

# Memphis Academy of Health Sciences

## Middle School



# Student Handbook 2007-08

Changing Lives, One Mind at a Time!

*Revised: July 28, 2007*

### Mission Statement

The Memphis Academy for Health Sciences will equip students with the necessary skills to be competitive in the 21st Century. Our students will demonstrate the ability to read, write, speak and calculate with clarity and precision. Successful transition to high school will be a primary goal for all.

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# Welcome Letter

Dear Parents and Students,

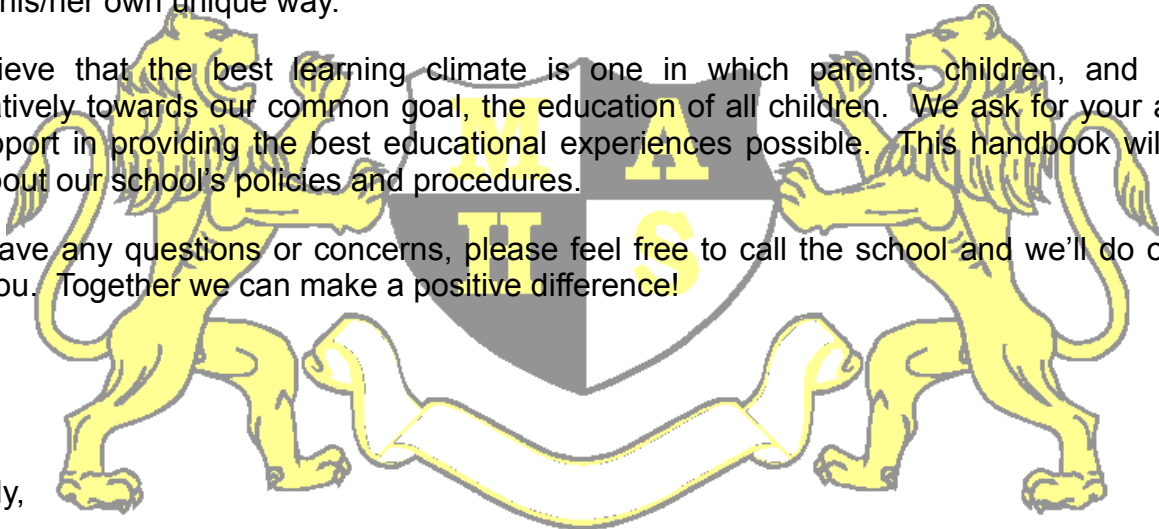
Welcome to the 2007-2008 school year at Memphis Academy of Health Sciences. The staff, governing board and administration takes great pride in providing all of our students with the best educational opportunities possible. We are committed to assisting all children in their academic, social and emotional growth. Our staff will use a variety of teaching techniques to help each child grow in his/her own unique way.

We believe that the best learning climate is one in which parents, children, and staff work cooperatively towards our common goal, the education of all children. We ask for your assistance and support in providing the best educational experiences possible. This handbook will help you learn about our school's policies and procedures.

If you have any questions or concerns, please feel free to call the school and we'll do our best to assist you. Together we can make a positive difference!

Sincerely,

*MAHS Governing Board*



# Memphis Academy of Health Sciences

## School Sponsor

The *100 Black Men of Memphis, Inc.* is a 501c3 non-profit organization, affiliated with the *100 Black Men of America, Inc.*, whose mission is to improve the quality of life in the communities we serve and enhance educational and economic opportunities for African Americans in the Memphis area. We represent one of over 105 chapters nationally and internationally. The *100* seeks to address pertinent issues affecting African American youth by focusing on the theme “What they see is what they’ll be”, hence providing positive, approachable role models. The development and nurturing of our African American youth is the paramount purpose of the *100 Black Men of Memphis, Inc.* acknowledging and accepting the fact that indeed, “our children are our legacy to the future”

The *100 Black Men of Memphis, Inc.* is committed to the intellectual development of youth and the economic empowerment of the African American community based upon the following precepts: respect for family, justice and integrity. We seek to serve as a beacon of leadership by utilizing our diverse talents to create an environment where our children are motivated to achieve and African Americans in the Memphis community are empowered to become self-sufficient shareholders in the economic and social fabric of our city, county and region.

There are four tenets that drive all that we do as an organization. We call these our “Four for the Future”. These are Education, Economic Development, Health and Wellness and Mentoring. These four areas have been deemed the most critical to the future of our youth and our communities throughout the nation. Our commitment to mentoring has touched the lives of youth from Orange Mound (Hanley Elementary) to North Memphis (Douglass Elementary and the Memphis Academy of Health Sciences). Our “*Mentoring the 100 Way*” is a nationally recognized group-mentoring model that is effectively employed to give young black males positive life altering exposure and experiences.

Simply put The *100 Black Men of Memphis, Inc.* is comprised of “Real Men Giving Real Time” in order to affect positive change within our community to improve the quality of life for all.

