



MIDTOWN
HIGH SCHOOL

Dr. Betsy Bockman, Principal

929 Charles Allen Dr. NE
Atlanta, GA 30309-4204
404.802.3000 (Main Office)
atlantapublicschools.us/midtown

HIGH SCHOOL

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2023-2024 STUDENT HANDBOOK

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Dear Midtown Knights!

I look forward to a great year academically, artistically, and athletically! In order for all students to meet success, there are a few key points specifically mentioned in this document that all students must abide by.

More than 1700 adults and students form our daily school community. Preparing students for the present and future is a huge job-- a job the Midtown staff takes seriously. Each individual student is important, but each student is also part of the whole. Common expectations and understanding allow Midtown to provide the best educational experience possible for every student.

The APS Student Handbook has clear guidelines. Please read these policies. These practices will be reviewed with students during the first week of school and frequently during the year so there is complete clarity.

**Your Principal,
Dr. Bockman**



GETTING STARTED



We encourage Midtown students to be their own best advocates. If there is a problem, confusion, question, need for assistance, seek out help in ways that will bring the best result:

- Address all adults professionally--Ms., Mr., Coach, Dr., etc. Do not address adults by their first names.
- Be in class BEFORE the bell rings. Dropping bookbags off in the classroom then returning after the tardy bell, is skipping class. Seated and ready sends a message that you value education and respect that teacher. Your cellphone is out of sight. Stay in class--there is no wandering, socializing, meeting in restrooms or hallways during class time. If you need to go to the restroom, go to the one closest to the classroom and return to class. Hall passes must be used regardless of destination.
- All communication (verbal and written) is respectful. Do not demand. Request assistance, state the concern, and be patient. All teachers have a large number of students to take care of. Teachers are here to help all students succeed.
- Attend tutorials and Saturday School -this is a way to catch up, gain clarity, get ahead, and build a relationship with your teachers. Relationship building is a two-way street.
- Midtown's Student Support Team can also help students learn how to best advocate for themselves. See any of them for assistance. That's their job--to help you!

A reminder that students are NOT allowed to leave campus during lunch periods and cannot order food to be delivered to campus.

UPCOMING OPEN HOUSE EVENTS



Friday, July 28 | 5:00-6:30 PM
Open House for 9th Grade
Parent meeting 5:15 in the Theatre*
Monday, July 31 | 11:00 AM-1:00PM
Open House for 10, 11th & 12th Grade
Parent Meeting 11:30 AM





DRESS CODE

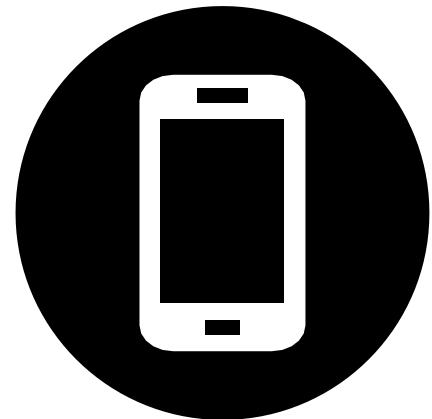
Midtown students are preparing for the world after high school. Students should select clothing in accordance with the APS Dress Code. Clothing that is designed to be worn under clothes should not be worn as outerwear. Clothing should NOT: Expose midriffs, backs, or backsides; be excessively tight, short, or revealing; Expose undergarments or underwear; APS has clear guidelines regarding exposing undergarments/intimate body parts.

While students like to make decisions about what to wear and what is suitable to him or her, a school also must build an environment conducive for all--students and adults.

There are days where students make clothing choices that are not suitable for school. When that happens, administrators will intervene. Parents will be contacted by school administrators to bring more appropriate clothing in the event student choices are not in compliance with the APS Dress Code. It is my hope that parents will support our decisions with our students.

CELLPHONE USAGE

The misuse of cellphones and other PEDs is the number 1 behavior concern at Midtown. Unless the teacher asks students to use these for INSTRUCTIONAL PURPOSES, they should be Out of Sight/Out of Mind during class time. Teachers will remind once then, if necessary, then write a behavior referral after that reminder. Consequences will be assigned if student continues to use electronic devices. During PE classes, students should bring a combination lock or give phones to the teacher for safe keeping during class. Midtown High School and APS are not responsible for lost or stolen electronic devices.



