



STUDENT HANDBOOK SUPPLEMENT

2021-2022

Academic Dishonesty

Any type of unauthorized communication or sharing or receiving of information or materials with others (verbal, nonverbal, written, or electronic) about any assignment or assessment is considered cheating. For written assignments, the copying of another's work or ideas without attribution is plagiarism. For summative assessments, students are expected to follow each teachers' testing procedures. Students engaging in academic dishonesty (i.e., cheating or plagiarism) or who refuse to follow testing procedures will be referred to their assistant principal. The assistant principals will assign disciplinary consequences they deem appropriate to the scope and severity of each offense. **NOTE: To maintain test confidentiality, common assessments and/or district benchmark exams are not permitted to be sent home for parent/student review.**

Address/Phone # Change

When the address, telephone number, or email address of a student's guardian or emergency contact has been changed, **it is the student's/parent's responsibility to notify the REGISTRAR regarding all such changes.** This notification of change is critical to the maintenance of a safe and orderly school environment. If an emergency arises during school hours, it is critical that the school has the correct

parent contact information for notification.

Attendance

Attendance is critical to all students and their success. Please refer to all attendance guidelines in the MISD Student Handbook. If the student has attendance make-up hours that have not been completed, he or she cannot participate in extracurricular activities until those hours are met.

Arriving on Campus in the Morning

For their safety, students should not be dropped off at school prior to 6:30 a.m.

Once students arrive on campus, whether by bus or private transportation, **they may not leave** under penalty of discipline. 8th grade students arriving before the first bell must report directly to the cafeteria. 7th grade students arriving before the first bell must report to the large gym.

Backpacks

Backpacks/string bags/duffel bags may be used to carry books, supplies, and personal effects between classes during the school day. Once in class, students will be required to place their backpacks or bags in a space underneath or near their desks, or in a place designated by their

teachers. Students will not be permitted to leave their classrooms during a class period with their backpacks or bags unless they are signed-out to leave or have been instructed to bring their belongings.

Blankets & Pillows

Students are not to bring blankets or pillows to school for the purpose of sleeping, resting, or keeping warm. Students with these items will be asked to conceal them in a backpack or bag. If doing so is not possible or a student repeatedly violates this rule, the pillow or blanket will be confiscated.

Clinic Services

In the event of illness or injury occurring during the school day, the school nurse provides clinic services. A student may go to the clinic only after obtaining a pass from a teacher or administrator. Students who feel they need to go home due to illness must first report to the clinic with a pass, prior to parent notification. Students who feel ill and leave school without going through the clinic and attendance office will be considered truant. It is important that the school be able to account for all students' whereabouts during the school day.

Clubs/Organizations

MJH offers a variety of activities, clubs, and athletics. Not all events start at the beginning of the year; therefore, it is important that students listen to the announcements every day. Students desiring to organize a club must have the principal's approval. Once they receive approval, the students are encouraged to recruit an adult on campus to be their sponsor. Meetings will be held at the discretion of the adult sponsor.

Counselors

The counselors at MJH serve a variety of roles on campus in support of students' academic and personal success.

Students wishing to speak with a counselor should stop by the AP's office between class, before school, or after school and speak to the office secretary about setting up an appointment. At their first convenience, the counselors will initiate a pass to arrange a conference. In the case of an emergency, the student should obtain a pass from the teacher and go directly to the AP's office.

Parents wishing to speak with a counselor should call the school's main number and ask to speak to their child's counselor. The counselor will talk with you if they are available at that time. If they are not available, a message may be left and the call will be returned as soon as possible.

Information that a student shares in a counseling situation is considered confidential unless the student suggests harm to him or herself or to others.

DAEP

Disciplinary Alternative Education Programs (DAEP) placement is the consequence for serious or persistent misbehavior as identified in the Student Code of Conduct, and length of placement is commensurate with the offense. It is located at the Special Programs Center at 110 Magnolia Blvd in Magnolia. If a student is placed in DAEP, there is a strict dress code, and parents must provide transportation. The student's assistant principal will make sure the student and parent are aware of all rules and regulations.