### **Board of Director Meetings**

The Governing Body for the Academy is responsible for overseeing the operations of the school. The Memphis Academy of Health Sciences Board of Directors meets regularly throughout the school year on the first Friday of each month at 7:00 a.m. The Board welcomes public participation in school affairs and encourages parents and citizens to speak out on concerns that they have about the school.

## Conduct and Responsibilities

### **School Responsibilities**

The Academy will provide a high quality educational choice to the families of its community. We will treat all students, parents, and staff with dignity and respect. We will do all that we can to ensure that students achieve at their highest potential. The Academy will maintain a safe and healthy environment for its students and staff. The Academy will involve parents, businesses, and the community at-large in its programs so that our students have the greatest possible resources available to them throughout their stay at MAHS.

### **Student Responsibilities**

Students are expected to follow prescribed Academy rules and guidelines, adhere to the Student Code of Conduct, come to school everyday on time and prepared, complete all assigned work, participate in all programs and classes in which they may be enrolled, demonstrate respect for self and others, and put forth effort which is indicative of their skill level, competence, and expected potential. Students should seek the help and advice of their teachers and parents whenever they feel they need it. Students should try their best in all they do, whether in school, at home, or out in the community. Students should respect their own health and bodies by remaining drug-free. Students should help maintain a safe environment by refraining from any behaviors that are harmful to themselves or others. Students must not bring any weapons to school and, for the safety of all, should immediately report any other student(s) who might violate this rule. Students are expected to care about their own learning, their fellow students, and take pride in their school, family and the community.

### **Parent Responsibilities**

Parents will be expected to attend all teacher and parent conferences, volunteer time at the Academy during each semester for special projects or programs, become involved in a parent support committee to render needed assistance to the Academy to help it reach its goal of providing quality education, and to work with administration and faculty to create a positive and collaborative learning environment. Parents should ensure their children arrive at school on time, appropriately dressed, and prepared for learning. Parents

should take an active part in their children's learning by assisting them with homework, asking about their progress, meeting with teachers regularly, and participating in the school activities.

### **Guardianship/Child Custody**

If legal guardianship should change at any time, it is the parent or legal guardian's responsibility to inform the school of such changes, in writing. The parent/guardian may be asked to produce official documents indicating such a change.

### **School Records**

Copies of all student records will be maintained on-site at the Academy. A parent may request a copy of their child(ren)'s records at any time by completing the required form available from the school administrator's office. Parents should also obtain a copy of their child(ren)'s records from all previous schools attended. This will help the Academy learn more about the specific educational needs of each student. If parents do not have such records, we will request that they sign a release form so that the Academy may request past records directly from the schools.

### **Change of Address**

Please notify the Academy as soon as possible of any changes in a student's address or other important information.

### **Immunizations**

No student may be admitted without proof of current immunizations. Parents who need help in finding out about community resources which offer assistance in obtaining free and/or low cost immunizations should call the school for more information.

### **Medications**

A doctor's authorization must be on file at the school for any student needing to receive prescription medicine during school hours. All medications for seasonal ailments must be accompanied by a note from a parent or doctor. These medications may be administered by a paraprofessional or teacher.

### **Emergencies**

In case of emergencies, parents will be contacted as soon as possible, by phone or by the contact source provided on the admissions form that each parent/guardian is required to provide. If an emergency exists where the Academy cannot open, parents will be contacted, as soon as possible, at their home phone numbers. The Academy will also broadcast any school closings on radio and TV.

### **Accidents**

If a serious injury occurs on school grounds, the parents/guardians will be notified and asked to pick up the student for their own observation or examination by their family physician. Parents/guardians will be promptly notified of all injuries not considered minor. In the event that the parents/guardians cannot be reached, the student will be discharged to the person named on the students Admissions Card under Emergency Contact.

### **Fire and Tornado Drills**

The Academy will have regular Fire and Tornado drills throughout the school year. Please reinforce with you child the importance of following staff direction during such drills, for their safety and the safety of others.

### **Arrival**

It is the parent/guardian's responsibility to make sure that your child(ren) arrive on time for school. Repeated tardies may result in your child(ren) not receiving the minimal number of instructional hours required by the State and may result in loss funding to the School, but more importantly, may impact your child(ren)'s ability to be promoted to the next grade, as well as retaining a spot on the Academy's roster.

### **Admittance to the Building**

Student must enter by the designated door(s) only. Students are to be permitted in the building before school starts only in cases of inclement weather. Students are not to leave the school building during the school day unless accompanied by a teacher, administrator, authorized staff person, or parent/guardian.

### **Withdrawal**

As a parent/guardian of the Academy, you have the right to choose to keep your child(ren) in the Academy or to transfer them to another school. If you decide to transfer your child(ren) during the current school year, you should first discuss this with the school administrator. The Academy will help you explore your options and will do everything possible to ensure a smooth transition. It is usually best to transfer your child at the end of marking periods or at the end of a regular semester of school.

