Memphis Academy of Health Science
Middle & High School

2016 – 2017
Student Handbook

Middle School Campus
3608 Hawkins Mill Road
Memphis, TN 38128

High School Campus
3925 Chelsea Avenue Ext.
Memphis, TN 38108

“Changing Lives, One Mind at a Time!”
Celebrating 10 Years and Beyond
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Changing Lives, One Mind at a Time!
Welcome Letter

Dear Parents and Students,

Welcome to the 2016 - 2017 school year at Memphis Academy of Health Sciences. The staff, Governing Body 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
Principal’s Message

Greetings MAHS Parents and Students:

As we embark upon the 2016-17 school year, let me begin by expressing how honored and privileged I am to join the MAHS family and serve as your new instructional leader. I am looking forward to partnering with our dedicated staff as we continue to provide a high quality educational program.

Allow me to share some personal background information with you. I am a native Memphian and a product of Memphis City Schools. I have advanced degrees from Christian Brothers University, University of Memphis, and Union University. My educational career includes over eighteen years of classroom teaching and administrative leadership. I am a wife and mother to three children, two of whom have graduated from Tennessee colleges and one who is currently a junior at the University of Memphis. My promise to you is simple. I will ensure that the same quality education that was provided for my own children will be provided for your children as well.

At Memphis Academy of Health Sciences, our motto is changing lives: one mind at a time. As a staff, we will accomplish that by fostering a nurturing, disciplined, and respectful environment of high expectations. We will consistently implement the TN state standards through engaging instructional practices and use the data to drive our instructional strategies and next steps. We will work diligently to ensure ALL of our student’s experience success and are prepared for the ever changing diverse, technological society in which we live. As we also provide a foundation for our students to be productive citizens, there will be an increased emphasis on “giving back” by providing opportunities for them to volunteer and serve in the greater Memphis community.

We look forward to your input and assistance as we support the academic, social, and emotional growth of your child. As principal, my door is always open and I encourage you to schedule an appointment to discuss any suggestions, ideas, or concerns you may have to make this our best year yet! GO LIONS!!

Respectfully,

Janice R. Brown
VISION AND MISSION

At The Memphis Academy of Health Sciences, we are committed to our vision of teaching and learning, where:

### Students

- Demonstrate their enthusiasm and engagement by utilizing their critical thinking skills to create powerful questions, present information, and respectfully resolve academic and behavioral challenges.
- Show a deep connection to their school, tasks, daily requirements and activities.
- Assume ownership of their learning by using their own data to assess mastery and discuss progress with their peers and their teachers.
- Aspire to pursue post-secondary school options in the pursuit to becoming productive influential members of our global community.

### Adult Learners (Teachers, Staff, Leadership, and Support)

- Create energetic, safe and trusting collaborative environments to accomplish the mission of increasing rigor, creating authentic learning experiences, and integrating data usage.
- Work in cross curricular teams where teachers strive to integrate multi-lingual, multi-cultural, and multi-content tasks into daily instruction.
- Share responsibility of learning with students by supervising, facilitating, providing choices, questioning, and connecting learning to real time, real world experiences.
- Use cutting-edge, innovative technologies that are on the forefront of education as a means of supporting school learning.

### School

- Unites student, parent, faculty, staff, and stakeholders in a friendly, engaging, respectful learning environment.
- Ensures a responsive nurturing learning environment with purposeful routines and roles, with a focus on safety and structural appearance and by establishing a strong health sciences curriculum.
- Models a strong learning community where all accomplishments are recognized and all stakeholders feel are vested.

### Our Vision: The Premier, Pre-College, Health Sciences School in the Nation!

**Mission Statement**

The mission of the Memphis Academy of Health Sciences is to equip students with the necessary skills to be competitive in the 21st century. With an emphasis on the health sciences, our students will demonstrate the ability to read, write, speak and calculate with clarity and precision. MAHS schools of excellence will empower students toward life-long learning, academic achievement, character growth, community building, and a desire to excel in their potential in college and life. A successful transition through the middle, high school, and post-secondary training continuum will be the primary goal for all.
CHARTER SCHOOLS

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 opened. 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.

Tennessee charter schools were created, in part, as an educational alternative for students with the most academic needs. Indeed, students entering MAHS possess significant needs, academically and otherwise. As mentioned earlier, on average, about twenty percent of students entering MAHS at the sixth grade level perform at grade level or above in reading and/or mathematics.

The MAHS instructional program is a research-based process founded on the following beliefs and principles:

1. All children can learn given sufficient time and quality instruction.
2. Schools—teachers and administrators—control the conditions that determine whether or not students are successful at learning.
3. Quality instruction is the product of proper planning and thoughtful delivery of meaningful information.
4. Quality instruction is fostered by the effective utilization of data-driven feedback systems.
5. Effective instructional programs always begin with the end clearly in mind (clarity of focus)

MAHS Distinctive

The MAHS educational experience is driven by a set of beliefs as it relates to the children and families we serve. The demographics of our student population are predominantly urban and African American. This group of students has inherently been a challenging group of students to educate. But our belief system is the energy behind our efforts.

We believe, first and foremost, that all of our students have the ability to learn and achieve at high levels given sufficient time and quality instruction.

We believe that motivation and persistence are the key elements of their success.

We believe parental involvement is necessary for a child to perform at their highest levels, and that the lack thereof is still no excuse.

We believe in holding our students to high expectations both in and out of the classroom.

We believe students need and deserve to be educated in an environment that is safe, orderly, and conducive to learning.

We believe the community has an important role in the successful education of every child.

Our goal is to successfully educate every student placed under our care. And we will successfully develop not only their academic capabilities, but their social, emotional, and physiological dispositions as well.
# 2016-2017 Calendar