Deliveries to Students

In order to avoid any disruption to the learning environment, flowers, balloons, stuffed animals, and other similar items are not permitted to be delivered to students at school. Food may be dropped off by a parent or guardian for a student at the front check-in area, but it will not be delivered until his or her designated lunch period. MJH will not accept deliveries for students from outside food vendors, even if they have been purchased by their

parents. Parents may only bring food for their child.

Food and Drink Outside the Cafeteria

There should be no food or drink consumed in the hallways between classes or before or after school. Students are not permitted to consume food or drink in class, with the exception of water, unless given explicit permission to do so by their classroom teacher. Students violating this policy may have their food or drink items confiscated.

Disciplinary Consequences

The following are the primary disciplinary options the school may assign to address violations of the District Code of Conduct or campus-specific rules. A student will be assigned to one or a combination of the consequences for violations of the student code of conduct. The assistant principal must remain consistent in how they handle situations and violations. The assistant principals and principal will continually examine all consequences with infractions to determine consistency.

Please refer to the District Code of Conduct in the MISD Student Handbook for more detailed information. **Please pay close attention to the sections that mandate a consequence.**

Lunch Detention

A student can be assigned lunch detention for minor infractions, including tardies.

Lunch detention can be assigned by administrators or lunch monitors during a lunch period without formal procedure.

Students assigned to lunch detention will report directly to the location designated for this disciplinary placement. The lunch detention supervisor will allow students to purchase their food, if applicable, once lunch detention has begun. The student will remain in lunch detention to eat and to work for the student's entire lunch period.

After School Detention (ASD)

A student assigned to After School Detention for disciplinary problems is expected to serve for each time assigned. ASD is held after school hours from 2:35 p.m. to 4 p.m. Parents need to be at school promptly at 4 p.m. to pick up their student.

ASD is a study period. The student is required to stay busy with school assignments the entire time and will be dismissed for failure to comply with this requirement. A student who fails to attend ASD, who leaves without permission, who is asked to leave for any reason, or who fails to work diligently on classroom assignments is subject to further disciplinary action. Students who fail to attend ASD will be subject to further disciplinary action.

In-School Suspension (ISS)

ISS is provided as a disciplinary action for repeated offenses, dress code violations that cannot be resolved, or offenses of a serious nature. Students assigned to ISS will attend for the entirety of the school day, unless otherwise instructed by their assistant principal.

Students assigned to ISS report to the AP's office bringing schoolbooks, lunches, and needed study materials. In this supervised class the student studies regular schoolwork, receives assistance from the teacher and takes all required tests. All school rules and regulations will be in effect for students during the ISS assignment. Failure to abide by ISS rules will result in further disciplinary consequences up to, and including, DAEP.

The student will also be required to follow additional rules set by the ISS teacher. The following are basic rules to help a student get started:

1. Students must **bring all materials** and supplies necessary for the day to ISS prior to the first tardy bell.
2. Students are required to turn their phone off and turn it in to the ISS teacher for the duration of the school day, while in ISS. Phones will be returned to the student before the bell rings to dismiss for the day.

3. Students are **not permitted** to participate in any school/extracurricular activities while assigned to ISS.

4. Students **are not** permitted to talk without permission.

5. **Restroom breaks** are provided for the group at the discretion of the ISS teacher.

6. Students are **required to be on task** throughout the day working on school related assignments.

7. All **assignments** given through the ISS teacher must be **returned to the ISS teacher upon their completion**.

8. Additionally, students are expected to follow and comply with all teacher requests and any/all school policies/procedures while assigned to ISS.

9. Students are not allowed to participate in any extracurricular activity until they have served all days in ISS.

Regular classroom teachers make ISS assignments for the duration of a student's stay in ISS. A student who fails to complete a full day in ISS, who is absent on the assigned day, who leaves without permission, who is asked to leave for any reason, or who fails to work diligently on classroom assignments is subject to further disciplinary action. For example, leaving ISS for a physician's appointment will result in additional ISS assignment.

ISS is staffed with a staff member who is able to help students with their

assignments. Regular classroom teachers may also visit ISS.

