



STUDENT HANDBOOK

Dr. Betsy Bockman
Principal

929 Charles Allen Dr. NE
Atlanta, GA 30315-4204
404-802-3000 (Main Office)
atlantapublicschools.us/midtown

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July 21, 2025

Greeting Midtown Families! The 25-26 school year is upon us, and the Midtown faculty looks forward to a great year of teaching and learning. We will have more than 1700 students this year with 150 adults actively supporting your child's academic, physical, and social health. Please keep the number 1700 in mind ----patience, kindness, and positive communication go a long way in solving problems and asking questions. While there are lots of procedures and protocols, the specific ones in this letter are the ones that surface most often and cause issues. Midtown is responsible for your child during the day and basic expectations and procedures must be followed. **Please review with your student(s).**

Personal electronic devices are not to be used during the school day. This includes iPhones, air pods, smart watches, tablets, personal computers, Meta AI eye glasses, and personal headphones. Chromebooks are issued to each student and are adequate for all instructional purposes. *Students cannot use personal laptops during the school day.* **Phone pouches will be issued to 9th grade and 10th-12th NEW students on August 5th, and returning students need to bring their Yondr pouch to school as we will check and reissue a new pouch for a fee of \$32 on August 5th..** As students enter the cafeteria in the morning, they place their phones, smart watches, airpods, etc. into the phone pouch and lock them before entering the school. Students will keep the locked pouch in their bookbag all day. *Headphones should be left at home.* Pouches are opened at the end of the school day. If students access a device during the school day, the device will be confiscated, and a parent/guardian will need to pick up the device between the hours of 9:00am -3:00pm. This will all be explained to new students as they receive their pouches and to returning students. *Thank you for reviewing this policy with your student in advance of day one, August 4th.*

Student Car Parking is limited due to the increased school population. All parking spaces are assigned to staff/faculty and senior students who reserved and paid for a spot. The Gray lot (next to the stadium) will be used for students. Students CANNOT park on campus during the school day unless they have an assigned spot. Students will need to utilize surrounding streets for parking if they do not have a reserved space or ride the bus. Parking tickets will be issued for anyone parked in someone's assigned spot. Disciplinary consequences will be issued. After 3:30, spots are no longer reserved. Students participating in after school activities, clubs, and sports can park on campus AFTER 3:30 in open spots in the Gray and Cardinal lots. Athletes who arrive for morning practice before school cannot park in the Gray lot unless they are seniors and have a reserved spot. If your student is driving, they need to leave a little earlier to make sure they can park and be on time. Class starts promptly at 8:30AM. Traffic is not an excuse for being late.

Bike & Scooter Parking: New this year! We have an official designated ***Knight Bike Lot*** located in the Gray Lot by the stadium. Students who bike/scooter will enter the Gray lot via 10th Street (next to the stadium, tennis court & ROTC) and park and lock their bike/scooter up. This new area will help keep our students safe and not have bike traffic mixing with parent and student drivers. Bikes and scooters must be locked up on the bike racks and not locked onto fences or railings around the school.

Food: Students cannot leave campus for lunch and food cannot be delivered during the school day by any food establishment, inclusive of but not limited to, UberEATS, Door Dash, Grub Hub, etc. Parents, please refrain from bringing lunch for your student and leaving it in the office for the student to pick up later. Selections in the cafeteria have been expanded and new choices are available this school year. See



attached on how to load funds for lunches. *Students cannot consume food and beverages in classrooms*—this means they cannot bring breakfast to eat during first period. Eating in class is a huge distraction and disrespectful to teachers and students.

Leaving campus before 3:00pm (latest time to check out is 3PM). Students cannot “check themselves out” or leave campus without reporting to the Main Office first, even if the student is 18 years of age. Parent confirmation via a phone call and a parent email sent to MHSAttendance@apsk12.org is needed before a student can leave. Leaving campus without permission and following the established procedure is skipping and consequences will be assigned. **If your child does not feel well, he/she should report to the Clinic and Nurse Taylor will call the parent/guardian.**

All students with a minimum day (PM) will exit through the gate by the A building—this is for 2 reasons—checking the minimum day roster and unlocking the phone pouch. **Absences:** Students must provide documentation from a parent/guardian or physician for any absences within 3 days of absence. Excuses can be hand delivered to the main office or emailed to MHSAttendance@apsk12.org. After 3 days, the absence is marked unexcused, and remains unexcused. Students cannot submit class assignments for unexcused absences. Absences can be either full day or partial day.

Communication: If you have a question or concern related to any class, first contact the teacher. Most questions are quickly addressed in this manner. If additional assistance is needed contact your child’s administrator or school counselor. (See enclosed document) Reviewing the class syllabi will answer many questions. **Start with the teacher.** Ways to meet the teachers:

Meet & Greets:

9th Grade Only July 31st 5:30-7:00PM
Upperclassmen 10th-12th grades August 1st 11:00-1:00PM

Curriculum Night September 3rd 6:00-8:40PM

During these events, parents can learn to access Parent Portal and Schoology (our learning management platform). Visit the media center for assistance. Link is on our website <https://www.atlantapublicschools.us/domain/18491>

Parent and Teacher conferences. Held twice per month and scheduled in advance online via the Midtown High School website (<https://www.atlantapublicschools.us/domain/18481>). These conferences are tailored for parents, teachers, and students to discuss academic concerns. If your student is struggling with turning in assignments, passing tests/quizzes, and/or not understanding the content these are the reasons for a conference. Please also know that there is a maximum of two conferences per semester. While we all love to hear accolades and praise about our kids, thank you for understanding these conferences are not for that purpose. Please feel free though to email a teacher if you have a specific concern about a class as that is always the first step.

We work hard to keep our website up to date. Most questions (bus route, school fees, calendar, etc.) can be answered by visiting <https://www.atlantapublicschools.us/Page/14412>.

Sincerely yours,

Dr. Betsy Bockman, Principal



Midtown High School - Who to Call & When to Call ☺



My student takes medicine (allergy, migraine, insulin, Advil for cramps, etc.) and will have medication on their person. Is this ok? No, is the answer.

Medication and/or medical procedures required by students should be administered by a parent/legal guardian at home. Under exceptional circumstances, prescribed medication and/or medical, health-related procedures may be administered by the school nurse or self-administered by the student per written physician's orders and written parent/guardian authorization. The parent/guardian must complete and sign the Administration of Medication/Medical Procedure form to acknowledge that the school assumes no responsibility for medications or procedures that are self-administered. Medication classified as controlled must be administered at home and is excluded from the self-administered medication process. Medications that are classified as controlled may only be administered at school with a current physician order indicating medical need and must be administered at school by a school nurse or approved designee. School nurses or other employees may administer auto-injectable epinephrine to students upon the occurrence of an actual or perceived anaphylactic adverse (allergic) reaction by the student, whether such student has a prescription for epinephrine. Students who have a prescription inhaler may carry them on their person, but a medical form must be on file. **Contact:** Nurse W. Taylor @ wanda.taylor@apsk12.org or 404-802-3013 with any questions or to obtain the form.

