

# MARY PERSONS HIGH SCHOOL

**A Cognia and  
Georgia Accrediting Commission (GAC)  
Accredited School**

300 Montpelier Avenue  
Forsyth, Georgia 31029  
478-994-2812  
<http://mphs.monroe.k12.ga.us/>



## **2022-2023 STUDENT HANDBOOK**

Tammy Marion, Principal  
Sarah Alford, Assistant Principal  
Robert Lindsey, Assistant Principal/Athletic Director  
Sherondah Strode, Assistant Principal

### **Mission Statement**

Mary Persons High School will graduate students with the knowledge and skills necessary to compete in a global society.

### **Vision**

ALL students at Mary Persons High School will learn, grow, and succeed.

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## **TITLE IX, SECTION 504, and AMERICANS WITH DISABILITIES ACT**

The Monroe County School District does not discriminate against persons on the basis of age, race, color, national origin, disability, religion, sex, or genetic information. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations. As a result, the following people have been appointed to oversee specific areas.

Title II, Adult 504, Adult Title IX  
Dr. Mike Hickman  
25 Brooklyn Avenue, Forsyth, GA 31029  
478-994-2031

Student and Athletic Title IX  
Dr. Jim Finch  
25 Brooklyn Avenue, Forsyth, GA 31029  
478-994-2031

Student 504  
Jenny Rooks  
433 Highway 41 South, Forsyth, GA 31029  
478-994-2031

Any employee, student, or parent can submit a complaint regarding equal opportunity to Dr. Mike Hickman. If the employee is dissatisfied with the disposition of the matter by the Superintendent, s/he can have the complaint referred to the Board of Education. For details regarding the grievance procedures related to equal opportunity, refer to the Board Policy Manual.

## **Message from Ms. Marion**

Welcome to the 2022-2023 school year at Mary Persons High School. It is important for faculty, staff, parents, and students to become partners in this educational journey. It is essential for all of us to come to school every day with a positive attitude and ready to give it our best.

This handbook has been designed especially for you. It contains answers to many of the questions you may have about the policies, procedures, and opportunities available at Mary Persons High School. It is incumbent upon you to read it and familiarize yourself with its content. The basic expectations, rules, and policies governing the way students, staff, and others relate within the high school community are emphasized.

At Mary Persons High School, we expect every student to be a CHAMP. This expectation is deeply ingrained into our culture. We use our CHAMP matrix to communicate what this means in various settings in our school. Please take a few minutes to familiarize yourself with our CHAMP expectations on page 9.


The administration, faculty and staff are committed to your success. Please do not hesitate to contact us whenever you have questions or concerns.

Sincerely,

***Tammy Marion***

Tammy Marion  
Principal

# CHAMP Expectations

<b>STUDENT EXPECTATIONS</b>						
	<b>Classroom</b>	<b>Hallway</b>	<b>Restroom</b>	<b>Commons Area</b>	<b>Cafeteria</b>	<b>Arrival/ Departure Area</b>
<b>Be Courteous</b>	Listen to others.	Keep it moving and be kind to others	Keep the restroom clean.	Use your indoor voice.	Wait your turn in line. Use an indoor voice.	Be kind and treat others with respect. Maintain personal space.
<b>Be Honorable</b>	Respect others	Use respectful language and behavior	Report any misuse or vaping.	Keep your area clean. Use the vending machines properly.	Pay for what you get.	Use respectful language and behavior. Enter/Exit building at approved areas.
<b>Be Accountable</b>	Be on time.	Use your phone as an instructional tool	Get in and out in a timely manner.	Maintain personal space.	Keep your area clean.	Use only approved areas. Keep it moving during transitions.
<b>Be Motivated</b>	Be an active participant.	Get to class on time!	Return to class quickly.	Use your time wisely.	Make healthy food choices.	Arrive/Depart school on time.
<b>Be Prepared</b>	Be ready to start class.	Keep electronic devices secure!	Go to the restroom between classes.	Follow the dress code.	Know your lunch number.	Follow the dress code and other MP rules.

## Student Handbook Expectations

All students must know and abide by the regulations in the *Student Handbook*. The handbook has been approved by the Monroe County Board of Education. Each student is required to sign a student handbook acknowledgement form. The link to this form can be found on the last page of the handbook.



## Faculty and Staff

Faculty and staff are listed below by department area. All personnel can be contacted through email by typing the prefix followed by @mcschools.org.

### Administration

Name	Email Prefix
Marion, Tammy	tammy.marion
Alford, Sarah	sarah.alford
Lindsey, Robert	robert.lindsey
Nelson, Brian	brian.nelson
Strode, Sher	sherondah.strode

### Counseling and Guidance

Name	Email Prefix
Burston, Tasha	tasha.burston
Hamlin, Holly	holly.hamlin
McLuen, Reye	reye.mcluen
Roller, Teresa	teresa.roller

### Media

Name	Email Prefix
Bernard, Amanda	amanda.bernard

### Office Staff

Name	Email Prefix
Dennis, Barbara	barbara.dennis
Lauderdale, Hannah	hannah.lauderdale
Lyons, Calondra	calondra.lyons
Rhodes, Misty	misty.rhodes
Sawley, Kim	kim.sawley
Weems, Stacey	stacey.weems
Wells, Alissa	alissa.wells
Young, Elizabeth	elizabeth.young

**Career, Technical and Agricultural Education (CTAE)**

<b>Name</b>	<b>Email Prefix</b>
Carter, Stephanie	stephanie.carter
DuBose, Chris	chris.dubose
Dunn, Jacob	jacob.dunn
Etheridge, Sydney	sydney.etheridge
Evans, Dwain	dwain.evans
Greenway, Lee	lee.greenway
Hankinson, Katie	katie.hankinson
Hurm, D.J.	dj.hurm
Little, Susan	susan.little
Myers, Amy	amy.myers
Smith, Ryan	ryan.smith
Waldrep, Bill	bill.waldrep

**English**

<b>Name</b>	<b>Email Prefix</b>
Baggarly, Whitney	whitney.baggarly
Brock, Brandon	brandon.brock
Clark, Ellen	ellen.clark
Epps, Lauren	lauren.epps
Greenway, Lori	lori.greenway
Griffin, Leeanne	leeanne.griffin
Jenkins, Chelsie	chelsie.jenkins
Schneider, Katelyn	katelyn.schneider
Smith, Allen	allen.smith

**Fine Arts**

<b>Name</b>	<b>Email Prefix</b>
Hernandez, Charles	charles.hernandez
Sanders, Reagan	regan.sanders
Spires, Holly	holly.spires
Trevitt, Samantha	samantha.trevitt

### ***Exceptional Children***

<b>Name</b>	<b>Email Prefix</b>
Beaver, Courtney	courtney.beaver
Brown, Gail	gail.brown
Boone, Rosemary	rosemary.boone
Cook, Ashley	ashley.cook
Dziedzic, Leslie	leslie.dziedzic
Holloway, Elizabeth	elizabeth.holloway
Johnston, Christie	christie.johnston
Lewis, Terrie	terrie.lewis
Mimbs, Sarah	sarah.mimbs
Odeh, Serena	serena.odeh
Smallwood, Michael	michael.smallwood
Wood, Schon	schon.wood

