

2023-2024 Magnolia High School Student Handbook

MAGNOLIA HIGH SCHOOL

(www.magnoliaschools.net)

Magnolia, Arkansas

LETTER TO STUDENTS

Welcome to MHS for the 2023-2024 school year. MHS is committed to excellence that fosters intellectual and social growth in all our students. Our programs, both academic and extracurricular, will offer you many choices that will help you develop socially, physically and intellectually. As part of our commitment to parental involvement, we encourage you to have your parents participate in the many volunteer opportunities provided by the school. (Copies of the Parental Involvement Plan and Volunteer Plan are available for viewing in the media center.) Discipline policies included in this handbook are supplementary to and fall within the guidelines established in the district handbook, "Maintaining A Good School Atmosphere". We encourage you to take advantage of the many opportunities our school provides. Upon receiving this handbook, please read it, take it home for your parents to read, complete and return the 'pull-out' signature sheet the next day to school.

BEFORE SCHOOL AND AT LUNCH

When you arrive on campus in the morning, no student can leave without permission from the office. Students are not to sit in cars before school. The street in front of the school is part of the school complex and is not considered a public street. Students are not allowed to go to their vehicles during the school day without permission from the office. Magnolia High School is a closed campus. During lunch a parent/legal guardian must check the student out to leave the campus. No student can be checked out via phone from 11:20am – 1:34pm.

ASSEMBLY

In passing to and from assemblies, you are to go directly to and from the arena. For assemblies, each student must sit with his/her designated teacher in the arena, unless you have been instructed otherwise in advance of the assembly. All assemblies are required unless you are specifically notified otherwise. Students should enter and leave the arena through the door nearest their assigned seat. Students walk on the arena floor only when instructed to do so.

ATTENDANCE

Magnolia High School supports the philosophy that for students to receive maximum benefit from the instructional program students must be in attendance at school. A student is expected to attend school at all times when school is in session. Students that do not check in by 4th period (11:20am) and remain in school for the remainder of the day will not be allowed to participate in any after school activities (sports, band, choir, agriculture, drama, etc.) This includes but is not limited to practices, rehearsals, games, concerts, meets and plays. This also means that the student can NOT check out of school early
*NOTE: School business absences will not count against a student. Magnolia High School adheres to a minimum attendance policy in order for a student to receive credit. A student with more than ten (10) absences during a semester, except in case of illness or injury certified by a qualified physician, may not

receive credit for the semester. When a student has five (5) absences, his/her parent/legal guardian shall be notified that the student has missed half the allowable days for the semester. Notification will be attempted by telephone by the end of the day in which such absence occurred and by regular mail with a return address sent no later than the following school day. When a student exceeds ten (10) absences in a semester, the district shall notify the prosecuting authority and the parent/legal guardian shall be subject to a civil penalty as prescribed by law. Students with ten (10) absences in a course in a semester MAY NOT receive credit for that course. If the student fails to receive credit for a sufficient number of courses and at the discretion of the principal after consultation with persons having knowledge of the circumstances of the absences, the student may be denied course credit, class status and/or eligibility in extra-curricular activities. However, if the student has no further absences, completes assigned work, and makes a passing grade the Attendance Review Committee will meet at the end of the semester to determine if a passing grade should be assigned. If the committee decides that the student should not receive credit, the senior student may be allowed to walk in graduation with his /her class if he/she is able to earn the required credit (ONE) by the end of the calendar year. If the student earns the required credits at the end of the next school year, he/she will participate in the graduation ceremonies of the spring semester that he/she earns the credits necessary for graduation from MHS. Ark. Code 6-18-213 (f) (1) states that any student absent from daily attendance for more than ten (10) consecutive school days shall be dismissed or dropped from the attendance records of the school. Additional absences that are not charged against the allowable number of absences are those where the student was on official school business or when the absence was due to participation in an FFA, FHA, or 4-H sanctioned activity; visit his/ her parent/legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting; for purposes pre-approved by the administration; and due to the student having been sent home from school due to illness. Days missed due to in-school or out-of-school suspension shall not count toward the allowable number of days absent. Students should attend all scheduled classes. A student will be considered absent if he/she arrives/ leaves more than 15 minutes after the period begins; arrival in class less than 15 minutes will be an unexcused tardy. Parents/students have 5 days from the date absent/tardy to clear with the attendance clerk. After that no adjustments shall be made. Car trouble on the way to school will be classified as tardy/absence. It is the student's responsibility to check his/her attendance and clear up absences within 5 days.