Assistant principals will work closely with the counselors and ISS teachers to evaluate the student's progress.

Discipline Guidelines 2021-22

Teaching good citizenship is a primary goal of our school. All students should respect others property and rights, practice honesty, and show respect to Magnolia students, staff, and guests. The academic and extracurricular benefits and privileges received by students are dependent upon the good behavior of each student.

Behavior that threatens the welfare and morale of the school will be referred to the assistant principal. Students should also realize that teachers have the authority and the responsibility to correct inappropriate behavior when correction is necessary. Every effort will be made to help the student in overcoming his or her problem.

Assistant principals will work hard to help students control their behavior as well as develop good decision-making skills. **The goal of a referral to the office is to correct inappropriate behavior as well as teach appropriate behavior and problem-solving skills. In order for the assistant principals to accomplish their job, the support of the parent in the school's decisions is vital.**

The school tries to involve the student in some decisions regarding discipline. The

following procedures may be used separately or collectively to modify student behavior in correction of problems. Consequences are based on the frequency and severity of the offense with regard to the health, safety, and general wellbeing of all Magnolia Junior High School students and staff. The following information is provided as a reference or guide for both students and teachers. The general or most frequent offenses are listed. Not all possible offenses are listed.

All discipline referrals that a student has received will be used in determining the consequences for a new referral being handled. Consequences will be elevated for students that have been referred to the assistant principal's office for previous incidents.

Please note that general misconduct violations are not listed in the guidelines.

There are numerous factors that must be examined in each of those situations to determine the consequence. Therefore, the assistant principal will make the decision based on the information provided and the appropriate consequence based on previous information of students committing the same type of offense.

- **Bullying/Harassment**
- **Drugs, Alcohol and/or Simulated Substance Offenses**
- **False Alarms/911 Calls**

- **Inappropriate use of Cell Phones**

- **Obscene & Offensive language/Gestures to other students**

- **Obscene language/Gestures to teachers & staff**

- **Pantsing (Pulling down other person's pants) and/or "Mooning"**

- **Smoking/Possession of tobacco, or electronic cigarettes**

- **Tardies: refer to the Tardy Policies and Procedures section of this handbook.**

- **Theft**

- **Unauthorized use/Misuse of school property**

- **Vandalism**

Failure to serve Detentions as assigned

Detentions are assigned on the next possible day. No changes will be allowed without assistant principal approval. Students that are sick or have a previously arranged doctor's appointment will be allowed to reschedule with a parent phone call or written communication.

Truancy

A student shall be considered truant when absent from school, which includes any period (including lunch) that is "skipped" during the course of the school day, without the consent of a parent or legal guardian or a school official.

Disciplinary action will also be taken for such truancy. In addition to disciplinary consequences, students will receive an unexcused absence for each period and a zero for all posted grades in the classes missed where truancy has been established.

Tardy Policies and Procedures

Punctuality is an important habit that shows consideration for fellow students and teachers. In a larger context, absence and lost time due to tardiness are the primary reasons for employee dismissal in the workplace.

Tardiness is defined as arriving to class late without an approved permit after the tardy bell rings for the opening of class.

Students arriving to class more than 10 minutes late will be regarded as truant.

Tardy counts are reset at the beginning of each nine weeks.

Dress Code

School is a place of business, and dress code regulations will provide appropriate standards for the general appearance of students, foster good physical and mental health, and encourage students in appropriate dress habits.

The faculty and the administration will enforce the policy governing dress and grooming uniformly. **It shall be the**

responsibility of the professional staff to determine the appropriateness of attire for all school occasions. All students have the responsibility to wear clothing that contributes to their own health and safety as well as those of others.

The STUDENT'S dress and grooming:

1. Shall not lead school officials to believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities; or
2. Shall not create a health or other hazard to the student's safety or to the safety of others.

In the event of a dress code violation, a student will be required to contact his or her parents to inform them of the dress code infraction. Parents may bring the student a change of clothing, if the change of clothing can be delivered within a reasonable time frame. Otherwise, the student will finish the school day in appropriate apparel provided by MJH.