High School Immunization Requirements - Mandatory

New 11th Grade Immunization Requirements Georgia's immunization requirements for students entering or transferring into the 11th grade have been revised to align with the current recommendations of the Advisory Committee on Immunization Practices (ACIP), the American Academy of Pediatrics (AAP), and the American Academy of Family Physicians (AAFP). Effective July 1, 2021, all students who are new entrants or transfers into a Georgia school in the 11th grade, will require proof of a booster dose of the meningococcal conjugate vaccine, unless their first dose was received on or after their 16th birthday. **Additional Requirements:** Certificates must be signed by a physician licensed in GA or a public health official. A stamp of a physician's signature is permissible when cosigned by an office staff member. Certificates must have a printed, typed, or stamped name and address of the physician, health department, or Georgia Registry of Immunization Transactions and Services (GRITS) official issuing the certificate. Certificates must have a complete date of issue with the month, day, year. **If your student is injured (sports, car, etc.) and needs an elevator key, you will email Nurse Taylor with a doctor's note. *There is a \$50 lost key fine.***

Contact: Nurse W. Taylor @ wanda.taylor@apsk12.org or 404-802-3013 with any questions.



Must have for parents: Infinite Campus is our Atlanta Public Schools parent portal that is used for parents to monitor class schedules, attendance records and grades. Parents/guardians should verify household information, including their email address, home address and telephone numbers. Your log in follows your student from K-12 within APS. We use this information to stay in communication with parents. New to APS and need your activation key, please email Mr. Montero at bmontero@aspk12.org.



Who is my student's Administrator and what is the best method to communicate with them? Using email is the best way to communicate with your student's administrator. Our Administrators are out and about the building, observing classes, performing morning and lunch duty, and working with students, and many other tasks during the school day.

9 th Grade	10 th -12 th with last name that starts with A-D	10 th -12 th with last name that starts with E-G	10 th -12 th with last name that starts with H-K	10 th -12 th with last name that starts with L-R	10 th -12 th with last name that starts with S-Z
Willie Vincent	Dr. Melissa Davis	Dr. Betsy Bockman	Carrie MacBrien	Jennifer Cappelli	Rodney Howard
wmvincent@apsk12.org	mldavis@apsk12.org	bbockman@apsk12.org	cmacbrien@apsk12.org	jcappelli@apsk12.org	rdhoward@apsk12.org

Who is my student's School Counselor?

All of 9 th Grade	10 th – 12 th with last name that starts with A-E	10 th – 12 th with last name that starts with F-K	10 th – 12 th with last name that starts with L-R	10 th – 12 th with last name that starts with S-Z
Tina Pellechia 404-802-3020	Katrina Rucker 404-802-3051	Christina Brantley 404-802-3023	Amari BenLevi 404-802-3019	Dr. Chelsea Falcone 404-802-3018
tblevins2@apsk12.org	katrina.rucker@apsk12.org	christina.brantley@apsk12.org	amari.benlevi@apsk12.org	chelsea.falcone@apsk12.org



Driver's License/Certificate of Attendance the Teenage and Adult Driver Responsibility Act requires that students must satisfy school attendance requirements to receive and maintain a Georgia driver's permit or license.

There is a \$5.00 fee for all Certificates of Enrollment per the APS Student

Handbook. Students should pay the \$5.00 fee on www.mywww.schoolcashionline.com and email their receipt to Ms. Tywane Owens at tywane.owens@apsk12.org. We have 3 business days to complete the form. During the summer months, Certificates of Enrollment are issued by the Department of Student Relations, 130 Trinity Avenue, Second Floor, Atlanta, Georgia.



School Lunch (\$3.00) & Breakfast (\$1.50) are served daily. To pay for meals please visit www.MySchoolBucks.com to load funds for your student. We do not take cash or credit cards in the cafeteria.

www.myschoolbucks.com. To view our menu for the day/month please visit <https://schools.mealviewer.com/school/MidtownHighSchool> and if you think you may qualify for free and reduced meals, an online FEA application must be submitted each year from each family. <https://www.myschoolapps.com/Home/PickDistrict>.



My student is interested in sports...who do I contact?

One of our Athletic Directors:

Blair Barksdale 404-802-3007	Roderick Hill 404-802-3033
patricia.barksdale@apsk12.org	roderick.hill@apsk12.org
Golf, Lacrosse, Esports, Football, XCounty, Swim, Wrestling, Track & Field, Soccer	Cheer, Volleyball, Softball, Baseball, Basketball, Tennis, Flag Football, Lacrosse

2025-2026 Student Support Directory

School Administration with Student Assignment

Willie Vincent, Assistant Principal, (All 9th grade)	802-3007	wmvincent@apsk12.org	B108
Melissa Davis, Assistant Principal, (10 th -12 th A-D)	802-3033	mldavis@apsk12.org	C420
Betsy Bockman, Principal, (10th-12th E-G)	802-3008	bbockman@apsk12.org	C210
Carrie MacBrien, Assistant Principal, (10th-12th H-K)	802-3015	cmacbrien@apsk12.org	C326
Jennifer Cappelli, Assistant Principal, (10th-12th L-R)	802-3061	jcappelli@apsk12.org	E207
Rodney Howard, Assistant Principal, (10 th -12 th S-Z)	802-3010	rdhoward@apsk12.org	C101

Counselors + Student Support Hub with Student Assignment

Shannon Hoch, Clerk	802-3048	shannon.hoch@apsk12.org	A233
Katrina Rucker, Counselor (10 th -12 th A-E)	802-3052	katrina.rucker@apsk12.org	A223
Christina Brantley, Counselor (10 th -12 th F-K)	802-3023	christina.brantley@apsk12.org	A225
Amari BenLevi, Counselor (10 th -12 th L-R)	802-3019	amaribenlevi@apsk12.org	A237
Dr. Chelsea Falcone, Counselor (10 th -12 th S-Z)	802-3018	chelsea.falcone@apsk12.org	A229
Tina Pellechia, Counselor (9 th grade- A-Z)	802-3020	tblevins@apsk12.org	A231
Nakisha Scott, Social Worker (9 th & 11 th grades)	802-3016	nakisha.scott1@apsk12.org	A215
Dr. Abiffee Thomas, Social Worker (10 th & 12 th grades)	802-3030	abiffee.thomas@apsk12.org	A215
Ann Head, 504/SST Coordinator (A-Ma)	802-3030	ahead@apsk12.org	C113
Susanna Roberts, 504/SST Coordinator (Mc-Z)	802-3081	susanna.roberts@apsk12.org	E10
Cheryl Nahmias, Student Support	802-3031	cheryl.nahmias@apsk12.org	E208
Dr. Misty Bryant, Graduation Coach	802-3039	mistv.brvant@apsk12.org	
C114			
Nydia Rivera, Bilingual Specialist	802-3028	nydia.rivera@apsk12.org	C111
Britney Palmer, Chris 180	802-3014	britney.palmer@chris180.org	A304
David Hosking, School Psychologist	802-3040	dhosking@apsk12.org	A404
Charlotte Molloy, Speech Therapist	802-3075	charlotte.molloy@apsk12.org	E213