## First Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
<th>Students</th>
<th>Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 25–29, 2016</td>
<td>Monday-Friday</td>
<td>Teacher In-service</td>
<td>Out</td>
<td>In</td>
</tr>
<tr>
<td>August 1, 2016</td>
<td>Monday</td>
<td>1st Day for Students</td>
<td>In</td>
<td>In</td>
</tr>
<tr>
<td>August 27, 2016</td>
<td>Saturday</td>
<td>Service Learning Day</td>
<td>In</td>
<td>In</td>
</tr>
<tr>
<td>September 5, 2016</td>
<td>Monday</td>
<td>Labor Day</td>
<td>Out</td>
<td>Out</td>
</tr>
<tr>
<td>September 15, 2016</td>
<td>Thursday</td>
<td>Parent-Teacher Conference</td>
<td>In</td>
<td>In</td>
</tr>
<tr>
<td>September 16, 2016</td>
<td>Friday</td>
<td>MAHS Learning Day-PD</td>
<td>Out</td>
<td>In</td>
</tr>
<tr>
<td>September 24, 2016</td>
<td>Saturday</td>
<td>Service Learning Day</td>
<td>In</td>
<td>In</td>
</tr>
<tr>
<td>October 7, 2016</td>
<td>Friday</td>
<td><strong>End of 1st Nine Weeks</strong></td>
<td>In</td>
<td>In</td>
</tr>
<tr>
<td>October 10-14, 2016</td>
<td>Monday-Friday</td>
<td>Fall Break</td>
<td>Out</td>
<td>Out</td>
</tr>
<tr>
<td>October 22, 2016</td>
<td>Saturday</td>
<td>Service Learning Day</td>
<td>In</td>
<td>In</td>
</tr>
<tr>
<td>November 5, 2016</td>
<td>Saturday</td>
<td>Service Learning Day</td>
<td>Out</td>
<td>Out</td>
</tr>
<tr>
<td>November 11, 2016</td>
<td>Friday</td>
<td>Veteran’s Day</td>
<td>Out</td>
<td>Out</td>
</tr>
<tr>
<td>Nov. 21-25, 2016</td>
<td>Monday-Friday</td>
<td>Thanksgiving</td>
<td>Out</td>
<td>Out</td>
</tr>
<tr>
<td>December 10, 2016</td>
<td>Saturday</td>
<td>Service Learning Day</td>
<td>In</td>
<td>In</td>
</tr>
<tr>
<td>December 14-16, 2016</td>
<td>Wednesday-Friday</td>
<td>1st Semester Exams</td>
<td>In</td>
<td>In</td>
</tr>
<tr>
<td>December 16, 2016</td>
<td>Friday</td>
<td>1/2 Administrative Last Day for Students (1/2 Admin)</td>
<td>In (1/2)</td>
<td>In (1/2 Admin)</td>
</tr>
<tr>
<td>December 19-30, 2016</td>
<td>Monday-Friday</td>
<td>Winter Break</td>
<td>Out</td>
<td>Out</td>
</tr>
</tbody>
</table>

Total Instructional Days: 90

## Second Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
<th>Students</th>
<th>Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 3, 2017</td>
<td>Tuesday</td>
<td>Teacher In Service</td>
<td>Out</td>
<td>In</td>
</tr>
<tr>
<td>January 4, 2017</td>
<td>Wednesday</td>
<td>Students Return/1st Day of Semester</td>
<td>In</td>
<td>In</td>
</tr>
<tr>
<td>January 16, 2017</td>
<td>Monday</td>
<td>Dr. Martin Luther King, Jr. Holiday</td>
<td>Out</td>
<td>Out</td>
</tr>
<tr>
<td>January 28, 2017</td>
<td>Saturday</td>
<td>Service Learning Day</td>
<td>In</td>
<td>In</td>
</tr>
<tr>
<td>February 9, 2017</td>
<td>Thursday</td>
<td>Parent-Teacher Conference</td>
<td>In</td>
<td>In</td>
</tr>
<tr>
<td>February 10, 2017</td>
<td>Friday</td>
<td>MAHS Learning Day PD</td>
<td>Out</td>
<td>In</td>
</tr>
<tr>
<td>February 20, 2017</td>
<td>Monday</td>
<td>Presidents Day</td>
<td>Out</td>
<td>In</td>
</tr>
<tr>
<td>February 25, 2017</td>
<td>Saturday</td>
<td>Service Learning Day</td>
<td>In</td>
<td>In</td>
</tr>
<tr>
<td>March 10, 2017</td>
<td>Friday</td>
<td><strong>End of 3rd Quarter</strong></td>
<td>Out</td>
<td>Out</td>
</tr>
<tr>
<td>March 13-17, 2017</td>
<td>Monday-Friday</td>
<td>Spring Break</td>
<td>Out</td>
<td>Out</td>
</tr>
<tr>
<td>March 25, 2017</td>
<td>Saturday</td>
<td>Service Learning Day</td>
<td>In</td>
<td>In</td>
</tr>
<tr>
<td>April 14, 2017</td>
<td>Friday</td>
<td>Spring Holiday</td>
<td>Out</td>
<td>Out</td>
</tr>
<tr>
<td>April 22, 2017</td>
<td>Saturday</td>
<td>Service Learning Day</td>
<td>In</td>
<td>In</td>
</tr>
<tr>
<td>May 6, 2017</td>
<td>Saturday</td>
<td>Service Learning Day</td>
<td>In</td>
<td>In</td>
</tr>
<tr>
<td>May 24-26, 2017</td>
<td>Wednesday-Friday</td>
<td>2nd Semester Exams</td>
<td>In</td>
<td>In</td>
</tr>
<tr>
<td>May 26, 2017</td>
<td>Friday</td>
<td>Last day for Students/ Administrative Day</td>
<td>In (½ day Admin)</td>
<td>In (1/2 Admin)</td>
</tr>
</tbody>
</table>

Total Instructional Days: 100
Governing Board

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. The Board welcomes public participation in school affairs and encourages parents and citizens to speak out on concerns that they have about the school.

NON DISCRIMINATION

Be advised that all classroom instructional and extracurricular activities and opportunities at Memphis Academy for Health Sciences are offered without regard to race, color, creed, national origin, religion, sex, age, or disability, or for any other reason not related to a student’s individual capabilities. Students and/or their parents/guardians as well as employees may present complaints regarding discrimination as set forth in the following statutes to the designated Federal Rights Coordinator:

Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Title II of the Americans With Disabilities Act of 1990.

The following has been designated to handle inquiries regarding nondiscrimination under Title IX and Section 504 of the Rehabilitation Act of 1973.

Changing Lives, One Mind at a Time!
**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 every day 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.

**RECORDS POLICIES**

**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 (Appendix- Change of Student Information). The parent/guardian may be asked to produce official documents indicating such a change. In cases where parents have joint custody, the parent named as the primary residential parent will be considered as the custodial parent. The noncustodial parent may receive school records when a written request is given to the school principal.
School Records
Confidential copies of all student records will be maintained on-site at the School. This accumulative record contains all courses taken, grades received, credits earned, as well as results of achievement tests taken and suspensions/expulsions. 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 (Appendix- Request for Student Records). Parents should also obtain a copy of their child(ren)'s records from all previous schools attended. This will help the school 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 MAHS may request past records directly from the schools.

Access and Content / FERPA
In 1974 the Family Educational Rights and Privacy Act (Buckley Amendment) Public Law 93–380, §438, was passed to ensure confidentiality of student records.

Parents (custodial and noncustodial) and legal guardians have the right to inspect and review the accumulative and special education records of their child by making a written request to the official having custody of the records. The official shall have a reasonable time, not to exceed 45 days, to produce the records.

