyond 30 minutes after school dismissal each day.

SATURDAY SCHOOL

Disciplinary action will be handled through our Saturday School. Students must attend on the day assigned. If a student fails to attend, one additional day will be added, thus making two days. If he fails to attend again, he will be subject to an out-of-school suspension.

CLOSED LUNCH AND BREAK PERIODS

Student will not be permitted to leave the school grounds at lunch period regardless of the distance he lives from the school. This rule is for the safety of all students due to the traffic situation and the congestion during the lunch period. Students should eat in the grill or bring their own lunches. We do, however, request that parents refrain from bringing students their lunches during the school day. Students not attending Magnolia Heights may not attend lunch or break without special permission from the administration.

CARE OF SCHOOL PROPERTY

Pupils should take pride in keeping their school building and grounds in good order at all times. An adequate janitorial force is employed for doing actual cleaning, but the pupils can be of assistance by using waste baskets and garbage cans for the disposal of waste matter, by refraining from getting pencil waste and finger prints on the walls and lockers, by keeping the tops of desks intact, by picking up paper that is found lying around, and by cleaning mud from shoes before entering the building.

Any student damaging any school property intentionally or through neglect on his part will be required to pay for the damage and/or assume additional disciplinary actions for the principal.

TRANSPORTATION

Students driving to school will be expected to leave their cars parked during school hours. ALL MOTOR VEHICLES ARE OFF LIMIT DURING THE DAY. Students who bring their cars to school must have a drivers license and park in designated areas.

Elementary students riding the school buses or with secondary students, will remain in a "late riders" room until 5 minutes before the secondary students are dismissed.

ELEMENTARY STUDENTS REMAINING AFTER 4:00 PM MUST GO TO EXTENDED CARE.

HOMEROOM

The homeroom is recognized as the basic unit of organization for all participants in the affairs of the school. It has the following educational objectives:

1. To provide a school home for students where friendliness, helpfulness, sympathy, understanding, and a sense of belonging prevail.
2. To provide opportunities for students participation in democratic living.
3. To encourage students to participate in proper extra-class activities.
4. To enhance the smooth functioning of many phases of administration.
5. To acquaint students with economic opportunities and to aid them in discovering and developing their vocational interests and aptitudes.
6. To provide a means of utilizing a program of education for social adjustments.

DAILY ANNOUNCEMENTS

Announcements will be made for the benefit of the school as a whole. Students, teachers, or organizations desiring to have announcements made should write them in the desired form and turn them in to the principal's office by 7:45 a.m. Announcements should be as brief as possible.

Announcements concerning non-school activities should be placed on the bulletin board in the corridor after approval by the principal.

TEXTBOOKS

Textbooks will be on a loan basis with a fee charged for any damage to them beyond normal wear. The books will be returned at the end of the semester or at the end of the year. A fine will be assessed for any abuse, misuse, or neglect, such as writing in the books and charged to the student at the end of the term. The fines must be paid before the final report card will be administered.

LIBRARY RULES

1. Students may check out two (2) books at a time.
2. Books are checked out for a two week period.
3. Fines are charged at the rate of \$.10 per day. Weekends are not included.
4. Overdue books and fine lists are brought up-to-date each Thursday.
5. Reference books may be taken from the library to a classroom, students sign for each book and returning it to the library when finished.
 - A. Each student is expected to return each reference book promptly when finished with it.
 - B. The student is expected to cross out his name and the name of the book when it is returned.
 - C. A fine of \$.50 is imposed when a reference book is not returned by the end of the school day. (The fine is levied per book, per day.)

6. All books must be signed for or checked out before they are taken from the library.

INTERNET AND COMPUTER USE POLICY

Rules For Computer Use And Code Of Ethics For Internet Use

Magnolia Heights School views computers and the Internet as useful tools in education. The use of the computers and the Internet is a privilege, not a right; therefore, each person should have an agreement on appropriate and acceptable use. This privilege should be used effectively and carefully.

