

MAGNOLIA HEIGHTS SCHOOL

Student Handbook

2018-2019

**One Chiefs Drive
Senatobia MS, 38668**

This handbook sponsored in part by
North Mississippi Grain Elevator.

**MAGNOLIA HEIGHTS SCHOOL
STUDENT HANDBOOK**

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 501(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 AdvancED (SACS), Mississippi Association of Independent Schools, and the Southern Association of Independent Schools. The school is also a member of the National Association of Secondary School Principals and the Mississippi Association of Independent Schools.

ADMINISTRATION

		Home	Office
Dr. Marvin W. Lishman	Headmaster and Head of School	662-562-4995	662-562-4491
Mrs. Allison Burris	Director of Institutional Advancement	662-562-2643	662-562-4491
Mr. Bobby Bouchillon	Junior High Principal	662-562-9182	662-562-4491
Mr. Jay Bowen	Athletic Director	931-538-0447	662-562-4491
Mrs. Kristi Hager	Secondary Counselor & College Admissions	662-996-7965	662-562-4491
Mrs. Brooke Howell	Elementary Principal	662-560-7353	662-562-5296
Mr. Curt McCain	Associate Head of School, Secondary Principal, and Academic Dean	662-209-4492	662-562-4491
Mrs. Lynn Savage	Director of Communication	662-562-4491	662-562-4491
Mr. Winn Scott	Director of Informational Technology	662-588-3258	662-562-4491
Mr. Cliff Young	Assistant Middle School Principal	662-562-9057	662-562-4491

OFFICE STAFF

Mrs. Sheila Brownlee	Secondary Secretary	662-292-1235	662-562-4491
Mrs. Rhonda Dixon	CFO and Business Manager		662-562-4491
Mrs. Penny Franklin	Elementary Secretary	662-562-9222	662-562-5296
Miss Alex Garner	Accounting		662-562-4491

THE SCHOOL DAY

The elementary school day begins at 8:00 AM
 5K Full Day is dismissed at 2:30
 Grades 1-4 are dismissed at 2:45 PM
 Grades 5-6 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 1-4 Dismissal
 3:00 Grades 5-6 Dismissal
 3:30 End of School Day

SECONDARY ROTATING SCHEDULE

TIMES	MON	TUE	WED	THUR	FRI
8:00-8:10	1	3	HR	1	7
8:10-9:03			3		
9:03-9:55	2	1	2	4	3
9:55-10:25	BREAK / ACADEMIC PLANNING				
10:25-11:17	3	2	6	3	2
11:17-12:09	4	5	4	2	5
12:09-12:39	LUNCH				
12:39-1:31	5	6	1	5	4
1:31-2:23	6	4	5	6	1
2:23-3:15	7	7	7	7	6

EARLY DISMISSAL SCHEDULE

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

SECONDARY MORNING ACTIVITY SCHEDULE **(Chapel or Pep Rally)**

8:00 – 8:40.....Session 1
8:40 – 9:20.....Session 2
9:20 – 9:55.....Activity

SECONDARY AFTERNOON ACTIVITY SCHEDULE

GRADES 7-12

Schedule runs as a regular day until lunch.

12:09-12:39 Lunch
12:39-1:21 5th Session
1:21-2:03 6th Session
2:03-2:45 7th Session

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)
Health
Elective

10th Grade

English II
World History
Mathematics
Science
Computer Applications II (1/2 unit)
Foreign Language I
Arts (1/2 unit)
Personal Finance-Online (1/2 unit)

11th Grade

English III
Mathematics
Science
U.S. History
Advanced Elective
Arts (1/2 unit)
Elective

12th Grade

English IV
Mathematics
Science
Government/Economics
Electives

Mathematics

(Includes Algebra I, Geometry, Algebra II, Algebra III, Pre-Calculus/Trig. and Calculus)

Sciences

Includes Biology I, Biology II, Human Anatomy and Physiology, Honors Chemistry, Environmental Science, Physics, General Chemistry

Social Studies

Includes World Geography, Mississippi Studies, World History, United States History, American Government, and Economics

Arts

Includes Art I, Art II, Art III, Performing Arts

Technology

Computer Applications I and II, Videography

Advanced Elective

Option I: Foreign Language I and Foreign Language II

Honors Courses

Honors US History, Honors English, Honors Calculus, Honors Chemistry, Honors Algebra III, Honors Biology I, Honors Biology II

Seniors must take a minimum of five classes each semester.

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, including Calculus.

All forms of distance learning courses must be approved by school officials prior to enrollment. Students may receive a maximum of 2 units for approved Correspondence Courses.

Graduates must earn a **minimum** of 24 units including:

- (4) English
 - (4) Mathematics
 - (4) Sciences
 - (4) Social Studies
 - (1) Advanced Elective
 - (1) Foreign Language
 - (1) Arts
 - (1) Computer Applications
 - (1/2) Drivers Education
- and (3 1/2) other units to meet graduation requirements of Magnolia Heights School.

Transcripts

Current MHS Students: After five transcripts are sent for a student, a fee of \$1.00 dollar per copy will be charged for each copy thereafter.

Alumni one year after graduation and longer: \$10.00 per transcript.

GENERAL REGULATIONS

ADMISSIONS

Please submit the following to apply for admission;

Application for Admission

Birth certificate,

Mississippi Immunization Form 121

Social Security Card

(Grades 1-7) Submit a copy of the most recent report card and a copy of any standardized testing

(Grades 8-12) Submit a copy of the most recent report card and a copy of their transcript

Record of conduct and attendance is also needed.