### ***Health and Physical Education***

<b>Name</b>	<b>Email Prefix</b>
Easterly, CJ	cj.easterly
Evans, Jessica	jessica.evans1
Johnson, Michael	michael.johnson2
McElhaney, Lamon	lamon.mcelhaney
McElhaney, Llonisha	llonisha.mcelhaney
Morrow, Jason	jason.morrow
Nelson, Brian	brian.nelson
Webber, Brad	brad.webber

### ***Mathematics***

<b>Name</b>	<b>Email Prefix</b>
Bernard, Trey	trey.bernard
Cannady, Blake	blake.cannady
Hightower, Amanda	amanda.hightower
Lanier, Laura	laura.lanier
McKallip, Jill	jill.mckallip
Olivares, Vidal	vida.olivares
Smith, Mark A.	mark.smith
Smith, Zhareia	zhareia.smith
White, Rachael	rachael.white
Williams, Sarah	sarah.williams

**Science**

<b>Name</b>	<b>Email Prefix</b>
Griffin, Lauren	lauren.griffin
McGough, Alan	alan.mcgough
McIntosh, Ashley	ashley.mcintosh
Morrow, Bridget	bridget.morrow
Simmons, Miranda	miranda.simmons
Smith, Jill	jill.smith
Smith, Stephen	stephen.smith
Stephens, Jessica	jessica.stephens1
Sumner, Natalie	natalie.sumner

**Social Studies**

<b>Name</b>	<b>Email Prefix</b>
Colley, Tyeisha	tyeisha.colley
Harper, Cindy	cindy.harper
Lane, Jana	jana.lane
Magda, Martin	martin.magda
Meeks, David	david.meeks
Morgan, Rebecca	rebecca.morgan
Nix, Greg	greg.nix
Simmons, Chuck	chuck.simmons
Smith, Mark H.	mark.smith1
Williams, Jason	jason.williams

**Foreign Language**

<b>Name</b>	<b>Email Prefix</b>
Calhoun, Kristy	kristy.calhoun
Cannady, Stacy	stacy.cannady
Evans, Ciara	ciara.evans
Nieves, Lizamar	lizamar.nieves

**Support Staff**

<b>Name</b>	<b>Name</b>	<b>Name</b>
<b>Paraprofessionals</b>	<b>Cafeteria – Main</b>	<b>Cafeteria – Freshman</b>
Jenkins, Arthur	Alford, Regina	Hughley, Barbara
Timpson, Debra	Bridgers, Rachel	Johnson, Elaine
	Copelan, Carol	Stevens, Ben
	Glover, Gussie	Zellner, Brenda
	Mays, Shanita	
<b>Facilities</b>	Roberts, Michele	
Battle, Leonard	Stewart, Kathy	
Brantley, Tamika	Watkins, Ame	
Hayes, Sharon	Watson, Belinda	
Hart, Delores		
Smith, Noland		
Walker, Tracy		

# School Calendar



## 2022-2023 MONROE COUNTY SCHOOLS



July 2022						
S	M	T	W	T	F	S
						1
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						

August 2022						
S	M	T	W	T	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			

September 2022						
S	M	T	W	T	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	

October 2022						
S	M	T	W	T	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					

November 2022						
S	M	T	W	T	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			

December 2022						
S	M	T	W	T	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

July  
7/4-7/8 System Closed  
7/26-7/29 Pre-Planning

August  
8/1 First Day

September  
9/5 Labor Day Holiday

October  
10/10-10/14 Fall Break  
10/20 Parent Conferences

November  
11/21-11/25 Thanksgiving Break

December  
12/19-12/30 Christmas Break

January  
1/2-1/3 Teacher In-Service  
1/16 MLK Holiday

February  
2/20-2/21 Winter Break

March  
3/17 Teacher In-Service  
3/23 Parent Conferences

April  
4/3-4/7 Spring Break  
4/10 Teacher In-Service

May  
5/24 Last Day  
5/25-5/26 Post Planning  
5/26 MPHS Graduation  
5/29 Memorial Day Holiday

- Holidays
- In-Service
- First/Last Grading Periods
- Grade Reports
- Parent Conferences

January 2023						
S	M	T	W	T	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				

February 2023						
S	M	T	W	T	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				

March 2023						
S	M	T	W	T	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

April 2023						
S	M	T	W	T	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						

May 2023						
S	M	T	W	T	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			

June 2023						
S	M	T	W	T	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	

# Bell Schedules

## First 5 Days of School

MP Main Campus															
BLOCK	Monday, 8/1/22			Tuesday, 8/2/22			Wednesday, 8/3/22			Thursday, 8/4/22			Friday, 8/5/22		
Homeroom	8:00-8:30			8:00-8:30			8:00-8:30			8:00-8:30			8:00-8:30		
1	8:35-9:55			8:35-9:55			8:35-9:55			8:35-9:55			8:35-9:55		
2	10:00-11:20			10:00-11:20			10:00-11:20			10:00-11:20			10:00-11:20		
3	11:25-1:20			11:25-1:20			11:25-1:20			11:25-1:20			11:25-1:20		
lunch	1st lunch	11:25-11:50		1st lunch	11:25-11:50		1st lunch	11:25-11:50		1st lunch	11:25-11:50		1st lunch	11:25-11:50	
	2nd lunch	11:55-12:20		2nd lunch	11:55-12:20		2nd lunch	11:55-12:20		2nd lunch	11:55-12:20		2nd lunch	11:55-12:20	
	3rd lunch	12:25-12:50		3rd lunch	12:25-12:50		3rd lunch	12:25-12:50		3rd lunch	12:25-12:50		3rd lunch	12:25-12:50	
	4th lunch	12:55-1:20		4th lunch	12:55-1:20		4th lunch	12:55-1:20		4th lunch	12:55-1:20		4th lunch	12:55-1:20	
4	1:25-3:00			1:25-3:00			1:25-3:00			1:25-3:00			1:25-3:00		
First 5 Days of School															
MP Freshman Campus															
BLOCK	Monday, 8/1/22			Tuesday, 8/2/22			Wednesday, 8/3/22			Thursday, 8/4/22			Friday, 8/5/22		
Homeroom	8:00-8:25			8:00-8:25			8:00-8:25			8:00-8:25			8:00-8:25		
1	8:30-10:00			8:30-10:00			8:30-10:00			8:30-10:00			8:30-10:00		
2	10:05-11:25			10:05-11:25			10:05-11:25			10:05-11:25			10:05-11:25		
3	11:30-1:15			11:30-1:15			11:30-1:15			11:30-1:15			11:30-1:15		
lunch	1st lunch	11:30-11:55		1st lunch	11:30-11:55		1st lunch	11:30-11:55		1st lunch	11:30-11:55		1st lunch	11:30-11:55	
	2nd lunch	12:00-12:25		2nd lunch	12:00-12:25		2nd lunch	12:00-12:25		2nd lunch	12:00-12:25		2nd lunch	12:00-12:25	
	3rd lunch	12:30-12:55		3rd lunch	12:30-12:55		3rd lunch	12:30-12:55		3rd lunch	12:30-12:55		3rd lunch	12:30-12:55	
	4	1:20-2:53			1:20-2:53			1:20-2:53			1:20-2:53			1:20-2:53	