1. Computer resources are for academic activities only - not games, etc.
2. No one should attempt to change the basic set-up parameters, access system / network programs of any computer. No one shall download information to the hard drive at any time. No one shall create any viruses at any time.
3. Copyright laws will be recognized and honored by all students.
4. Work by any user is valuable, and work of other students or teachers may not be copied or changed.
5. Student work is NOT to be saved on the hard drive. Information needed must be saved onto a CD or jump drive or other appropriate locations such as their P-drive.
6. Students are not to enter chat rooms or use any instant messenger service. Students are not to reveal their personal information, addresses, phone numbers or that of any other student or faculty member.
7. Any attempt to access inappropriate, pornographic, or any offensive or questionable material may result in disciplinary action.

All students should follow these rules and understand the codes for use of computer and Internet privileges. If any violations should occur, computer and Internet privileges will be revoked and further school disciplinary action will be warranted.

ASSEMBLIES

Each homeroom teacher accompanies his group to an assigned section and seats and remains with the group through-out the assembly program.

Programs of educational or entertaining nature are presented. These programs, conducted either by pupils under the direction of teachers or by outside speakers or entertainers, include special day dramatic and musical groups.

At various times during the school session, special assembly programs will be held. These programs are for educational purposes as well as for entertainment. Student assembly programs are coordinated by the Student Council Commissioner of Student Assemblies.

VISITORS

All visitors, including parents, must check in with the office when coming to the school and receive a visitor pass to be visible at all times during their visit on campus.

Students will not be permitted visitors on campus during the hours of 8:00 A.M. and 3:15 P.M. unless permission is granted by the principal.

NOTE: Exception is given to the above for visitors attending scheduled school activities and programs.

MAGNOLIA HEIGHTS SCHOOL UNIFORM DRESS CODE

To meet the demands of a challenging academic and extracurricular program at Magnolia Heights School, certain high standards of student conduct must be maintained. Character development is a cornerstone of our school's mission and philosophy. Therefore, we set forth standards and guidelines in our dress code that reflect this purpose. The dress of our students affects the entire atmosphere of our school as well as student attitudes and academic achievement. Our dress code is to build self-discipline which results in self-respect. Good taste in personal grooming will have a positive impact on one's self-esteem.

One's dress should not bring attention to it but should bring attention to one's countenance. All dress should be free from distraction or offensive peculiarities. The key words in our dress code are "neatness" and "modesty." All students are expected to wear clothing suitable for the occasion. Parents are responsible to send their children to school with correct dress and grooming.

ELEMENTARY UNIFORM DRESS CODE:

Elementary students must purchase uniform tops from Parker School Uniforms. Uniform bottoms may be purchased from approved vendors previously approved by the school.

- T-shirts worn under shirts or sweat shirts must be white, navy or gray only.
- Tights or leggings for elementary girls should be solid white or navy. Socks may be white only.
- Collared shirts must be worn underneath jackets, pullovers and wind breakers. T-shirts may be worn underneath sweatshirts only.
- Boys in grades 4-6 must have their shirts tucked in and belts on.

All shoes/boots must be SOLID in color and should be navy, brown, tan, black, white, or light blue and gray. Basic color of tennis shoes should be solid color as well – gray is acceptable.

GIRLS' SHOES:

GRADES 3K-6th NO OPEN BACK SHOES, FLIP FLOPS, or JELLIES.

Girls may wear tennis shoes, boots, loafers, or any shoes that tie (i.e. Clarks, saddle oxfords, etc.). They must wear socks with these shoes. Socks must come up to the ankle and be seen well above the shoe. Girls may wear sandals or a Birkenstock style shoe if they have a strap across the back. Socks do not have to be worn with these sandals or this style shoe. Boots may be worn with pants only.

BOY'S SHOES:

GRADES 3K-6TH NO OPEN BACK SHOES OR FLIP FLOPS OF ANY KIND.

Boys may wear tennis shoes, boots, oxfords, Clarks, or any shoes that tie. Sandals or Birkenstock style shoes must have a strap in the back. Socks must be worn with tennis shoes, oxfords, Clarks, and loafers, and must come up to the ankle and be seen above shoe at all times.

GRADES 7-12 DRESS CODE

ALL STUDENTS MUST PURCHASE UNIFORM CLOTHING FROM PARKER UNIFORMS. ITEMS MAY BE PURCHASED VIA WWW.PARKERSU.COM OR THROUGH PARKER UNIFORMS STORE.