If the parent or guardian objects to the inclusion of any item or document in the record, a written statement identifying the specific item or document objected to and the basis of the objection must be filed with the custodian of the records. The custodian of records in the school is the principal. A conference with the custodian or his designated representative may then be scheduled in an attempt to resolve the matter informally. If not satisfied with results of this informal resolution, the parent or guardian may make a written appeal to the Executive Director or his designated representative. A hearing shall be scheduled within 30 days of the receipt of the written appeal. A full and fair opportunity to present relevant evidence will be granted.

Change of Address
Please notify MAHS in writing (Appendix- Change of Student Information) as soon as possible of any changes in a student's address or other important information.

HEALTH POLICIES

Immunizations
No students entering school, those from out-of-state and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization. It is the responsibility of the parents or guardians to have their children immunized and to provide such proof to the principal of the school, which the student is to attend.

Exceptions, in the absence of epidemic or immediate threat, parents or guardian shall file with school authorities a signed, written statement that such measures conflict with his/her religious tenets or practices; or due to medical reasons if such child has a written statement from his/her doctor excusing him from such immunizations.

Waiver of Immunization Requirements
State law provides waiver of immunization requirements under the following conditions.

1. Absent epidemic or threat of epidemic, parents may object in writing, when immunization conflicts with the teachings
and practice of a well recognized religious denomination to which the parents adhere. However, if an epidemic or threat of epidemic occurs, objections on the behalf of religious teaching are invalid.

2. Certificate in writing from a physician stating that such immunization would be harmful to the child involved is provided to the school for the student’s permanent file.

Parents who need help in finding out about community resources that 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.

Administering Medicines to Students

It is the policy of MAHS that all children’s medication be administered by a parent at home. Under exceptional circumstances medication may be administered by school personnel under the appropriate administrative regulations.

Medication in Schools

If, under exceptional circumstances, a child is required to receive medication during school hours and the parents cannot be at school to administer the medication, only the principal's designee will administer the medication in compliance with the regulations that follow:

1. Medication (only if absolutely necessary) - Only medicines which absolutely MUST be given during the school hours should be brought by parent or guardian to school for dispensing at school. Please make arrangements for all other medicines to be given at home, either before or after school time. Most medications which need to be given one, two, or three times a day, can be given during the hours outside of school hours. Your child’s health care provider can give you guidance about whether or not a dosage schedule can be changed. All medication will be brought to school by the parent or guardian, unless other arrangements have been approved by the school principal, but under no circumstance shall a student bring the medication to school by himself/herself. All medication must be brought in its original container whether it be a prescription or non-prescription medication.

2. Bring only enough medication to school for a TWO WEEK period. This is particularly important for medications that might be stolen or that have a street value, such as Ritalin.

3. Over-the-counter medicines-usually MAY NOT be given at school. There may be some exceptions, but arrangements need to be made with the principal.

4. Original Containers- All medicines must be in their original containers and correctly labeled. Prescription medicines must have a pharmacy label or a label from the doctor’s office or health care facility which includes the child’s name, name of the medicine, strength of each unit of medicine, dosage amount, and time as well as the doctor’s name. Over-the-counter medicines must be labeled with the child’s name in a manner which does not cover up the original container label.

5. Parent Authorization- All medicines must have a Parent Authorization form completed, and the medicine container information must match the Parent Authorization. (Appendix- Parent Authorization/Medication from.)
Communicable Diseases
MAHS recognizes its responsibility to protect the health of its students as well as to uphold their individual rights.

Communicable Diseases Requiring Exclusion From School
Students may be excluded from school to prevent the spread of contagious disease. The principal or designee may exclude a student, but no child shall be sent home from school without first informing the parents. The student must be isolated until he/she goes home. A student suspected of having, or being able to transmit, a contagious disease shall be excluded from school, and a report made to the State Department of Public Health for those diseases requiring mandatory reporting. MAHS will follow guidelines and recommendations from Memphis-Shelby County Health Department regarding communicable disease handling.

Contagious diseases include, but are not limited to: red measles, German measles, chicken pox, mumps, whooping cough, scarlet fever, diphtheria, Vincent's angina, conjunctivitis, ringworm, impetigo, scabies, pediculosis (head lice), or other disease diagnosed as contagious.

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.

Illness or Minor Accident
If a student indicates that he/she is not feeling well enough to remain in class, he/she should be sent to the school office. No student is allowed to leave the campus for any reason without permission from the parent(s)/guardian(s) and the school office. If a student is injured in an accident, the Principal should be notified immediately and an Accident Form (Accident/Incident form) will be completed that day.

SAFETY POLICIES

Visitors to Schools
Except on occasions such as school programs, athletic events, open house and similar events at which the general public is invited, all persons with the exception of MAHS administrative personnel and students entering the school buildings or school grounds at which they are enrolled are prohibited from entering any school building or school grounds unless they have first reported to the school office and been granted permission to enter the school building or school grounds by the school Principal or his/her designee. The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the staff or students on the premises, or on the premises for the purpose of committing an illegal act.

The Principal or his/her designee may not grant permission to enter the school building or school grounds, other than the school office, unless the person seeking to enter the school premises has first reported to the school office, signed a log book designated for visitors, and presented photo identification verifying the identity of the visitor.
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 school during class hours. This courtesy will allow us to inform the teacher of your planned visit so they can make the appropriate accommodations.

Admittance to the Building
Students 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.

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 school cannot open, parents will be contacted as soon as possible, at their home phone numbers. The school will also broadcast any school closings on radio and TV.

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

ATTENDANCE POLICIES
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 individual student and his/her parent/guardian is responsible for regular attendance. 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.

Attendance
The Tennessee State Compulsory Attendance Law (T.C.A.§49-6-3001) requires that pupils of legal age attend school (ages of six and seventeen years, both inclusive) unless special circumstances arise which temporarily or permanently excuse the student from attendance. By state law, the student’s school year shall consist of a minimum of 180 teaching days exclusive of all vacations, as approved by the Board of Education. (T.C.A.§49-6-3004) The annual calendar is divided into two semesters. A copy of this calendar is included at the front of this handbook.

Absences
Excused absences as defined by state regulations are:
1. Illness of student;
2. Death or serious illness within the student’s immediate family;
3. Official representative of school in school-sponsored activity;
4. Special recognized religious holidays regularly observed by persons of their faith;
5. Legal court summons not the result of the student's misconduct; or  
6. Extenuating circumstances created by emergencies over which the student has no control, as approved by the principal.

Absences other than those outlined above shall be considered unexcused. Any student who has passed the compulsory attendance age may be dropped from the rolls after three (3) consecutive unexcused absences or five (5) total unexcused absences from school.

A written statement from the parent or guardian is required within two (2) school days of the student's return to school explaining the reason for each absence, otherwise the absence will not be excused.

NOTE: Verification may be required to justify absences. The principal has the right to require verification from an official or other source to verify the absences as excused.

Seniors absent from school because they are exempt from semester exams will be counted absent.