School Nurse

Wanda Taylor, School Nurse	802-3013	wanda.taylor@apsk12.org	C108
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Academic/Career Support

Jessica Chiddister Johnson, Sp. Ed. Lead	802-3065	jessica.chiddeste@apsk12.org	C308
Martha Jones, CTI/DSE	802-3044	mnjones@apsk12.org	E218
Brent Eickhoff, WorkForce Ready	802-3089	brent.eickhoff@apsk12.org	E116
College & Career Center (CCC)	802-3049		Media Center
College Advisors:	802-3079		
Rahini Bose & Adam Jolliff			

Student Resource Officers

Officer W. Barr	802-3027	willette.barr@apsk12.org	OSA
Officer D. Hammond	802-3062	derrick.hammond@apsk12.org	C102
Officer N. Islar	802-3066	norris.islar@apsk12.org	005

Athletic Directors

Blair Barksdale	802-3051	patricia.barksdale@apsk12.org	E100
(golf, esports, soccer, football, xcountry, swim, wrestling, track & field)			
Roderick Hill	802-3071	roderick.hill@apsk12.org	E100
(cheer, volleyball, softball, baseball, basketball, lacrosse, flag football)			



MIDTOWN HIGH SCHOOL

Bell Schedule 2025 – 2026

8:15	Start Day				
8:28	Warning Bell				
8:30	1 st	91 minutes instruction			
10:01					
Transition to 2 nd					
10:06	Warning Bell				
10:08	2 nd	91 minutes instruction			
11:39					
11:39	Announcements				
11:46					
Transition to 3 rd /1 st Lunch					
Students with 1 st Lunch (3 rd period in A building, C300s, C400s, JROTC)		Students with 2 nd Lunch (3 rd period in E Building, C200s, Gym, Theatre, Music)			
11:46	1 st Lunch	28 minutes lunch + 91 minutes instruction	11:51	Warning Bell	91 minutes instruction + 28 minutes lunch
12:14					
Transition to 3 rd		11:53	3 rd	28 minutes lunch + 91 minutes instruction	91 minutes instruction + 28 minutes lunch
12:19	Warning Bell				
12:21	3 rd	1:24	2 nd Lunch	28 minutes lunch + 91 minutes instruction	91 minutes instruction + 28 minutes lunch
1:52					
Transition to 4 th					
1:57	Warning Bell				
1:59	4 th	91 minutes instruction			
3:30					

Bell Schedule 2025 – 2026

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31						

September						
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28	29	30				

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28	29	30	31			

January						
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February						
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22	23	24	25	26	27	28

March						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
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26	27	28	29	30		

May						
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APS District, State and National Assessments 2025-2026

High Schools (9-12th Grades)

4x8 Schedule

AUGUST	
8/11 – 8/15	<i>EOC Mid-month</i>
8/18 – 8/29	NWEA MAP Growth Testing (Grade 9-10)
SEPTEMBER	
9/8 – 9/12	<i>EOC Mid-month</i>
9/15 – 9/19	Write Score (Grade 9-10)
9/16 – 9/30	Gifted Identification Testing – NNAT, GES (Grade 9-10)
9/29 – 10/3	Semester 1: Mid-Semester Checkpoint (Mastery Connect)
OCTOBER	
10/6 – 10/10	<i>EOC Mid-month</i>
10/6 – 10/31	Gifted Identification Testing – CogAT, TTCT (Grade 9-10)
10/21	<i>PSAT/NMSQT (Grade 10-11)</i>
NOVEMBER	
11/10 – 11/14	<i>EOC Mid-month</i>
DECEMBER	
12/8 – 12/16	<i>Georgia Milestones EOC Winter Main Administration</i>
JANUARY	
1/12 – 2/25	<i>ACCESS for ELLs/Alternate ACCESS (Grade 9-12 ELs)</i>
1/20 – 1/26	<i>EOC Mid-month</i>
FEBRUARY	
2/9 – 2/13	<i>EOC Mid-month</i>
2/23 – 2/27	Write Score (Grade 9-10)
MARCH	
3/2 – 3/6	Semester 2: Mid-Semester Checkpoint (Mastery Connect)
3/9 – 3/13	<i>EOC Mid-month</i>
3/23 – 4/24	<i>Georgia Alternate Assessment (Grade 11)</i>
3/23 – 4/24	STAMP Testing: DLI Students (Grade 9, 10)
APRIL	
4/2	<i>SAT School Day (Grade 11)</i>
4/13 – 5/1	<i>CTAE EOPA for Students Completing a Career Pathway (Grade 10-12)</i>
4/24 – 5/20	<i>International Baccalaureate (IB) Exams</i>
4/27 – 5/8	<i>Georgia Milestones EOC Spring Main Administration</i>
MAY	
5/4 – 5/15	<i>Advanced Placement (AP) Exams</i>
JUNE	
6/15 – 6/22	<i>Georgia Milestones EOC Summer Main Administration</i>

LEGEND

<i>Bold Italics and no Fill</i>	State Assessment System
Bold and Light-Red Fill	District Required Assessments
Bold and Light-Yellow Fill	District Mid-Semester Checkpoint
<i>Bold Dark-Red Italics and Light-Red Fill</i>	College and Career Readiness Assessments

Bold and Light-Red Fill	District Required Assessments
Bold and Light-Yellow Fill	District Mid-Quarter Checkpoints
<i>Bold Dark-Red Italics and Light-Red Fill</i>	College and Career Readiness Assessments

APS District, State and National Assessments 2025-2026

ACT & SAT Saturday Administrations

(Saturday SAT Administrations are offered at North Atlanta and South Atlanta High Schools*. Saturday ACT Administrations are offered at South Atlanta High School.)

Students must register by the prescribed deadlines using the ACT and/or SAT website. Questions may be answered by consulting the ACT/SAT websites or by contacting the school counselor.

SAT	ACT
August 23	September 16
September 13	October 18
October 4	December 13
November 8	February 14
December 6	April 11
March 14	June 13
May 2	July 11
June 6	

Guidance Services

The School Counselors are available to assist students with problems and concerns of an academic, vocational, or personal nature. Parents are encouraged to make an appointment to discuss their child's problems or progress with a counselor and/or teachers. Teachers will be available for parent conferences after school. Students and their parents are encouraged to visit the School Counselors between the hours of 8:30am to 4:15pm. Students are assigned to counselors by their last name.

A-E	Ms. Katrina Rucker	404-802-3052	katrina.rucker@atlanta.k12.ga.us
F-K	Ms. Christina Brantley	404-802- 3023	christina.brantley@atlanta.k12.ga.us
L-R	Mr. Amari BenLevi	404-802-3019	amari.benlevi@atlanta.k12.ga.us
S-Z	Dr. Chelsea Falcone	404-802-3018	chelsea.falcone@atlanta.k12.ga.us
All 9 th	Ms. Tina Pellechia	404-802-3020	tblevins2@atlanta.k12.ga.us

Graduation Coach Dr. Misty Bryant 404-802- 3039 misty.bryant@atlanta.k12.ga.us

Parents are requested to email or phone ahead for an appointment to ensure the appropriate counselor is available.