- T-shirts worn under shirts or sweatshirts must be white, navy or gray only.
- Collared shirts must be worn underneath jackets, pullovers and wind breakers. T-shirts may be worn underneath sweatshirts only.
- Tights, leggings or knee sock for secondary girls should be purchased from Parker and may be white or navy. All other socks must be solid white.
- All blouses worn by girls must have a straight, even hem or be tucked in.
- New Parker skorts and skirts can be no shorter than 3 inches above the knee. Older Parker skirts and skorts that still fit must be worn with leggings at all times.
- Boys must have shirts tucked in and a belt (navy, brown, tan, black, white, or light blue), at all times.

GRADES 7th-12th SHOES

Shoes must be worn at all times and should not distract from the uniform. Shoes, boots, and sandals must be solid in colors (black, brown, navy, lt. blue, tan, gray, and white). Boots may only be worn with pants. Basic color of tennis shoes should be solid color as well – gray is acceptable. Shoes should not have sequins or beads. No stripes, polka dots, plaids, etc. are to be worn. NO FLIP FLOP SHOWER SHOES OR JELLIES.

Girls may wear tennis shoes, boots, loafers, or shoes that tie (i.e. Clarks, saddle oxfords, Birkenstocks, etc.). Shoes with laces must be tied. Leather or suede sandals are acceptable, but no high heels, jellies or flip-flop shower type shoes are permitted. Shoes with socks must come up to the ankle and be seen well above the shoe.

Boys may wear tennis shoes, boots, oxfords, loafers, Clarks or any shoe that ties. Shoes with laces must be tied. Leather or suede sandals or Birkenstock style shoes may be worn. Socks must be worn at all times. Socks must come up to the ankle, and be seen above the shoe.

OUTERWEAR FOR K-12 STUDENTS

Any pullovers, sweaters, cardigans, vests, jackets or coats, or any other form of outerwear, worn on the campus must be from Parker School Uniforms or the MHS Sportswear.

All sweatshirts must be crew style with no hoods.

Student Appearance

Males are to be clean shaven. No mustaches or goatees are permitted. Side burns must not extend below the opening of the ear.

Hair is to be dealt with on an individual basis. Judgment of inappropriate hair length is left to the discretion of the administration. We encourage styles that do not create a distraction or bring inappropriate attention to the individual; this would include hair being worn in unusual styles or with unusual colors (blue, green, pink, etc.). Certainly hair length should not prevent eye contact with the teacher.

Males are not allowed to wear earrings. No body parts may be pierced with the exception of girl's ears.

Visible tattoos, permanent or temporary are NOT allowed at any school activity to include practices, games, try-outs, Parents' Club activities, or any school related events or activities where students are participating on behalf of MHS.

Hats, caps, or any other disruptive headwear are not to be worn inside the building.

Dress Code Violation Review Procedure

1. **FIRST VIOLATION:** Students may be sent home to change or correct the dress code violation, or have parents bring appropriate clothing to school. Parents will be notified in writing of the violation. Any class work missed as a result of the violation will be counted as an unexcused absence.
2. **SECOND VIOLATION:** In addition to the above, Students will receive a minimum of one (1) Saturday School. Parents must also schedule a conference with the administration to insure that the inappropriate behavior will be corrected.
3. **THIRD VIOLATION:** In addition to the above, the student will be suspended from school pending Board action. Further violation of the dress code could result in expulsion.

GENERAL RULES

Parking lot and cars: The parking lot is off limits during the school day. Students are not to sit in, on, or stand around cars at any time. This includes when students arrive at school in the mornings.

Leaving School: **A STUDENT MUST CHECK OUT OF SCHOOL BY SIGNING OUT IN THE OFFICE AFTER RECEIVING PERMISSION FROM THE PRINCIPAL.** When a student must leave for reasons other than illness, he should bring a note from his parents requesting the student be allowed to leave and the time to leave. When a student arrives at school in the morning, he does not leave the campus until dismissed from school unless he has permission from the office.

Telephone: The telephone in the office is a business telephone and should be used only in case of emergency. We do not consider having to call home to see if one can go home with someone else an emergency. No student will be called from class to answer the telephone except in an emergency. Only elementary students will be allowed to use the telephone in the elementary office. Junior high and high school students may request to use a phone in the high school or junior high offices.