Audio or Video. Students may not use audio or visual recording devices without the permission of a school administrator. This includes, but is not limited to, using recording devices to video, photograph or record misbehaviors to violate the privacy of others. (APS behavior code 5)

Students are to leave cellphones in the classroom (in bookbags or other teacher-identified area) if student needs to use the restroom or any other reason to be out of the classroom. Taking cellphones to the restroom or on other errands delays the return to class.

Parents, refrain from texting or calling your student during the day. If a student is ill and needs to go home, you will be contacted by the school nurse.

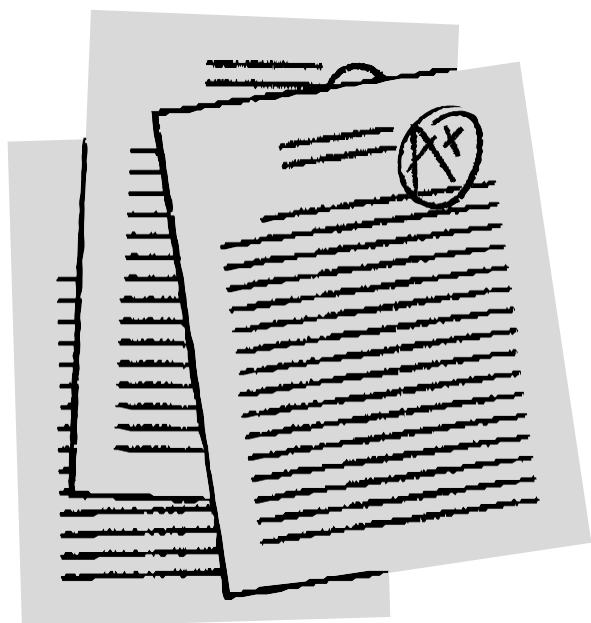
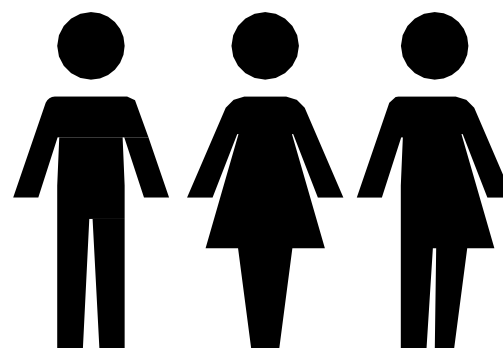


RESTROOMS

Students cannot gather in any area for any purpose other than the intended purpose of that area. Restrooms are to be used for the intended purpose.

No, students cannot:

- Hang out in the restrooms talking to classmates, checking their social media, making phone calls.
- Use a preferred restroom. Students are to use restrooms closest to their class location
- Spend lunch break in the restroom
- Hang out in restrooms during class periods
- Invite friends to all go into a stall. 1 stall, 1 person. All students in the stall will receive consequences.
- Share their artistic talents on walls, mirrors, stall walls and doors
- Vandalize sinks, soap dispensers, toilets, stall doors and walls



It is the responsibility of every student and employee to exhibit honesty, trust, fairness, respect, and responsibility in academic work always to support a positive learning environment in the school. Cheating, plagiarism, and other acts of academic dishonesty are strictly prohibited. Students who cheat on standardized testing or are repeatedly dishonest can face expulsion or increased consequences. Examples of violations of this rule include but are not limited to: "copying or borrowing from another source" and submitting it as

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ACADEMIC DISHONESTY

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one's own work; seeking or accepting unauthorized assistance on tests, projects, or other assignments; fabricating data or resources; providing or receiving test questions in advance without permission; or working collaboratively with other students when individual work is expected.

Use of a cellular phone without the consent of a school administrator or school staff during a test, quiz, or completion of a graded assignment is considered cheating and is strictly prohibited.