Important Note: If the dress or grooming of a student is deemed to be significantly affecting the educational environment, the student will be placed in ISS for the day or until the infraction is resolved. Students may be suspended for a period of time determined by an administrator for violations of the dress code. All students shall be accorded due process safeguards before any disciplinary action is taken, per MISD policy.

Dress and Grooming Guidelines

The following outline shall serve as a guide for junior high school students. However, **"appropriateness of dress and appearance" will be determined by and enforced by the administration on an individual basis. Administrators have the final decision regarding appropriateness of dress.**

1. **Shoes** must be worn at all times. This includes flip flops; however, **no bedroom slippers/house shoes are allowed.**
2. No student may wear articles of clothing or other accessories that are considered **distracting, unsafe, offensive, revealing, or suggestive** (direct or indirect references to obscenities, pornography, alcoholic beverages, narcotics or other prohibited substances, or violence). No student may wear badges, patches, decals, safety pins or emblems of any kind or in any place that may be offensive to others or that may expound or advocate the use of prohibited substances or actions.
3. **Hats** may only be worn on special occasions, which will be announced to all students prior to the event.
4. No visible body **piercing** beyond earrings is allowed. This would include but is not limited to the face, arms, nose, and tongue. **Piercing jewelry will be confiscated and will not be returned to the student.**

5. **Hair color** must be of a natural human color and should not be a distraction to the educational process.

6. **Eye color** must be of a natural human color and should not be a distraction to the educational process.

7. **Extreme hairstyles** (i.e. Mohawks, tails, designs shaved into hair, etc.) are prohibited. Hair must be kept **out of the student's eyes**.

8. **CHAINS** of any length or size (including wallet chains) are not allowed.

9. Students may not wear **boxers, pajamas, pajama pants, or other sleepwear** as outerwear.

10. Tattoos, both temporary and permanent, are not allowed in school and must be covered at all times.

11. **The hood on hooded sweatshirts may not be worn on any part of the head while in the building.** Students who repeatedly violate this rule will have their sweatshirt confiscated by an administrator and held until the end of the day. Further violations may result in a student being barred from bringing a hooded sweatshirt to school.

Face Masks & Coverings

Face masks and coverings will follow the same guidelines as any other article of clothing. They must not be considered **distracting, unsafe, offensive, revealing, or suggestive** (direct or indirect references

to obscenities, pornography, alcoholic beverages, narcotics or other prohibited substances, or violence).

Pants and Shorts

1. Undergarments must **never** be visible.

2. Pants or shorts with significant holes above the knee may **not** be worn without opaque leggings worn underneath. **A hole is deemed "significant" if it is more than 1 inch in diameter.**

3. **Shorts** must not be shorter than mid-thigh and must not fit too tightly.

4. Boxer shorts and bicycle shorts are **not** allowed as outerwear.

5. No tight pants, stretch pants, leggings, yoga pants, etc., are allowed unless worn with a shirt/skirt/dress of mid-thigh.

6. No baggy, sagging, or oversized pants are allowed. Pants must be worn at the waist and should never expose the underwear, whether by accident or intent. Students who are deemed to be "sagging" must tuck in their shirt and use a belt. If the student does not have a belt, a belt/zip tie will be provided.

Skirts and Dresses

1. Skirts and dresses must not be shorter than mid-thigh.

2. Backless dresses are not allowed.

3. A sweater must be worn at all times over dresses with small shoulder straps.

4. Bras/bra straps should not be visible. All tank tops/shirts should be at least 1 and a half inches in width.

Shirts and Blouses

1. **Stomachs must be covered at all times.** Undergarments must **never** be visible.

2. Backless or see-through blouses/shirts may **not** be worn. A sweater must be worn over shirts with small straps. **No cleavage can show.**

Tank tops or muscle shirts may **not** be worn unless worn over a shirt that meets the dress code.

4. Blouses or shirts of see-through material without the wearing of an appropriate vest or shirt/blouse are **not permitted.**

5. Shirts and blouses must be kept properly zipped or buttoned without a low neck or low back.

Dress code applies to all before and after school functions.