Parties: In elementary school there shall be five assigned parties-Halloween, Christmas, Valentine, Easter, and the end of the year. Parties will be given during the last 60 minutes of the school day with the exception of the end of the year picnic which may begin at 8:45 a.m. until dismissal. Any additional parties MUST have the consent of the principal. No parties in grades 7-12 may be scheduled without the consent of the principal.

Physical Education: It will be mandatory that each student in grade 4K-6 take physical education unless he has a written doctor's excuse each semester. NOTE: A written excuse from a parent will be honored on a day to day basis at the discretion of the physical education teacher.

Animals: Permission must be obtained from the Administration before an animal may be brought to school.

Hall Pass: Elementary students will not use hall passes. Secondary teachers will issue hall passes. Anyone who is in the hall during class period must have a pass in his possession. The school allows one student for each pass unless for an emergency.

Use of Gym: The gym is off-limits during all classes unless written permission is obtained from a coach.

Cafeteria Food and Drink: (Grades K-12) **All food and drink consumed by students will be within the cafeteria area.** We wish to emphasize neatness, good manners, and courtesy in the cafeteria. Do not sit on the tables at any time; do not break in line; do not leave food containers, papers, etc. on the table; and do not take food from the cafeteria area.

Lockers: Each student in grades 5-12 will be assigned a locker.

STUDENT CONDUCT CODE

Cell Phones: While we realize that cell phones are a very important part of parent and student lives, they do not have a place in the educational environment. The use of a cell phone through any of its functions (calls, pictures, texting, etc.) is disruptive and interferes with the educational process. The use of cell phones is not permitted on school campus during school hours without permission from a school official.

First Offense: The phone will be taken up and given to the principal. The phone may be retrieved only by a parent.

Second Offense: The phone will be taken up and will not be returned until the end of the school year.

Tobacco: No student is allowed to use or carry tobacco in any form on campus or during any school function. Students will be suspended from school for an infraction of this rule.

Gambling: Gambling is not permitted on campus under any circumstance.

Drugs: (including Alcohol) No student will possess, consume, or in any way use any unlawful drugs. No student will attend any school function or enter the school property while under the influence of any unlawful drug. **Any student violating this policy will be suspended from school pending board action.**

Cheating and Stealing: These two actions are expressly forbidden at Magnolia Heights. Students who are guilty of either of these actions will be suspended from school. A student who cheats receives a grade of "0" on tests or assignments.

Gum: The chewing of gum is appropriate in some places. We must deny the students the privilege of chewing gum in the buildings at any time because many students do not know where to dispose of used gum.

Conduct: Should a student be sent to the principal by the teacher for misconduct in class, that student should be prepared to be sent home on suspension. The principal and teachers desire to give students the best education possible. They cannot do this if there are students who have not matured enough to know how to conduct themselves properly. Therefore, it is the philosophy of the administration that those who do not have the maturity to know how to conduct themselves may be sent home for a period of time to grow-up.

Impudence and/or indifference to school authority is strictly forbidden. Any student being impudent or indifferent to school authority will be automatically sent to the office.

Firearms: Firearms or weapons of any kind are not allowed on campus without permission from the principal as stipulated by Section 97-37-17 (7)(a) Mississippi Code of 1972 annotated, as amended.

Suspension From School: There are two types of suspension; 1) **In-School**; and 2) **Out-of-School**.

In-School Suspension is assigned for those infractions of a serious nature that nevertheless are not serious enough for an Out-of-School suspension.

The suspended student will attend all classes and report to the office during any free time. The parents of the suspended student will report to the office of the appropriate principal with the student the morning following the suspension for a conference to assure that the misconduct will not occur again.

An In-School suspension should serve as notice that further disciplinary trouble will result in Out-of-School suspension or expulsion.

Out-of School Suspension is the school's most serious disciplinary action short of expulsion. The suspended student can receive a grade no higher than 70 for work missed while out of school. All work and time missed will be made up. The parents of the suspended student will report with the suspended student to the appropriate principal on the morning following the suspension for a conference. **Further disciplinary problems of a serious nature may result in expulsion.**

In-School suspensions will take effect the day following the misconduct. Out-of-School suspension will take effect immediately after the occurrence of the offense. **All suspensions will carry a minimum of one Saturday School.**

Any suspicious activity or actions by a student reserves the administration the right to search the students personal property, including but not limited to, lockers, purse or bag, cell phone, and car.