All potential students will have an interview with the Elementary or Secondary Guidance Counselor or Principal and sit for a skills assessment. The school reserves the right to request additional information, including complete files from schools attended, as well as, to test students for admission and placement.

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.

Students entering the first grade must be six (6) by September 1st.

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

Magnolia Heights School admits students of any race, color, national and ethnic origin, and religion to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, and religion in administration of its educational policies, admission policies, tuition assistance programs, and athletic and other school-administered programs.

MAGNOLIA HEIGHTS DRUG TESTING POLICY

All students in grades 7-12 are required to participate in the Magnolia Heights Drug 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. ACCEPTABLE TESTING METHODS WILL BE USED.
 - THE PRIMARY METHOD OF TESTING IS A FORM OF URINALYSIS.
 - IF A STUDENT IS UNABLE TO PROVIDE A SAMPLE WITHIN ONE HOUR OF BEING CALLED, A HAIR SAMPLE WILL BE TAKEN FOR TESTING.
 - AN ATTEMPT TO CONTACT A PARENT WILL BE MADE PRIOR TO TAKING THE HAIR SAMPLE. PARENTS WILL BE REQUIRED TO PAY THE DIFFERENCE IN THE COST OF TESTING. TESTING A HAIR SAMPLE COSTS MORE THAN TESTING A URINALYSIS SAMPLE. (APPROXIMATELY \$50-\$70)
 - THIS POLICY IS TO PROTECT INSTRUCTIONAL TIME BY MINIMIZING THE TIME A STUDENT IS OUT OF A CLASSROOM.
7. ANY POSITIVE DRUG RESULT WILL BE CONFIRMED BY AN ADDITIONAL TEST AT A LABORATORY SELECTED BY MAGNOLIA HEIGHTS.
8. THE SELECTION AND CODING OF SPECIMEN SAMPLES WILL BE EXECUTED IN A MANNER INSURING TOTAL CONFIDENTIALITY AND IDENTIFICATION.
9. THE URINE SAMPLES WILL BE COLLECTED AND ANALYZED BY A PRIVATE LABORATORY USING THE MOST UP TO DATE METHODS OF PATHOLOGY.
10. SPECIMEN SAMPLES WILL BE IDENTIFIED BY NUMBER ONLY TO INSURE TOTAL CONFIDENTIALITY.
11. 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:

Resource - \$1,000.00 per student per year in addition to regular tuition and fees.

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. Absences and tardies may change a student's exemption status regarding their exams.

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 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 more than 20 days (or 10 per semester class) 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 8:15 a.m. should report to the appropriate office with a note or communication from their parents to receive a tardy or admit slip and "sign in" to school. When a student receives 5 unexcused tardies they will be assigned one two-hour work detail to be held at a time designated by the administration.

PERMISSION TO LEAVE SCHOOL

When a student arrives at school in the morning, he/she does not leave the campus until dismissed from school unless he has permission from the office. 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. 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 and the dismissal will only be given at the end of the period except in the case of emergency. **Class periods will not be interrupted for student dismissal.**

A STUDENT MUST CHECK OUT OF SCHOOL BY "SIGNING OUT" IN THE OFFICE AFTER RECEIVING PERMISSION FROM THE PRINCIPAL.

ELEMENTARY STUDENTS MUST BE SIGNED OUT IN THE ELEMENTARY OFFICE BY THE PARENT OR PERSON PICKING THEM UP.

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 with their teacher upon their return to make up any work missed. Students may have three days to make up any missed work.

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 unless special permission is given. It is the responsibility of the student to ask the teacher when he may make up his work, and this must be done upon their return.

Make-up work or work that may be completed for credit will be indicated in ParentsWeb by "1" instead of a "0".

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.

Proximity Key Cards will be necessary to enter the building. Secondary Students will be issued a key card that will also serve as a student ID. There is a \$5 fee to replace lost cards.

FACILITY USE POLICY

To use MHS facilities after regular school hours or on the weekend, you must have permission from an on staff MHS coach for each individual occasion. Students under the 10th grade must be accompanied by an adult. In order to use the gym you must be a MHS student, alumni or invited guest. Invited guest must be accompanied by a student who received permission to use the facility.

Students given permission by a coach must ensure that no one remains inside the building when they leave, and all facilities are locked.

The person obtaining permission from the coach is responsible for any damages that may occur.

The use of MHS facilities is a privilege and can be revoked at any time by the school administration.

MHS students who invite non-student guest will be held responsible for their non-student's behavior and any damages that may occur.

Any students using the gym must use the buddy system. Females must be accompanied by another female.

For use of Troutt Hall or academic buildings contact the high school principal.

For use of the softball field contact the head softball coach.

For use of the baseball field contact the head baseball coach.

For use of football field or practice field contact the head football coach.

For use of the gym contact the appropriate basketball coach.

For use of the weight room contact the appropriate coach.

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 LIMITS 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.

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 Main 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.

Secondary students' textbooks are available on their MacBooks. A hardcopy may be requested.

LIBRARY RULES

1. All students are issued a patron card to allow library use. Cards are kept at the Circulation desk in the Library.
2. Students may check out two (2) books at a time.
3. Books are checked out for a two-week period. Books may be renewed for an additional two-week period if the book has not been placed on reserve for another student.
4. Fines are charged for lost or damaged library books.
5. Overdue emails are sent to students weekly.
6. Reference books may be used in the Library or taken to classrooms when properly checked out. The reference book is to be returned to the Circulation desk by the end of the school day.
7. All books must be checked out through Concourse before being taken from the Library.
8. All devices and chargers issued to students through the school must be checked out and returned through the Library. These items are due on the last day of exams. However, Seniors and students who are exempt from exams are to return the items on their last day of classes.
9. The Library may randomly check student devices throughout the year.
10. Fees are charged for damaged devices and chargers. Insurance is available through the school.
11. Fees may be charged for devices and chargers that are returned late.