TRUANCY means that a student was absent without prior knowledge and/or approval of the parent/legal guardian. Truancy is considered an absence for which discipline may be assessed. Students not reporting to their assigned classes will be considered truant and disciplined according to discipline policies.

Tardy Policy

TARDIES in excess accumulated by a student may lead to disciplinary consequences: lunch detention; In-School Suspension; or Out of School Suspension. It is the student's responsibility to check the tardy list and clear up any tardies within 5 days.

1st tardy – verbal warning

2nd tardy – parent contact

3 or more tardies – tardy policy violation form sent to the office

Office referrals concerning tardies:

- **1st office referral** – 1 day of lunch detention
- **2nd office referral** – 1 day of lunch detention
- **3rd office referral** – 1 day of In-School Suspension
- **4th office referral** – 1 day of In-School Suspension
- **5 or more office referrals** – Out of School Suspension

Student Vehicles

A student can be given permission by the principal or office personnel to retrieve an item (s) from the car, move the car or leave campus. Student vehicles should not be parked in teacher areas or on either side of the driveway where the buses load or unload. Remember driving a vehicle on the Magnolia High School campus is a privilege that could be taken away.

Semester Exam Policy

All students who meet the following criteria shall be exempt from their semester exam:

- The student has no more than three (3) absences in that class for the semester.
- The student has no more than three (3) tardies in that class for the semester.
- The student has no discipline referral resulting in ISS (In School Suspension) or OSS (Out of School Suspension).

Students meeting the criteria for exemption may choose to take the semester exam to improve their grade. If the student does not perform well on the semester exam, the score will not count against or lower a student's semester grade.

OTHER IMPORTANT TOPICS

A. Nine-weeks' grades are based on daily work and recitations, daily tests, and reports. Nine- weeks' test may be given when the teacher feels that they are necessary. The semester test counts 20% of the semester grade and each nine-weeks' grade counts 40%.

B. Fire and tornado drills are very important. Students should learn the fire drill route for each of their rooms but still follow the person in front of them.

C. The library will open for student use at approximately 7:45 a.m. and remain open until 4:00 p.m. each day. During the lunch period, the library will be open for the last 10 minutes of the lunch break for reference use only. If for any reason the librarian thinks that a student is misusing their library rights or infringing on the rights of others, she/he may ask the student to leave. Failure to leave quietly and politely may result in his/her losing the privilege of using the library.

D. A well-balanced meal, which includes milk, is offered in the school cafeteria to all students for a nominal fee.

E. Students must use the front office phones for sick calls, for school business calls, and for emergency calls.

F. School insurance will be available again this year. Any student wanting a policy should pay in the office as soon as possible so that he/she will be covered all year.

G. Students are cautioned not to bring to school large amounts of money or other valuables which are not necessary on the school day. Students, not the school, are responsible for their personal property.

H. Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Those who disfigure school property, break windows, and do other damage to school property or equipment will be required to pay for the damage done or to replace the item.

SMOKING

The use or possession of any and all tobacco products or e-cigarettes by any student on the campus of Magnolia High School is strictly prohibited. All students are prohibited by Arkansas Law (Act 729 of 1977) from smoking on a school bus.

STUDENT COUNCIL

The Magnolia High School Student Council shall be composed of four elected officers from the senior class. Alongside the executive council, the student body shall elect representatives from each class. To be eligible, a student must:

- Have a minimum, unweighted 2.0 GPA.
- Have no referrals from the current school year.
- Be in good standing with the district attendance policy.
- Participate in at least one school activity, club, or organization.
- Have a parent/guardian signature.
- Obtain two recommendations from an MHS teacher, coach, or staff member.