## Regular Bell Schedule

MP Main Campus															
BLOCK	Monday			Tuesday			Wednesday			Thursday			Friday		
1	8:00-9:25			8:00-9:25			8:00-9:25			8:00-9:25			8:00-9:25		
MP period	9:30-9:55 (HR)			CHAMP block			9:30-9:55 (1st)			CHAMP block			9:30-9:55 (2nd)		
2	10:00-11:20			10:00-11:20			10:00-11:20			9:30-10:55			9:30-10:55		
3	11:25-1:20			11:25-1:20			11:25-1:20			11:00-12:55			11:00-12:55		
lunch	1st lunch	11:25-11:50		1st lunch	11:25-11:50		1st lunch	11:25-11:50		1st lunch	11:00-11:25		1st lunch	11:00-11:25	
	2nd lunch	11:55-12:20		2nd lunch	11:55-12:20		2nd lunch	11:55-12:20		2nd lunch	11:30-11:55		2nd lunch	11:30-11:55	
	3rd lunch	12:25-12:50		3rd lunch	12:25-12:50		3rd lunch	12:25-12:50		3rd lunch	12:00-12:25		3rd lunch	12:00-12:25	
	4th lunch	12:55-1:20		4th lunch	12:55-1:20		4th lunch	12:55-1:20		4th lunch	12:30-12:55		4th lunch	12:30-12:55	
MP period	1:25-3:00			1:25-3:00			1:25-3:00			CHAMP block			CHAMP block		
4	1:25-3:00			1:25-3:00			1:25-3:00			1:30-3:00			1:30-3:00		
MP Freshman Campus															
BLOCK	Monday			Tuesday			Wednesday			Thursday			Friday		
1	8:05-9:30			8:05-9:30			8:05-9:30			8:05-9:30			8:05-9:30		
MP period	9:35-10:00 (HR)			CHAMP block			9:35-10:00 (1st)			CHAMP block			9:35-10:00 (2nd)		
2	10:05-11:25			10:05-11:25			10:05-11:25			9:35-11:00			9:35-11:00		
3	11:30-1:15			11:30-1:15			11:30-1:15			11:05-12:45			11:05-12:45		
lunch	1st lunch	11:30-11:55		1st lunch	11:30-11:55		1st lunch	11:30-11:55		1st lunch	11:05-11:30		1st lunch	11:05-11:30	
	2nd lunch	12:00-12:25		2nd lunch	12:00-12:25		2nd lunch	12:00-12:25		2nd lunch	11:35-12:00		2nd lunch	11:35-12:00	
	3rd lunch	12:30-12:55		3rd lunch	12:30-12:55		3rd lunch	12:30-12:55		3rd lunch	12:05-12:30		3rd lunch	12:05-12:30	
	MP period	1:20-2:53			1:20-2:53			1:20-2:53			CHAMP block			CHAMP block	
4	1:20-2:53			1:20-2:53			1:20-2:53			1:25-2:53			1:25-2:53		

## Pep Rally

Main Campus	Freshman Campus
1st block 8:00-9:20	1st block 8:05-9:25
2nd block 9:25-10:45	2nd block 9:29-10:49
3rd block 10:50-12:45 Lunch block	3rd block 10:53-12:42 Lunch block
4th block 12:50-2:10	4th block 12:46-2:00
Pep rally/Assembly 2:15-3:00	Pep rally/Assembly 2:10-3:00
Lunch	Lunch
1st lunch 10:50-11:17	1st lunch 10:53-11:17
2nd lunch 11:34-12:01	2nd lunch 12:20-12:42
3rd lunch 12:18-12:45	

## FREQUENTLY ASKED QUESTIONS

### *What do I do if I . . . .*

#### **1. HAVE BEEN ABSENT?**

Before admission to class or returning to school following an absence, a student must report to the office with a written excuse from a parent, guardian, physician, or legal authority stating the reason for the absence. In accordance with the School Attendance Council, the school cannot accept more than four “parent notes”, per semester. After this limit is reached, all absences must be excused by a physician or legal authority. Absences are excused based on the policies and regulations of the Monroe County Board of Education that are based on the compulsory attendance law.

Students shall be given a reasonable opportunity, three (3) days, to make up work or tests which were missed because of an excused absence from school. Failure to make up work after a reasonable time will result in a grade of 0.

#### **2. NEED TO LEAVE SCHOOL EARLY?**

In order for a student to be dismissed early, a written request containing the reason, time of dismissal, and a parent signature must be presented to the office by 8:30 a.m.

Although parent requests for student dismissals may be honored, early dismissals will be classified excused or unexcused by the administration, and the teacher will be notified regarding the status of the dismissal. An

excused absence is still an absence for purposes of exam exemptions.

During exams, pep rallies, and assembly programs no checkouts will be allowed.

There will be no student check-outs after 2:20 p.m.

### **3. AM TARDY TO SCHOOL?**

Students are allowed four (4) tardies to school per semester, no questions asked. In accordance with the School Attendance Council, students must report to a member of the administrative team on the fifth tardy.

#### **MAIN CAMPUS**

Students who arrive at school within the first fifteen (15) minutes of the school's start time must report to the main office lobby to check-in and receive a tardy pass. Students who arrive at school after the first fifteen (15) minutes of the school's start time must report to the main office.

#### **FRESHMAN CAMPUS**

Students who arrive at school after the school's start time must report to the main office to check-in and receive a tardy pass.

### **4. AM TARDY TO CLASS?**

Main campus students who are tardy to class must report to the lobby to receive a pass to class. Students at the Freshman Campus report to the main office on that campus to receive a pass to class. Students receive only two (2) excused tardies per semester to class.

### **5. NEED FIRST AID, MEDICAL ATTENTION OR MEDICATION?**

Medication that a student needs to take during the day must be given to the school nurse with a *Medical Authorization Form* signed by the parent or guardian. The student will be given the dosage as indicated on the prescription bottle and will be required to sign when this is received.

### **6. ARRIVE AT SCHOOL EARLY**

Students arriving at school before the school day starts must report to a designated area in the school building.

#### **MAIN CAMPUS**

Students must report to the gym.

#### **FRESHMAN CAMPUS**

Students must report to the cafeteria.

Students must have a written pass in order to have access to a teacher's classroom before first period.

**Students should not be dropped off before 7:15 am each day.**

**7. REMAIN AFTER SCHOOL**

Students staying after school must be engaged in a supervised instructional or extracurricular activity. Students will not be allowed to loiter on the school campuses without a pre-approved reason.

**8. LOST SOMETHING?**

Students should report lost or found items to the main office.

**9. NEED TO SEE MY COUNSELOR?**

Holly Hamlin  
9<sup>th</sup> grade counselor

Tasha Burston  
10<sup>th</sup>- 12<sup>th</sup> grade students whose last name begins with A-K

Teresa Roller  
10<sup>th</sup>- 12<sup>th</sup> grade students whose last name begins with L-Z

If your designated counselor is not available, please make an appointment with Ms. Lauderdale (main campus) or Ms. Young (freshman campus).

**10. HAVE TROUBLE WITH MY LOCKER?**

Locker malfunctions should be reported to the main office.

**11. HAVE A CONFLICT WITH ANOTHER STUDENT?**

Students are expected to resolve conflicts in a nonviolent manner. If you are having a conflict with another student, please report the situation to an administrator immediately.

**12. HAVE FORGOTTEN SCHOOL RELATED MATERIALS IN MY VEHICLE?**

Students are not allowed access to cars or the parking lot during the school day.

**13. NEED TO USE THE RESTROOM OR GET WATER?**

Students are expected to take restroom or water breaks during class

changes.