Transcripts

Transcripts may be obtained from the Guidance Department. Written authorization is required before an official transcript can be sent to a third party or institution. The school provides a certain number of partial / final transcripts free of charge.

Graduation Requirements

The High School Diploma shall be the official document certifying completion of attendance, Carnegie Units, the Milestones tests, and other requirements for high school graduation. A Special Education Diploma shall be awarded to pupils assigned to a special program who have completed all the requirements of their Individualized Education Program.

Administration of Standardized Tests

MHS Guidance Counselors coordinate the administration and interpretation of the following tests:

- Preliminary Scholastic Aptitude Test (PSAT)
- Scholastic Aptitude Test (SAT)
- American College Testing (ACT)
- Armed Services Vocational Aptitude Battery (ASVAB)
- Advanced Placement Exams (AP)
- National Exams for World Languages

Hope Grant Information

Helping Outstanding Pupils Educationally (HOPE) is Georgia's unique program that rewards student's hard work with financial assistance in degree, diploma, or certificate programs at any eligible Georgia public or private college, university, or technical institution. See your counselor.

Family Education Rights and Privacy Act

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) parents / guardians have a right to:

- Inspect and review the education records of a student who is your child, or in the case of a student who is eighteen years of age (18) or older, your own education records.
- Request the amendment of the students' education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent.
- File with the United States Department of Education a complaint under 20 C.F.R.
- 99.64 concerning the alleged failure by the Atlanta Board of Education to comply with the requirements of the Act or the regulations.

Educational Opportunities

Several educational programs are offered for the benefit of motivated students who wish to excel. Set your educational goals high and select a challenging program of study. Counselors can provide more information on these opportunities. Some of the educational opportunities offered at MHS are listed below:

- | | |
|--|--|
| • Advanced Placement | • Georgia Scholars |
| • Presidential Academic
Fitness Award | • Dual Enrollment |
| • Governor's Honors | • Opportunities College and
Career Center |
| • Star Student Program | • College Fairs |

Extracurricular Activity Opportunities

Midtown High School offers a variety of after-school activities, clubs, and sports programs. Midtown considers these extracurricular offerings an integral part of a well- rounded student's education. All Midtown students are strongly encouraged to get involved in at least one Midtown H.S. extracurricular this school year.

Withdrawal from School

All students withdrawing from school for any reason are to consult with a Guidance Counselor or Registrar. Withdrawal forms are available from the Counselor or Registrar. A parent or guardian is required to withdraw a student from school. Students are cleared to withdraw only after the form is returned to the registrar's secretary with the appropriate signatures.

Other Accredited Schools (Attendance/Academic Credit)

No duly enrolled Midtown High School student is permitted to take any course(s) from other accredited schools without first meeting the requirements of the Atlanta School Board. Students and parents are required to contact a Guidance Counselor for information regarding procedures / guidelines.

Approval written by the Guidance Counselor and MHS Administration is a required prerequisite. Again, academic credit towards promotion and / or graduation will not be accepted from other accredited schools unless prior approval has been granted by MHS.

School Social Work Services

School social work is a specialized area of practice in the broad field of social work. Many of the economic, educational, and social challenges in the families of school-aged children have increased over the years, thus expanding the scope of services provided by the school social worker. Social work practice creates a link between home, school, and community by bringing people together to promote the educational success of students.

The social workers are located inside and outside the Counseling Center Suite.

Ms. Nakisha Scott (9th & 11th grades) 404-802-3016

Dr. Abifee Thomas (10th & 12th grades) 404-802-3023

The school social worker handles the following types of cases throughout the year:

- Suspected Abuse/Neglect
- Academic Services
- Attendance/Tardy/Tuancy
- Drop-out
- Deprivation
- Economic Aid
- Emotional Problems
- Homeless
- Pregnancy
- School Discipline
- Residency Issues

Media Center

Computer Assisted Instruction

The Atlanta Public School System believes that using computer resources should be both an enjoyable and an educational experience. Therefore, the school district provides computing facilities to faculty, students, and staff for educational activities. This policy mandates responsible behavior for individuals given access to these facilities.

In addition to policy requirements, Georgia law O.C.G.A. 16-9-90, which may be cited as the Georgia Computer Systems Protection Act also provides definitions, criminal liability and penalties for the crimes related to computer theft, computer trespass, computer invasion of privacy, computer forgery and computer password disclosure. Commission of a computer crime under O.C.G.A. 16-9-90 carries the possible penalty of a fine not exceeding \$50,000 and/or incarceration for a period not to exceed one year. Property laws covering theft, vandalism, destruction, and copyright also apply to computing resources.

Definition: Computing resources include both mainframe, mini and microcomputers, as well as peripherals, networks, software, data, labs, computer-related supplies and the Internet, a worldwide telecommunications network with hundreds of resources. Libraries, government agencies, universities, discussion groups, software products, technical information, as well as millions of people are part of this world-wide network.

General Computing Policies:

- Intentional abuse of computing resources, intentional interference with the operation of computing resources, intentional interference with the work of other users, violation of confidentiality, copyrights, or license agreements, and intentional wasting of computer resources is prohibited.
- Actions which attempt to circumvent prescribed channels of obtaining computer privileges and resources are prohibited.
- Changing wiring, connections, or placement of computing resources is prohibited.
- Modifying any system configuration, startup files, or applications, without the explicit permission of the lab supervisor, teacher or media specialist is prohibited.
- Informing the lab supervisor, teacher, or media specialist of improperly working equipment or software is highly encouraged so that computing resources can be better maintained for efficient availability.
- Using computing resources for commercial purposes is prohibited.
- Students may not use or download privately owned computer software in school computers without permission of the classroom teacher.
- In instances where teachers determine that student-owned software may be advantageous to the instructional program, such software must first be brought to the attention of the appropriate curriculum staff and instructional materials selection committee for review and assessment. Student owned software should not be permanently loaded or copied for use in school system computers.
- Under no circumstances shall students, employees of the school system or any individual exhibit or disseminate obscene materials on school property by computers or any other means.

Midtown High School Media Center Handbook Fall 2025

Web Page: <http://www.atlanta.k12.ga.us/domain/3104>

Hours: Monday-Friday 8:30am-3:45pm

Media Specialists: Mr. Brian Montero

Media Center Support: Ms. Christen McClain

The Midtown High School Media Center provides resource and instructional support for teachers and students and promotes information literacy across the curriculum. In addition to providing access to print and digital resources, we are committed to helping students acquire the information literacy skills they need to succeed in the Information Age. We are available to conduct tutorials on database and catalog searching, preventing plagiarism, information evaluation, document management, and source citation. We also recognize that recreational reading is vital to academic growth and strive to maintain a collection of fiction and non-fiction reading materials that will appeal to a wide range of student interests.