The Magnolia High School Student Council reserves the right to hold open interviews for bringing in additional members each year.

TEACHERS' WORKROOM

Students are not allowed to enter the teachers' workroom, lounge, or restrooms without school personnel permission. Any student needing to contact a teacher in the lounge or restroom should knock and wait for the teacher to come to the door.

IN-SCHOOL SUSPENSION

Students may be assigned to In-School Suspension for conduct which is detrimental to the effective operation of an educational institution. Assignment to In-School Suspension will usually follow other efforts to correct the behavior of the student. Assignment to In-School Suspension will be for a period up to five days. Students will be readmitted back to regular classes when the project director and building principal are convinced that the student is ready for re-admittance. Students assigned to In-School Suspension will be given the opportunity to complete assignments and tests given while they are there. Full credit will be given for the work done while in In-School Suspension. Students may not be

permitted to attend or participate (home/away) in any school or school-sponsored activity while assigned to In-School Suspension.

STUDENT CONDUCT

A. Any student who provokes or contributes to disturbances at the school or school functions will be suspended for an indefinite period of time. Upon the second occurrence, the student may be suspended for the remainder of the semester.

B. Any student who engages in bullying on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to/from school in a school vehicle/ bus; or at designated school bus stop, will be subject to disciplinary action which will be a minimum of a parent conference and a maximum of an expulsion. Unacceptable behavior which is electronically transmitted is also included in the bullying policy.

C. Any student guilty of striking another with the intent of fighting shall be assigned to O.S.S. and/ or suspended. A student has the right to defend himself with the understanding that they could be assigned consequences as well. All physical confrontations (fights or physical contact) will be turned over to the Magnolia Police Department for investigation and possible prosecution.

D. Students guilty of agitating a fight may also be assigned to In-School Suspension, O.S.S. or suspended.

E. Any student guilty of cursing or threatening teachers or other school personnel may be suspended for an indefinite period of time and/ or assigned to the O.S.S.

F. All persons must, upon request, identify themselves to proper school authorities, in the school building, on school grounds, or at school-sponsored events.

G. Students at school-sponsored off-campus events shall be governed by school rules and regulations and are subject to the authority of school personnel.

H. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the principal.

I. In the assignment of school property (locker, desk, technology equipment, etc.) to a specific student, the school retains ownership of such property and the right to inspect it or reclaim it.

J. General searches of school property may be conducted at any time.

K. When a student has been notified that he/she is suspended from school, he/she shall leave the building and grounds immediately and shall remain away from the school premises and school-sponsored events until a parent or guardian returns with him/her for a student- parent-principal conference. The student is not to return to the school premises or attend any school functions following the conference until he/she is reinstated.

L. Students should not congregate in the bathroom areas.

SPECIFIC REGULATIONS

A. Narcotics, Drugs, and Beverage Containing Alcohol

1. No student shall possess, sell, use, transmit, buy, attempt to buy, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, unauthorized inhalants, or any other controlled substance (as defined in Act 590 of 1971 of the State of Arkansas) or beverage containing alcohol or intoxicant of any kind.

2. Controlled substance may be possessed and used by a student who has a prescription for the substance provided it remains in the container with a label including the name of the student, the name of the medication, and the date on which it was obtained from the pharmacist. All prescribed medication must be stored in the office.

B. Weapons, Dangerous Instruments, and Contraband

1. Weapons, including any firearm, knife, razor, ice pick, dirk, box cutter, num-chuks, pepper spray, mace, or other noxious spray, explosive, Taser or other instrument that uses electrical current to cause neuromuscular incapacitation or any other instrument or substance capable of causing bodily harm or threatening the safety or security of others, shall be seized by school authorities and the possession of weapons will result in an immediate suspension pending an investigation by school authorities. The student may be suspended or expelled from school. Other items, such as water pistols, which interfere with the educational process, will be removed from the student's possession. If a school official discovers any gun or other firearm in any school-owned property assigned to the use of an identifiable student, that student shall be expelled for a period of not less than one (1) calendar year. However, the superintendent shall have discretion to modify such expulsion requirement for a student on a case-by-case basis.