Any other dress code issues that are not specified in the handbook will be addressed by the Magnolia Junior High administration at their discretion.

Co-curricular/Extracurricular Dress and Grooming

The principal (or designee), in conjunction with the sponsor, coach, or other person in charge of an extracurricular activity,

may regulate the dress and grooming of students who participate in the activity.

Apparel not allowed -

1. Creates a hazard to the student's safety or to the safety of others; or
2. Will prevent, interfere with, or adversely affect purpose, direction, or effort required for the activity to achieve its goals.
3. Interferes with the reputation and standing of the group or school.

Violation of the policies set by the program may result in suspension or removal from the program or activity.

Drink Containers

In order to prevent spills that create hazards and disrupt valuable class time, students are only permitted to have drink containers with screw-tops or sports-tops. Yeti-type, Styrofoam, or any other drink containers that cannot be completely sealed and stowed in a bag are not allowed. Drinks in unapproved containers delivered to students during lunch must be consumed in the cafeteria and disposed of before returning to class.

Electronic Devices

Electronic devices, including cell phones, smart watches, tablets, e-readers, music players, and the like, are permitted for use

during lunch and passing periods, but must be silenced and placed in a bag or pocket immediately upon entering class. If a student leaves the classroom, but will return during the period, their cell phone must remain in their backpack in the classroom. Electronic devices can only be used in the classroom for instructional purposes when approved by the teacher. **Please note that students are not permitted to use these devices in class even if they are being contacted by a parent.** During a class period, parents may call the front office and leave a message for their student, which can then be delivered.

Ear buds, air pods, or headphones may not be used during the school day, with the exception of lunches. Students may use these devices for instructional or testing purposes, but only with the explicit permission of the teacher.

Your child's phone and any other electronic device may be confiscated and sent to the AP's office if used inappropriately. Repeated misuse of an electronic device will result in fines and/or loss of privilege to bring an electronic device to school. The school is not responsible for lost or stolen cell phones and/or electronic devices.

Hallway Behavior

Students are expected to walk on the right side of the hallway and be respectful of others as they walk through the building.

Running, pushing, shoving, or any type of horseplay in the hallways is not allowed. Students need to keep their hands to themselves.

Leaving Campus During the Day

Any student who must leave campus during the day must have his or her parents' permission to do so. The person providing transportation must report to the front office to sign the student out from school before they will be released. Parent identification is required. The school must receive notification from the parent prior to release if someone other than the parent will be providing transportation. **Once a student is on campus, he/she may not leave.**

Leaving Campus at the End of the Day

At the end of the school day, all students must leave the building or be in a supervised activity by 2:35 p.m. Students riding a bus should make their way to the bus parking lot behind the building and load their bus immediately at dismissal. Students that are car riders should immediately exit through the bank of doors on the east side of the building and wait for their ride in their assigned area under the covered sidewalk. Students

must remain on sidewalks and not cut across the pick-up line in between or in front of vehicles. At dismissal, all car riders must be picked up **on the east side of the school via Sanders St.** Students may not be picked up at the front of the school until after 3:00 p.m. Students are never permitted to be picked up on the west side of the school.

Lunch/Cafeteria Procedures

Comprehensive food services with several daily options, including breakfast, are provided for students. Lunch prices are published at the beginning of the school year and can be found posted online and in the cafeteria. Applications for FREE or REDUCED-RATE lunches are distributed through the registrar. Students are encouraged to apply if they qualify.

Specific cafeteria procedures will be covered the first few days of school, but a few to remember are as follows:

1. Lunches are assigned based on a student's 5th period class. Students are asked to proceed to the cafeteria in an orderly manner without running.
2. Students may sit only in designated areas. Seats in the cafeteria are not assigned.
3. Students must have a pass if not in the cafeteria during lunch.

4. All food and drink must remain in the cafeteria area of the building.

5. Students are expected to pick up their area after each lunch period.

6. Students may **not** order food to be delivered to the campus at lunch or any other time.

7. Lunch is a good time to visit with friends, but there will be several hundred students in a relatively confined area. AVOID SHOUTING OR "HORSEPLAY" OF ANY TYPE. What starts in fun may end in a difficult situation for all concerned.