A list of students with five (5) or more unexcused absences will be forwarded to the Attorney General's Office. State law states that a fine of up to $50.00 may be assessed against a parent or guardian whose child has five (5) or more unexcused absences. Parents of students with (5) or more unexcused absences will be notified each 20 day period.

**Student Attendance Accounting**
A student must be in attendance the majority of the seven (7) hour school day in order to be counted present on attendance records for that day (not to be confused with Perfect Attendance.) Any student arriving after school has begun must report to the attendance office immediately to report in and receive an *Admit Slip* before going to class. Students leaving school during the school day must check out through the attendance office. Teachers, principals, and other school administrators exercise extreme caution in releasing students from school. Students will not be released until all excuses are carefully checked. A student shall not be permitted to leave school during the school day without written request from the parent/guardian and approval of the principal.

*FAILURE TO CHECK THROUGH THE ATTENDANCE OFFICE MAY RESULT IN THE STUDENT BEING INCORRECTLY MARKED ABSENT OR TRUANT.*

**Truancy**
Unauthorized or unexcused absence from school is considered truancy. This includes the student's absence from any scheduled class, study hall, or activity during the school day. Parents will be notified of each incident of truancy.

Disciplinary action will be taken for truancy and may include in-school suspension. A continuing problem of truancy will result in a referral to Juvenile Court for violation of the compulsory attendance law in Tennessee.

**Tardiness**
Students are expected to be at school and in all classes on time. Students who are tardy are subject to disciplinary action in accordance with each individual school's rules concerning tardies. Students arriving on campus after school has started are required to check in at the attendance office. Further, students will be required to be accompanied by their parent or present a valid written notification stating the reason for the tardiness. Failure to follow these procedures can result in the student being marked absent for the entire day or the tardy being marked unexcused.
Withdrawal From Enrollment under the Tennessee Compulsory Attendance Law
A student may be permanently excused from attending public school for the following legitimate reasons:

- Graduation from high school;
- Change of residence from the state of Tennessee;
- Withdrawal from public school and enrollment in a non-public school;
- Withdrawal for health reasons, certified by a licensed practicing physician; or
- Expulsion by the Board of Education.

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 SCS closings.

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 school roster.

Early Check-outs
A child will be released for early check out only to an authorized parent/guardian. An authorized parent/guardian is persons on file in the Main Office. Please make such arrangements in advance. Excessive early check-outs may result in a 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 school’s roster. No early dismissals after 3:00 p.m.

Driver’s License or Permit
To obtain a driver’s license or permit to drive in Tennessee, the Department of Safety requires each person between the ages of fifteen (15) and seventeen (17) inclusive to:

1. Obtain a Certificate of Compulsory Attendance, and

2. Pass a Driver’s Education class OR have a learner’s permit (for at least three months)

The Certificate of Compulsory Attendance is provided by the high school attendance office to students who meet the legal requirements of compulsory attendance, in addition to currently passing three (3) full unit subjects or the equivalency. To maintain the driver’s permit or certificate, the student must continue to meet the legal requirement of compulsory attendance and the academic requirement of currently passing three (3) full unit subjects or the equivalency.

Motor Vehicle or Permit License Revocation
Any student fifteen (15) years of age or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for motor vehicle or permit license revocation.
A student shall be deemed academically deficient if he/she has not received passing grades in at least (3) full unit subjects or their equivalency at the end of semester grading.

A student shall be deemed deficient in attendance when he/she drops out of school or has ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester. Suspensions shall be considered unexcused absences.

A copy of the notice sent to the Department of Safety by school personnel shall also be mailed to the student’s parent or guardian.

All middle schools (6-8) and high schools (9-12) in Shelby County are members of the Tennessee Secondary Schools Athletic Association (TSSAA) and as members follow its rules and regulations. Academics and conduct requirements must be met by participants on middle and high school teams; as well as eligibility requirements established by TAMS and TSSAA. Any pupil participating as a member of any interscholastic athletic team must have a complete annual medical examination prior to participation. Specific eligibility requirements may be obtained from the coach or administration of the school.

### ACADEMIC POLICIES

**Attendance Provisions for Students of Military Parents**

If a student has satisfactorily completed the prerequisite grade level in the sending school district, the student shall be eligible for enrollment in the next highest grade level, regardless of age. Students who transfer after the start of the school year shall enter school on the students’ validated level from the sending state.

**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. Office personnel must be notified in writing 24-hours prior to executing any and all requests for withdrawals. 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/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, four times during the school year.

**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.

**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**

A  93-100        B  85-92        C  75-84       D  70 – 74       F below 70

**Makeup Work and Missing Assignments**

**Excused Absence**

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.

**Unexcused Absence**

For unexcused absences, the completed assignment(s) must be turned in within three (3) days as well, but students will not receive full credit. Amount of credit will be awarded at teacher’s discretion. Any student who fails to turn in an assignment may receive a zero for that assignment.

**State Testing Programs**

**QUESTAR**

Questar is the maker of several different tests public school students are required to take by the state of Tennessee. The four tests that are included in the standardized process are listed below. For more information about any of the required TCAP tests, please see the Tennessee Department of Education website at www.state.tn.us/education.

**TN Achievement Tests**

TN Achievement Tests are 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. The district uses testing results to identify strengths and potential academic problems, and to find ways to help students in these areas.
No Child Left Behind

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 Shelby County Schools web site at www.scsk12.net and click on NCLB.

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 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
- 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.

COMMUNICATIONS POLICIES

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. The School Director/Principal 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 Shelby County 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.

Cell Phones/ Personal Communications Devices
The increase in use of cell phones and personal communication devices by students during the school day has become far more than a distraction in the school environment. These devices are being used by students as a means of cheating on tests, taking inappropriate pictures and video of students and staff for sharing and posting across the internet, threatening and/or bullying other students, and engaging in an excessive amount of social interaction during instructional time. Therefore, all students are banned from possessing any type of phone or personal communication device that is turned on or in visible/audible use at any time during the regular school day. For the purpose of this policy, possession means being found in any article of clothing, purse, book bag, carry bag, or in any location on school property. For the purpose of this policy the school day includes the entire day from the school start time or bell that indicates the start of the school day until the final dismissal time of the school day. The school is not responsible for any loss or theft of the device while on school property.

Electronic devices may be defined as an instrument or device used for the purpose of personal entertainment. Electronic devices include, but are not limited to: DVD Players, MP3 Players, IPODS, CD Players, Game Boys, etc. All cell phone or electronic devices found on campus will be confiscated and will not be returned until the end of the academic school year. NO EXCEPTIONS**.

MAHS does not take responsibility for confiscated items and will not compensate the owner for any lost, stolen, or damaged confiscated items while in the custody of MAHS.
**STUDENT BEHAVIOR POLICIES**

**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.

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. demonstrating gang signs, etc.), wearing gang or gang-like attire, or voicing ones allegiance or support for a gang or gang-like organization.