INTERNET AND COMPUTER USE POLICY

Magnolia Heights School provides a wide array of technology resource for students to use. The following outlines appropriate use and prohibited activities when using technology resources. Every student is expected to follow all guidelines stated below, as well as those given orally by the staff, and to demonstrate good citizenship and ethical behavior at all times.

By signing the Educational Contract, Magnolia Heights students and parents agree to abide by the Device User Agreement and the Acceptable use policy, as well as, agree and acknowledge the following:

As a Magnolia Heights student, I understand that my school network and email accounts are owned by the school and are not private. Magnolia Heights has the right to access my information at any time. I understand that my right to have a cell phone or other electronic device at the school is a privilege and not a right.

GOVERNMENT LAWS:

Computers should be used in conformity with laws of the United States and the State of Mississippi violations include, but are not limited to, the following;

1. Criminal Acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberstalking, child pornography, vandalism, and / or unauthorized tampering with computer systems.

2. Libel Laws – Publicly defaming people through the published material on the internet, email, text messaging, etc.
3. Copyright Violations – Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all material available on the Internet are protected by copyright), engaging in plagiarism (using other’s word or ideas as your own).

NETIQUETTE AND RESPONSIBLE USE:

1. I understand that passwords are private. I will not allow others to use my account name or password, or try to use that of others.
2. I will be polite and use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators.
3. I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, cell phones, etc.) responsibly. I will not use computers, cell phones, personal digital devices or the Internet to intentionally access, transmit, copy or create material that violate the school’s code of conduct such as messages that are pornographic, threatening, rude, or send or post hate or harassing mail, make discriminatory or derogatory e-mails about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.)
4. I understand that I am an Ambassador for the school in all my online activities, I understand that what I do on social networking websites including but not limited to Twitter, Instagram and Facebook should not reflect negatively on my fellow students, teachers, or on Magnolia Heights. I understand that I will be held responsible for how I represent myself and my school on the Internet.
5. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else’s name as a joke.
6. I understand that I should not reveal my personal information, address, or phone number, nor will I release that information about any other student, faculty or staff.
7. I will use school computer resources responsibly. I will not retrieve, save or display hate-based offensive or sexually explicit material using any of Magnolia Heights School’s computers resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify an adult immediately if by accident I encounter materials which violate appropriate use.
8. I will use Magnolia Heights School’s technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would disrupt the activities of other users. I understand that school computer resources are for academic activities only – not for games, etc.
9. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, shareware, or freeware on school computers.
10. I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
11. I will respect the intellectual property of other users and information providers. Work by any user is valuable, and work of other students or teachers may not be copied or changed. I will obey copyright guidelines. I will not plagiarize or use other’s work without proper citation and permission.
12. I will not use or access files, software, or other resources owned by others without the owner’s permission. I will use only those school network directories that are designed for my use or for the purpose designated by my teacher.

13. Student work is NOT to be saved on the individual computer's hard drive. Information needed must be saved to the student's personal network drive administered by the school or a flash drive.
14. I will follow all guidelines set forth by the school and / or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
15. I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet.
16. I understand that Magnolia Heights administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
17. I agree to abide by all Internet safety guidelines that are provided by the school and to complete all assignment related to Internet safety.

CONSEQUENCES FOR VIOLATION OF THIS AGREEMENT:

Students should understand and abide by the above Computer-Internet Acceptable Conduct and Use Policy. Should violation occur, students should understand that consequences could include suspension of computer privileges, school disciplinary action including suspension or expulsion, and /or referral to law enforcement.

Parents and guardians should understand that computer access is provided for educational purposes in keeping with the academic goals of Magnolia Heights School, and that student use for any other purpose is inappropriate. It is impossible for Magnolia Heights School to restrict access to all controversial materials, and the school is not responsible for materials acquired on the school network or internet based services provided by other companies, institutions or websites, regardless of whether they have been approved by Magnolia Heights School for student use or otherwise. Children's computer activities at home should be supervised as they can affect the academic environment at school.

ACCEPTABLE USE POLICY (AUP) Please see Appendix I

DEVICE USER AGREEMENT (DUA) Please see Appendix II

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.

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 a principal.

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

MAGNOLIA HEIGHTS SCHOOL UNIFORM DRESS CODE

Revised: June, 2014

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.

UNIFORM DRESS CODE

ALL STUDENTS MUST PURCHASE UNIFORM CLOTHING FROM APPROVED VENDORS. Uniform tops may be purchased via www.parkersu.com or through Parker Uniforms Store or Chiefs Wear. Bottoms may be purchased from the MHS Lands End Uniform choices or Classroom Brand (approved styles available at the Uniform Shop in Senatobia).

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.

- Tights or leggings for elementary girls should be solid white or navy only.
- Socks may be white, navy, black, gray or cardinal.
- Collared shirts must be worn at all times. They must be worn underneath jackets, pullovers and wind breakers and sweatshirts, etc.
- T-shirts worn under collared shirts must be white, navy or gray only.
- Boys in grades 4-6 must have their shirts tucked in and belts on.
- Skorts and skirts can be no shorter than 3 inches above the knee.
- Girls may wear boots (Ugg style or rain boots) with their skirts as long as they wear leggings. Cowboy boots are not permitted with skirts or skorts.

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.