Message from the Administrators

Welcome to Midtown High School for the 2022-2023 school year. Excellent opportunities await every student at Midtown. Our past achievements are many and outstanding. We are excited by the accomplishments of our student body and applaud all efforts to obtain this level of achievement. Your opportunities are limited only by your imagination and personal commitment. Our tradition continues as we pursue excellence. Student commitment, combined with staff and community support enable us to achieve our goals. Your role is critically important:

- Set high standards for yourself.
- Accept responsibility for your actions and decisions.
- Behave responsibly.
- Treat others as you would like to be treated.

Working together, we will have an outstanding year. MHS HANDBOOK REQUIREMENTS

All parents and students have access to the Midtown High School student handbook via the Midtown website. Students and parents are expected to be familiar with policies, rules, and regulations of Midtown High School and the Atlanta Public Schools (APS), and to be supportive of them.

Parent and Student Acknowledgment

PARENT AND STUDENT ACKNOWLEDGMENT

This Student Handbook has been written to help you gain the greatest benefit from your school experience. When you access this handbook, it is required that you read the handbook carefully, and sign the acknowledgment form.

Parent/Guardian Signature

Date

Student Signature

Date

Midtown High School Profile

Our Beliefs

- Each student is a valued and unique individual.
- Each student can learn.
- Each student has the right to learn in a clean, safe, disciplined, and intellectually stimulating environment.
- Parents and schools working together provide the best atmosphere for student achievement.
- Each student is accountable and responsible for his or her own behavior and choices.
- Diversity, equal opportunity, and access to technology are the cornerstones of innovation.
- Exposure to and participation in fine arts, hands-on sciences, humanities, problem-solving and physical training are key to producing self-reliant students with depth and humanity.
- All students should graduate with a well-informed plan of action for meeting their academic and personal career goals.

Our Vision

A high-performing school where educators inspire, families engage, and students love to learn.

Our Mission

Every student will graduate college and career ready with a dedication to community involvement and service.

Theme

Individually we are different; together, we are Midtown.

Midtown Cluster Signature Theme

STEAM: **S**cience-**T**echnology-**E**ngineering-**A**rts-**M**athematics

Midtown Graduate Profile

Creative, Collaborative, Critical thinker, Communicative, and a good Citizen.

Student Support Directory 2023-2024

Principal

Betsy Bockman (10 th -12 th E-G)	404-802-3008	bbockman@apsk12.org	C210
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Assistant Principals

Melissa Davis (10 th -12 th A-D) (<i>Social Studies and Science</i>)	802-3033	mldavis@apsk12.org	E207
Carrie MacBrien (<i>ELA & World Languages</i>)	802-3015	cmacbrien@apsk12.org	C326
Trish Maxwell (10-12 th H-PE) (<i>Math</i>)	802-3061	patricia.maxwell@apsk12.org	C420
Rodney Howard (10 th -12 th PH-Z) (<i>CTAE</i>)	802-3010	rdhoward@apsk12.org	C101
Willie Vincent (9 th grade students) (<i>Art, JRTOC</i>)	802-3007	wmvincent@apsk12.org	B10

Counselors + Student Support Hub

Shannon Hoch, Clerk	802-3048	shannon.hoch@apsk12.org	A233
Katrina Rucker, counselor (10 th -12 th A-G)	802-3052	katrina.rucker@apsk12.org	A223
Lamar Young, counselor (10 th -12 th H-PE)	802-3019	ljyoung@apsk12.org	A229
Chelsea Falcone, counselor (10 th -12 th PH-Z)	802-3018	chelsea.falcone@apsk12.org	A225
Tina Pellechia, counselor (all 9 th grade)	802-3020	tblevins2@apsk12.org	A231
Trish Maxwell, 504/SST coordinator	802-3039	patricia.maxwell@apsk12.org	A237
Susanna Roberts, Graduation Coach	802-3081	susanna.rogers@apsk12.org	A233
Kristin Robinson, Attendance Specialist	802-3023	kristin.robinson@apsk12.org	MC
Cheryl Nahmias, Student Care Liaison	802-3031	cheryl.nahmias@apsk12.org	A239
Adelia Johnson, School Social Worker	802-3016	adelia.johnson@apsk12.org	C217
Alex Wallace, SST 504 (MC-Z)	802-3039	awallace@apsk12.org	OSA
Ann Head, SST 504 (A-MA)	802-3030	ahead@apsk12.org	OSA