8. Theft of items sold in the cafeteria or school store is a criminal act. Individuals caught will be disciplined and referred to the student resource officer on campus.

9. Students may not leave campus during lunch. MJH is a "closed campus."

10. The throwing of any object in the cafeteria can result in immediate disciplinary action.

Make-Up Work for Absences

The reason for absence (excused/unexcused or otherwise) does not preclude students from being given work they missed, nor does it relieve students of their responsibility for completing missed assignments and submitting the assignment in the appropriate amount of time.

Regarding assignments the student did not receive because the student was absent the day the assignment was assigned by the teacher:

The student is responsible for approaching the teacher and asking for any missed assignments.

Students can submit assignments missed due to absence without losing points if the assignment is submitted to the teacher within one week from the day the student returns to school.

If an assignment is not submitted to the teacher within one week from the day the student returns to school, points will be deducted from the final grade of the assignment, in accordance with the "Guidelines for Assignments Submitted After the Assignment's Due Date (Late Work)" section of the MJH Grading Guidelines.

Regarding assignments the student did not submit because the student was absent on the assignment's due date:

The student is responsible for remembering the assignment's due date and submitting the assignment the day they return to school.

If an assignment is not submitted to the teacher upon return, points will be deducted from the final grade of the assignment in accordance with the "Guidelines for Assignments Submitted After the Assignment's Due Date (Late

Work)" section of the MJH Grading Guidelines.

MJH Respect Policy

At Magnolia Junior High School, respect is the cornerstone of all our interactions and behaviors. We acknowledge the dignity and worth of one another and strive never to diminish another by our conduct or our attitudes.

Definition of Bullying

Any physical, spoken or written act of abuse, violence, bullying, harassment, intimidation, extortion, the use of vulgarity, cursing, making remarks of a personally destructive nature towards any other person, and any restriction or prevention of free movement of any individual.

Bullying is defined by state law as engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and that:

(1) Has the effect or will have the effect of physically harming a student, damaging a student's reputation.

Conduct is considered bullying if it:

(1) Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and

(2) Interferes with a student's education or substantially disrupts the operation of a school.

[Act of June 17, 2011, 82nd Leg., R.S., H.B. 1942, § 7 (to be codified at Texas Education Code § 37.0832)]

The Magnolia Independent School District prohibits bullying as defined by state law. The District also prohibits retaliation against anyone who makes a bullying complaint. For more information, see the Bullying section of the MISD Student Handbook.

Putting a Stop to Disrespect

Step One: When you witness behavior that is in violation of the Respect Policy, tell the person to stop. Apathy, silence, or laughter encourages the abuse and further disrespects the victims. Inform an adult in school and your parents.

Step Two: If the behavior does not stop, contact an administrator as soon as possible to initiate a complaint.

Step Three: If the behavior continues, keep a journal of further incidents, including description, time, date, place and witnesses. Keep your parents and administrators informed.

Corrective Action

- Disciplinary actions may include: conference, parent notification, counseling, detention, in-school suspension, out-of-school suspension, and DAEP.

Furthermore, police may be contacted, and charges may be filed.

Note: The severity of the offense dictates the consequence. These expectations apply to all facets of school life at school and school activities.

Parent Conferences

Parents are encouraged to contact the school to arrange for a parent conference. Conferences can be scheduled before school, after school, or during a teacher's conference period. If the administrator, counselor, or teacher is unavailable, the parent can leave his or her name and number, and someone will return the call. Our preference is that we are given at least 24 hours in order to be adequately prepared for your conference. Counselors and administrators will also assist in conferences with teachers as facilitators and as extended resources if requested. Parents should report to the reception area at the front of the school to check-in.

Parent Involvement

Parent support is an integral part of a student's total educational experience. We encourage parents to become active participants by visiting our school, volunteering time whenever possible, and by being involved in parent meetings and student activities.