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

- Collared shirts must be worn at all times. They must be worn underneath jackets, pullovers and wind breakers and sweatshirts, etc.
- Tights or leggings for secondary girls may be white or navy only.
- T-shirts worn under collared shirts must be white, navy or gray only.
- Socks may be white, navy, black, gray or cardinal.
- All blouses worn by girls must have a straight, even hem or be tucked in.
- Skorts and skirts can be no shorter than 3 inches above the knee.
- Boys must have shirts tucked in and a belt (navy, brown, tan, black, white, or light blue), at all times.
- **Girls may wear boots (Ugg style or rain boots) with their skirts as long as they wear leggings. Cowboy boots are not permitted with skirts or skorts.**

GRADES 7th-12th SHOES

Shoes must be worn at all times. 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 or approved vendors.

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 and style is left to the discretion of the administration. No styles that create a distraction or bring inappropriate attention to the

individual; this would include feathers, wraps or 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 visible 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. Student will remain in the office until appropriate clothing is brought. If a parent is unable to bring appropriate clothing to school, the student will remain in the office for the day. Parents will be notified by email 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. Seniors will be assigned parking spaces at the beginning of the year.

Telephone: Students may ask to use the phone in the office. 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. No student will be called from class to answer the telephone except in an emergency.

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 and an adult is present.

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

The Board of Directors, administration, faculty and staff expect that all students are capable of conducting themselves in accordance with acceptable standards of behavior. Honesty and moral integrity are also expected of every student. Disruptive behavior that interferes with another student's opportunity to learn or interrupts a teacher's right to teach will not be tolerated; therefore, certain disciplinary actions will be utilized as consequences for student misconduct.

Often student misconduct results in warnings, loss of privileges, and/or counseling with the student and parents; however, the School Administration also utilizes the following means of discipline as and when it deems it appropriate and/or necessary.

Detention is held on school grounds and the time is supervised. Typically, it will consist of study time, work on campus, or both.

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

Students who have received an in-school or out-of-school suspension at any time during the school year may not be exempt from exams. **All suspensions will carry a minimum of one Saturday School and in the case of seniors will cause the loss of their senior privileges.** The duration of the loss of senior privileges will be determined by the severity of the offense or circumstances.

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. In-School suspensions will take effect the day following the misconduct.

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.**

Out-of-School suspension will take effect immediately after the occurrence of the offense.

Expulsion: Students whose willful misbehavior impacts the welfare of other students or whose disregard for the established rules disrupts or is potentially harmful to the school environment are subject to expulsion. In such an event, the Headmaster will promptly suspend the student and notify the Board of Trustees of the action for their consideration. If by majority vote, the Board of Trustees votes to expel the student then the student's parent(s) and/or guardian(s) shall be promptly notified of the expulsion.

Corporal Punishment: Corporal punishment can also be administered as a consequence for student misconduct. Such misconduct may include, but is not limited to:

- fighting
- aggressive behavior toward fellow students, teachers, administrators, or other school employees
- impudence and/or indifference to school authority
- disrespect of students, teachers, administrators, or other school employees

It is administered in the discretion and at the direction of the Headmaster. In such an event, the Parent(s)/guardian(s) will be contacted by phone. If the parent(s)/guardian(s) elect to forgo corporal punishment, then the student will be suspended from school for a period of up to three (3) days. Corporal punishment will only be administered by the Headmaster or a representative designated by the Headmaster. When possible, men will administer punishment to the boys and women will administer punishment to the girls. A faculty observer will always be present when corporal punishment is administered.

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 to see an administrator.

Electronic Signaling Devices: The Board recognizes that parents/guardians may wish to be in close contact with their children during the school day, and therefore, students may be provided with an electronic signaling device such as cellular telephone or other communication device. Through the use of pagers and cell phones families can

communicate better and students and staff can feel a greater sense of security while at school. Students should understand that having a cell phone or other electronic device at school is a privilege and not a right.

- * Cell phone use is not allowed inside buildings
- * Cell phone procedures for the classroom will remain the same
- * Students may use their cell phones, responsibly, outside

1. The use of cell phones outside of the buildings is not a right but is a privilege. The privilege of using your cell phone may be revoked due to irresponsibility.

2. Students shall have electronic signaling devices turned off at all times during normal school hours, which includes the hours of 7:55 a.m. until 3:15 p.m. The only time that students may have the devices turned on or used is before school and after school. This policy also pertains to text-messaging or taking photos or videos or accessing the internet.

*** On a trial basis, the responsible use of cellular devices may be permitted outside of the buildings and during the times of break and lunch. The use of cellular devices during the times of break and lunch will only be permitted outside of the buildings including but not limited to Troutt Hall. The use of cell phones outside of the academic buildings is not a right but is a privilege, and the privilege of using your cell phone may be revoked due to irresponsibility.**

3. Should a student receive a phone call or other electronic signal during the school day that disrupts the classroom instructional process or a school assembly, the device shall be confiscated by a certified or classified staff member and be given to an administrator. Infractions will result in disciplinary action which may include but not limited to detention, In-school Suspension, Out-of-School Suspension and the consent to possess all signaling devices being revoked until the end of the school term.

Electronic Signaling Device Definition

Electronic signaling devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, pagers and laptop computers, as well as any new technology developed with similar capabilities.

1. Students shall be permitted to be in possession of electronic signaling devices while attending school and school sponsored activities.

2. Students shall have electronic signaling devices turned off at all times during normal school hours, which includes the hours of 8:00 A.M. until 3:15 P.M. The only time that students may have the devices turned on or used is before school and after school. This policy also pertains to text-messaging or taking photos or videos or accessing the internet.