### Parent Visits

The School strongly encourages parental involvement and visits to the school. Because everyone's schedule is important, including your child's, *please inform the school of an intended visit prior to coming by the Academy during class hours*. This courtesy will allow us to inform the teacher of your planned visit so they can make the appropriate accommodations.

### Parent/Teacher Conferences

The Academy will hold regular Parent/Teacher Conferences throughout the year. Parents are expected to come to the school to meet with their child's teacher(s) during the conference hours. Conference times will include both day and evening times, for your convenience. Parents will be able to see examples of their child's work, discuss their child's progress with the teacher, and during report card marking periods, will receive a copy of the report card.

### Report Cards

The Academy will report each student's progress by a Report Card, six times during the school year. The Report Card must be signed by one or both parents/guardians. It is the responsibility of the parent/guardian to sign and return the Report Card no later than seven (7) days after receiving it.

### Progress Reports

The Academy believes that it is important to keep parents/guardians abreast of their child(ren)'s progress in school. Therefore, we will send out **weekly** progress reports which contain teacher comments as to how your child is doing, what they need to work on and what they are succeeding at. It is important that you contact your child(ren)'s teacher(s) if you ever have a question about the Progress Report or want to discuss with the teacher how you might better assist your child(ren) in achieving the expected performance standards for their age and/or grade level.

### Snow Days

During the winter, heavy snow or ice sometimes makes it necessary to cancel school for the day or delay the opening of school. For television coverage on the closing or delay of school, Channel 5's and Channel 3's school closings ticker. MAHS will comply with MCS closings.

### Telephone and Cell Phones

There is a school telephone specifically designated for students. Students will use the telephone only with written permission from a teacher. Teachers must issue permission to use the phone only in case of an emergency. Student cell phones are not allowed on campus. Cell phones confiscated from students will be held in the office for the remainder of the school year. MAHS will not be held accountable for confiscated cell phones if they are lost or stolen while in possession of the school.

### Textbooks

Textbooks for students are provided by MAHS. They are issued at the beginning of the school year. Pupils should not abuse books. Book covers are recommended for protection. Students will be charged a replacement fee for lost or badly damaged books according to the condition of the book when it is issued to the student. Lost textbooks must be paid for before another is issued to the student.

### Grading System

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### Makeup Work and Missing Assignments

Students who are out of school for extended periods of time for **excused absences**, must be given the opportunity to make up academic course work assignments missed during their absence. It is the parents responsibility to meet with teachers and/or the school administrator to arrange for make-up work, to pick up make-up assignment packages, and to return completed work back to the teacher by the designated due date. It is the responsibility of the teacher to prepare assignment packages for students who are unable to attend school due to extended excused absences. When a student returns from an excused or unexcused absence, he or she is responsible for collecting missed assignments. For excused absences, the completed assignment(s) must be turned in within three (3) days of his or her return in order to receive full credit. For unexcused absences, the completed assignment(s) must be turned in within three (3) days as well, but student will not receive full credit. Amount of credit will be awarded at teacher's discretion. Any student who fails to turn in an assignment not due to an absence from school will receive a zero for that assignment.

### Illness or Accident (Student)

If a student indicates that he/she is not feeling well enough to remain in class, he/she should be sent to the Middle School office. **No student is allowed to leave the campus for any reason without permission from the parents and the school office.** If a student is injured in an accident, the Director should be notified immediately and an *Accident Form* must be completed that day.

### Pagers, Beezers, and Laser Pointers

Students are prohibited from possessing and/or using beepers or any other 2-way electronic communication device on school premise. Cell phones, laser pointers, or other devices of this nature may be confiscated if used on school property. Only the Director may give special authorization for these devices to be used on school property.

### Field Trips

At scheduled times throughout the school year, students will attend field trips and activities that take place off of the school grounds. Parents/guardians must sign a school field trip permission form **before** a student will be allowed to participate.

### Board Meetings

The Governing Body for the Academy is responsible for overseeing everything that occurs at the school. The Governing Body meets regularly throughout the school year. Any parent or interested person may attend all regularly scheduled board meetings. A copy of the schedule can be obtained at the Academy in case there are any changes or additions to what is listed on the school calendar contained within this handbook.

### Student Discipline Policy and Expulsion Criteria

Memphis Academy of Health Sciences stresses respect for others and for the rights of others, among them the right to a school and classroom environment which facilitates learning. Students who, by their disruptive behavior, consistently deprive others of this right will be subject to disciplinary action, including suspension and expulsion from the school.

## Attendance

Regular attendance in classes is of vital importance if a student is to succeed in school. Absences for any reason are counterproductive to learning and should be avoided. A missed class session cannot be recreated. In reality, an absence is just that - an absence, whether it be excused or unexcused. The major responsibility for regular attendance lies with the individual student and his/her parent/guardian. Staff persons have the responsibility to assist parents/guardians and students in achieving the goal of good attendance. Daily recording and reporting of attendance is **mandatory** and reported to the State of Tennessee Department of Education in accordance with law.