Books

The MHS media center has approximately 8,000 books for student check-out. Library Solutions, our web-based, automated catalog and circulation system, allows students to search for books from any Internet-connected computer. The catalog is linked to the media center home page at: <http://www.atlanta.k12.ga.us/domain/3104>. The catalog also has links to eBooks that may be read from any Internet connected device.

Databases Available for Student Use

Sources are linked on the Media Center Webpage <http://www.atlanta.k12.ga.us/domain/3104>

GALILEO (Georgia Library Learning Online) provides access to over 2000 full-text journals as well as encyclopedias, government documents, images, and primary source materials. GALILEO serves the University System of Georgia as well as K-12 and public libraries. The password changes quarterly. The password is posted in the media center, or you may request it via email: bmontero@atlanta.k12.ga.us

Policies

Check- out

Students are permitted to check out books for two weeks. A book may be renewed one time if another student has not reserved it. Reference books may be checked out overnight. Please remember that you are responsible for items checked out in your name so you should avoid checking out books for friends. Please return all books to the book drop just inside the media center entrance. Do not entrust the responsibility for returning books to anyone else. Please do not leave books on the circulation desk or cart.

Library passes

Students must have a signed pass from a teacher if they are visiting during class time. Students without passes will return to class. Passes are not required during lunch, or after school.

Lost or damaged materials

Students are encouraged to return library books on time and to take care of materials they check out from the library. In accordance with APS policy, students must pay the replacement cost for lost or damaged library materials. If an item is overdue for more than one month, the

media specialist will post a lost book fee to the student's Infinite Campus account and a hold will be placed on the students' records until the book is either returned or paid for.

Student Behavior

The media center is always reserved for quiet reading and research. The following are strictly prohibited: food and drink, use of cell phones, loud talking or socializing, taking items from the library without checking them out. Students who fail to observe the rules will be directed to return to class.

Computer and Internet Use

The MHS media center has 29 computer workstations with Microsoft Office software including Word, PowerPoint, Excel, and Publisher. The media center also provides Internet access for research purposes. Computers are strictly for schoolwork. Students must abide by the Technology Use Guidelines as outlined in the Atlanta Public School Student Handbook (<https://www.atlantapublicschools.us/domain/94>). Accessing obscene, violent, or inappropriate material, copyright infringement, and hacking or altering school technology, are strictly prohibited. Violations may result in the loss of computer privileges.

Printing Documents

Student computers are networked to a black & white printer and there is no charge for printing school projects and papers. Color printing is also available upon request. Students are asked to avoid excessive printing (i.e., printing entire webpages or eBooks).

Printing items unrelated to schoolwork is strictly forbidden. Students who do not observe these rules will lose computer privileges.

Textbooks

All students will report to class with textbooks and necessary materials for class. When a textbook is issued, the student becomes responsible for assuring that the book does not become lost or damaged beyond normal usage. Student records may be withheld until payment is made for lost or damaged books.

Math Center

Hours: Mondays, Wednesdays, & Thursdays: 3:45-5:30 pm

Math Center Director & Co-Director: Ms. Carrie Rowe and Ms. Peyton Williams

The Math Center (MC) is in the C304 and C305 and is available for students who need individual help with mathematics assignments and remediation. The mission for the Midtown Math Center is to provide an interactive and positive environment that encourages students to break down complex problems and develop strategies to solve mathematical problems. The MC also sponsors mathematics contests throughout the school year.

Student Responsibilities and Behavioral Expectations

Students at Midtown High School are expected to do the following:

- To attend school daily, and to attend all classes and be on time.
- To come to class prepared with proper materials, such as textbooks, pencils, and paper.
- To be aware of all rules and expectations or changes in these rules and regulations defining proper student behavior. Each student should conduct him/herself accordingly.
- To be willing to volunteer information in disciplinary cases should it be necessary.
- To maintain a clean and pleasant atmosphere in the buildings and on the grounds.
- To respect fellow students, their rights, views, and their persons. School is both a right and a responsibility.

Student Conduct Grades and Guidelines

An unweighted conduct grade will be entered for each student in each class. This conduct grade may fluctuate throughout the semester based on the rubric below and will be a general assessment of the student's engagement and behavior in the class. The teacher will contact parents if their students have conduct grades of C or F. The final unweighted conduct grade will be entered in the mid-semester and end-of-semester report cards.

A: Student contributes positively to teaching and learning. Student sets an example for others. Student is on task and well-behaved. Student rarely requires redirection.

B: Student contributes to teaching and learning. Student is usually on task and are well-behaved but occasionally require redirection.

C: Student is sometimes on task but can be a distraction to teaching and learning.

F: Student is a chronic distraction to teaching and learning. Student is consistently off task, requiring repeated redirection.

The Principal or Assistant Principal will make and enforce rules/policies/procedures as are necessary for the efficient operation of the school. Students receive two handbooks outlining rules/policies/procedures: the Atlanta Public School Student Handbook and the Midtown High School Student Handbook. Though these handbooks provide an excellent overview of the guidelines, they will not include information on every situation that occurs within an academic school year. Questions should be directed to the appropriate Assistant Principal.

Designated Administrator

Assistant Principals work to support students similar to the work of our guidance counselors. Assistant Principals work with students in a last name arrangement as do the Guidance Counselors.

Students with last names:

A-D	10 th -12 th	Dr. Melissa Davis	Science & Social Studies	404-802-3033
E-G	10 th -12 th	Dr. Betsy Bockman	Fine Arts	404-802-3008
H-K	10 th -12 th	Ms. Carrie MacBrien	ELA & World Language	404-802-3015
L-R	10 th -12 th	Ms. Jennifer Cappelli	Math	404-802-3061
S-Z	10 th -12 th	Mr. Rodney Howard	CTAE/DSE	404-802-3010
A-Z	9 th	Mr. Willie Vincent	PE & JROTC	404-802-3007

Arriving/Leaving Campus

Students who are being dropped off by a parent or driving to school must use the 10th Street lot to enter through the cafeteria. School buses will drop students off on 8th Street, and students should enter the cafeteria. **The Charles Allen entrance is not a student entrance.**

STUDENTS SHOULD BE AT SCHOOL in their assigned classroom by 8:30a.m. At 8:15 a.m., a bell will ring to signify the beginning of the school day. Students are to leave the cafeteria to go to their lockers. By 8:15 a.m., students should be in route to their classes. The tardy bell for the first period of the day rings at 8:30a.m.

Students who arrive to school after 8:45 a.m. should report to the Main Office. The Attendance Clerk will issue a Late Pass. The student will have 6 minutes to report to class. The student should give the form to his/her teacher. If a student takes longer than 6 minutes to report to class, the teacher will assign the student for a teacher-held detention for the first three offenses. After the third offense, the teacher fills out a disciplinary referral form and documents on the referral form the earlier offenses and consequences. The disciplinary referral should be sent to the appropriate grade level administrator.

Students with multiple offenses will receive progressive disciplinary consequences ranging from a Mandatory Conference to in-school suspension. It will be the responsibility of each tardy student to make arrangements to attend a teacher tutorial to make-up any missed assignments. Any classes missed due to tardiness to school are marked as an absence. The only class that is marked excused/unexcused tardy is the class which is in session at the arrival time. The Attendance Clerk only issues a pass for students who are late to school; she does not issue passes for tardiness to classes during the school day.