3. Should a student receive a phone call or other electronic signal during school that disrupts the classroom instructional process or a school assembly, the device shall be confiscated by a certified or classified staff member and be given to an administrator. The first infraction shall result in the signaling device being confiscated and the parent(s)/guardian(s) will be required to speak with the principal or the principal's designee in order to retrieve the device. A second infraction shall result in disciplinary action including but not limited to the consent to possess all signaling devices being confiscated until the end of the school term.

4. Students will not use electronic signaling devices to intentionally access, store, transmit, copy or create material that violates the school's code of conduct. Prohibited conduct includes, but is not limited to, the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, threatening or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.

5. Because such violations may constitute a crime under state and/or federal law, then we may report such conduct to state and/or federal law enforcement agencies.

6. If a student needs to use a telephone, he/she is advised to come to the appropriate office and ask permission to use the office phone.

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

Vaping/E-cigarettes: No student is allowed to use or carry vaping devices of any type on campus or during any school function. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices. These are commonly referred to, but not limited to, as e-cigarettes, e-pipes, e-hookahs, and e-cigars.

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 may 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.

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.

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, computer, and car.

STATEMENT OF BOARD POLICIES

1. Married students may not attend school at Magnolia Heights.
2. Any female student who becomes pregnant and any male student who is responsible for a pregnancy must report this to the school as soon as it is medically confirmed. At such time, the student(s) will not be able to attend school at Magnolia Heights.

3. 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.
4. 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.
5. 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.
6. 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.
7. Expulsion of students will adhere to guidelines outlined in the procedural code for dealing with serious violations on file in the school office.
8. 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.

PARENTS WEB

PARENTS WEB 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 have an email address on record with the school to receive a user name and password.

CANVAS

Canvas is the learning management system (LMS) that will be used in grades 7-12. Canvas provided easy access to a student's grades, assignments and textbooks through one portal. Canvas only allows one account per student so parents who wish to access their student's Canvas account should ask their student for their username and password.

PROGRESS REPORTS/DEFICIENCY SLIPS

Progress Reports will be emailed to parents mid-way during each nine-week term for all students. If a child is failing or in danger of failing a course, a progress report for that course will be emailed each Monday.

CONFERENCES

If you desire a conference with a teacher, please email or call the teacher. We strongly recommended that all conversations pertaining to the student and his school work be conducted in a parent-teacher conference.

If you would like to schedule one conference with all your child's teachers please email the student's counselor or principal.

REPORT CARDS

The report card is a means of conveying to parents a brief report of the students' progress in school. Report cards are emailed to parents 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.

GRADING SYSTEM

- A – 90-100**
- B – 80-89**
- C – 73-79**
- D – 70-72**
- 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 excused or unexcused 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 excused or unexcused absences and no more than 5 tardies for the semester. (Not to exceed 10 absences for the year.)

Students who have received an in-school or out-of-school suspension at any time during the school year may not be exempt from exams.

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 10-12 who exhibit leadership in their school and achieve high academic and moral standards. The Magnolia Heights selection committee composed of members of the high school administration and faculty will review those students eligible for the honor society. Students are selected based on their grades and other qualifications such as involvement in the school and community, cooperation and discipline.

- In order to be considered, sophomores must achieve a ninety-five overall (95) semester grade point average. Juniors must attain a ninety-three (93) semester grade point average, and seniors must have at least a ninety (90) semester average.
 - Grades are determined by averaging the spring semester grades of the previous year and the first 9 weeks of the fall semester of the current year. Grades are based only on subjects for which the student received a numerical grade.
- Students already inducted into the National Honor Society at another school will be accepted for membership on probation until two (2) grading periods have been completed at MHS. All other incoming students will only be eligible the following school year.
- No student receiving Out of School suspension in the spring semester of the previous year and the first 9 weeks of the fall semester of the current year will be inducted. Any student already a member of the National Honor Society that receives Out of School Suspension will be placed on probation immediately and will remain on probation until the sponsor and advisory committee makes a final decision regarding the student's status in the NHS.
- Final decisions concerning inclusion in the National Honor Society will be made by the sponsor and the advisory committee.

- 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 society.
- In the case of probation or expulsion, parents will be notified of the final decision regarding their student

JUNIOR HONOR CLUB

The Junior Honor Club is an organization available for students in grades 8-9. 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 Junior Honor Club. Other qualifications include cooperation and discipline.

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. Early graduation deems a student ineligible for these distinctions.

For the class of 2017 and beyond, a student must take at least five honors courses to be considered for valedictorian or salutatorian. The following classes are considered to be honors courses: Honors English, Honors History, Honors Biology I, Honors Biology II, Honors Chemistry, Physics, Anatomy and Physiology, Pre-Calculus/Trigonometry, Calculus, a third credit in foreign language.

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.

Students who have taken and passed five honors courses will be recognized as “Graduates of Distinction” at graduation.

EXTRA-CURRICULAR PARTICIPATION

During the school year, girls and boys may participate in junior high and senior high extracurricular activities.

Student participation in extracurricular activities with two failing grades (69.44 or below) beginning with the first 9 week grading period and every 4 1/2 weeks thereafter, will be placed on probation for participation in any extracurricular activity. Students on probation will be allowed to practice and participate. This probation will allow students to pay special attention to their grades to avoid suspension.

Students who are on probation will have their grades rechecked after two weeks. If a student still has two failing grades, in any subject, they will be suspended from any and all extracurricular activities. Suspension includes not participating in practice, games, activities, or team travel. Grades will be evaluated again in two weeks.

Probation, suspension and reinstatement will only occur at the end of the scheduled two week intervals. Students will be allowed only one probationary period per semester.