### Students:

1. Attend school and all classes promptly and regularly.
2. Bring a note and sign in with the office manager for all tardies and early dismissals.
3. Bring a note (*from parent/guardian/doctor*) to homeroom teacher stating reason for absence.
4. Make arrangements with each teacher for make-up work upon return to school.
  - Excused absences- 3 days are allowed to turn in make-up work.
  - Unexcused absences-1 day is allowed to turn in make-up work

(\*\* see make-up work policies)
5. Attendance policies also apply to Service Learning Days.

### Parents/ Guardians:

1. Emphasize to your child that school attendance is a priority.
2. Send a note to the office stating the reason for the absence upon your child's return to school.
3. Call the school office in the event of a long- term absence (*more than 3 days*).
4. For students who are tardy, parents **must** accompany them to the office for proper admittance.

### Teachers:

1. Explain attendance policies and procedures at the beginning of the school year.
2. Communicate guidelines for make-up work and times available to meet with students to discuss missed work.
3. Provide make-up assignments and tests for returning students.
4. Maintain accurate attendance records as required by the office.

All students are expected to attend school no less than ninety-five (95) percent of the time unless precluded from doing so by an excused absence due to illness or other approved emergency. Students who are absent for one or more days, or who arrive late, must have a written excuse stating the reason for the absence or tardy. Excuses must be signed by a parent or legal guardian. Methods for establishing a valid reason for any absence or tardy include:

1. a note from a parent/guardian;
2. a statement from a doctor;
3. a copy of documents from court appearances, etc;

4. a pass from a staff member.

Excessive absences or tardiness may impact your child(ren)'s ability to be promoted to the next grade, as well as retain a spot on the Academy's roster. If it appears that a poor attendance pattern is being formed, the Academy will counsel immediately with student and their parent/guardians.

**Definitions**

**Absence from class-** A student is absent from class when he/she is not present during the class period.

**Absence from school-** A student is absent from school when he/she is not present or accounted for during the homeroom period and misses all classes the rest of the school day.

**Excused Absences:** Includes one of the following:

- Illness of student
- Illness/death of immediate family member
- Court of appearances
- Doctor's appointment

**Unexcused absence** - All absences are considered unexcused unless the student has a note from a parent/guardian, a statement from a doctor, verifying documents from court appearances, etc., or a pass from a staff member.

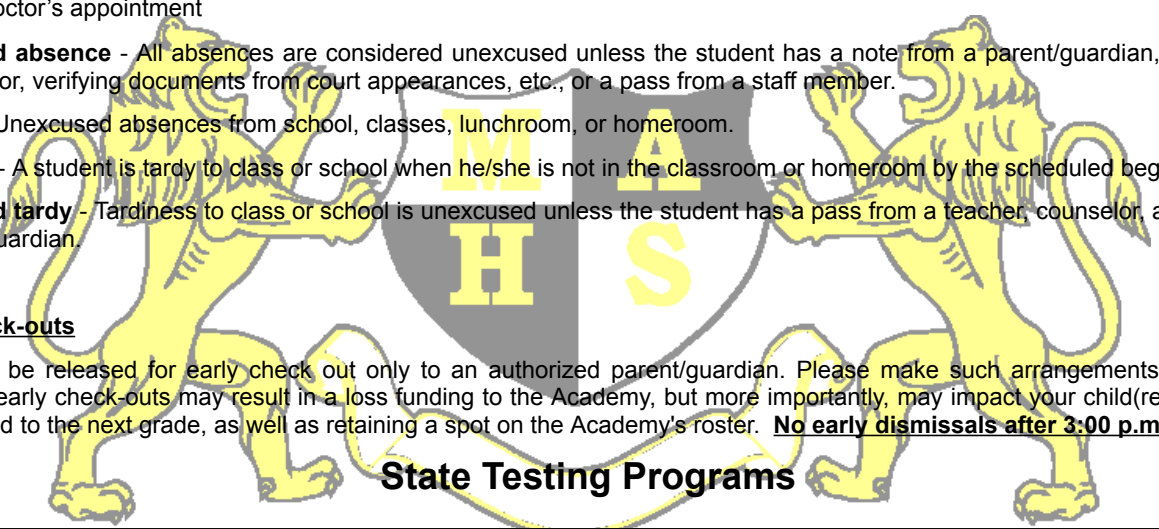
**Truancy** - Unexcused absences from school, classes, lunchroom, or homeroom.

**Tardiness** - A student is tardy to class or school when he/she is not in the classroom or homeroom by the scheduled beginning time.

**Unexcused tardy** - Tardiness to class or school is unexcused unless the student has a pass from a teacher, counselor, administrator, or parent/guardian.