School Day

Students should not arrive on campus before 7:45 a.m. and must leave campus by 4:00 p.m. unless under the direct supervision of a teacher. To be considered "in attendance" for a school day, a student must be present for at least one-half of the school day, excluding the lunch period. To be considered "in attendance" in a class, a student must be present for at least one-half of the class period.

Once students arrive at school, they may not leave the campus at any time for any reason without permission from a school official and approval from a parent/guardian. Students will not be allowed to visit their vehicles during the school day. Any student coming to or leaving Midtown High School at any time other than the scheduled arrival or departure time must sign in or sign out with the Main Office. Students who choose to leave campus without permission from the Main Office will receive detention, in-school suspension or out of school suspension.

Early Dismissal

If a student must leave school at any time prior to the end of the school day, he/she must be properly signed out by the Main Office. In case of an emergency, when a parent/guardian cannot come to school to check out the student, the Attendance Clerk/Administrator must speak with that parent/guardian to determine the nature of the early dismissal. Students 18 and older must also adhere to these guidelines. Students may be dismissed early from 9am to 2:30pm.

Attendance/Absences

Pursuant to O.C.G.A. § 20-2-690.1, parents, guardians, or any other persons in control of students are responsible for ensuring their students' attendance in school. Due to the negative impact of excessive tardiness and absenteeism on student performance, the Board expects local schools to implement programs aimed at improving student attendance and punctuality. A doctor's note will also be accepted as an excused absence. For further details, please refer to Policy JB.

APS policy requires that parents and students adhere to the provisions of the Georgia Compulsory School Law. Georgia's compulsory education law, O.C.G.A. § 20-2-690.1, requires children, ages 6 to 16 to attend school in some form (public school, private school, or home school) for 180 days or 900 hours of instruction each year. Children subject to compulsory attendance who during the school calendar year have more than five days of unexcused absences are considered truant. Any parent/guardian or other person residing in this state who has control or charge of a child or children and who violates Georgia Code O.C.G.A. § 20-2-690.1 shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to

- Fine: not less than \$25.00 and not greater than \$100.00
- Imprisonment: not to exceed 30 days
- Community service
- Or any combination of such penalties at the discretion of the court having jurisdiction

Absences and Excuses

The provisions of the state board rule 160-5-1-.10 defines acceptable excuses for student absences. Below is an abbreviated list of acceptable excuses:

- Personal illness of the student and/or a situation in which attendance in school would endanger the health of the student or the health of others.
- Serious illness or death in the immediate family of the student that would reasonably necessitate absence from school.
- Special and recognized religious holidays observed by the faith of the student that necessitate absence from school.
- Mandates by the school or other governmental agencies such as pre-induction physical examination for service in the armed forces, a court order or out-of-school suspension.
- Conditions rendering school attendance impossible or hazardous to student health or safety.
- Voter registration or voting in a public election, not to exceed one (1) day per school year.
- Five (5) days or fewer per school year for a child of a military or National Guard parent who is called to duty in a combat zone or combat-supporting post or for a student whose parent is on leave from such an assignment.

Upon return to school from an absence, the student shall bring to the school a note signed and dated by the parent/legal guardian, stating the reason for the absence(s) and the dates of the absence(s). A doctor's note will also be accepted. It is the responsibility of the student to bring the written excuse to the Attendance Clerk in the Main Office. Excuses can be hand delivered to the main office or emailed to MHSAttendance@apsk12.org. For an absence to be coded as "excused," the parent must provide a written and signed **absence excuse within three days from the students return to school**. We cannot accept telephone calls to excuse an absence. When a student has three unexcused absences, a referral to the school attendance team will be completed.

Students will be counted present in the following circumstances:

- A student who serves as a Page of the Georgia General Assembly.
- A student who attends court proceedings related to their foster care.
- A student who successfully participates in the Student Teen Election Participant (STEP) program.
- A student who participates in an activity or program sponsored by 4-H shall be credited as present by the school in which enrolled in the same manner as an educational field trip, and such participation in an activity or program sponsored by 4-H shall not be counted as an absence.

Tardiness to School

Administrative Regulation JBC-R(2) states in part: A school may request a parent/guardian provide proof of residency if a student's attendance record indicates a pattern of tardies that place the school on notice that the address of record is invalid/inaccurate.

Tardiness to Class

A student is considered tardy to class if he/she arrives after the tardy bell sounds. When the tardy bell rings, teachers will lock their doors. After three offenses, a student will receive a teacher assigned detention. After three offenses, a behavioral referral to be submitted to the student's administrator. If a student has a legitimate situation that creates tardiness, the student should get a pass from the teacher/counselor/staff member who caused the tardiness. In these cases, the teacher should mark the student as excused tardy (ETD).

Skippping Class

No student, without a valid excuse, shall miss a class or activity for which he/she is enrolled. Students skip class if they are on campus and do not attend their scheduled class. Skipping students will be identified by teachers when the attendance is taken. Students who were absent from the previous class period must have an excused absence pass from the attendance office when the student submits the proper documentation for their absence. Chronic skippers will be subjected to progressive discipline as outlined in the [APS Student handbook](#).

Truancy

Any absence, for either the entire school day or any portion of the school day, with or without the knowledge of the parent/legal guardian and not defined as an excused absence, is considered an unlawful absence. Students who are truant will be assigned to a mandatory parent conference.

Consequences for Absences

- Students who have ten or more unexcused absences during the school year will not:
- Receive a certificate of attendance for obtaining a learner's permit or driver's license.
- Students who have ten or more unexcused absences during the school year will:
- Receive a certificate of non-compliance which can hinder obtaining a learner's permit or driver's license. Have their current driver's license revoked.
- The school reserves the right to suspend the following activities when students have five unexcused absences for a semester:
- School dances/activities Prom

Bullying

Bullying and other forms of intimidation will not be tolerated in any form and are strictly prohibited. Georgia law mandates that upon a finding that a student has committed the offense of bullying for the third time in a school year, the student shall be referred to the APS Disciplinary Tribunal with the recommendation for assignment to an alternative school.

The term "bullying" shall mean:

Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or

Any intentional display of force would give the victim reason to fear or expect immediate bodily harm.

Board Policy Descriptor Code: JHCAA

Board Policy: Secret Societies (Gangs)

In support of student success, the Atlanta Board of Education supports a safe and orderly school environment. Gangs, as defined in state statute, are forbidden to gather or congregate at school system sites or school-related events. Individuals who engage in gang-related behavior at school sites or at school-sponsored activities disrupt the educational process and promote an atmosphere where unlawful acts or serious violations of school rules may occur. Examples of gang-related behavior may include, but are not limited to:

- The presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies gang membership or affiliation with such a group.
- Initiation, hazing, intimidation, and/or related activities of such group affiliations that are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or staff.
- Threatening to commit, or actually committing, any crime with the purpose of terrorizing another, causing the evacuation of a school system facility or school bus, causing disruption to the orderly operation at any school system facility, or acting in reckless disregard of the risk of causing such terror or disruption.
- Using, employing, or relying upon gang membership or affiliation to threaten, intimidate, or to harass students and/or staff.
- The use of certain hand signals or gestures that may, in any way, be linked to a gang or gang-related activity or behavior.
- Graffiti that may, in any way, be linked to a gang or gang-related activity or behavior.
- Identifying oneself as a member of a gang.
- Recruiting or soliciting membership in a gang or gang-related organization.
- Students who engage in gang-related behaviors are subject to consequences in accordance with the school system's progressive discipline procedures up to, and including suspension, expulsion, and referral to the appropriate legal authorities.