Any student ending the school year with two failing grades, who does not repeat the course in an approved program before the beginning of the next school year, will begin the school year on probation. New students attending Magnolia Heights may be placed on probation based on their grades from the school they last attended.

These academic requirements are in addition to the basic athletic eligibility requirements of the MAIS.

MAIS BASIC RULES FOR ATHLETIC ELIGIBILITY

In order for a girl or boy to participate in any sports, they 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. 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.

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 Private School Association (MPSA). 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.

ACCEPTABLE USE POLICY (AUP)

Appendix I

Please read this entire section carefully.

Magnolia Heights School is committed to bringing the latest technologies to our students. The safety of all our students remains our paramount concern. In order to implement this technology integration, every student and parent or guardian should study this Acceptable Use Policy, which outlines guidelines for the use of technology at Magnolia Heights School.

In this document, a “Computer” is termed any technological device owned by Magnolia Heights School that is used for educational purposes and is not specifically assigned to a student. This includes laptops, desktops, iPads, iPods, etc. “Device” refers to the iPod, iPad, Chromebook, PC or MacBook that is specifically assigned to a student by Magnolia Heights School.

1 GENERAL PRINCIPLES

1.1 General: Technology at Magnolia Heights School is a privilege, not a right. Each student is accountable for his/her actions. If there are any questions involving the use of technology, please contact the Technology Department.

1.2 Network Resources: Network Resources refers to all aspects of Magnolia Heights School’s owned or leased equipment, including Computers, Devices, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. The rules below apply to any use of Magnolia Heights School’s Network Resources whether this use access occurs on or off campus.

Students may not use Network Resources to:

- Download, stream, or listen to internet-based music, video, or large image files that are not required for school work while at school, as this slows the performance of the network for all users.
- Alter, add, or delete any system files that affect the configuration of a Computer or Device.
- Install software onto Magnolia Heights School Computers other than the student’s device

ACCEPTABLE USE POLICY (AUP)

- Install software onto a student’s Device that may interfere with the proper workings of the Device or infringe on educational use of the Device. See section 2 of the Laptop User Agreement for more information.
- Write or publish harmful or inappropriate material.
- Facilitate the illegal sharing of copyrighted material using file-sharing tools.
- Upload or create a computer virus or malware.
- Misuse copyrighted material.

- Conduct any type of harassment or bullying.
- Plagiarize material or misrepresent another's work.
- Conduct any commercial business.
- Attempt to maliciously harm the data of another person.
- Pursue inappropriate material (i.e. pornographic, sexist, racist, etc.).
- Utilize chat rooms or instant messaging programs that are not approved first by a teacher.
- Encourage or support prohibited activities by other students.

1.3 Negative Effects: Students may not use any type of technology at any time or place that has a negative effect on:

- School order and discipline.
- Safety and welfare of other students or staff.
- The reputation of Magnolia Heights School, its students, and staff.

1.4 Equipment Use: Personal Use of the technology equipment other than on a student Device is prohibited. Students may use technology equipment under teacher supervision for academic purposes only. This includes but is not limited to the use of projectors, audio, video, or lighting equipment.

1.5 Printing: Paper and toner/ink come at a high expense to the school. Students are encouraged to print only necessary documents. Students will be allowed to print to designated printers only. The school may limit the number of pages a student can print to avoid abuse. The school may also charge for printing if students exceed their allotted quota.

2 COMPUTERS AND DEVICES

2.1 Software: Software and apps that are loaded onto Computers are the property of Magnolia Heights School and under Magnolia Heights School copyright and licensing agreements. No one is allowed to copy any software from a Magnolia Heights School Computer. Students are prohibited from installing any type of software or apps onto a Computer (except for a student's Device) unless authorized by the Technology Department.

2.2 Hardware: Magnolia Heights School provides Devices for student usage as a service. Students are allowed to access only designated Computers and labs for students as well as their student assigned device. Students are not allowed to use a teacher's device unless approved by their teacher.

2.3 Computer Care: In order to continue to provide the best in technology, students must help in taking care of the Computers they use. No food or drink is allowed around Computers or Devices. No student should try to open or fix a Computer or Device. Students are liable for any physical damage to Computers (removing keys off keyboard, mouse ball out of mouse, etc.). Students are not allowed to make any physical changes to a Computer or student Device without permission from the Technology Department.

2.4 Login/Logout: Students at Magnolia Heights School will be assigned a username and password. Students will login to Magnolia Heights School systems using this information. If working in a shared Computer environment (i.e. computer labs), all students are required to sign off after their Computer session has ended.

3 SECURITY

3.1 Electronic Data: Students in grades 7-12 are responsible for all data on their student assigned device. Only the student and Technology Department have access to the data on each device. The student should not expect privacy of his/her files.

3.2 Student Passwords: Students in grades 7-12 will receive a password that is assigned to them after they sign the Laptop Program Acknowledgment Form. This password is known only by the Technology Department and the Students themselves. Students are reminded that this password should be treated seriously. **For security and liability purposes, no student should give his/her password out to anyone.** Under no circumstances should a student attempt to find out another student's password or attempt to access that student's email or personal files.

3.3 Student Security Online: No student should give out his/her or any other student/faculty members' personal information via electronic communication. This includes but is not limited to: name, address, picture, etc.

3.4 Monitoring: Magnolia Heights School reserves the right to monitor any aspect of its information systems in order to protect its systems. School administration monitors the network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of the School's Network Resources, the School administration reserves the right, if needed, and at its discretion, to access remotely, open, examine, and/or delete electronic files that violate this Acceptable Use Policy.