STATEMENT OF BOARD POLICIES

1. No student who is married or pregnant may attend Magnolia Heights.
2. No student shall use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or by any conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.
3. No student shall intentionally cause or attempt to cause damage to school property. Damage or theft involving school property or private property on the school campus shall be a basis for long term suspension or expulsion from school.
4. No student shall intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any school employee, any student, or other persons not employed by the school. This rule also covers all school sponsored activities, functions, or events on campus and off campus.
5. All rules and codes of conduct are applicable:
 - (a) on the school grounds during and immediately before or immediately after school hours,
 - (b) on the school grounds at any other time when the school is being used by a school group, or
 - (c) off the school grounds at a school activity, function, or event.
6. Expulsion of students will adhere to guidelines outlined in the procedural code for dealing with serious violations on file in the school office.
7. It is the policy of the school that no grades will be distributed at the end of the school year or withdrawal from school to parents, students, or natural guardian and next friend of said students or student, or any educational agency or their affiliates, until all tuition, fees, and other outstanding balances owed to the

school or its affiliates for whatever reason, are paid in full. Upon payment of said balances the school will provide to educational agencies or their affiliates all school records. Copies of said records will be provided to parents, students, or other individuals so entitled to, upon payment of reproduction expenses.

ASBESTOS MANAGEMENT PLAN

Although Magnolia Heights School has no asbestos, as required by federal law a copy of the AHERA management plan is on file in the secondary principal's office.

EDLINE

Edline is a web based information system by which parents and students can access information about the school, including schedules, attendance and grades relevant to their student. A parent must receive their access code through direct personal contact. Grades and attendance will be posted to Edline at least every two weeks.

PROGRESS REPORTS/DEFICIENCY SLIPS

Progress Reports will be sent to parents mid-way during each nine-week term for all students in grades 1-6.

Students in grades 7-12 will receive deficiency slips. These reports are mailed to parents in an effort to help eliminate failure by showing why, in the opinion of the teacher, the student is doing unsatisfactory work. It is our sincere desire to prevent as many failures as possible through everyone's cooperation.

CONFERENCES

If you desire a conference with a teacher, please call 562-4491 to schedule an appointment.

We strongly recommended that all conversations pertaining to the student and his school work be conducted in a parent-teacher conference adhering to the above recommendation.

REPORT CARDS

The report card is a means of conveying to parents a brief report of the students' progress in school. Report cards are handed out to students at the end of the 1st, 2nd, and 3rd nine weeks period. At the end of school the final report card will be mailed home.

In elementary, parents are requested to examine the report card carefully, SIGN, AND RETURN IT TO THE SCHOOL THE FOLLOWING DAY. If the report shows unsatisfactory grades, we recommend that the parents have a conference with the individual teacher.

High school students will not be required to return signed report cards. As in the past students are expected to show the report cards to the parents. If parents do not receive a report at the end of the 9 weeks, they should contact the school.

GRADING SYSTEM

- A – 90-100**
- B – 80-89**
- C – 70-79**
- F - Below 70 - Failure**

The lowest passing grade is 70. The following procedure will be used in determining the nine weeks, semester, and final grades for all students at Magnolia Heights.

Grades 1-12: each nine week grade will be determined from the following:

Homework and class participation, papers, projects, and tests

Grades 1-6: each semester will be determined by averaging the two term grades.

Grades 7-12: each semester grade will be determined from the following:

The average of the two term grades will count three-fourths and the semester exam will count one-fourth. (Note: This is subject to change at the beginning of any semester.)

All final grades will be determined by an average of the two semester grades.

Any student who has not completed all make-up work as a result of an excused absence will receive an incomplete (I) grade during that report period.

EXAMS

Students taking full year courses will be required to take first semester exams for that course. They may be exempt from second semester exams if they meet the requirements

Students taking semester long courses are not required to take exams for that course if they meet the requirements.

To be exempt with a 90-100, a student may have no more than 10 absences and no more than 5 tardies for the semester. (Not to exceed 20 absences for the year.)

To be exempt with an 85-89, a student may have no more than 5 absences and no more than 5 tardies for the semester. (Not to exceed 10 absences for the year.)

Tardies will not be a factor in being exempt for the 2009-2010 school year for the fall semester. They will be a factor during the 2010 spring semester.