The Superintendent is authorized to develop regulations to implement this policy. Atlanta Public Schools Date Adopted: 6/11/2007

Cyberbullying

Cyberbullying is similar to other types of bullying, except it takes place online and through text messages sent to cell phones. Cyberbullies can be classmates, online acquaintances, and even anonymous users, but most often they do know their victims. Some examples of ways students bully online are:

- Sending someone mean or threatening emails, direct messages (DMs), or text messages.
- Excluding someone from an instant messenger buddy list or blocking their email for no reason.
- Tricking someone into revealing personal or embarrassing information and sending it to others.
- Breaking into someone's email or instant message account to send cruel or untrue messages while posing as that person.
- Creating websites to make fun of another person such as a classmate or teacher.
- Using websites to rate peers as prettiest, ugliest, etc.

Use of Electronic Devices by Students

Personal electronic devices are not to be used during the school day. This includes iPhones, air pods, headphones, smart watches, tablets, Meta eyeglasses, and personal computers. Chromebooks are issued to each student and are adequate for all instructional purposes. Students cannot use personal laptops during the school day. **Yonder phone pouches will be issued to students on August 5. As**

students enter the cafeteria in the morning; they will place their phones, smart watches, air pods, etc. into the phone pouch and lock it before entering the school. Students will keep locked pouch in their bookbag all day. Headphones and personal computers should be left at home. Pouches are opened at the end of the school day. If students access a device during the school day, the device will be confiscated, and a parent/guardian will need to pick up the device between the hours of 8:45am-4:00pm.

[Midtown Personal Electronic Devices Rules and Procedures 2025-2026](#)

[Fighting](#)

No student shall mutually participate in or initiate a physical altercation (fight) unless such physical contacts or physical harms were in self-defense as provided by OCGA § 16-3-21. Physical contact which causes harm may result in a Level 3 disciplinary response being imposed.

Within 1 School Year:

First Offense: Discipline Levels 1 – 3 (minimum 1 day OSS; Max 4 days)

Second Offense: Discipline Levels 2 – 3 (min 3 days OSS; Max 10 days OSS and optional referral for disciplinary hearing) Third Offense: Discipline Level 3 (10 days OSS and Mandatory Hearing Referral)

[Hall Passes](#)

Only students with hall passes will be permitted to leave class during class time. Students cannot leave classrooms during the first and last 15 minutes of the class period and after 3pm.

[Fire Alarm](#)

The fire alarm system is a safety measure to be utilized by authorized personnel. Any student who pulls a fire alarm will be charged by the police for the disruption of school and will be suspended.

[Food and Drink](#)

No food or drink is to be consumed in the school buildings or classroom except during authorized time periods. The cafeteria, the picnic tables, and the courtyard are the only areas where food is to be consumed. Trays and silverware should not be taken outside the cafeteria dining area.

A student who disposes of food or drink in unauthorized areas will assist the custodial staff in cleaning the building or will receive Saturday Work detention.

[Georgia Compulsory School Attendance Law](#)

The Georgia Compulsory School Attendance Law requires that all students attend school on time each day. If parents and students violate this law, a truancy petition may be filed with the Fulton County Juvenile Court System.

[Revocation of Georgia Driving License or Permit \(Teenage/Adult Drivers\) Responsibility Act – TAADRA](#)

In stressing the importance of school attendance and conduct, Georgia reserves the right to revoke a student's driving license for attendance or disciplinary violations. A driving license or permit may be suspended if the record indicates that such minor:

- Has dropped out of school without graduating and has remained out of school for ten consecutive school days.
- Has ten or more school days of unexcused absences in the current academic year or ten or more school days of unexcused absences in the previous academic year; or has been found in violation of a hearing officer, panel, or tribunal of one of the

following offenses, has received a change in placement for committing one of the following offenses, or has waived his or her right to a hearing and pleaded guilty to one of the following offenses: threatening, striking, or causing bodily harm to a teacher or other school personnel; possession or sale of drugs or alcohol on school property or at a school sponsored event; possession or use of a weapon on school property or at a school sponsored event; any sexual offense prohibited under Chapter 6 of Title 16; or causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.

Payments

Midtown High School - Online School Payments

Atlanta Online School Payments (OSP) portal is a service provided to parents to facilitate payment for school fees for a variety of products and services. osp.osmsinc.com

Student Dress

12A APS School Dress Code:

All school dress codes must be in compliance with Policy JCDB. Unless a school uniform has been designated or otherwise specified, a student is expected to adhere to the following minimum school dress code requirements:

1. Clothing, hairstyles, and jewelry must not cause a disruption or constitute a health or safety hazard.
2. Clothing must be of appropriate length and fit. Extremely tight clothing, sagging shorts or trousers, or baggy, oversized clothing is not permitted.
3. Clothing and/or jewelry must not contain words or symbols that are gang-related, offensive, insulting, embarrassing, sexually suggestive, obscene, or promote illegal behavior.
4. Clothing and/or jewelry must not contain any advertisement or display of words or symbols associated with alcohol, illegal drugs, or tobacco.
5. Caps, hats, head wraps, bandanas, hoods, or other head coverings must not be worn in the school building during the school day unless there is a special activity where they are deemed appropriate by the school principal.
6. Appropriate shoes, those that fit and allow for safe movement throughout the school, must be worn at all times at school and school sponsored activities.
7. In accordance with the recommendations of public health officials, the wearing of personal protective equipment (i.e., face coverings, masks, etc.) by students may be required as part of the student dress code.

13A Indecent Exposure (Self-Others)

No student shall expose their intimate body parts in public or expose the undergarments/ intimate body parts of others. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.atlantapublicschools.us/titleix

School Bus Transportation Rules and Regulations

The primary purpose of school buses is to transport designated pupils to and from school. Buses may be used for co-curricular activities upon receipt of permission from the school authority and arrangement with the Atlanta Public Schools Transportation Department. While riding the bus, students are expected to behave appropriately. Otherwise, the student may be banned from utilizing Atlanta Public Schools Transportation services.

School Telephones

Students will not be allowed to use office phones except in cases of emergencies.

Emergencies must first be explained to a school staff member. Students must have permission, and a signed hall pass from a MHS staff member to use these phones during the school day.

Student Concerns

Students who have academic concerns should:

- Firstly, schedule a meeting with the teacher to share concerns.
- Secondly, share your academic concerns with your school counselor.
- Lastly, share your concerns with your assistant principal.