**Early Check-outs**

A child will be released for early check out only to an authorized parent/guardian. Please make such arrangements in advance. Excessive early check-outs may result in a loss funding to the Academy, but more importantly, may impact your child(ren)'s ability to be promoted to the next grade, as well as retaining a spot on the Academy's roster. **No early dismissals after 3:00 p.m.**



**State Testing Programs**

UNEXCUSED ABSENCES FROM SCHOOL		
Offense	Action	Notes
1 <sup>st</sup>	Verbal Warning	Parent contact
2 <sup>nd</sup>	Administrative conference	Principal
3 <sup>rd</sup>	Full Day Suspension	Student enters Probationary Period
4 <sup>th</sup>	Board Suspension	Parent must conference with Board
5 <sup>th</sup>	Possible expulsion	Board approved
<i>Unexcused Tardies to School</i>		
1 <sup>st</sup>	Verbal Warning	Parent contact
2 <sup>nd</sup>	Administrative Conference	Principal
3 <sup>rd</sup>	Full Day Suspension	Student enters Probationary Period
4 <sup>th</sup>	Board Suspension	Parent must conference with Board
5 <sup>th</sup>	Possible expulsion	Board approved
<i>Unexcused Tardies to Class</i>		
1 <sup>st</sup>	Verbal Warning	
2 <sup>nd</sup>	Conference with Attendance Chair and Administration	
3 <sup>rd</sup>	In School Suspension (ISS)	Parent Contact/ Letter
4 <sup>th</sup>	Full Day Suspension	Parent must conference with Administration

## The Tennessee Comprehensive Assessment Program (TCAP)

The Tennessee Comprehensive Assessment Program (TCAP) refers to several different tests public school students are required to take by the state of Tennessee. The four tests that are included in the TCAP process are listed below. For more information about any of the required TCAP tests, please call the Office of Assessment at 416-5450.

### TCAP Achievement Tests

The TCAP Achievement Test is required by the state in grades 3-8. The exam, taken at your child's school, measures a student's academic achievement in reading, language arts, math, science, and social studies. Memphis City Schools also administers the test to second graders. The district uses TCAP results to identify strengths and potential academic problems, and to find ways to help students in these areas. **Test Dates for 2008: April 14 – 18, 2008**

### TCAP Writing Assessment

Students take the TCAP Writing Assessment in grades 5, 8, and 11. This state-mandated test measures a student's ability to communicate in written form. The district uses these scores to identify strengths and potential academic problems, and to find ways to help students. **Test Dates for 2008: February 5, 2008**

### Gateway Exams

Every student who entered ninth grade in 2001-02 or after must pass all three of the state's Gateway Exams in Math (Algebra I), Language Arts (English II), and Science (Biology I) as one requirement to receive a regular high school diploma. **Test Dates for 2008: May 6 – 8, 2008**

### What are Charter Schools?

The Memphis City Schools Board of Commissioners approved the application of three Charter Schools that opened in 2003-04. In 2004-05, four additional charter schools will open. The Charter Schools are part of MCS, but are run by private, non-profit organizations. These organizations have more flexibility to run their schools than other schools in the district. Memphis students may apply to attend these Charter Schools free of charge.

### What is the federal No Child Left Behind Act (NCLB)?

Under the 2001 federal No Child Left Behind Act (NCLB), school districts are required to offer a number of rights to parents and students, to make sure teachers and paraprofessionals are highly-qualified, and to help improve student achievement. The portions of NCLB with the most immediate impact on students and parents govern schools identified as low performing or under improvement by the state of Tennessee. All parents with children in Title I schools will receive information from the schools on their students' state academic assessments results. They will also be notified if their children's schools did not make adequate yearly progress. Students in the schools that did not make adequate yearly progress have a right to transfer to a school that is in good standing. In addition, students may be eligible for supplemental services. Contact your school principal to find out if your child's school is designated as needing improvement. For supplemental services, parental rights, and the transfer policy, see the information below. For more information, visit the Memphis City Schools web site at [www.mcsc12.net](http://www.mcsc12.net) and click on NCLB.

## No Child Left Behind

### What rights do parents have under NCLB?

All parents have the right to request the following:

- A teacher's professional qualifications, licensure, grade/s certification, waivers
- A teacher's baccalaureate and/or graduate degree, fields of endorsement, previous teaching experience
- A paraprofessional's qualifications
- An annual notice of Student Education Records Privacy and Notice for Disclosure of School Directory Information
- An assurance that their child's name, address, and telephone listing not released to military recruiters

**All parents will receive information on the following:**

## No Child Left Behind

### Parents' Right to Know

#### All parents have the right to request the following:

- A teacher's professional qualifications, which includes: state qualifications, certification, waivers
- A teacher's baccalaureate and/or graduate degree, fields of endorsement, previous teaching experience
- A paraprofessionals qualifications
- An assurance that their child's name, address, and telephone listing not be released to military recruiters

#### All parents will receive information on the following:

- Their child's level of achievement in each of the State academic assessments
- Their right to public school choice, supplemental services, and more effective teacher involvement if their child's school is identified for school improvement
- Their option to request a transfer to another school within the district if their child is victim of a violent crime at school
- Their right to timely notification that their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified

- Their child's level of achievement in each of the State academic assessments
- District Parent Involvement Policy and School Parent Involvement Policy
- Their right to public school choice, supplemental services, and more effective involvement if their child's school is identified for school improvement.
- Their option to request a transfer to another school within the district if their child is the victim of a violent crime at school.
- Their right to timely notification that their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

**What supplemental services under NCLB can I get for my child?**

Students in schools that have been under school improvement for two years or more have a right to free supplemental tutoring services by a provider with a proven track record of success. For a list of providers and other information, contact your school principal or call Title I at 385-4192 or 385-4183.