#### **14. NEED TO KNOW ABOUT CLASS PROGRESS?**

Parents/Guardians have access to their students' grades through *Infinite Campus*. Parents may request a parent/teacher conference at any time by contacting the designated counselor to schedule an appointment.

#### **15. NEED TO USE A PHONE?**

Telephones are available for use in the office before and after school and in extreme emergencies. Students who are sick and need to call home will report to the nurse. Only in extreme cases such as family emergencies and/or serious illness or death in the immediate family will the office give students telephone messages or allow them to use the office telephone.

Cell phones, iPads, and laptops can be used under the instructional leadership of the teacher or during breakfast and lunch in the commons area or as specified by the school administration. All other electronic devices are prohibited. During state mandated testing, cellular phones and other electronic devices are not allowed in the testing location. **The school is not responsible for stolen or lost cell phones.**

**Students should not place or accept cell phone calls during class, lunch, class change, or any other time during the instructional hours of 8am-3pm.**

#### **16. NEED TO DEPOSIT MONEY IN CAFETERIA ACCOUNT?**

Students may deposit money into their account during breakfast and/or lunch time. Checks or cash are acceptable forms of payment. Please make checks payable to the School Nutrition Program. We now have **School Cafe** which allows parents to view their child's account history online. Parents can see exactly what meals and extra items their child purchased. In addition, this program is web-based so all activity is "live;" therefore, parents won't have the 24-hour delay. To learn more about **School Cafe** or to set up an account id, visit <https://www.schoolcafe.com/>.

The price of student lunches is \$2.70. The price of breakfast for students is \$1.70. Reduced meals are \$.30 for breakfast and \$.40 for lunch.

No food from outside eating establishments can be brought into the cafeteria.

## **Section 504 Parent Rights**

Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school systems actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school systems Section 504 Coordinator; however, grievants failure to request a hearing in writing does not alleviate the school systems obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school systems Section 504 Coordinator.

The school systems Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system’s central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

## **Rtl (Response to Intervention) Program**

The Rtl (Response to Intervention) Program identifies students eligible for instructional and/or behavioral support. Rtl identifies areas of ability and deficiency requiring acceleration and/or remediation. Student progress is closely monitored and frequently assessed through the use of research or evidence-based programs to improve areas of weakness. A component of Rtl is the **Student Support Team (SST)**. This team may consist of teachers, counselors, administrators, specialists, and parents who work together to develop research or evidence-based methods for helping all students succeed in school.

## **Right to Know Professional Qualifications of Teachers and Paraprofessionals**

Dear Parents:

In compliance with the requirements of the Every Student Succeeds Act, Monroe County Schools would like to inform you that you may request information about the professional qualifications of your student’s teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student’s teacher—

- o has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- o is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; and
- o is teaching in the field of discipline of the certification of the teacher.

· Whether the student is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning the qualifications of your student's teacher and/ or paraprofessional, please contact Ms. Tammy Marion at Mary Persons High School at (478)994-2812 or [tammy.marion@mcschools.org](mailto:tammy.marion@mcschools.org) .

## **Classroom Observations**

Parents who desire to observe in their student's class must contact the building principal or the principal's designee to request an observation at least 48 hours in advance. The observations will last for no more than 45 minutes. During the observation, parents are asked not to interact with the class or disturb the learning environment in any way.

## **Student Data Privacy**

Annual Notification

Parental Rights under Family Education Rights Privacy Act  
For Elementary and Secondary Schools

The Family Education Rights and Privacy Act (FERPA) affords parents and students over the age of 18 years or older certain rights with respect to the student's education records. Details of rights contained with the above noted act are available on the system website at <http://www.monroe.k12.ga.us>.

## **PARENT/ELIGIBLE STUDENT DATA PRIVACY COMPLAINT PROCEDURE**

The Georgia Student Data Privacy, Accessibility, and Transparency afford parents and students who are 18 years of age or older the right to file a complaint with their local school system regarding a possible violation of

rights under OCGA 20-2-667 or under other federal or state student data privacy and security laws. Any such complaint should be submitted to the attention of the Superintendent Monroe County Schools 25 Brooklyn Avenue Forsyth, Georgia 31029.

In accordance with OCGA 20-2-667, the complaint form is as an addendum to this handbook, and it is available via the system website at <http://www.monroe.k12.ga.us>.

## **School Visitor/Volunteer Procedures**

We are implementing procedures to conduct criminal background checks and fingerprinting on volunteers for Monroe County Schools. Guidelines below differentiate between school visitors and school volunteers.

### **Visitor**

A visitor may not have unsupervised, individual, and direct contact with students and is not involved in a supervisory role with students. Examples of visitor include:

- Field Day
- Eating Lunch with their Child
- Visiting their child's class, grade, or school program during the day
- On campus for a short period of time with no supervisory responsibilities (i.e. classroom party visits)

***No background check is required for visitors.***

### **Volunteer**

A volunteer is a person that has direct interaction with students, with or without other adults present at all times. This would include direct interaction with students off campus at overnight events as well. Volunteers would volunteer to work one-on-one with students, volunteer on a regular, on-going basis, volunteer to provide instructional assistance, or be chaperones for school activities, etc. Examples of a Volunteer include:

- Chaperones
- Working with students in the classroom
- Working on teacher projects in Parent Room (or other designated area)
- Assisting in Media center
- Field Trips (during the school day)
- Assisting PTO/PTA with projects during the school day

***Volunteers must clear and complete the following before the start of volunteering in MCS:***

- Clear GCIC Criminal Background Check
- Clear FBI Fingerprint Background Check
- Clear National and State Sex Offender Registry Check

- Complete Mandated Reporter Training and Required Forms

All prospective volunteers will complete a Volunteer Assurances Form and submit it to the Parent Involvement Specialist/Graduation Coach at the school level. The Principal or Director would be required to assign the level based on the request and/or use of the volunteer. They would need to complete the Background Check Consent Form, a copy of which may be obtained from the Monroe County Sheriff's Department. All background checks and fingerprinting will be processed with the Monroe County Sheriff's Department.

The Personnel Office will maintain a database of approved volunteers. Only volunteers on the database will be allowed to volunteer in any capacity within any MCBOE School.

**Weapons will not be allowed on school property at any time.**

**Volunteers will be required to renew their request to volunteer annually. Background checks will be required every two (2) years after the initial background check is completed.**

#### **MANDATED REPORTING OF CHILD ABUSE AND/OR NEGLECT**

{OCGA 19-7-5} became effective July 1, 2012

Mandated reporters are individuals who work or volunteer in agencies or organizations that serve children and families. This is a broad category to include those who have the most frequent contact with children in their professional or volunteer lives. They are often the first adults to notice signs of child abuse and neglect. They protect children who cannot protect themselves by reporting suspected child abuse or neglect to the proper authorities.

School volunteers fall into this population and now are mandated reporters of child abuse in Georgia. All school volunteers must complete a Child Abuse Mandated Reporting Protocol training PRIOR to beginning any volunteer work. Examples of volunteering include, but are not limited to, individuals who chaperone school field trips, act as Room Parents, volunteer with PTA/PTO/TAPS, visit or assist in classrooms, serve as mentors or help with extra-curricular activities.

Monroe County Schools is offering the mandatory training online through a special video accessible on our websites under Parents/Volunteers.