School IDs

Students are strongly encouraged to take school pictures. Student IDs are created based on school pictures. If a student misses the school picture opportunity, the student ID picture may be taken in the Office of Student Affairs (OSA).

Student Parking

Student Parking on Campus is permitted and only for seniors. Permit decal must be on the car and visible. Each student who is eligible for a parking permit will be assigned a specific spot in a specific lot. Some students have late arrival, and their spot should not be taken by another student. Students who park illegally (do not have a permit) in another student's, faculty, or staff member's parking spot will be ticketed. Parents will be contacted, and student will be requested to move their vehicle. ALL school rules are in effect in the parking area before, during, and after school. After 3:30, spots are no longer reserved. Students participating in after school activities, clubs, sports can park on campus AFTER 3:30 in open spots in the Gray and Cardinal lots.

PARKING PERMITS MAY NOT BE SOLD, TRADED, TRANSFERRED, OR SHARED IN ANY WAY WITH ANOTHER STUDENT. Repeated parking violations will cause parking privileges to be revoked and possible ticketing or towing of the vehicle at the owner's expense. Students who continue to park after revocation will be suspended and the vehicle may be towed at the owner's expense. STUDENTS WILL LOSE PARKING PRIVILEGES AFTER FIVE (5) UNEXCUSED TARDIES TO SCHOOL PER SEMESTER. All tardy excuses must be received within 3 days of tardy.

Parking on campus is a privilege. Midtown High School is NOT an open campus. As such, students are not allowed to stay/visit the parking lot: - after arrival - during instructional time or - during lunch.

- * The administration has the right to search all vehicles on campus.
- * Buses and pedestrians always have the right of way.
- * Be courteous and cautious, the speed limit is 5 mph.
- * No loud sounds. This includes music, mufflers, tire squealing, or fast starts.
- * Each vehicle must occupy ONLY one assigned spot. The parking lots will be actively monitored.

Replacement parking decals are subject to a \$25.00 fee.

The parking permit fee of \$100 is neither refundable nor pro-rated.

Students who break any rules will have their parking privileges revoked.

Any student who drives his/her vehicle to school must be aware that once they arrive on campus, they will not be able to leave without the proper documentation from the Main Office. During school hours, students' vehicles will be off limits. STUDENTS WILL NOT BE ALLOWED TO GO TO THEIR CARS DURING CLASS OR DURING THE LUNCH PERIOD. If students are caught in their cars, it will result in a Mandatory Conference/After School Detention/In-School Suspension.

School Pranks and Vandalism

As a community, we value our facility and are appreciative of the learning environment that it affords for our students. Therefore, we want to be sure that everyone understands that students identified as trespassing on school grounds after or before the school day and identified as engaged in a prank or otherwise destroying school property will be turned over to the local police for prosecution, which could result in arrests and fines. These actions may also result in suspension, referral to APS tribunal, and suspension from

attending school dances/prom/activities. In addition, if seniors are involved in any of these situations, they will not be allowed to participate in graduation exercises, and a letter will be attached to any letters of recommendation sent to colleges to advise them of this activity.

Visitors

All visitors at school or on school grounds must report to the office to secure a visitor's pass. All visitors are expected to leave promptly when their business is complete. Student visitors are not allowed.

Disciplinary Consequences

Students may be assigned to an Administrative Detention for an attendance or disciplinary infraction. Administrative detention will take place on Wednesdays in the cafeteria from 3:50 p.m. to 4:50 p.m. Students who arrive late or cause a disturbance will have additional time added to the detention, a Mandatory Conference with another detention added, or In-School Suspension. Failure to come to Wednesday Detention will result in a Mandatory Conference with an additional Wednesday Detention scheduled or In-School- Suspension.

Mandatory Conference

A mandatory Conference requires a student with their parent/guardian to meet with the Administrator. Upon notification of a mandatory conference, a student is not permitted to attend any class, field trip, or extracurricular activity until his/her parent/guardian attends a conference with an Administrator.

After School Detention

Administrative detention will be assigned as a disciplinary consequence. Detention will be from 3:50 p.m.- 4:50 p.m. every Wednesday in the multipurpose room.

In-School Suspension

Purpose: Students assigned to In-School Suspension (ISS) are counted present for each day they are in attendance. The students have the opportunity to complete their academic assignments in a structured, isolated environment while making amends for a specific infraction or infractions.

Placement Dates: Students will be given an ISS notification letter the day before the placement begins. Students will be assigned for a minimum of one day and a maximum of five days.

Teacher Assignments: Teachers will be notified the day before a student placement begins. The notifications will be emailed. Teachers will assign appropriate class work based on the number of days the student is placed in ISS. Teacher assignments will be posted in Schoology by 8:15 a.m. on the day that the ISS placement begins.

Arrival at ISS: Students must report to the ISS classroom located in OSA (E100 hallway), by 8:30 a.m. Additional consequences will be given for tardiness. The ISS day is from 8:30a.m. to 3:30 p.m. If a student has an excused absence, he/she will be allowed to make up for the absence. Each unexcused absence will cause an additional day to be added to the placement duration.

Supplies: Students are responsible for having the materials to do assignments in all of their classes. Students must bring their chrome books, textbooks, notebooks, paper, pens, and pencils. Only those items that pertain to class work can be brought into the ISS classroom.

Assignments: The ISS teacher will give the academic assignments to the students. The ISS teacher will return completed assignments to the academic teachers for grading. Students will get credit for complete work. Any un-attempted assignment will cause a student to receive a classwork grade of 50.

Student Activity: Students will have managed bathroom breaks. No breaks will occur when the regular school population is changing classes or at lunch. Students will eat lunch in the ISS room.

Classroom Procedures: Students must raise their hands to get permission for any request. Students do not get out of their chairs without permission. Students are not to talk without permission. There will be no sleeping or laying head down on desks. Cellphones and other electronic devices are prohibited. Lack of cooperation and/or lack of adherence to the rules will result in suspension.

Completion of ISS Placement: When students have completed their ISS placement, a clearance notice will be given for admission back into their classes.

Failure to Meet SOP/ISS Guidelines: Students who fail to meet the ISS guidelines will receive an out-of-school suspension.

Out of School Suspension

Out-of-School Suspension is used as a disciplinary action to punish inappropriate student behavior including violation of school rules, policies, and procedures. While on suspension, the student is not allowed to come into the school, onto the school grounds, or to attend any APS sponsored activities. Violation of this will result in further disciplinary action. When returning from a suspension, a student must bring a parent/guardian for conference with an administrator.

Note: Every effort will be made to notify parents when a student is suspended.

Disciplinary Tribunal

This policy shall apply when a student is charged with a disciplinary offense where a short-term suspension is considered by an administrator as an ineffective or insufficient punishment. The determination to send a student to the APS Disciplinary Tribunal is made at an informal hearing at the school. If a case is going to tribunal, additional days are added to the original, short-term suspension. The APS Disciplinary Tribunal contacts the student's parent/guardian with the date and time of the tribunal hearing.

APS Student Handbook

Please review the [APS Student Handbook](#) for specific information.