## Communications

**Media Release Form:**

MAHS is in the news quite often. We want to give the public a fair and accurate account of our children and our school. To tell our story, members of the news media and MAHS writers or photographers may take photographs and conduct interviews from time to time. We allow these visits if there is a reasonable expectation that your child's learning will not be disrupted. Mr. Weathers decides when these visits are appropriate. At the same time, MAHS respects the wishes of any parent who does NOT want his or her child to be photographed or interviewed. Any parent or guardian who does NOT wish his or her child to be part of any news media or Memphis City Schools media event should sign and return a form to the school.

**E-mail and Internet Acceptable Use Agreement**

Violations of these rules and regulations or the accompanying agreement may result in loss of access to the MCS network. Additional disciplinary action may also be taken, including suspension/expulsion for students and termination of employment for employees. When applicable, law enforcement agencies may be involved. MAHS reserves the right to review, monitor, and restrict at any time, information stored on or transmitted via the MCS or MAHS network and to investigate suspected inappropriate use of resources.

**Student Responsibilities**

Students are responsible for good behavior on the MAHS network just as they are in a classroom or a school hallway. Communications on the MAHS network are often public in nature. General school rules for behavior and communications apply. Appropriate MAHS personnel will determine whether behavior and communications are appropriate, and those determinations will be final. The MAHS network is provided for students to conduct research and communicate with others for educational purposes. Access to network services is provided to students who agree to act in a considerate and responsible manner. A student's signature and parent/guardian signature are required on a current Student Access and Release Authorization Form. Access is a privilege, not a right, and entails responsibility. During school, teachers will help guide students toward appropriate materials. Outside school, families bear responsibility for guidance on the Internet just as they do with information sources such as television, telephones, movies, radio, and other potentially offensive media.

**MAHS Network Rules for Students**

Students will be allowed to use e-mail at school only for educational purposes. Parents must give written consent prior to such use. Teachers and instructional personnel have the authority to review a student's e-mail and e-mail attachments. Students who receive e-mail messages or attachments that are obscene, vulgar, harassing, threatening or that incite hatred toward any group must report the correspondence to their teachers or appropriate staff. Students must also report any materials that make them feel uncomfortable.

Students shall not transmit personally identifiable or personal contact information about themselves or others, except the user's e-mail address, without prior consent by the parent and the teacher. Personally identifiable or personal contact information includes name, address, telephone number, photograph, social security number, school name, and classroom.

School web sites cannot include pictures or names of students without prior consent of the parents and teacher. All other personally identifiable information (e.g., address and phone number) is strictly prohibited on a web site.

## MAHS Honor Code Statement of Purpose

Honor is one of a person's greatest attributes and most cherished traits. An honor system is based on the premise that a person should hold these qualities up to the highest standards in all that he/she does.

Honor and integrity are related to our school's key characteristics. Without honor, students cannot achieve their maximum potential.

Under the Honor Code at MAHS Middle School, it is expected that all students will demonstrate honesty and integrity in their conduct. Intentional lying, cheating, and stealing will not be tolerated under any circumstances. Any person who violates the Honor Code must be held accountable for compromising the honor and trust of our school community.

Each student is responsible for upholding and enforcing the Honor Code. The MAHS Honor Code cannot work unless each student takes action when he or she believes anyone may have violated the Honor Code.

### MAHS Honor Code

1. I WILL NOT CHEAT, HELP OTHERS CHEAT, OR ALLOW OTHERS TO DO MY WORK FOR ME.
2. I WILL NOT FORGE (FAKE/COPY) SIGNATURES, RECORDS, INFORMATION, OR RESULTS.
3. I WILL NOT PLAGIARIZE
4. I WILL BE HONEST ABOUT MY WORK WITH TEACHERS, PEERS, AND PARENT (S)/GUARDIANS.
5. I WILL NOT LIE TO ANYONE ABOUT ANYTHING.
6. I WILL NOT STEAL.
7. I WILL NOT FIGHT
8. I WILL NOT AFFILIATE WITH A GANG OR GANG-LIKE ORGANIZATION

STUDENT/PARENT/GUARDIAN HONOR CODE;

I, \_\_\_\_\_, will uphold all standards of the MAHS Academic Honor Code. I understand there will be direct consequences for any and all violations.

### Violations of MAHS Honor Code

#### CHEATING

- Knowingly and willingly giving or taking advantage of the work or another student.