Volunteers have the option of viewing the video online at home and then submitting the Volunteer Child Abuse Training Completion Form and Volunteer Safety Information Form to the school **PRIOR** to the scheduled activity/event. Parents also have the option of scheduling a time to view the training video and complete the paperwork at a designated school. Please be advised that these forms become the property of Monroe County

Schools. Contact the Parent Involvement Specialist or Graduation Coach for additional details.

**Each volunteer will be required to:**

1. View training video in its entirety
2. Complete Volunteer Assurances Form
3. Complete Volunteer Child Abuse Mandated Reporter Training Form
4. Complete Volunteer Safety Information Form
5. Print Volunteer Code of Conduct Form (Volunteer retains for his/her records)
6. Return completed Volunteer Child Abuse Mandated Reporter Training Form and Volunteer Safety Information Form to school's Parent Involvement Specialist
7. Parent Involvement Specialist will retain signed documents on file at the school level

Training video and all necessary forms can be accessed under the Parents Tab on each school's website.

**Administrative Procedure for Excluding Volunteer Based on Background/Fingerprint Check**

Volunteers shall be approved by the Superintendent or designee, though any applicants to become volunteers shall be excluded from participation upon the following grounds:

1. A personal history or background check reveals any conviction, plea of adjudication, without regards to adjudication of first offender status, showing the applicant has engaged in a crime of violence to persons or property, or illegal drug use, possession, sale or other illegal drug involvement, whether a misdemeanor or felony, within the last ten (10) years.
2. If a personal history or background check reveals any conviction, plea or adjudication, without regard to first offender status, of any felony or misdemeanor involving a crime of moral turpitude within the last ten (10) years.
3. If the applicant has two (2) charges for driving under the influence of alcohol or drugs within the last twenty-four (24) months or three (3) such charges in the preceding forty-eight (48) months.
4. If the applicant has engaged in any other conduct, as revealed by a criminal background check or personal history evaluation or other information brought to the attention of the school, which did not result in a criminal charge, plea, conviction or adjudication, that in the discretion of the Superintendent or designee, would be of such serious nature or character

that it may negatively impact the ability of the volunteer to serve as a role model for children or otherwise disrupt the safe and orderly operation of the school. Such conduct would include but not limited to, issues of cruelty, abuse, child neglect, or deprivation.

The accompanying basic procedures establish the purpose and parameters of the volunteer program. The MCBOE reserves the right to reject any individual applicant for any volunteer status listed above when determined to be in the best interest of the students and in the discretion of the Superintendent or their designee. Similarly, any previously approved status may be immediately revoked without further notice when determined to be in the best interest of students by the Superintendent. Each school principal will ensure that all volunteers receive an orientation to the school and to the specific responsibilities for which they have volunteered. This orientation will include review of these procedures with a copy provided to each volunteer.

## **Use of Tobacco**

No student, staff member or school visitor is permitted to use any tobacco product, vaping device, or electronic cigarette (including juuls) at any time, including non-school hours 24 hours per day, seven days per week while:

- In any building, facility or vehicle owned, leased, rented or chartered by the Monroe County School system
- On any School grounds and property including athletic fields and parking lots owned, leased, rented or chartered by the Monroe County School System
- At any school-sponsored or school-related event on-campus or off-campus

## **Returned Check Policy**

In an effort to curb the internal cost that our district bears each year for returned checks (Insufficient Funds, NSF, Account Closed, Fraud and Stop Payment), we have contracted with CHECKredi Check Services.

All checks accepted for payment in the Monroe County School System are accepted with the understanding that the Parents or Guardians' banks will pay those checks when deposited into the School's account. Please do not post-date a check when delivering one to the schools.

CHECKredi provides this service and will be in charge of collecting checks for our system that are not honored by the check writer's bank. In addition to the face value of the check, CHECKredi will also add service charges and fees to each returned check including a bank fee charge based on the laws of the State of Georgia.

CHECKredi receives all returned checks when they are not accepted by the bank. This allows our staff to focus on other duties that are more productive and beneficial to our Students. It also allows Parents/Guardians the opportunity to pay for any inadvertently returned item without the potential embarrassment that may be associated with paying it at the school.

Please refer to the following notice provided by CHECKredi and feel free to contact them if you have additional questions, toll free at 1-800-239-1222

## Parent Access

Parents and students are encouraged to use the Infinite Campus portal application available for Android, Apple, or desktop computers. This application is free, and it provides important information regarding your student's grades, attendance, and schedule. With the Infinite Campus portal, users can check grades, monitor attendance, and see schedule changes once released by the school.

## Graduation Requirements

### Class of 2023\*\*

Areas of Study	Units Required
English/Language Arts*	4
Mathematics*	4
Science*	4
Social Studies*	4
CTAE and/or Fine Arts and/or Foreign Language	3
Health and Physical Education*	1
Electives	4
<b>Total Units (Minimum)</b>	<b>24</b>
<b>*REQUIRED COURSES and/or CORE COURSES</b>	

*\*Coursework to fulfill graduation requirements must be taken in accordance with MCOE policy IHF(4).*

*\*\*All graduating classes prior to the Class of 2021 are also required to have a minimum of 24 units.*

## Class of 2024 and After

Areas of Study	Units Required
English/Language Arts*	4
Mathematics*	4
Science*	4
Social Studies*	4
CTAE and/or Fine Arts and/or Foreign Language	3
Health and Physical Education*	1
Electives	6**
<b>Total Units (Minimum)</b>	<b>26**</b>
<b>*REQUIRED COURSES and/or CORE COURSES</b>	

*\*\* Students entering 9th grade for the first time in the Fall of 2020 and AFTER will be required to earn a minimum of 26 units to fulfill graduation requirements.*

### Grading Scale

Numerical grades are used to evaluate student progress in each of the courses taught in grades nine through twelve.

The numerical grading scale is as follows:

- A = 90 - 100
- B = 80 - 89
- C = 70- 79
- F = Below 70

### Grading Percentages

For students entering 9<sup>th</sup> grade in the Fall of 2011 and AFTER and students in grade twelve in non-Georgia Milestones EOC Test courses:

- 20% End-of-Course Test or Final Exam
- 40% Formative Assessment  
(daily grades, quizzes, homework)
- 40% Summative Assessment  
(unit tests, major essays, projects)

## Grade Calculation

1. All teachers in high schools will enter grades into Infinite Campus. Grading should ensure that the total weight or percentage will be significantly greater on summative grades rather than formative grades.
2. Formative grades include anything that teachers assign during the course of a unit that informs the teacher on student progress towards meeting a standard. These items are assignments the teacher gives, such as homework, self-check activities, daily class work, and practice assignments, from which the teacher checks learning to decide what to do next. Formative assessments are those that come during instruction and can include observations and conversations. Formative assessments are part of a student's practice.
3. Summative grades usually follow instruction and ample practice time. Tests, exams and final projects/portfolios are considered summative grades. If there is clear criteria involved, teachers may also choose to use observations and conversations for summative grades.

## Grade Promotion and Retention

Students entering 9<sup>th</sup> grade in the Fall of 2017 and AFTER are promoted to the next grade according to the following criteria:

Number of Carnegie units:

9 <sup>th</sup> to 10 <sup>th</sup>	6 units
10 <sup>th</sup> to 11 <sup>th</sup>	12 units
11 <sup>th</sup> to 12 <sup>th</sup>	18 units
To graduate	24 units

Students entering 9<sup>th</sup> grade in the Fall of 2020 and AFTER are promoted to the next grade according to the following criteria:

Number of Carnegie units:

9 <sup>th</sup> to 10 <sup>th</sup>	6 units
10 <sup>th</sup> to 11 <sup>th</sup>	12 units
11 <sup>th</sup> to 12 <sup>th</sup>	18 units
To graduate	26 units

\*\*To obtain a Carnegie unit, students must meet the academic requirement of posting a 70 or higher as the final semester average.