Students who have received an in-school or out-of-school suspension during a semester may not be exempt at the end of that semester.

AWARDS DAY

Awards Day at Magnolia Heights is a day in which the faculty and administration recognize students in all grades who have excelled in academic and extracurricular activities.

There are separate Awards Day programs for elementary and secondary students. This enables students at each level to be properly recognized in a brief, but dignified ceremony.

The administration is responsible for identifying the award recipient either by faculty vote or outside club or organization.

The principal will give notice of the date by which awards information shall be due. Any all-faculty awards shall be voted upon during the faculty meeting. Teachers are urged to give careful and conscientious attention to this significant part of our program.

ACADEMIC RECOGNITION

Those students who have excelled in their classroom endeavors are recognized for their accomplishments by being listed on either the Headmaster's List or the Principal's List.

Headmaster's List-all A's during the term
Principal's List-all A's and B's during the term

Any student with a check in Conduct will not be eligible for either Headmaster or Principal's List.

NATIONAL HONOR SOCIETY

The Magnolia Heights Honor Society is a club organized for students IN GRADES 9-12 who exhibit leadership in their school and achieve high academic and moral standards. The Magnolia Heights selection committee composed of high school faculty members reviews those students eligible for the honor society.

In order to be considered, freshman and sophomores must achieve a ninety-five overall semester grade point average. Juniors must attain a ninety-three semester grade point average, and seniors must have at least a ninety semester average. Other qualifications include involvement in the school and community, cooperation and discipline. Qualified transfer students who were not members of the National Honor Society at their previous school, will be considered for membership after their first grading period at Magnolia Heights.

Failure to uphold the rules and standards of the Honor Society will result in possible probation and/or expulsion from the National Honor Society as outlined in the bylaws of the club.

JUNIOR BETA CLUB

The Jr. Beta club is an organization available for students in grades 7-9. The purpose of this organization is to promote character, develop leadership skills, encourage service involvement and recognize achievement. Students must have a 93 average to be eligible for inclusion in the MHS Jr. Beta Club. Other qualifications include cooperation and discipline. Qualified transfer students who were not members of the National Beta Club at their previous school, will be considered for membership after their first grading period at Magnolia Heights.

FACULTY ELITE

The highest award which a student may attain is that of Faculty Elite. Students eligible for this award are judged by the faculty in four areas: academics, participation, service and character. To be eligible for this award, students must be on either the Headmaster's or Principal's List.

VALEDICTORIAN AND SALUTATORIAN

These awards are presented to the top two students with the highest numeric average (eight (8) semesters) in the senior class. The students must have attended Magnolia Heights School for their last four (4) consecutive semesters prior to graduation.

HONOR GRADUATE

Seniors with a 90 or above cumulative average will be designated honor graduates at the following levels; 95 and above Summa Cum Laude, 93-94 Magna Cum Laude, 90-92 Cum Laude.

ATHLETIC PARTICIPATION

During the school year, girls and boys may participate in the junior-senior high athletic program. In order for a girl or boy to participate in any of these sports, he must have passed four major subjects the semester prior to his Participation and meet other requirements as stipulated by the Mississippi Association of Independent Schools.

It would be wise for an athlete to be especially conscious of his grades at all times. In all school matters the athlete is first a student and then an athlete.

BASIC RULES FOR ATHLETIC ELIGIBILITY *

A student must be in grades 7-8-9 to participate in the junior high athletic program. The age limit for continued participation requires that a student cannot be 16 on or before August 1 of the year he is to participate.

A student must be in grades 10-11-12 to participate in the senior high athletic program. In order to participate, students cannot be 19 on or before August 1 of the year they are to participate.

With parents, coaches and administration's approval, an athlete in junior high school may participate in sports on the varsity level.

Coaches or sponsors may stipulate additional requirements for eligibility.

* As required by the Mississippi Association of Independent Schools

WHAT TO DO WHEN ...

YOU ARE ABSENT.

Have your parent or guardian call the principal's office before 12:30 PM on the first day of your absence giving the reason for your absence. When you return to school, report to the principal and obtain your admit slip which will be presented to each teacher whose class you missed. Each teacher will turn into the office at the end of the day these admit slips.