2. Possession of a weapon may result in immediate suspension. After an investigation, if the student is found to have possessed any firearm or other weapon on any school campus or school-owned property, the student will be expelled for a period of not less than one (1) calendar year. However, the superintendent shall have discretion to modify such expulsion requirement for a student on a case-by-case basis. Possession of a handgun on school property or school bus is a Class D felony; therefore, any violation of this law will be reported to law enforcement authorities immediately.

C. Electronic Communication Device

1. Electronic devices are permitted on the Magnolia High School Campus. All rules related to proper use and misuse of electronic devices apply. Misuse includes, but is not limited to: using electronic devices during class time in any manner other than specifically permitted by the classroom instructor, permitting audible sound to come from the device when not specifically permitted, engaging in academic dishonesty, using the device to take photographs in locker rooms or bathrooms, and creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person. Students are prohibited from operating a vehicle on school grounds while using a wireless communication device. A student's privilege to operate a motor vehicle may be terminated due to driving, operating, or use of the vehicle in an improper or unsafe manner.

2. High school students may use electronic devices during lunch, during passing periods, and before/after normal school hours. If listening to music, audio books, or any other sounds from a device, during passing periods, lunch, and before and after school, the use of headphones will be

required. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitation allowed by the event or activity the student is attending. The student and/or parents or guardians expressively assume any risk associated with students owning or possessing electronic devices. Students misusing electronic devices shall have them confiscated. The confiscated devices may be picked up at the school's administration office by the student's parents or guardians. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.

3. No electronic device shall be accessible or possessed by a student at any time during ACTAAP test administration. Any student violating this shall be subject to disciplinary provisions.

BOMB THREATS AND COMMUNICATING A FALSE ALARM

Any student who purposely initiates or circulates a report of a present, past, or impending bombing, fire, offense, catastrophe, or other emergency knowing that the report is false or baseless and knowing that it is likely:

1. To cause action of any sort by an official or volunteer agency to deal with emergencies.
2. To place any person in fear of physical injury to himself or herself or another person or of damage to his/her property or property of another person; or
3. To cause total/partial evacuation of any occupiable structure, vehicle, or vital public facility.
4. Communicating a false alarm which is a Class D felony if a physical injury to a person result or the false alarm communicates a present or impending bombing and is made to or about a public or private educational institution. (Act 567 of 2001)

COMPUTER USAGE

1. Student use of electronic devices shall only be as directed/assigned by staff/ teachers; students enjoy no expectation of privacy in aspect of their electronic device usage.
2. Students who disable or bypass security procedures, defeat the district's technology network security or Internet filtering software, alter data without authorization, disclose passwords, access or create sexual or pornographic text or graphics will face disciplinary action.

Electronic Devices

Cell Phone Policy: Cell phones are only allowed before/after school, during transition time, and at lunch. There is to be NO CELL PHONE USE during class time.

1st offense – verbal warning

2nd offense – parent contacted by teacher

3 or more offenses – office referral

1st office referral

- Phone confiscated

- Parent must pick the phone up and have a conference with administration about what the next step is.

2nd office referral

- Phone is confiscated for 9 weeks
- 3 days of ISS placement

3rd office referral

- Phone privileges are revoked for the remainder of the semester
- 5 days of ISS placement

4th office referral

- 3 days of out of school suspension

PERSONAL APPEARANCE

The personal appearance of students should not disrupt the educational process or cause undue attention. Clothing that exposes under garments should not be worn. Bandanas, durags, sleepwear, house shoes and sagging pants or excessively baggy clothing should not be worn by male or female. Clothes which attract undue attention because of their style, unusual pattern, or improper fit are not appropriate. Shorts, dresses and skirts should be no shorter than the longest fingertip when standing with your arms at your sides and your shoulders relaxed. If leggings are worn, the shirt, skirt or dress should be no shorter than the longest fingertip when standing with your arms at your side and your shoulders relaxed. In alignment with the appearance code section in the "Maintaining a Good School Atmosphere" handbook, these guidelines will be used to determine the appropriate length of student attire. Spaghetti straps, halter tops, sports bra, crop tops, muscle shirts, holes in jeans above the knee, various sleeveless tops, tank tops, or bare midriffs are not allowed at school. Any apparel that reveals excessive skin may be considered inappropriate. A student shall not wear or use emblems, insignias, badges, or other symbols which cause disruption or interference with the operation of the school. He/She may not wear clothing which promotes tobacco products, alcohol, drugs, gang activity, or convey a vulgar or suggestive message. Hats and sunglasses are not to be worn inside the building at any time. Students should not wear grills or other decorative mouth wear. Special activity groups may be given permission to wear specific clothing on specified days.