Carnegie units are accumulated and posted to the transcript each semester as full units.

**\*\*To obtain a Carnegie unit, students must adhere to the attendance policy. Students in grades 9-12 who exceed five (5) unexcused absences in any course during a semester will not receive credit for the course. Georgia law allows for absences to be excused only for personal illness, illness in immediate family, death in family, recognized religious holiday, absence mandated by other government agencies such as court order, serving as a legislative page, doctor appointments required during school hours, or pre-arranged absences for other reasons and/or extreme hardship at the approval of an administrator. Prearranged absences are not automatically excused.**

## **Report Cards and Progress Reports**

Report cards will be printed at the end of each semester. However, progress reports at the 4 ½, 9, and 13 ½ week marks will no longer be printed. Progress reports will be available for parents to view through their Infinite Campus portal account.

## **Make-up Work**

It is the student's responsibility to make up work missed due to an excused absence, a field trip, or other cause. However, arrangements must be made to make up work missed the day the student returns to school. All work must be completed within three (3) days after returning to school. If a student schedules a make-up assignment before or after school and fails to keep the appointment or fails to notify the teacher that he/she could not attend the make-up session, he/she is subject to forfeiting his right to do the work and receives a grade of zero. Work assigned during a student's unexcused absences may not be made up. Students who are suspended may not make up daily assignments but may make up all major tests and/or submit all major projects/term papers.

## **Final Exams**

Students will take final exams on the last two days at the end of each semester. These exams will be given on designated dates. Students will need administrative approval to make up an exam or take it at a different time. Students who miss an exam must have their parent contact the school prior to the exam or, at the latest, on the day of the exam. Any student who misses a final exam must make up the exam on the scheduled teacher in-service days at the beginning of the 2nd semester. Any student who misses a final exam must make up the exam by the

final day of teacher post-planning. **Any extenuating circumstances must be approved in advance by the principal. Not all requests or circumstances will be approved or accommodated.** Suspended students will take exams on teacher in-service days..

## **Exam Exemption Policy**

Students who qualify may exempt exams and are not required to come to school at the times they are exempt. Exam exemptions require parental permission and student provided transportation.

1. A student may exempt elective course exams if he/she meets all of the following criteria:
  - a. no disciplinary referrals
  - b. no more than two (2) absences in the class
  - c. no debts in the class
  - d. an average of 80 or above in the class
  
2. A student may exempt elective course exams if he/she meets all of the following criteria:
  - a. no disciplinary referrals
  - b. no more than three (3) absences in the class
  - c. no debts in the class
  - d. an average of 90 or above in the class
  
3. A student taking two core content courses may exempt only ONE core content exam (English, math, science or social studies) if he/she meets all of the following criteria:
  - a. no disciplinary referrals
  - b. no more than three (3 absences) in the class
  - c. no debts in the class
  - d. an average of 90 or above OR score Level 4 on associated Milestones state assessment (where applicable and/or when EOC scores have returned and are available).
  - e. **EXCEPTION**: *Students enrolled in three (3) core content classes may exempt up to two (2) core content exams (remember, must take one).*

Note: Students MUST take one core content exam per semester. That means if a student has in his/her schedule only one core content course

(English, math, science, or social studies) then he/she MUST take that core content exam and cannot exempt.

Students not meeting the criteria in #3 above must take exams in the core content classes (i.e. English, science, math, and/or social studies) UNLESS the course is being taken as a core elective and not required for graduation. Typically, this will mean students will take two exams per semester and be eligible to exempt two exams.

EXCEPTION: Second semester seniors may exempt all classes in which they are eligible by the criteria stated in above.

It is the student's responsibility to make sure he/she has met all exemption criteria and to notify the teacher of the class he/she wishes to exempt.

#### NOTES:

- There will be NO EXCEPTIONS for absences.
- Students who miss more than 45 minutes of a block class are considered absent from that class.
- Instructional interruptions for approved school-sponsored activities do not count as an absence.
- An approved pre-arranged absence to attend court or to visit tech schools, colleges, or universities may not count as an absence as long as the student obtains and provides written verification from the court/post-secondary institution that he/she did attend. This verification must be presented to the office and shown to each teacher on the day the student returns. (We will allow up to two (2) visitations to prospective schools for seniors per year. And one (1) visitation to prospective schools for juniors per year.)
- Students who are on Hospital/Homebound at any time during the grading period may not exempt any exams.
- No exams are to be given prior to their scheduled time.
- The office will not accept phone calls for students to leave school during exam days.
- Students will not be permitted to leave school before the end of the testing block.

- Do not schedule any appointments that would necessitate your leaving school prior to the end of a testing block.
- Students will not be allowed to check in late and enter a class once an exam has begun. The exam would need to be made up on a designated make-up date.
- Students entering campus after 9:00 a.m. must check in at a designated station. Students may not enter campus more than ten (10) minutes prior to a scheduled exam. Students who fail to check in or who come on campus prior to the ten-minute restriction will be given a disciplinary referral and assigned to the next scheduled work/study session.
- Any student who is late for an exam may not be allowed to take that exam and may receive a zero for that exam grade based on administrative discretion.
- Students must obtain parental permission to exempt an exam and verification regarding transportation to and from school. A form will be provided for this.
- Students must take End-of-Course tests for the subjects requiring these tests.

## **Grade Point Average and Rank in Class**

Local policy has determined course and classification as weighted and non-weighted. Cumulative weighted numerical averages will be used to determine rank in class. Courses for which grades of S, N, and U are earned will not be used in calculating a cumulative weighted numerical average. Classes taken at the remedial or access program level will not be considered for the purposes of class ranking. Accurate class ranks are calculated at the end of an academic year. Class ranks calculated or reported during an academic year **are estimated rankings only**.

For class ranking purposes, Advanced Placement (AP), Honors, and dual enrollment courses will receive the following quality points added to the cumulative numerical averages:

1. For each AP course, a student will receive 0.5 points added to the cumulative numerical average
2. For each Honors course, a student will receive 0.4 points added to the cumulative numerical average
3. For each dual enrollment course, a student will receive 0.3 points added to the cumulative numerical average.

Note: Students must notify the counselors prior to any enrollment in dual

enrollment courses. Failure to properly notify counselors may exclude a course from its weighted value.

**Note:** For dual enrollment institutions reporting letter grades only, numeric grades will be assigned to the letter grades earned in college dual enrollment courses according to the list below:

A+ = 98	A = 95	A- = 93
B+ = 88	B = 85	B- = 83
C+ = 78	C = 75	C- = 74
D+ = 73	D = 71	D- = 70
	F = 55	

**Students dually enrolled at Gordon College who desire to have a numeric average reported to Mary Persons High School (instead of a letter grade conversion) MUST request the numeric average to the registrar's office at Gordon College in Barnesville, GA. It is the student's responsibility to communicate this request to both the registrar at Gordon College and the student's counselor at Mary Persons High School.**

Weighted dual enrollment credit is awarded to all courses provided by Accredited and approved Colleges and Universities and will include all dual enrollment courses.