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 and Illegal Behavior**

1. **Insubordination** - Refusal to respond to or carry out reasonable and lawful directions of authorized school personnel.

2. **Bullying/Cyber Bullying, or 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.

6. **Burglary, Theft, Robbery, Larceny** - Stealing money or property.

7. **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.

8. **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).

9. **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.

10. **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 loss of privileges and/or an out of school suspension. Repeated acts of **Prohibited Behavior** may result in an out-of school suspension, and/or possible expulsion from school (see offenses and penalties by category below).
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.

**Student Code of Conduct (Offenses and Penalties by Category)**

The infractions of school discipline listed below are grouped into categories according to the seriousness of the offense. This list is not intended to be exclusive or all-inclusive. For infractions not specifically listed below, school principals shall assign discipline in accordance with the category that appears to be comparable to the offenses specifically listed in the category.

**Category A – State Zero Tolerance Offenses**

1. Aggravated Assault resulting in serious bodily injury upon any teacher, principal, administrator, school resource officer, or any other school employee;
2. Unlawful possession, sale, or evidence of use of drugs/narcotics at school or at a school-sponsored activity;
3. Unauthorized possession of a firearm on school property or at a school sponsored activity.

Penalty for Category A Offenses:

- Expulsion/Suspension for 180 days
- Notification will be made to law enforcement authorities.
- Any modification of this penalty can only be made by Director of School Operations or Board of Directors.

**Category B**

1. Possession of a knife or any potentially lethal weapon, Taser, or explosive on school property or at a school-sponsored activity;
2. Evidence of drinking or possession of alcoholic beverages in school or at a school sponsored activity;
3. Off-campus criminal behavior resulting in a felony charge, when the behavior poses a danger to persons or property or disrupts the educational process;
4. Gang activities - Activity that is threatening and/or intimidating, harassing in nature or recruiting; gang notebooks with gang pledges, codes and symbols that are used in communication such as threats and warnings and recruiting; gang related fights, and all types of violent acts; gang graffiti especially drawn on school property (bathrooms, lockers and hall walls); electronic devices such as cell phones with recognized gang text, with gang symbols, signs and language that is threatening and or intimidating;
5. Evidence of use or possession of drug paraphernalia, substances for huffing, any substance under guise of it being a controlled; substance or prescription drug, and/or medical preparations without proper medical authorization;
6. Possession, use or distribution of counterfeit money on school property or at any school sponsored activity;

7. Assault upon any teacher, principal, administrator, school resource officer, or any other school employee;

8. Continuous and/or severe Category C Offenses.

Penalty for Category B Offenses:

- Out-of School Suspension
- Expulsion (11-180 day)
- When appropriate, notification will be made to law enforcement authorities.
- Modification of this penalty can be made by the Director of School Operations or Board of Directors.

**Category C**

1. Threatening bodily harm to school personnel, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;

2. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device, including chemical weapons, on school property or at a school-sponsored event;

3. Smoking and or the possession of tobacco products by students while in or on school, properties or under school's jurisdiction during school hours or while participating in a school-sponsored event;

4. Gang activities - any gang related activity not specified in Category B;

5. One (1) or more students initiating a physical attack on an individual student on school property or at a school-sponsored activity;

6. Malicious destruction of or damage to school property, including electronic media, or the property of any person attending or assigned to the school;

7. Stealing or misappropriation of school or personal property (regardless of intent to return);

8. Immoral or disreputable conduct;

9. Continuous and/or severe Category D Offenses.

Penalty for Category C Offenses:

- In-School Suspension
- Out-of School Suspension
- When appropriate, notification will be made to law enforcement authorities.

**Category D**

1. Open or continued defiant attitude or willful disobedience toward a member of school staff;
2. Vulgar, profane, immoral/disreputable or rude remarks or non-verbal action to staff member or fellow student;

3. Physical or verbal intimidation or threats to other students, including hazing;

4. Threatening bodily harm to another student, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a student and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;

5. Fighting in or on school property unless, in accordance with state law, the principal recommends no disciplinary action for a student who is deemed to have acted in self-defense or defense of another;

6. Possession of mace or disabling sprays;

7. Inappropriate use of electronic media, including, but not limited to, all calls (land line, cellular or computer generated), instant messaging, text messaging, audio recording devices, IPods, MP3s or any type of electronic music or entertainment device, and cameras and camera phones;

8. Sexual, racial, ethnic, or religious harassment/discrimination;

9. Bullying, intimidation, and harassment;

10. Refusal to produce an object identified by metal detectors;

11. Inciting, advising or counseling of others to engage in any acts in Categories A, B or C;

12. Continuous and/or severe Category E Offenses.

**Penalty for Category D Offenses:**

- Parent-Principal Conference
- Before/After School Detention
- In-School Suspension
- Out-of-School Suspension

**Category E**

1. Habitual and/or excessive tardiness;

2. Class cutting;

3. Intentional disturbance of class, cafeteria or school activities;

4. Leaving school grounds without permission;

5. Being in an unauthorized area without permission;

6. Tampering with grades or report cards;
7. Possession of lighters or matches;

8. Possession of and access to beepers, cellular phones or other electronic communication devices during school hours without written permission of the principal;

9. Inciting, advising or counseling others to engage in any acts in Category D;

10. Dress code violation, including wearing, while on school grounds during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.

**Penalty for Category E Offenses:**

- Parent-Principal Conference
- Before/After School Detention
- In-School Suspension

**Consequences For Violating the Honor Code**

Several disciplinary measures/consequences may be employed to support acceptable student behavior. Disciplinary measures include confiscation of items, time out period, a verbal reprimand or warning, corporal punishment, loss of privileges, before/after school detention, suspension from the bus, in-school suspension, out-of-school suspension, and expulsion. Serious violations may also include the involvement of local law enforcement agencies.

With the exception of privileges restricted by the principal, suspension from the bus and confiscation of items, schools shall not impose multiple disciplinary measures on a student for a single offense or violation of the Code of Conduct. The principal may restrict activities for students who accumulate a certain number of suspensions. Activities that may be restricted by the principal and the actions that may place students on restriction shall be communicated to students and parents by the principal or principal designee.

**Confiscation of Items** - “Confiscated items” include beepers, telephone pagers, laser pointers, and cellular phones, prohibited electronic devices, and any other item prohibited by the District. Unless the District extends the return time of confiscated items because the item or its contents may be evidence of violation of law or policy, the parent may pick up the item at the time and location designated by the principal at the close of the next school day following the day that the parent received notification of confiscation or earlier at the principal’s discretion. Thereafter, the parent may pick up the device by appointment. The district does not take responsibility for confiscated items and will not compensate the owner for any lost, stolen, or damaged confiscated items while in the custody of the district.