3.5 Network Access: Students should not attempt to gain access to the Magnolia Heights School network with any equipment that is not owned by the school and/or not approved by the Technology Department. This includes, but is not limited to cell phones, computers, or any other network capable device.

4 INTERNET

4.1 Overview: Magnolia Heights School offers Internet access to its students for academic purposes. Internet access is filtered for protection of our students and faculty.

4.2 Inappropriate material: Students are prohibited from visiting inappropriate websites. Internet access is for academic use only and should be surfed that way.

4.3 Filtering: Magnolia Heights School has an Internet filter that will filter inappropriate websites as well as those that may interfere in the teaching and learning process. Student Devices will be filtered at school as well as at home. By offering this filtering service, Magnolia Heights School is making its best effort in protecting students. However, it is impossible to filter or restrict access to all sites that may contain questionable information. We recommend parents oversee their child's Device activities at home.

5 EMAIL

5.1 Overview: In an effort to increase communication between students and between students and staff at Magnolia Heights School, MHS has decided to endorse a student email system. Students in grades 5-12 will be assigned their own Magnolia Heights School email address. Students' email addresses will be in the form of username@magnoliaheights.com Students will login with the same username and password combination that is used to sign in to school Computers and Devices.

5.2 Checking email: Students can check their email from any computer that has an internet connection by visiting <http://mail.magnoliaheights.com> and logging in.

5.3 Email Restrictions: Students will be able to receive email from other students and faculty only.

5.4 Inappropriate email: Students are prohibited from sending inappropriate emails to anyone at Magnolia Heights School or any other domain. This includes mass spam emails, chain letters, and material others may find offensive.

6 DISCIPLINE AND LIABILITY

6.1 Overview: Breach of this policy and/or Laptop User Agreement (LUA) may result in disciplinary action. Depending on the severity of the breach, this may include:

- An informal warning from a staff member or administrator
- A formal verbal or written warning for misconduct
- Loss of technology privileges
- Dismissal for gross misconduct
- Civil proceedings to recover damages
- Criminal proceedings

6.2 Infraction Levels: In order to better communicate discipline policies, Magnolia Heights School has developed a system that is divided into three levels. Depending on the severity of the infraction and grade level, these levels may be altered. The following is only considered a guideline for policy enforcement.

Level 1 Infraction

Type of infraction

Abuse, misuse, or negligence that leads to minor damage of technology equipment

- Installing unauthorized software that may cause disruption
- Disrupting class by not following explicit instructions of the teacher where technology is concerned.

1st Offense: Administrative warning, parent contact and one grade appropriate detention

2nd Offense: Administrative warning, parent conference and two appropriate detentions

3rd Offense: Administrative warning, parent conference and in-school suspension

Level 2 Infraction

Type of infraction

- Circumventing or breaking administrative settings on the Computer or Device
- Participating in any activity to gain access to additional Network Resources that are not given to the user by the Technology Department
- Excessive and/or repeated device damage due to abuse or neglect.

Disciplinary Action for Level 2 Infractions

1st Offense: Administrative warning, parent conference and out-of-school suspension (1 day)

2nd Offense: Administrative warning, parent conference and out-of-school suspension (3 days)

Level 3 Infraction

Type of infraction

- Possession of pornographic material or pursuing of inappropriate content
- Breaking into unauthorized Network Resources
- *Disciplinary Action for Level 3 Infractions*
- Each case will be reviewed by the appropriate principal and may result in out-of-school suspension and further sanctions as determined by the administration.
- All infractions are subject to review and modification by the appropriate principal. **6.3**

Liability: Magnolia Heights School will not be held liable for:

- Any damage suffered by users due to failure of equipment or interruption of service.
- The accuracy or truth of material obtained through the internet.
- Damages to any person resulting from unauthorized or inappropriate use of technology.

7 DISCLAIMER

Magnolia Heights School does not have control of the information on the Internet or information contained in emails. The School uses a network filter to help maintain a safe environment. Additionally, the School may choose to block sites that it believes distract from the academic environment or unnecessarily consume Network Resources. However, it is impossible to filter or restrict access to all sites that may contain questionable information. Some sites may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal or that is otherwise inconsistent with the mission of Magnolia Heights School. While Magnolia Heights School's intent is to make Internet access available for educational goals and objectives and to maintain a safe environment, account holders may encounter less desirable content. At Magnolia Heights School, we expect the Student to obey the Acceptable Use Policy (AUP) when using the Internet and school-wide resources. Any Student found in deliberate violation of the policy will be disciplined.

In addition, Magnolia Heights School account holders take full responsibility for their access to Magnolia Heights School's Network Resources and the Internet. Specifically, Magnolia Heights School makes no warranties with respect to school Network Resources and does not take responsibility for

- the content of any advice or information received by an account holder;
- the costs, liability or damages incurred as a result of access to School Network Resources or the Internet; or
- any consequences of service interruptions.

Please read this entire document carefully.