Cumulative weighted numerical averages will be taken out to the fourth (4th) decimal place to determine class ranking as well as the valedictorian and salutatorian of the senior class. If a tie should still occur after taking the average to the fourth decimal place, the following criteria will be used in sequence to determine the recipient:

1. Number of weighted courses taken
2. Highest score or percentile rank on SAT

If a tie cannot be broken by the means listed above, then students will share the same rank. Because of the effect of weighted grades on a student's cumulative numerical average and class rank, counselors are available to advise students regarding the impact of weighted and non-weighted courses. Weighted level courses are listed below. All other courses will receive the standard weight.

Advanced Placement courses  
 Dual enrollment courses  
 Foreign Language III, IV  
 9<sup>th</sup> Grade Honors Literature  
 10<sup>th</sup> Grade Honors Literature  
 Biology Honors  
 Physics Honors  
 Chemistry Honors  
 Algebra I Honors  
 Algebra II Honors  
 Geometry Honors  
 Honors Precalculus (accelerated junior or 11th grade level only)

**Example** of the calculation of Cumulative Weighted Numerical Average (for illustrative purposes ONLY):

*If* the Cumulative Numerical Average is 92.741 and a student has taken five (5) Advanced Placement classes, eight (8) honors classes, and three (3) Dual Enrollment classes then the **Cumulative Weighted Numerical Average** is calculated below:

Cumulative Numerical Average		92.741
Five AP classes	5 x 0.5 =	2.5
Eight honors classes	8 x 0.4 =	3.2
Three Dual Enrollment classes	3 x 0.3 =	+ <u>0.9</u>

**Weighted Cumulative Numerical Average**      99.341

### **Advanced Placement (AP) Courses**

Advanced Placement courses in Language and Composition, Literature and Composition, United States History, World History, Economics, Government, Biology, Calculus, Statistics, and Art are offered. These classes are taught as college level courses.

### **Dual Enrollment**

Georgia's Dual Enrollment Program SB 132, allows high school students in 11th-12th grades to earn college credit while working on their high school diploma. Students must have a qualifying SAT or ACT score, must have a minimum cumulative high school grade point average (GPA) of 3.0 in academic subjects as calculated by the institution for admission purposes, and be on-track towards the completion of the [USG Required High School Curriculum \(RHSC\)](#) and high school graduation

requirements. Students can participate in Dual Enrollment for 3 semesters (Fall, Spring, and Summer). Credit hours are capped at 30 semester hours. Classroom space, labs, or media center space are not guaranteed options for students choosing to do Dual Enrollment. This means that online or face to face dual enrollment classes cannot be taken on campus at Mary Persons High School. Students taking online dual enrollment classes are expected to complete that coursework off campus.

**Note:** Students enrolled in dual enrollment courses at Gordon College and desire to have their final numeric average must make a request in writing to the registrar's office at Gordon College requesting such.

## **Georgia Virtual School (GaVS)**

Georgia Virtual School is a program of the Georgia Department of Education's Curriculum and Instruction Division. The program is SACS CASI accredited and operates in partnership with schools and parents to offer middle school and high school level courses across the state. Georgia Virtual School provides a teacher led, virtual classroom environment. Georgia Virtual School also equips students with an online media center and guidance center to support students throughout their online course experience. Students wishing to register for GaVS should consult with his/her counselor (Mrs. Hamlin, Mrs. Burston, or Mrs. Roller). All registrations must be approved through the MPHS GaVS facilitator, Mrs. Tammy Marion. Students registered for courses in GaVS are not guaranteed classroom space, labs, or media center space. No GaVS courses may be dropped or changed after the 10th day of each semester.

## **Fine Arts Endorsement**

A student is eligible for a fine arts endorsement seal if four (4) Carnegie units of fine arts are earned.

## **Bridge Bill (HB400)**

The BRIDGE (Building Resourceful Individuals to Develop Georgia's Economy) Act, House Bill 400, was signed into law in May 2010 to create an atmosphere motivating middle- and high-school students to learn because they see the relevance of education to their dreams and future plans. The implementation of the BRIDGE Act provides middle- and high-school students with career counseling and regularly-scheduled advisement to choose a focused plan of study. For more information, refer to <http://www.gadoe.org/Pages/Home.aspx>.

## **Career Technical and Agriculture Education (CTAE) Endorsement**

A student is eligible for a CTAE endorsement seal if a career pathway is completed in any CTAE program area.

## **Work Based Learning (WBL) Programs**

Early work releases will be available only for those students enrolled in Work Based Learning (WBL). Only juniors and seniors may be eligible for early dismissal to work. Students participating in work release programs must be able to provide their own transportation. Students must be on track to graduate to be considered for WBL. In addition to being on track to graduate, seniors participating in WBL must have met state testing requirements for graduation.

*12 FOR LIFE* is an innovative program that is structured to combine classroom-based education with practical work experience. This partnership between the Monroe County School System and the Georgia Department of Corrections allows students to work at the Georgia Department of Corrections headquarters. This gives students the opportunity to earn wages while earning credit toward their high school diploma.

## **Media Center/Resource Center**

Media Center hours are from 7:50 a.m. to 3:35 p.m. four (4) days per week. On Tuesdays, the freshman campus media center is opened from 7:50 a.m. to 4:30 p.m. On Thursdays, the main campus media center is opened from 7:50 a.m. to 4:30 p.m.

## **Valedictorian and Salutatorian Selection**

The selection of the valedictorian and salutatorian of the graduating class will be based on the following criteria:

- a. Students who transfer to Mary Persons High School must have attended a high school accredited by the Southern Association of Colleges and Schools or Appropriate National Accreditation Commission for all four years. Home study and foreign exchange students do not meet these criteria.
- b. Students must have been enrolled and in residence at Mary Persons High School for both full semesters of their senior year. Students moving into the district after their sophomore year will be required to take at least one course on site at Mary Persons

High School.

- c. The students with the two highest cumulative weighted numerical averages based on coursework taken in grades 9 – 12 through the end of the 4<sup>th</sup> nine weeks of the last semester of their senior year are the valedictorian and salutatorian. Class rank is determined by cumulative weighted numerical averages.
- d. Cumulative weighted numerical averages will be taken out to the fourth (4<sup>th</sup>) decimal place to determine the valedictorian and salutatorian of the senior class. If a tie should still occur after taking the average to the fourth decimal place, the following criteria will be used in sequence to determine the recipient:
  1. Number of weighted courses taken
  2. Highest score or percentile rank on SAT

If a tie cannot be broken by the means listed above, then two valedictorians will be recognized. In the event there is a tie for salutatorian, the same tiebreakers will be used. In the event a tie cannot be broken, then two salutatorians will be recognized. Classes taken at the remedial or access level will not be considered for the purposes of ranking the valedictorian and salutatorian

\*Part time dual enrollment is defined as taking no more than 2 dual enrollment courses per semester (includes dual enrollment courses taken at any time during any semester while enrolled at MPHS).

\* Advanced Placement (AP), Honors, and dual enrollment courses will receive the following quality points added to the cumulative numerical averages:

1. For each AP course, a student will receive 0.5 points added to the cumulative numerical average
2. For each Honors course, a student will receive 0.4 points added to the cumulative numerical average
3. For each dual enrollment course, a student will receive 0.3 points added to the cumulative numerical average.