Therapeutic Services

Deborah Burden	802-3014	debra.burden@chris180.org	A304
David Hoskings, APS Psychologist	802-3040	dhosking@apsk12.org	
Charlotte Malloy, Speech Therapist	802-3075	charlotte.malloy@apsk12.org	

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, Work Force Ready		brent.eickhoff@apsk12.org	E116
College Advisors	802-3079		MC
David Hosking, School Psychologist	802-3040	dhosking@apsk12.org	C114
Nydia Rivera, Bilingual Specialist	802-3028	nydia.rivera@apsk12.org	C111

School Nurse

Wanda Taylor	802-3013	wanda.taylor@apsk12.org	C108
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School Resource Officers

Officer W. Barr	802-3027	willette.barr@apsk12.org	A215
Officer D. Hammond	802-3062	derrick.hammond@apsk12.org	C102

APS Student Calendar 2023-2024 (approved by the ABOE, 2/7/2022)

25-31 Teacher Preplanning Days

JULY 23

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

1 First Day of School

Instructional days: 23

4 Labor Day

Instructional days: 20

9 Indigenous Peoples' Day/Teacher Professional Learning Day
10 Teacher Professional Learning Day

11-13 Fall Break (students and teachers)

Instructional days: 17

20-24 Thanksgiving Break

Instructional days: 17

15 Semester Break

Instructional days: 11

Semester 1: 88

JANUARY 24

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2 Teacher Professional Learning Day

3 Begin Semester 2

15 M.L. King, Jr. Birthday

Instructional days: 20

FEBRUARY 24

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

19 Presidents' Day*/Teacher Professional Learning Day

20-23 Winter Break (students and teachers)

Instructional days: 16

MARCH 24

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

Instructional days: 21

APRIL 24

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-5 Metro Area Spring Break

Instructional days: 17

MAY 24

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

24 Last day of school

27 Memorial Day

28-29 Teacher Post planning Days

Instructional days: 18

Semester 2: 92

JUNE 24

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

School Year: 180 instructional days

*Note: Depending on the number of instructional days lost to inclement weather, instructional time may be made up by any combination of make-up days, virtual learning days or extension of the school day.

	First/Last day
	Teacher professional learning day (Students do not report)
	Holiday

Bell Schedules 2023-2024

A Day (Tuesday, Thursday) + B Day (Wednesday, Friday)

8:30	Start Day				
8:44	Warning Bell				
8:45	1 st	83 minutes instruction			
10:14		6 minutes announcements at end of 1 st			
Transition to 2 nd					
10:20	Warning Bell				
10:21	2 nd		83 minutes +		
11:44		Flex Time	15 minutes Flex Time (reserved on as needed basis for SEL, BASC-3, extended announcements, continued 2 nd period instruction etc.)		
11:59					
Transition to 3 rd /1 st Lunch					
12:05	Warning Bell				
	Students with 1 st Lunch (3 rd period in A building, C300s, C400s)		Students with 2 nd Lunch (3 rd period in E Building, C200s, BBT, Gym, Theatre, Music)		
	11:59	1 st Lunch	12:06	3 rd	85 minutes + 37 minutes lunch
	12:37		1:31		
	Transition to 3 rd		Transition to L2		
	12:43	Warning Bell			
	12:44	3 rd	1:32	2 nd Lunch	
	2:09		2:09		
	Transition to 4 th				
2:15	Warning Bell				
2:16	4 th	83 minutes + 6 minutes adv/bus			
3:45					

C Day (Monday)

8:30	Start Day	
8:44	Warning Bell	
8:45	1A	41 minutes +
9:31		5 minutes announcements
9:37	Warning Bell	
9:38	1B	41 minutes
10:19		
10:25	Warning Bell	
10:26	2A	41 minutes
11:07		
11:13	Warning Bell	
11:14	2B	41 minutes
11:55		
12:00	Warning Bell	