#### LYING

- Saying something that is not true in a conscious effort to deceive somebody.
- Give a false impression

#### STEALING

- Taking something that belongs to someone else, illegally or without the owners permission
- Taking or get something secretly, surreptitiously, or through trickery
- Taking something that another person has created, especially, ideas, theories, or a piece of writing, and present it as you own

#### PLAGIARISM

- Using the words, work, or opinions of someone else as though they were your own and not giving proper credit to the author(s)
- Copying the presentation, material, or patterns of thought of someone else without giving proper credit.

#### FIGHTING

- Taking part in a physical altercation.

#### GANG AFFILIATION

- Demonstrating one's affiliation/association with a gang or gang-like organization using physical gestures (i.e. throwing gang signs, etc.), wearing gang or gang-like attire, or voicing ones allegiance or support for a gang or gang-like organization.

#### Consequences For Violating the Honor Code

Consequences may include parental contact, a time out period, a verbal reprimand or warning, before school, after school, or lunch detention, work details, corporal punishment "Mr. Wood", in-school suspension, out-of-school suspension, and/or expulsion. Serious violations may also include the involvement of local law enforcement agencies. Also, violators must appear before MAHS Honor Court and/or Governing Board.

#### Unacceptable Conduct

Students are prohibited from engaging in behavior that will endanger or threaten to endanger the safety of others, that will damage property, or that will impede the orderly conduct of the school program. The following offenses are prohibited by this Code whenever they occur on school grounds, on school buses, during school-sponsored field trips, in connection with school-related events and activities wherever held, when directed against students en route to or from school, or when done with intent to disrupt or impede the

orderly conduct of any school activity. Student actions directed against any person, where adult or minor, on school property or at any location where a school-related event or activity is held, shall be disciplined in the same manner as if the action had been directed against school staff or students. These offenses fall into two categories: **Prohibited Behavior** and **Illegal Behavior**.

### **Prohibited Behavior**

1. **Insubordination** - Refusal to respond to or carry out reasonable and lawful directions of authorized school personnel.
2. **Verbal Abuse (checking)** - name-calling, racial or ethnic slurs, or derogatory statements addressed to others designed to precipitate disruption, incite violence, or impede the school program.
3. **Threats of Violence** - Words or actions that may threaten to do injury or bodily harm to another person or that may intimidate another person through fear for his/her safety. No actual bodily contact is necessary.
4. **Battery** - The unlawful intentional touching or application of force to another person, done in a rude, insolent, or angry manner.
5. **Possession of Weapons or Other Dangerous Objects** - Carrying, using or storing weapons or other dangerous objects (e.g. explosive or firecrackers) in a school building, on school grounds, or during a school-related event. Weapons are identified in two categories:
  - A. Articles commonly used or designed to inflict bodily harm or to intimidate other persons. Examples are: firearms, knuckles, knives, chins, and clubs.
  - B. Articles designed for other purposes that could be easily used to inflict bodily harm and/or intimidate. Examples include but are not limited to: belts, combs, pencils, files, scissors, compasses. Students acting in an aggressive or belligerent manner with any such article will be adjudged to be in possession of a weapon.
4. **Burglary, Theft, Robbery, Larceny** - Stealing money or property.
5. **Arson** - The willful and malicious burning, or attempting to burn any part of any building or property belonging to, rented by or on loan to the school, or property (including automobiles) of persons employed by the school or in attendance at the school.
6. **Extortion, Coercion, Blackmail** - Obtaining money or property (something of value) from an unwilling person or forcing an individual to act by either physical force or intimidation (threat).
7. **Vandalism or Malicious Destruction of Property** - Destruction of or defacing of property belonging to, rented by or on loan to the school or property (including automobiles) of person employed by the school or in attendance at the school.
8. **False Alarms** - Activating the fire alarm system in the school or on school property and/or reporting a fire or bomb when none exists.

Students engaging in **Prohibited Behavior** will incur an in-school suspension and/or other loss of privileges. Repeated acts of **Prohibited Behavior** may result in an out-of school suspension, and/or possible expulsion from school.

Students engaging in **Illegal Behavior** will automatically be suspended from school for a minimum of 2 – 5 days. Students will not be admitted back to School until the parents/guardians meet with the school administrator and/or teacher.

Students caught bringing a gun or other weapon to school will be automatically expelled from the School in accordance with federal and state law.

## **Faculty and Staff**

### **Administrative Staff**

Curtis Weathers, Director/Principal  
Beth Stayton, Director of Instruction  
Jacqueline Ingram, Office Manager  
Merry Anderson, Staff Assistant/Bookkeeper

**8<sup>th</sup> Grade Instructors**

Tonya Biles.....>.....English Language Arts  
Kirkland Hamilton>.....Reading  
Miriam Cain.....PreAlgebra / Algebra I  
Gene Robinson .....Science  
LaFrancyne Weary..... Social Studies

**7<sup>th</sup> Grade Instructors**

Keri Hall.....English  
Suzanne Morris.....Reading  
Sherrie Lyons.....Mathematics  
Marsha Jones..... Science  
Prima Atwell..... Social Studies