**Loss of Privileges** - Students may lose privileges including, but not limited to, the following:

- Loss of classroom privileges
- Loss of parking privileges
- Loss of extracurricular/athletic or other school-wide privileges
- Privileges Restricted by the Principal

**Before/After School Detention** - Students may be detained before or after the school day as a means of disciplinary action. The following guidelines shall be followed:
The student will be given at least one (1) full day of notice before detention.
Parents/guardians will be informed before detention takes place.
Students will be under supervision of certified staff members.
Detention will not exceed 45 minutes after the official closing of the school day but may be administered several days in succession.
Teachers must have the approval of the principal before issuing detention.
Students riding school buses will be provided an alternative to detention, or with agreement of the parents, go to detention at a later date.

In-School Suspension - The in-school suspension program includes a behavior management component that teaches students skills to improve their behavior and make good choices while allowing students the opportunity to complete their regular classroom assignments in an isolated environment. The principal, including vice/assistant principal, has sole discretion to issue in-school suspensions.

Out-of-School Suspension – Out-of-school suspensions vary in length from zero (0) to ten (10) days. It is not the intent of the system to remove students from the school society for first-time or for minor violations. Therefore, suspension from school should be used with caution and only in appropriate cases. The principal, including vice/assistant principal, has sole discretion to issue out-of-school suspensions from zero (0) to ten (10) days.

A behavioral intervention plan shall be developed for students who accumulate more than five days of suspensions during the school year. Multiple suspensions shall not run consecutively; nor shall multiple suspensions be applied to avoid expulsion from school.

Reasonable effort shall be made to contact the parent/guardian immediately regarding any suspension. If contact with the parent/guardian cannot be made, the student will remain at school until dismissal time except in cases of police arrest or an emergency, such as when the student’s continued presence poses a danger to persons or property in the school or an ongoing threat of disrupting the academic process. Students on suspension must not be permitted to set foot on school property, attend class, take exams, or participate in school-sponsored activities while under suspension.

Expulsion - Expulsions vary in length from eleven (11) days to the remainder of the school year or one (1) calendar year for state-mandated expulsions. (Any single suspension in excess of 10 consecutive days or multiple suspensions totaling 15 days in one month is an expulsion.) The principal may issue expulsions subject to student legal due process rights regarding appeals of expulsions (suspension of more than ten (10) days) and in accordance with the district-wide Student Code of Conduct. The Superintendent may modify a state-mandated one-year expulsion on a case-by-case basis.

When the student’s infraction involves a substantive threat of harm or possession of a weapon, the student shall be referred for threat assessment and the parents will be informed that the case is being held under advisement pending outcome of the threat assessment. Threat assessment findings will be utilized by the department responsible for student services in adjudicating these cases and in making appropriate placement recommendations to ensure the safety of the student and others.

Suspension from the School – Except where prohibited by law, students who engage in bus-related misconduct may be suspended from riding the school bus to and from school. Decisions involving temporary/permanent removal from school bus ridership will be made by the principal. In such cases, the student would typically continue his/her school
assignment, but he/she would have to find another means of transportation. Truancy laws would still be in effect. Additional disciplinary actions may also apply when bus-related misconduct involves a violation of the Student Code of Conduct.

**Motor Vehicle or Permit License Revocation** – In accordance with state law, any student fifteen (15) years of age or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for motor vehicle permit or license revocation.

A student shall be deemed academically deficient if he/she has not received passing grades in at least three (3) full unit subjects or their equivalency at the end of semester grading.

A student shall be deemed deficient in attendance when he/she drops out of school or has ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester, unless the absences are due to transfer or are beyond the student’s control. The Director of School Operations (designee), with the assistance of the attendance teacher and any other staff or school personnel, shall be the sole judge of whether unexcused absences are due to circumstances beyond the student’s control. Suspensions shall be considered unexcused absences. Suspension, expulsion or confinement in a correctional institution shall not constitute a circumstance beyond the control of a student.

A copy of the notice sent to the Department of Safety by school personnel shall also be mailed to the student’s parent or guardian.

**Searches**

When individual circumstances in a school dictate it, a principal may order that vehicles parked on school property by students or visitors, containers, packages, lockers or other enclosures used for storage by students or visitors, and other areas accessible to students or visitors be searched in the Principal’s presence or in the presence of other members of the Principal’s staff.

Individual circumstances requiring a search may include incidents on school property, including school buses, involving, but not limited to, the use of dangerous weapons, drugs or drug paraphernalia by students, which are known to the Principal or other staff members, information received from law enforcement, juvenile or other authorities indicating a pattern of drug dealing or drug use by students of that school, any assault or attempted assault on school property with dangerous weapons, or any other actions or incidents known by the Principal which give rise to reasonable suspicion that dangerous weapons, drugs or drug paraphernalia are held on school property by one (1) or more students.

A notice shall be posted in the school that lockers and other storage areas, containers, and packages brought into the school by students or visitors are subject to search for drugs, drug paraphernalia, dangerous weapons or any property which is not properly in the possession of the student.

A notice shall be posted where it is visible from the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons.

A student may be subject to physical search because of the results of a locker search, or because of information received from a teacher, staff member, student or other person if such action is reasonable to the Principal.

All of the following standards of reasonableness shall be met prior to conducting a physical search on a student:
1. A particular student has violated school policy;

2. The search will yield evidence of the violation of school policy or will lead to disclosure of a dangerous weapon, drug paraphernalia or drug;

3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;

4. The search is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution; and

5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

**Interrogations**

Students may be questioned about any matter pertaining to the operation of a school and/or the enforcement of its rules or for other reasons deemed appropriate in accordance with the administrative rules and regulations accompanying this policy.

**Drug-Free/Alcohol-Free School**

Students and visitors to MAHS must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to obtain, sell or transfer any of the following:

1. Alcoholic beverages;

2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.

3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student’s intent to pass off the item as a controlled substance.

4. In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

Students who know or believe that the school’s alcohol-free/drug-free policies have been violated must promptly make a report to the Memphis police department or Shelby County sheriff.

**Weapons**

Carrying, bringing, using or possessing any weapon (real or fake) or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, MAHS prohibits carrying concealed weapons on school property. Students who violate this policy are subject to disciplinary action.

Students who know or believe that this policy has been violated must promptly make a report to the Memphis police.
department or Shelby County sheriff.

**Tobacco Products (usage on property)**

Federal law and MAHS policy prohibit the use of any tobacco product in any building owned or operated by MAHS.

**TRANSPORTATION POLICIES**

**Bus Stop Supervision**

1. Parents and/or guardians are responsible for the supervision of students until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once a student boards a bus - and only at that time - does he or she becomes the responsibility of MAHS. MAHS responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

2. Students shall be at their assigned bus stop 5 minutes before scheduled time, stand back approximately ten feet from the bus stop, and wait until the door is open before moving closer to the bus. Students who must cross the street to catch the bus should wait until the driver signals it is safe to cross. The student must be a minimum of 12 feet in front of the bus when crossing.