L1: 3rd period in **A building, C300s, C400s**

L2: 3rd period in **E Building, C200s, BBT, Gym, Theatre, Music**

	Students with 1 st Lunch		Students with 2 nd Lunch	
	11:55	1 st Lunch	12:02	3A
	12:31		12:43	
	Transition to 3A		Transition to L2	
	12:37	Warning Bell		
	12:38	3A	12:44	2 nd Lunch
	1:19		1:19	
Transition to 3B				
1:25	Warning Bell			
1:26	3B	41 minutes		
2:07				
2:13	Warning Bell			
2:14	4A	41 minutes		
2:55				
3:01	Warning Bell			
3:02	4B	41 minutes + 2 minutes announcements		
3:45				

District, State and National Assessments

Testing Calendar High Schools (9th – 12th grades)

AUGUST	
August 14 – 18	Georgia Milestones EOC Tests Mid-Month
August 21 – 25	MAP Growth Testing (Grade 9-12)
SEPTEMBER	
September 11 – 15	Georgia Milestones EOC Tests Mid-Month
September 18 – October 20	BASC 3-BESS Window #1 (Grade 9-12)
September 19 – October 6	NNAT, Gifted Rating Scales (GRS) for “Second Look” Gifted Identification (Grade 9-10)
OCTOBER	
October 16 – 20	Georgia Milestones EOC Tests Mid-Month
October 24	PSAT/NMSQT (Grade 10-11)
October 25 – November 30	Amp Up APS Survey (Grade 9-12)
NOVEMBER	
November 6 – 10	Georgia Milestones EOC Tests Mid-Month
November 27 – December 1	MAP Growth Testing (Grade 9-10)
DECEMBER	
December 4 – 11	Georgia Milestones EOC Tests Winter Administration
December 4 – 6	Career, Technical and Agricultural Education (CTAE) End-of-Pathway Assessments (4x4 Schools)
December 12 – 13	Career, Technical and Agricultural Education (CTAE) End-of-Pathway Assessments Retest (4x4 Schools)
JANUARY	
January 10 – February 27	ACCESS for ELLs/Alternate ACCESS for ELLs
January 16 – 22	Georgia Milestones EOC Tests Mid-Month
FEBRUARY	
February 5 – 9	Georgia Milestones EOC Tests Mid-Month
February 5 – March 8	BASC 3-BESS Window #2
February 6 – March 8	NNAT, Gifted Rating Scales (GRS) for Gifted Identification (Grade 9-11)
February 27	ACT School Day (Grade 11)
February 27	Pre-ACT (Grade 9)
MARCH	
March 4 – 8	Georgia Milestones EOC Tests Mid-Month
March 11 – 15	MAP Growth Testing (Grade 9-11)
March 18 – 29	Torrance Test of Creative Thinking (TTCT) for Gifted Identification (Grade 9-11)
March 25 – April 26	Amp Up APS Survey (Grade 9-12)
March 25 – April 23	Georgia Alternate Assessment 2.0 (GAA 2.0) Administration
March 27	SAT School Day (Grade 11)
APRIL	
April 8 – 19	Career, Technical and Agricultural Education (CTAE) End-of-Pathway Assessments
April 25 – May 17	International Baccalaureate (IB) Exams
April 29 – May 3	Career, Technical and Agricultural Education (CTAE) End-of-Pathway Assessments Retest
April 29 – May 10	Georgia Milestones EOC Tests
MAY	
May 6 – 17	Advanced Placement (AP) Exams
JUNE	
June 17 – 21	Georgia Milestones EOC Summer Administration

TESTING CALENDAR 2023-2024 SCHOOL YEAR

ACT & SAT Saturday Administrations

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 26	September 9
October 7	October 28
November 4	December 9
December 2	February 10
March 9	April 13
May 4	June 8
June 1	July 13

Helpful Links

Testing Acronyms

[Testing Acronyms Defined](#)

Georgia State Assessment Program/Georgia Department of Education

[GaDOE Testing/Assessment Division](#)

Atlanta Public Schools (APS) Testing + Assessment

[APS Testing + Assessment Home Page](#)

APS Insights

[APS Insights Data Tool](#)

ACT, Pre-ACT 8/9, Pre-ACT

[ACT Tests](#)

College Board (AP, PSAT, and SAT)

[College Board Home Page](#)

International Baccalaureate (IB)

[IB Assessments & Exams](#)

Medical and Emergency Information

Disaster Alerts

- Fire Drills
- Tornado Alert

All Clear Signal: Three (3) blasts or rings of the bell or horn.
Follow teachers' and administrators' directions during disaster drills.