We encourage parents to be engaged and active whenever appropriate in their child's education and extracurricular activities.

Parent Self-Serve

Parents and students can check grades and attendance daily using the Parent Self-Serve system. Parent Self-Serve can be accessed through the MJH website, under the **Students and Parents** tab.

For Parent Self-Serve login and password help contact Elida Perez at eperez@magnoliaisd.org.

Parents Visiting Classrooms

Parents interested in visiting a classroom during instruction must first submit a written request to the principal. Instructions for submitting a request are

available at the reception desk or front office. Upon administrative approval, the time of visitation will be scheduled with the teacher the parent wishes to visit. On the day of their visit, parents must check-in through the front office and will be escorted to the classroom. The parent must be a **spectator only** and may not engage any student or teacher during the observation. All information about any student is confidential and should remain confidential.

Public Displays of Affection

Students will be expected to conduct themselves in a dignified manner at all times while at school or at school-sponsored activities. It is considered inappropriate for students to engage in physical contact of an overly and overtly affectionate nature. This may include, but is not limited to, extended hugging and touching, kissing, massaging, or hand holding.

Pets

Pets of any kind **may not** be brought to Magnolia Junior High School.

Schedule Changes

A student wishing a schedule change must submit the request in writing with his or her counselor. Schedule changes will be

considered only under the following conditions:

Overcrowding in a class.

Correcting an error in the schedule.

Extenuating circumstances approved by administration.

Technology

MISD offers a variety of access to technology for student use. Users may have access to internal and external resources in order to retrieve and process information designed to facilitate learning and enhance educational information exchange. Any inappropriate or unauthorized use of the Internet, technology equipment, software, etc. may result in disciplinary consequences and/or having technology privileges revoked, per MISD policy. Any intentional damage committed by a student to technology resources provided for his or her use will result in a disciplinary consequence. The offending student may also be responsible for reimbursing the school for the cost of the damage caused and lose the privilege to use district-owned technology resources going forward.

Textbooks/Library Books

Delinquent charges assessed for lost/damaged/stolen textbooks or library books must be cleared before a student's

record can be completed. **A student whose textbook record is not clear will not be issued any additional textbooks or library books until delinquent charges have been collected.**

Toys

Students are not permitted to have toys in class. This includes “fidget spinners,” “fidget cubes,” or any similar item, unless a student has a documented condition addressed by such an item per a current IEP or 504 plan. In all other cases, toys are subject to confiscation by the classroom teacher.

Tutorials

Morning tutorials are offered **daily at 6:40 a.m.** in each core subject area, and afternoon tutorials are available with teachers by appointment.

To attend a morning tutorial session, students must simply check-in with the teacher on duty at the entrance to the hallway of the subject in which they need assistance. Once in the classroom of the teacher holding that morning's tutorials, students will be asked to sign-in to keep a record of their attendance. Morning tutorials are offered daily in each core subject and grade level by a different teacher in the corresponding grade-level content area.

Students are encouraged to attend tutorials whenever they feel in need of

help and are not limited to attending the morning tutorial sessions covered by their assigned classroom teachers.

Parents and students can use the **Morning Tutorial Calendar** to view the teachers with scheduled tutorials each day.

Visitors to the Building

- During morning arrival, parents and other visitors are encouraged to observe the car-rider procedure via Sanders St. and park on the eastside of the building before entering through the “Gymnasium” doors. Prior to 7:15 a.m., parents and other visitors may check-in at the morning reception desk in this area by presenting a valid form of identification and signing the visitor log.
- After 7:15 a.m., all parents and other visitors must enter through the front of the school, present a valid form of identification, and sign the visitor log.
- All visitors must wear a visitor badge.
- Students’ friends and unapproved classroom visitors are not permitted on campus.
- Students from other campuses are not allowed in the building during school hours, during arrival/dismissal time, or during special events without the prior approval of a campus administrator.

This is an addendum to the MISD Student Handbook specific to Magnolia Junior

High. Students and their parents are expected to read and understand all information included and should sign the acknowledgement form at the back of the MISD Student Handbook.

Any questions may be referred to the campus administration.