**6<sup>th</sup> Grade Instructors**

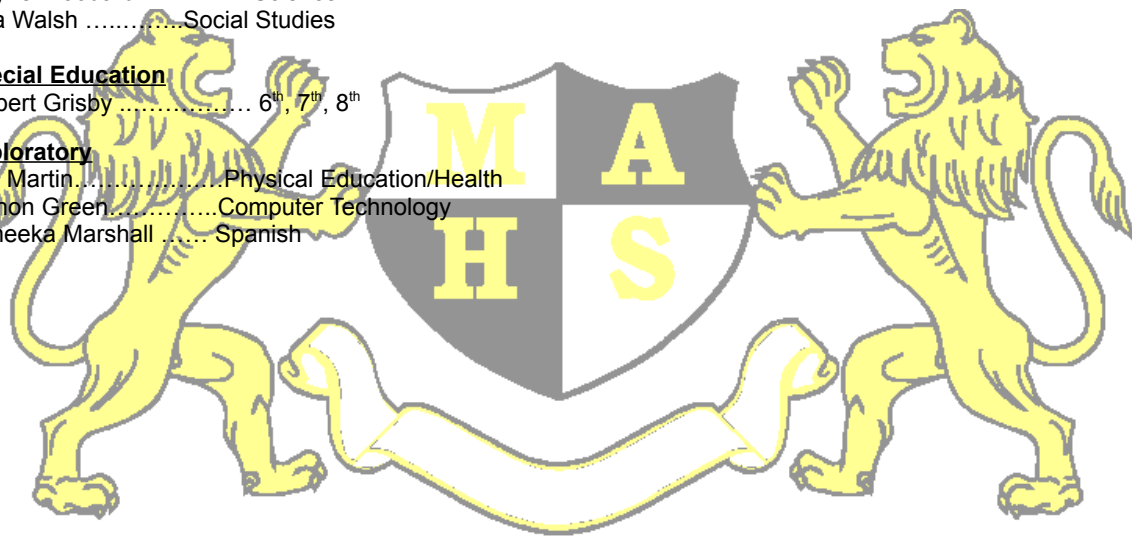
Jacqueline Osby.....English  
Claudia Robinson.....Reading  
Norcandrian Arnold..... Mathematics  
Wayne Woodard..... Science  
Tara Walsh ..... Social Studies

**Special Education**

Delbert Grisby ..... 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>

**Exploratory**

Eric Martin.....Physical Education/Health  
Vernon Green.....Computer Technology  
Jameeka Marshall ..... Spanish



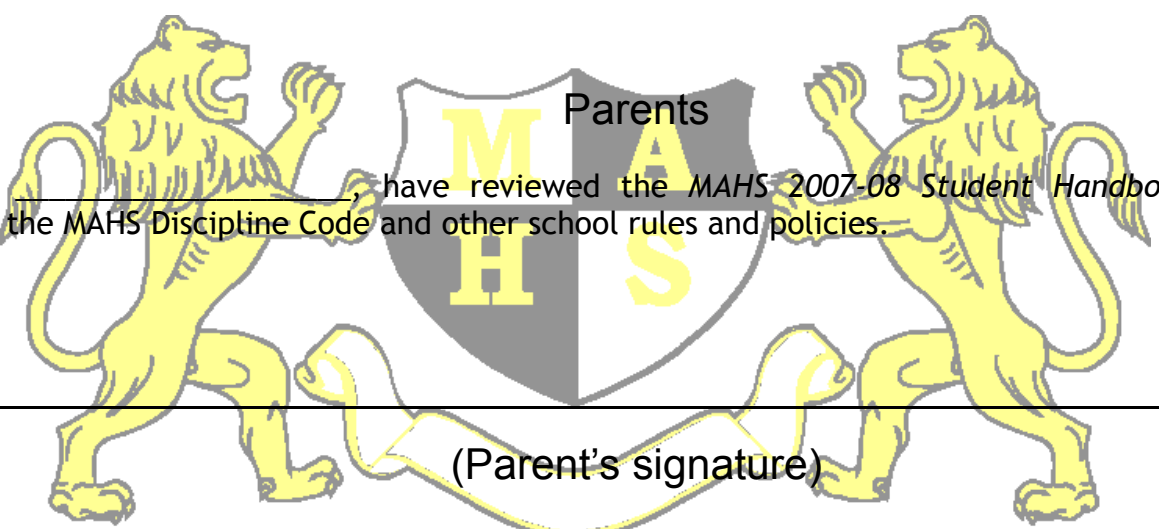
**Student Handbook 2007-08**  
**Please sign and return to your homeroom teacher.**

## Student

I, \_\_\_\_\_, have reviewed the *MAHS 2007-08 Student Handbook*, which includes the MAHS Discipline Code and other school rules and policies.

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(Student's signature)



I, \_\_\_\_\_, have reviewed the *MAHS 2007-08 Student Handbook* which includes the MAHS Discipline Code and other school rules and policies.

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(Parent's signature)

Date: \_\_\_\_\_