This agreement is made effective upon receipt of Device, between Magnolia Heights School (“Magnolia Heights School”), the student receiving a device (“Student”), and the student’s parent(s) or legal guardian (“Parent”). The Student and Parent(s), in consideration of being provided with a Device, software, and related materials (the “Device”) for use while the Student is enrolled at Magnolia Heights School, hereby agree as follows:

1 EQUIPMENT

- 1.1 **Ownership: Magnolia Heights School retains sole right of ownership of the Device and grants permission to the Student to use the Device according to the guidelines set forth in this document and the Acceptable Use Policy. Moreover, Magnolia Heights School administrative staff retains the right to collect and/or inspect the Device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware.**
- 1.2 **Substitution of Equipment: In the event the Device is inoperable, Magnolia Heights School has a limited number of spare Devices (loaners) for use while the Device is repaired or replaced. This agreement remains in effect for such a substitute. The Student may not opt to keep a broken Device or to avoid using the Device due to loss or damage. If the Student forgets to bring his/her operable Device or a power adapter to school, a substitute may not be provided.**
- 1.3 **Responsibility for Electronic Data: The Student is solely responsible for any non-Magnolia Heights School installed software and for any data stored on the Device. It is the sole responsibility of the Student to backup all data as necessary. Magnolia Heights School does not accept responsibility for loss of any such data or for the Student’s own software.**

The Student may choose a backup method of his/her choice. Magnolia Heights School recommends that the Student purchase an external hard drive and perform regular (daily or weekly) backups of data.

2 CUSTOMIZATIONS

The Student *is prohibited*

- **From adding, removing, or altering files outside the user’s directory on the assigned Device unless authorized by the Technology Department. The user’s directory is considered /Users/jdoe where jdoe is the username of the Student.**
- **From altering the physical appearance of the device (i.e., stickers, skins, etc.).**
- **From covering, removing, or altering the asset tags that are placed on the Device.**

The Student *is permitted*

- **To install applications* on the assigned Device so long as he/she legally owns and installs it in accordance with a license agreement, excepting any software that the Student knows or should know may cause system problems to the Device. We strongly suggest that the Student minimize additional installations because if those installations cause system errors, the Device will be restored to the original settings, and everything added to the system by the Student will be erased. Also, Magnolia Heights School will periodically conduct maintenance that will require the Student to re-install all non- Magnolia Heights School issued software and files. Note: the software originally installed by Magnolia Heights School must remain on the Device at all times.**

*** There are two types of applications for the Mac: Application bundles (self-contained applications) and packages. The Student *is permitted* to install application bundles on his/her Device. The Student *is prohibited* from installing packages on their Device since they require administrative privileges. If the Student would like to install a package, he/she can bring it to the Magnolia Heights Tech Center for approval and password. The Student can also submit a form for package approval via email to wscott@magnoliaheights.com. This package may then be available for install through our Self Service Application.**

3 DAMAGE OR LOSS OF EQUIPMENT

3.1 Warranty for Equipment Defects:

All Devices come with a manufacturer's warranty covering parts and labor. This warranty covers only damage to the device caused by manufacturer's defects. Families incur no additional charges for repairs covered by warranty.

3.2 Responsibility for Damage:

The Student is responsible for maintaining a fully working device at all times. The Student shall use reasonable care to ensure that the device is not damaged. Refer to the Care Guide for your Device for a description of expected care. Where the damage occurs (on campus or off campus) does not affect the application of these policies. When damage occurs to the Device the Student and/or Parent(s) are responsible for Damage Repair Fees as outlined below.

3.3 Process of Determining Damage Repair Fees:

Anytime a repair is necessary or appropriate, the student will be required to pay a Damage Repair Fee. The fee is calculated as follows:

A damage point is accrued by the Student each time his or her Device sustains damage that requires a repair. Each point will remain on the Student's maintenance record for a period of thirty six months. The Damage Repair Fee will be calculated by multiplying the total number of damage points acquired by the student, including the point accrued for the incident being calculated, by \$25. The maximum number of damage points a student can acquire during any thirty six month period is four.

3.4 Repair Procedure:

In order to have the Device repaired, the Student will take the Device to the MHS Apple Room. Under no circumstance should the Student take the Device to a third party repair location, including the Apple Store. The Device will be assessed, and if further repair is required, a loaner Device will be issued to the Student. The Student's Device will be repaired in-house or sent out for repair. The Tech Center will e-mail the Student's parent(s) to inform them that a repair is being performed and amount of the repair fee. Once the device is ready to be picked up, an e-mail will be sent to the Student and parent(s). After this notice is sent, the Student will have four business days to exchange the loaner Device for his/her own rental and to pay any fees associated with the repair.

3.5 Technical Support and Repair:

Magnolia Heights School will make technical support, maintenance, and repair available at the MHS Apple Room.

3.6 Negligence:

Magnolia Heights School reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to negligence. Examples of negligence include by are not limited to:

- Using the Device in an unsafe manner
- Deliberately neglecting the Device

3.7 Responsibility for Loss

In the event the Device is lost, stolen or destroyed, the Student and/or Parent(s) are responsible for the full replacement cost of the Device.

Destroyed, as used herein, is defined as follows: when a Device is damaged to such an extent that the total cost of repairs exceeds the value of the Device immediately prior to the damage.

Replacement cost is determined at the time of the loss and is defined as follows: the current cost of replacing the Device with a new one of equal effectiveness.

All replacement cost must be paid within four days of the loss and prior to the Student receiving a replacement Device. Where the loss, theft or destruction occurs (on campus or off campus) does not affect the application of these policies.

Actions Required in the Event of Damage or Loss:

If the Device is damaged, lost, stolen or destroyed the Student must report the problem immediately to the MHS Apple Room. If your Device is covered by insurance, please contact your insurance carrier immediately to ensure prompt compliance with all terms and conditions thereof.

4 RESPONSIBILITY FOR PROPERTY

Students are responsible for maintaining a fully working Device at all times. The Student shall use reasonable care to be sure that the Device is not lost, stolen, or damaged. Such care includes

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except the Student's parents.
- Not using equipment in an unsafe environment.

Students must keep the Device attended (with Student or within a secured classroom) at all times. Devices left in bags in hallways or other locations on campus are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If the Device is confiscated, the Student will receive a warning and/or disciplinary action before getting the Device back.