Emergency Closing Information

Any change in the regularly scheduled school day will be reported locally on WSB-TV and other area television stations. Additionally, the district will generally send a "Robo-Call" announcing school closures. Parents and students should listen/view these stations for information that might affect the normal routine.

Health Form

Parents shall complete a health form each year that includes a place for parental consent for school officials to request medical treatment of the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency: parents should update this information as often as necessary.

Prescription and Non-Prescription Drugs

Prescription or non-prescription drugs are not allowed at school unless prior approval has been obtained from a school official. All medicine must be turned in to the school nurse. If the school nurse is unavailable, the principal can designate the appropriate Midtown employee.

School Nurse

Midtown has a school nurse available 5 days per week. wanda.taylor@atlanta.k12.ga.us

Hospital Homebound Services

Hospital Homebound services are available to students who qualify. Should a doctor anticipate your son / daughter being out of school more than ten (10) consecutive days, you may qualify for services and should contact your child's Guidance Counselor for further information.

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-G	Ms. Katrina Rucker	404-802-3052	katrina.rucker@atlanta.k12.ga.us
F-PE	Mr. Lamar Young	404-802-3019	ljyoung@atlanta.k12.ga.us
PH-Z	Ms. 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 Ms. Susanna Rogers 404-802- 3081 kristin.robinson@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 student's 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. Some of the educational opportunities offered at MHS are listed below:

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

Counselors can provide more information on these opportunities.

Extracurricular Activity Opportunities

Midtown High School offers a variety of after-school activities, clubs, and sports programs. Midtown considers these extra-curricular 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.

Written approval 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 worker is located in the Main Office Mailroom Suite. The phone number is 404-802-3016. 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 2023

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

Hours: Monday, Wednesday, & Thursday: 8:15-4:00, Tues & Fri: 8:15-4:00.

Media Specialists: Mr. Brian Montero & 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>

Databases provide access to authoritative sources and are an essential component of balanced resources.

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, on March 24th, May 15th, August 31st, and December 12th. The password is posted in the media center, or you may request it via email: taftl@atlanta.k12.ga.us.

Gale Virtual Reference Library. A subscription service providing access to 54 multi-volume eReference sets covering topics across the curriculum including science, medicine, law, literature, history, and biography. The link to the Gale Virtual Library is located on the library webpage. The password on campus is Midtown, off-campus it is remote.

eBooks from our catalog. The online library catalog is linked to the home page of the media center site. The catalog contains a growing collection of eBooks that may be accessed from any Internet connected device including smart phones. A password is not required from within the APS network. Outside of the network, you will need the username Midtown and password readmore.

AJC Online: Go to the link on MHS Media Center Webpage Username: Midtownhs Password: student-123

The Atlanta Fulton Public Library: <http://www.afplweb.com/>

Students at MHS are eligible for an Atlanta-Fulton County Public Library card and do not need parental consent to obtain a card. Cardholders have access to a wide range of print and online resources free of charge. Many Atlanta-Fulton library branches also have evening and weekend hours staffed with reference librarians available to help with research. Library card applications are available in the MHS media center. Students may return their completed card application to Ms. Taft who can verify their eligibility and forward the application to the Ponce de Leon Library. The student cards are then delivered to Ms. Taft who will distribute them.

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 be returned to class. Passes are not required before school, 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.

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 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 (<http://www.atlanta.k12.ga.us/Page/723>). 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 issued a textbook, 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.

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

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 well-behaved, but occasionally requires 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 Assistant Principals

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 (Social Studies & Science)	404-802-3033
E-G (10 th -12 th)	Dr. Betsy Bockman (Health & PE)	404-802-3000
H-PE (10 th - 12 th)	Ms. Trish Maxwell (Math)	404-802-3061
6666	Ms. Carrie MacBrien (ELA & World Language)	404-802-3015
PH-Z (10 th -12 th)	Mr. Rodney Howard (CTAE, DSE)	404-802-3010
All 9 th Grade	Mr. Willie Vincent (Arts, 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 and 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 BY 8:45 A.M. At 8:30 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 8:30 a.m., students should be in route to their classes. The tardy bell for the first period of the day rings at 8:45 a.m.