**Bus Conduct**

A bus is an extension of the classroom, and students must conduct themselves on the bus in a manner consistent with established standards for classroom behavior. The rules of conduct have been developed to provide a safe and pleasant environment for students while being transported. A student who violates bus rules which impact the safety of others may have their transportation privileges suspended by the principal. The bus driver is authorized to assign seats on the bus.

**Rules for Riding the School Bus**

1. Observe the same conduct as in the classroom. Bullying behavior will not be tolerated. Fighting, harassment and any other behaviors creating an unsafe environment are forbidden.
2. Students may only ride the bus which serves their home address and may only board or get off the bus at their assigned stop.
3. Student should be at their assigned bus stop 5 minutes before the scheduled pickup time.
4. Students transported in a school bus shall be under the authority of, and be responsible directly to the driver of the bus. Students will board, depart and cross the roadway as per instructions from the bus driver.
5. Students must remain in their seat, aisle must be clear. Keep head, hands, and feet inside the bus.
6. Parents and unauthorized persons are not allowed to board the school bus.
7. Bus driver is authorized to assign seats and make changes at their discretion.
8. Video surveillance shall be used to promote the order, safety, and security of students, staff, and property.
9. Be courteous, use no profane language.
10. Keep the bus clean, do not eat or drink. The use of aerosol sprays, perfumes, etc. is prohibited.
11. Students will not throw any item in or out of the bus. This behavior can lead to serious safety consequences. Parents/students will be charged for repair to damage of the interior/exterior of the school bus; minimum charge is $65.00
12. Backpack size is limited to one the student can pick up and hold in their lap.
13. Live animals are not allowed on the school bus.
14. Students may not use electronic devices including cell phones, cameras, iPods/MP3 players, CD/DVD players, etc. on the school bus. Cell phones and electronic devices may not be used for phone calls, texting or taking pictures at any time while on the bus.
15. Smoking and the use of any tobacco product on a school bus is prohibited.

**APPEAL POLICIES**

**Authority of the Principal to Suspend Students**

Any principal, vice principal, or assistant principal, is authorized to suspend a pupil from attendance at their respective school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. Any principal, vice principal or assistant principal may suspend any pupil from attendance at a specific class, classes or school-sponsored activity without suspending the pupil from attendance at school pursuant to an in-school suspension policy. Good and sufficient reasons for in-school suspension include, but are not limited to, behavior:

1. That adversely affects the safety and well-being of other pupils.
2. That disrupts a class or school sponsored activity; or
3. Prejudicial to good order and discipline occurring in class, during school-sponsored activities or on the school campus.

Students receiving an in-school suspension exceeding one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study. Students given in-school suspension shall be required to complete academic requirements.

**Due Process Regarding Suspensions**

Except in an emergency, no principal, vice principal or assistant principal shall suspend any student until that student has been advised of the nature of the student’s misconduct, questioned about it and allowed to give an explanation.

Upon suspension of any student other than for in-school suspension of one (1) day or less, the principal shall, within twenty-four (24) hours, notify the parent or guardian and the department responsible for district-wide student discipline of:

1. The suspension, which shall be for a period of no more than ten (10) days;
2. The cause for the suspension; and
3. The conditions for readmission, which may include, at the request of either party, a meeting of the parent or guardian, student and principal.

If the suspension is for more than five (5) days, the principal shall develop and implement a plan for improving the behavior, which shall be made available for review by the Superintendent (or designee) upon request.

The following provisions apply to expulsions (suspensions of more than the (10) days):
4. If, at the time of the suspension, the principal, vice principal or assistant principal determines that an offense has been committed that would justify a suspension for more than ten (10) days, the person may suspend a student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.

5. The principal, vice principal or assistant principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend for more than ten (10) days. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.

6. The appeal from this decision shall be to the disciplinary hearing authority appointed by the Director of School Operations. The disciplinary hearing authority shall consist of at least one (1) licensed employee of MAHS, but no more than seven (7) members.

7. The hearing shall be held no later than ten (10) days after the beginning of the suspension. The disciplinary hearing authority shall give written notice of the time and place of the hearing to the parent or guardian, the student and the school official designated who ordered the suspension. Notice shall also be given to the MAHS employee referred to in subdivision who requests a hearing on behalf of the suspended student.

After the hearing, the disciplinary hearing authority may affirm the decision of the principal, order removal of the suspension unconditionally or upon such terms and conditions as it deems reasonable, assign the student to an alternative program or suspend the student for a specified period of time.

A written record of the proceedings, including a summary of the facts and the reasons supporting the decision, shall be made by the disciplinary hearing authority. The student, principal, vice principal or assistant principal may, within five (5) days of the decision, appeal the decision of the disciplinary hearing authority to the Director of School Operations. The Director of School Operations’ designee shall review the written record of the disciplinary hearing authority and shall make a recommendation to the Director of School Operations as soon as practicable. After receiving a recommendation from the Director of School Operations’ designee, the Director of School Operations shall render a decision based on the designee’s recommendation. Absent a timely appeal, the decision shall be final. Within five (5) days of the Director of School Operations’ decision, the student, principal, vice principal or assistant principal may request review by the Board of Directors. The Board of Directors based upon a review of the record, may grant or deny a request for a Board hearing and may affirm or overturn the decision of the hearing authority with or without a hearing before the Board; provided, that the Board may not impose a more severe penalty than that imposed by the hearing authority without first providing an opportunity for a hearing before the Board. If the Board conducts a hearing as a result of a request for review by a student, principal, vice principal or assistant principal, then, in accordance with state law and/or regulations the hearing shall be closed to the public, unless the student or student's parent or guardian requests in writing within five (5) days after receipt of written notice of the hearing that the hearing be conducted as an open meeting. If the Board conducts a hearing as a result of a request for review by a student, principal, vice principal or assistant principal that is closed to the public, then the Board shall not conduct any business, discuss any subject, or take a vote on any matter other than the appeal to be heard. Nothing in this subdivision shall act to exclude the Tennessee Department of Children's Services from the disciplinary hearings when the department is exercising its obligations. The action of the Board of Directors shall be final.

**HARASSMENT, INTIMIDATION, BULLYING OR CYBERBULLYING POLICIES**
Student harassment, intimidation, bullying or cyberbullying will not be tolerated. Additionally, the following conduct will not be tolerated:

- Conduct aimed at defining a student in a sexual manner
- Conduct impugning the character of a student based on allegations of sexual promiscuity.
- Conduct motivated by any actual or perceived characteristic, including but not limited to, race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity and expression, a mental, physical or sensory disability, socio-economic or familial status.

**Definition**

Tennessee law defines "harassment, intimidation, bullying or cyberbullying" as acts that substantially interfere with a student's educational benefits, educational opportunities, or educational performance, and:

1. If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop, the act has the effect of:
   a. Physically harming a student or damaging a student's property;
   b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
   c. Causing emotional distress to a student or students;
   d. Creating a hostile educational environment.