The Arkansas Legislature has enacted a law that prohibits students from wearing, while on the grounds of a public school during the regular school day and at school-sponsored activities and events, clothing that exposes underwear, buttocks and the breast of a female. Violation of this law will result in a minimum of the student being required to change clothing and/or a disciplinary action may be assessed. This law will not be enforced in a manner that discriminates against a student on the basis of his/her race, color, religion, sex, disability or national origin. LEGAL REFERENCES: Act 835 of 2011

ASSESSMENTS AND REMEDIATION

1. Any student who does not satisfactorily pass the required state assessment must participate in Academic Improvement Plan during the year test results are reported. Remediation is held in the Math lab and/or Media Center, Monday-Friday, mornings, Monday-Thursday, afternoons and on designated Saturdays, 8-12 noon.
2. If the student does not participate in the required academic improvement plan, he/she will not receive course credit on his/her transcript for the course related to the end-of-course assessment.

HOMEBOUND

Homebound teacher assistance is available to students who are ill and must, by a doctor's order, stay at home for an extended time. This helps the student keep up with assignments and tests. The school will send a teacher to your home to work with your child. A parent should contact the guidance office when there is a need.

ALTERNATIVE LEARNING ENVIRONMENT

The ALE is offered to eligible students interested in obtaining a high school diploma. The ALE offers intervention classes providing opportunities for students to earn credits in a nontraditional setting that is academically beneficial. The curriculum of the ALE includes the standard course of study required for graduation. Classes in the ALE are taught by a certified teacher.

STUDENT MEDICATIONS

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. Students are not allowed to carry any medications while at school other than two doses of over the counter medications; such as Tylenol. Under no circumstances are students to share medicines. All other medications will be stored in the school office in a locked cabinet. The Medication Authorization forms will be filed alphabetically in a folder near the medication. It is the responsibility of the student to report to the school office to take his/her medication each day. In rare circumstances, a student with severe allergies will be allowed to carry a rescue inhaler or an Epi-pen following school procedures and with the approval from the school nurse.

RESOLVING PARENTAL CONCERNS

Individuals with complaints concerning personnel, curriculum, discipline, coaching, or the day-to-day management of the schools should address their concerns through proper channels according to the following sequence:

1. Teacher, coach, or other staff member against whom the complaint is directed.
2. Principal
3. Superintendent
4. Board of Education

The Board of Education will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the action desired. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level.

TIPS FOR PARENTS

1. Value and have a positive attitude about learning.
2. Set aside regular time and space for homework.
3. Form a two-way communication between school and home.
4. Talk and listen to your child about school.
5. Make sure your child is well rested, well fed and healthy.
6. Know your child's grade level requirements and graduation requirements.
7. Use the library and other community resources.
8. Support family learning through everyday activities.
9. Form relationships with the school and teachers and attend school functions.
10. Set aside daily family time.
11. Support your child's school by notifying the school of your willingness to volunteer.
12. Set limits on behavior and discipline patiently.
13. Say, "I love you" and "yes" as much as you say, "don't" and "no".

GRADING SCALE (Act 576 of 1993)

The following grading scale shall be used by Magnolia High School in compliance with Act 576 for all courses offered except advanced placement:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 and below.

CLASS REQUIREMENTS

Graduation - 23 credits

Senior Status - 16 credits

Junior Status - 9 credits

Sophomore Status - 1 credit of math plus.