Students who arrive to school after 9:15 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. Students who have a documented, excused tardy will be allowed to go to class. A documented excuse from a physician/dentist/court is an acceptable excused tardy. Parents may only write three (3) excused tardy notes per semester. Additional tardiness, either excused or unexcused, will have consequences assigned.

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 8:00 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 Attendance Secretary. Students who choose to leave campus without permission from the Attendance Secretary will receive a mandatory conference or suspension at the discretion of the Assistant Principal.

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 Attendance Secretary. In case of an emergency, when a parent/guardian cannot come to school to check out the student, the Attendance Secretary/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

APS policy requires that parents and students adhere to the provisions of the Georgia Compulsory School Law. 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. An absence note must be provided. It can be typed or handwritten but must have the parent’s actual signature. When a student has three unexcused absences, a referral to the school social worker will be completed.

APS requires students to miss fewer than 10 days for the school year. For students who are 15 or younger, ten unexcused absences may result in a referral to juvenile court. For students who are 16 and older, ten unexcused absences may result in the school withdrawing the student from school.\

When the student returns to school, the student must bring an excuse to the Attendance Clerk in the main office within three days. It should include name of student, date(s) absent, reason, signature of parent/guardian with date, and phone # for verification. It is the responsibility of the student to take the

written excuse to the Attendance Office or Main Office. A parent can also bring or email this absence excuse. **Please call 404-802-3076 if you have any questions about absences.**

Students have 3 days, upon returning from an absence, to bring a written excuse to the Attendance Office or the Main Office. If more than 3 days lapse, the attendance marking will remain an unexcused absence (UNA).

Parents/Guardians may write three (3) written excused absence notes per semester. Excused absences include: personal illness; serious illness or death in the immediate family; medical or dental appointments; quarantine by a doctor or health department; special or recognized religious holidays observed by the faith of the student; weather or other environmental conditions preventing a student from getting to school or rendering school attendance hazardous to the health or safety of the student; absence of one day to register to vote; or service as a page in the Georgia General Assembly.

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. Late students must report to the designated Office area to receive a Lock Out Pass and Wednesday Detention. The Lock Out Pass will indicate that the teacher should mark the student who returns with the pass as unexcused tardy (UNT). After 3 offenses, a student will receive a Mandatory Conference or In-School Suspension at the discretion of the Assistant Principal and progressive discipline thereafter.

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).

Skiping Class

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. Otherwise, teachers must send students without proper documentation for their absence to the Office of Student Affairs. These students will receive an Unexcused Absence Pass and a consequence ranging from a Mandatory Conference to Disciplinary Tribunal. Teachers record the attendance for each class in the first 15 minutes of the class period. 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 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)

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 co-mingle 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, instant messages, 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.

Both boys and girls sometimes bully online and just as in face-to-face bullying, tend to do so in different ways. Boys more commonly bully by sending messages of a sexual nature or by threatening to fight or hurt someone. Girls more often bully by spreading rumors, sending messages that make fun of someone or exclude others.

(National Crime Prevention Council)

Students and parents/guardian can refer to the following websites for further information about cyberbullying; LLLLLLLL www.wiredkids.org, www.cyberbullying.com, www.netismartz.org, www.stopbullyingnow.hrsa.gov, www.mymobilewatchdog.com.

Cyberbullying is a form of bullying and will result in long term suspension with a tribunal hearing. A tribunal hearing could result in alternative placement from Midtown High School.

Use of Electronic Devices by Students

The new Atlanta Public Schools' cellular telephones and other personal electronic devices (PEDs) policy can be accessed at <http://go.boarddocs.com/ga/aps/Board.nsf/goto?open&id=ACFLPS578FE5>. Please review for important information regarding out of school suspensions and fines as it relates to consequences for all electronic violations. PEDs that are visible will be confiscated by Midtown High School staff and turned in to the assigned assistant principal.