2. If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process.

**Reporting**

Alleged victims of harassment, intimidation, bullying, or their parents or guardians shall report these incidents immediately to the Principal or building level administrator. Any reports made to staff should be forwarded to the Principal or building level administrator immediately but no later than 24 hours of the expressed concern. Anonymous reports may be made, however, disciplinary action may not be based solely on an anonymous report.

Any complaints of harassment, intimidation or bullying should include the following information:

- Identity of the alleged victim and the person accused;
- Location, date, time and circumstances surrounding alleged incident;
- Description of what happened;
- Identify of witnesses; and
- Any other evidence available.

**Investigation**

1. If the complainant is not the parent or guardian, the parents/guardians of alleged victim shall be notified of the reported conduct by phone or in person prior to the end of the school day upon which the conduct was reported. The Principal or his/her designee shall promptly and fully investigate allegations of harassment, intimidation, bullying cyberbullying. The Principal or building level administrator will revisit substantiated incidents and all follow-up efforts conducted will be appropriately documented.
2. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated pursuant to the MAHS Discipline Policy if the offender is a student. A substantiated charge against an employee may subject such employee to disciplinary action up to and including termination.

The Principal or his/her designee will meet with and advise the complainant and their parent/guardian regarding the findings, and whether corrective measures, and/or disciplinary actions were taken. The investigation and response to the complainant will be completed within twenty (20) school days.

A substantiated charge against a student may result in corrective or disciplinary action up to and including expulsion. Additionally, under state law, behavior constituting cyber-bullying may be prosecuted as a delinquent act.

Right of Appeal – Students/Parents
1. If the complainant is not in agreement with the Principal’s or his/her designee’s the complainant may, within five (5) school days, contact the MAHS Director of School Operations. Within five (5) school days the Director of School Operations or his/her designee will review the investigation of the alleged charges. Upon completion of the review, the “Director of School Operations” will meet with and advise the complainant regarding the findings, and whether corrective measures, and/or disciplinary actions were taken.

2. If the complainant is not in agreement with the findings of the Director of School Operations, an appeal may be made, within five (5) school days, to the Board of Directors. Within five (5) school days, the Board of Directors will review the investigation and provide a written advisory to the complainant whether corrective measures and/or disciplinary actions were taken.

Procedures for Other Prohibited Conduct
The procedure outlined above shall also be followed in cases in which a student is the subject of
- Conduct aimed at defining a student in a sexual manner
- Conduct impugning the character of a student based on allegations of sexual promiscuity
- Conduct motivated by any actual or perceived characteristic, including but not limited to, race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity and expression, a mental, physical or sensory disability, socio-economic or familial status.

Retaliation Prohibited
There will be no retaliation against any person who reports harassment, intimidation bullying or cyberbullying or participates in an investigation. However, any employee who gives false information during the course of any investigation or who retaliates against someone for: (a) truthfully reporting harassment, intimidation bullying or cyberbullying or (b) participating in an investigation of allegations of harassment, intimidation bullying or cyberbullying may be subject to disciplinary action up to and including termination if the offender is an employee and pursuant to the MAHS Disciplinary Policy if the offender is a student.
Faculty and Staff

Administrative Staff
Rev. Corey Johnson, Executive Director
Mr. Derrick Joyce, Director of School Operations
Mrs. Janice R. Brown, Middle School Principal
Ms. Audumnn Peterson, Instructional Facilitator/Testing Coordinator
Mr. Robert Williams, Director of Finance and Accounting
Ms. Stephanie Bell, School Receptionist/Secretary
Ms. Pat Jackson, SMS Coordinator/Records

8th Grade Instructors
C. Donelson/RLA
S. Brown-Jones/Math
E. Brown/Science
C. Reaves/Social Studies
A. Ware/STEM
TBD/PE

7th Grade Instructors
D. Chatham/RLA
T. Henderson/Mathematics
S. Mitchell/Science
T. Lucas/Social Studies
R. Bradford/Business
M. Jones/ Keyboarding

6th Grade Instructors
E. Lawrence/RLA
M. Cain/Mathematics
A. Davis  Science
A. McCasland/Social Studies
K. Harris/PE
T. George/READ 180

Special Education
C. Akridge
S. Moore/
Appendix-Forms
Date requested: _____/_____/______

Parental Request Form

Child’s name: ____________________________
Address: ________________________________
DOB: ___/___/____
SSN: XXX-XX-_____

Check the requested form:

Report Card ________
Withdrawal ________
School attending ________________________
Other _________________________________
# Student’s Update Form

**Student’s Name:**

**New Address:** ___________________________ City/Zip________________

**New Phone:** (Home)______________________ Cell) __________________

**Date**

List **NEW** Custodial/Legal Guardian Information (Guardian Paperwork must be on file)

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<th>Name</th>
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**Emergency Contact Update or Change**

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Apply this information to siblings: _____ Yes _____ No

**Sibling Names**

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Benson
SHELBY COUNTY SCHOOLS MEDICATION AUTHORIZATION

FOR ____________________________ SCHOOLS, 2014-2015

Students Name: ____________________________________________

Homeroom Teacher: __________________________________________

Name of Medication: ____________________________ Expiration Date: ______________

Is medication given by inhaler? Yes ______ No ______

If yes, do you wish inhaler? Yes ______ No ______

Purpose: __________________________________________________

Dosage: ____________________________________________________

Possible side effects: ________________________________________

Time to be administered ____________________________

Termination date for administering medication: _____________

This certifies that I, the undersigned parent/guardian, am aware of the terms of the above authorization and hereby request that they be carried out accordingly.

Signed: ____________________________ Date: ____________________________

Home Phone: ____________________________ Work Phone: ____________________________

Cell Phone: ____________________________ Other Contact: ____________________________

PLEASE DO NOT WRITE BELOW THIS LINE. FOR OFFICE USE ONLY


MEMPHIS ACADEMY OF HEALTH SCIENCES

ACCIDENT OR INJURY FORM

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<tr>
<th>STUDENT</th>
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<td>Name of Injured</td>
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<td>Date Occurred</td>
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<td>Time Occurred</td>
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<th>INQUIRY DETAILS</th>
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<td>Official Signature</td>
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<td>Comments</td>
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Student Handbook 2016-17
Please sign and return to your Homeroom teacher.

Student

I,________________________, have reviewed and received the MAHS 2016-17 Student Handbook, which includes the MAHS Discipline Code and other school rules and policies.

______________________________
(Student’s signature)

Parents

I,________________________, have reviewed and received the MAHS 2016-17 Student Handbook which includes the MAHS Discipline Code and other school rules and policies.

______________________________
(Parent’s signature)

Date: ________________________________