GRIEVANCE PROCEDURES RELATED TO TITLE VI, TITLE IX, SECTION 504 DISCRIMINATION COMPLAINTS OF STUDENTS AND EMPLOYEES

DEFINITIONS

A. **DISCRIMINATION COMPLAINT:** A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex, qualified handicap, or age.

B. **STUDENT GRIEVANT:** A student of the Magnolia School District who submits a complaint alleging discrimination based on race, color, national origin, sex, or qualified handicap.

C. **EMPLOYEE GRIEVANT:** An employee of the Magnolia School District who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran.

D. **EQUITY COORDINATOR:** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under the Civil Rights Laws and other state and Federal laws addressing equal educational opportunity. The coordinator is responsible for processing complaints and serves as moderator and recorder during hearing.

E. **RESPONDENT:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisor responsibility for the procedures and policies in those areas covered in the complaint.

F. **DAY:** Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

PRE-FILING PROCEDURES

Prior to the filing of a written complaint, the student or employee is encouraged to visit the Equity Coordinator, and a reasonable effort should be made to resolve the problem or complaint.

FILING AND PROCESSING DISCRIMINATION COMPLAINTS

A. The grievant submits a written complaint to the Equity Coordinator stating name, nature and date of alleged violation; names of persons responsible (where known); and requested action. A written complaint must be submitted within 30 days of alleged violation. B. The Equity Coordinator notifies respondent within 10 days and asks respondent to

1. Confirm or deny facts

2. Indicate acceptance or rejection of student or employee's requested action

3. Outline alternatives.

C. The respondent submits an answer within 10 days to the Equity Coordinator.

D. Within 10 days after receiving respondent answer, Equity Coordinator refers the written complaint and respondent's answer to the principal or other designee. The Equity Coordinator also schedules a conference with the grievant, the respondent, and the principal or other designee.

- E. A conference with the principal, grievant, respondent, Equity Coordinator, and other persons involved will be held.
- F. The principal issues within 10 days after the conference a written decision to the student or employee, respondent, and Equity Coordinator.
- G. If the grievant or respondent is not satisfied with the decision, he/she must notify the Equity Coordinator within 10 days and request a conference with the Superintendent.
- H. The Equity Coordinator schedules within 10 days of request a conference with the grievant, respondent, and Superintendent.
- I. A conference with the Superintendent, grievant, respondent, Equity Coordinator, and other persons involved will be held.
- J. The Superintendent issues a decision within 10 days following the conference.
- K. If the grievant or respondent is not satisfied with the decision, he/she must notify the Equity Coordinator within 10 days and request a conference with the Board of Education.
- L. The Equity Coordinator notifies the governing board within 10 days after receiving the request. Equity Coordinator schedules conference with the governing board. The conference is to be conducted within 30 days from the date of notification to the governing board.
- M. A conference with the governing board or hearing panel established by the Board, grievant, Equity Coordinator, and other persons involved will be held.
- N. The governing board issues a final written decision within 10 days after the conference regarding the validity of the grievance and any action to be taken.
- O. A Section 504 student grievant may request an impartial hearing where the governing board's decision involves the identification, evaluation, or educational placement of a handicapped person in an elementary or secondary education program.

GENERAL PROVISIONS

A. **EXTENSION OF TIME:** Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date that complaint is filed until complaint is resolved shall be no more than 180 days.

B. **RECOURSE FOLLOWING GOVERNING BOARD DECISION:**

Title VI Student Grievant: Office of Civil Rights

Title VI Employee Grievant: Office of Civil Rights or the Equal Employment Opportunity Commission depending upon the nature of the complaint

Title IX Student Grievant: Office of Civil Rights

Title IX Employee Grievant: Office of Civil Rights or the Equal Employment Opportunity Commission depending on the nature of the complaint

Section 504 Employee Grievant: Office of Civil Rights

C. ACCESS TO REGULATIONS: The Magnolia School District shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap, or veteran upon request.

D. CONFIDENTIALITY OF RECORDS: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.

Equity Coordinator:

Magnolia Public Schools

1403 High School Drive

Magnolia, Arkansas 71753

telephone: 234-4933