All Midtown High School staff members have the right to confiscate cell phones/ PEDs when used in violation of policy JCDAF and its implementing regulation. If a student refuses to relinquish a phone or PED to a school staff member, the student will receive disciplinary consequences.

Students are allowed to use cellphones/electronic devices during lunch periods only. Students may not use devices in class, during class changes, during drills, or in restrooms. Earbuds/headphones should not be visible except during lunch periods.

Fighting

Fighting, instigating a fight, or contributing to the disorderly conduct surrounding a fight will not be tolerated. With a first offense, the student will be put on a Discipline Contract, in addition to being suspended. With subsequent offenses, the student will be suspended and referred to the APS Disciplinary Tribunal.

Hall Passes

Only students with hall passes will be permitted to leave class during class time. A student in the hall without a pass will be escorted back to class and will be required to serve teacher detention. Students cannot leave classrooms during the first and last 15 minutes of the class period.

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

The Midtown High School Administration recognizes as fashion is constantly evolving it will be at the administration's discretion to make sure students are dressed neatly and appropriately. When the administration determines that a student's attire does not comply with Midtown High School requirements a parent/guardian will be required to bring appropriate clothing to the school for the first and applicable subsequent violations.

Consequences: Headgear will be confiscated; the retrieval date will vary depending on the circumstances. Repeated dress code violations constitute insubordination and will result in disciplinary consequences including, but not limited to, warning, parent conference, after school detention, ISS, and OSS.

5.8.5 APS School Dress Code:

1. Clothing, hairstyles, and jewelry must not cause a disruption or constitute a health or safety hazard.
2. Clothing, including spirit wear, must be modest and 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. Appropriate undergarments must be worn at all times and must not be visible. Pants that sit below the waistline are not allowed. Students are only allowed to wear pajamas on school sanctioned special days.
6. 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.
7. 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.
8. 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.

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 counselor's suite and Office of Student Affairs (OSA).

Student Parking

Students who drive:

- Must register all vehicles they will be driving to campus this year (this can be done during Open House. Provide a copy of your driver's license when registering).
- Must park in designated spaces.
- Cannot park in spaces reserved for handicap unless student has an official permit.
- Cannot park on curbs.
- Cannot park on concrete pad by tennis courts.
- Cannot park in front of the gym.
- Abide by any neighborhood parking restrictions if parking off campus.

The student parking lot is located on the 10th Street side of the campus. Any cars parked in non-parking zones will be towed. If the 10th Street lot is full, students may use the gravel lot of park on the street. No students will be allowed to use the teachers' parking lot on 8th Street.

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 Attendance Office. During school hours, students' vehicles will be off limits. STUDENTS WILL NOT BE ALLOWED TO GO TO THEIR CARS DURING CLASS OR DURING 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 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 engaging 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 an Administrative Detention for an attendance or disciplinary infraction. Administrative detention will take place on Wednesdays in the cafeteria from 3:45 p.m. to 4:45 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 Assistant Principal. Upon notification of a mandatory conference, a student is not permitted to attend any class, field trip, or extra-curricular activity until his/her parent/guardian attends a conference with an Assistant Principal.

After School Detention

Administrative detention will be assigned as a disciplinary consequence. Detention will be from 4pm-5pm.

In-School Suspension

Purpose: Students assigned to School of Opportunity/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 SOP/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 8:00 a.m. on the day that the ISS placement begins.

Arrival at ISS: Students must report to the SOP/ISS classroom, by 8:45 a.m. Additional consequences will be given for tardiness. The SOP/ISS day is from 8:45a.m. to 3:45p.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. Students must present the SOP/ISS teacher with a signed copy of the SOP/ISS Rules and Policies to be admitted to SOP/ISS.

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

Assignments: The SOP/ISS teacher will give the academic assignments to the students. The SOP/ISS teacher will return completed assignments to the academic teachers for grading. Students will get credit for completed work. Any un-attempted assignment will cause a student to receive a "0".

Student Activity: Students will have one supervised bathroom break in the morning and one supervised bathroom break in the afternoon. No breaks will occur when the regular school population is changing classes or at lunch. Students eat lunch in the ISS room.

Classroom Procedures: Students must raise their hands to get permission for any request. Students are not to 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 SOP/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.

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