YOU ARE TARDY TO SCHOOL.

Elementary students who arrive at school after 8:00 a.m. should report to their classroom. Teachers will request and receive a tardy or admit slip for the student.

All secondary students who arrive at school after 8:00 a.m. should report to the appropriate office to receive a tardy or admit slip. Do not attempt to enter class without your slip.

YOU ARE IN JUNIOR HIGH OR HIGH SCHOOL AND YOU ARRIVE AT SCHOOL AFTER THE HOMEROOM PERIOD.

Come by the office and report that you are in school and receive an admit slip. Your reporting time will be recorded in the office. You should keep the admit slip and show it to the teachers whose classes you missed.

YOU ARE DETAINED BY A TEACHER OR ADMINISTRATOR AND ARE LATE TO CLASS.

Obtain a slip from the teacher or administrator who detains you excusing your tardiness.

YOU WISH TO LEAVE THE SCHOOL BUILDING.

Go to the office. Do not leave the school without obtaining an off campus permit and signing-out on the appropriate sheet.

YOU WISH TO BRING A VISITOR TO SCHOOL WITH YOU.

Check with the office to receive permission to bringing visitors to the school.

YOU HAVE AN EARLY DISMISSAL FROM SCHOOL.

Bring a note signed by a parent or guardian stating the reason for an early dismissal. This note should be brought to the office before 10:30 AM.

YOU ARE ILL.

Report to the office for instructions. If you are very ill, have someone accompany you to the office. If necessary, arrangements will be made to take you home.

YOU WISH TO CHANGE YOUR SCHEDULE OR DROP A SUBJECT.

After a discussion with the teacher and counselor, and with the principal's approval, you may do so within the first two weeks of each semester.

YOU HAVE FOUND A LOST ARTICLE.

Take it to the office.

YOU HAVE LOST AN ARTICLE OF VALUE.

Inquire in the office.

YOU NEED TO USE THE TELEPHONE.

Students may request to use an office phone. The use of cell phones by students on campus is not permitted during school hours.

THE FIRE ALARM IS SOUNDED.

Follow the directions of the teacher in whose charge you are at the time. If you are not in class, leave the building by the nearest exit. DO NOT RUN.

THE TORNADO ALARM IS SOUNDED.

Follow the directions of the teacher in whose charge you are at the time. If you are not in class, go into the hall, sit on the floor with your head down and arms crossed over you head. DO NOT TALK and listen carefully for directions.

**YOU START TO DO SOMETHING AND ARE NOT SURE WHETHER IT IS RIGHT OR WRONG.
DON'T.**

COURTESIES

During Assemblies....

During assemblies enter quietly and remain quiet and attentive the entire time. Look at the speaker or entertainer. Do not disturb the ones around you by making comments. Applaud in a cultured refined manner when you enjoy something. NEVER boo or whistle or stamp your feet regardless of your opinion of the program. Do not read or do any type of work during any program. Be sure you are seated in your assigned place.

At your Hall Locker ...

When you open and close your locker, be as quiet as possible. DO NOT SLAM THE DOOR.

In the Classroom

When you need to talk, keep your voice in a conversational tone. Do not talk when someone else is speaking. Cooperate with the teacher and other pupils in every class activity. Maintain the habit of expecting to work.

In the Library

Books are your friends. Develop an appreciation and love for them and you will naturally handle them with care. Be considerate of others in the library, "Silence is golden" for those who are reading or studying. Respect the requests of the librarian.

In the Corridors ...

Keep to the right in the halls when passing to and from classes. Refrain from stopping in the middle of the corridors to talk to friends. This could cause a delay for everyone using the passageway.

In the School Generally ...

Respect constituted authority and abide by school regulations. Avoid loud talking, whistling, loitering, running, pushing, and crowding.

At Athletic Events ...

Students at athletic events should display good sportsmanship manners at our home games and at other schools. Parents of elementary students should remind their children that those youngsters who run and play at ball games can be a nuisance. Secondary spectators should remember that they, like athletes, are school representatives. Any spectator who continually shows poor sportsmanship may not be allowed to attend future contests and could face sanctions from the Mississippi Association of Independent Schools (MSAIS). Remember that visiting teams and their spectators are our guests and should be treated as such. Be a lady or gentleman at all times and uphold the high ideals of your school.