## **Graduation Recognition**

### **Honor Graduate**

Seniors who attain a cumulative weighted numerical average of 90 or above (without rounding) at the end of the 1st semester of their senior year and have completed courses of study for a diploma will be designated as an honor graduate. Classes taken at the remedial or

access program level will not be considered for the purposes of honor graduate recognition. Honor Graduates will wear GOLD cords.

### **Valedictorian and Salutatorian**

The Valedictorian and Salutatorian of the graduating class will wear BLUE stoles designating them as such.

### **STAR Student**

The STAR student will wear a BLUE stole designating him/her as such.

### **In Addition...**

- Seniors who earned college credit while in high school will wear PURPLE cords.
- Seniors who have received four (4) units in a Fine Arts class (Art, Drama, Chorus, and Band) will wear RED cords.
- Seniors who have completed a state-approved pathway in any CTAE program area will wear ORANGE cords.
- Seniors who have completed three (3) years of World Language with a B average from all three courses will wear WHITE cords.
- Members of Beta Club who have earned their points and maintained a 90 or above average will wear a WHITE stole bearing the Beta emblem.
- Members of Key Club in good standing will wear a medallion on BLUE ribbon bearing the Key Club emblem.
- Members of the Spanish Honor Society will wear a RED stole bearing the Spanish Honor Society emblem in gold.
- Members of Best Buddies in good standing who have met the minimum service points criteria by attending a minimum of 70% of scheduled socials, meetings, and volunteer opportunities will wear a TEAL cord.
- Members of Student Council who hold a class officer during their SENIOR year will wear GREEN cords.
- Members of the Thespian Society in good standing will wear a BLUE & GOLD cord.
- Members of the Georgia Thespian Scholar society in good standing will wear a WHITE & YELLOW cord. Members who have a GPA of 3.5 or higher also receive a white and gold Thespian Scholar Cord. Students who earn a minimum of 60 points through participation in approved events may be classified as an Honor Thespian and receive an Edta Honor Thespian stoles at graduation. These stoles are white with a blue and gold Educational Theatre Association emblem.
- Tri-M Music Honor Society members in good standing will wear a PINK cord.

- National Art Honor Society members who meet service and GPA requirements will wear a MULTI-COLORED cord.
- Students who complete the requirements of the Greater Promise Partnership (GPP) will wear LIME GREEN cords.
- Students who complete the Governor’s Honors Program will wear a BLUE, BLACK & SILVER cord.
- Students who meet service and GPA requirements for Mu Alpha Theta will wear a GOLD & TEAL cord.
- Students who complete a technical certificate of credit, diploma or associates degree from CGTC will wear a BLUE cord.
- Students who are nominated for the Golden Eagle awards will wear a GOLD & BLACK cord.
- Students who earn a 4H cord will wear a GREEN & WHITE cord
- Students who complete the Journalism/Yearbook pathway (4 units) and requirements will wear TAN cords.

### **Graduation Speakers**

Graduation speakers will include the Valedictorian, Salutatorian, STAR student, and President of the Senior Class.

### **STAR Student**

Each year, the senior with the highest SAT score is named STAR student. To qualify seniors must satisfy all the following requirements:

- 1) Be a legally enrolled senior in an accredited Georgia public or private high school. The school must be accredited by the Georgia Accrediting Commission (GAC), Advance Education, Inc. (AdvancEd) and/or the Georgia Private School Accreditation Council (GAPSAC).
- 2) Take the two-part SAT on any national testing date through and including listed dates in November
- 3) Score highest on any single test date (scores may not be combined from two or more test dates). Nominees’ SAT scores must be equal to or higher than the SAT national average scores on the Evidence Based Reading and Writing and Math sections.
- 4) At the end of Junior year, based on GPA, be in the top 10 percent or be among the top 10 students numerically, whichever category provides the largest number of eligible students.
- 5) TIES at the high school, system and region levels are permitted. For example, if two or more students in a high school, system or region have

identical SAT scores and meet all other requirements, all are STAR Students for that school, system or region.

To learn more about STAR please visit

<https://www.pageinc.org/star/star-student-and-teacher-guidelines/>

### **Top Dog Club**

Seniors who have a combined score of 1000 or higher on the critical reading and math sections of the SAT will be invited to join the Top Dog Club. The club is designed to honor academic excellence through continual recognition.

## **Georgia Milestones EOC Test SUBJECT AREA “TEST-OUT” OPTION**

According to a State Board of Education June 2013 memorandum and state Rule 160-5-1-.15, the opportunity exists for students to “test-out” of any course for which there is an associated Georgia Milestones EOC test and earn credit for the course through that process. Under the provisions of the amended rule and guidelines published by the Georgia Department of Education’s (GaDOE) Office of Curriculum, Instruction, and Assessment, local boards of education shall award course credit to students who reach the performance level of **Distinguished** on an Georgia Milestones EOC test taken prior to taking the course. For example, a student may attempt the Biology Georgia Milestones EOC test prior to taking the course. If the student reaches the performance level of Exceeds (grade conversion score of 92 or above), the local board of education shall award the student the Biology course credit. A student may test-out of any course that has an associated Georgia Milestones EOC test. Students may earn no more than three units of credit by demonstrating subject area competency in this fashion. Students will only receive standard weighting values for the course. No added weight will be awarded to test-out students. Additionally, the NCAA will not accept credit gained in this manner.

Below are the requirements students must meet in order to exercise this option:

1. Not currently or previously enrolled in the course;
2. Have earned a grade of B or better in the most recent course that is the same content area of the course for which the student is attempting the Georgia Milestones EOC test;
3. Received a teacher recommendation from the teacher of the most recent course in the same content area (or, if not available, a teacher in

the same content area with knowledge of the student's academic achievement) for which the student is attempting the Georgia Milestones EOC test; and

4. Received parent/guardian permission if the student is less than 18 years of age.

Please be advised this option is not recommended for all students; therefore, you need to carefully consider if your child would benefit from such an opportunity and advise accordingly. As part of the advisement process, Mary Persons High personnel will consider the likelihood for success in future courses that may require knowledge and skills that are inherent within the course. In addition, the student's post-secondary plans and needs must be considered. The test-out option should not be exercised for students without deliberation and clear evidence of the likelihood of student success both on the test itself and in future coursework/endeavors. Students who do not meet the eligibility criteria above must not be assessed for this purpose. Only online versions of the test will be offered.

There is an up-front associated cost with this option. Students will be assessed a \$50.00 fee for each opt-out test attempted. There will be no charge for students who meet the eligibility criteria and achieve the Distinguished performance level. The \$50.00 fee will be refunded to students meeting the Distinguished performance level. Any student interested in this option must notify the guidance department prior to registration for the next academic school year.

### **Honor Roll**

1. Students who make all A's on their report cards each semester will be named to the All A's List.
2. Students with a combination of A's and B's for course averages each semester will be named to the A & B List.
3. A student must have at least one A to be named to the A & B List.
4. Students making the all A's List will be rewarded at the end of the first and second semester grading periods.
5. Students making the A & B List will be rewarded at the end of the first and second semester grading periods.

### **Honors Night Program**

Students are recognized for academic excellence, literary achievements, and college/community scholarships at the annual Honors Night Program. Students in each grade whose weighted GPA places them in the top five percent of their class will be recognized. In addition, students who have earned various department awards will receive special

recognition.

## **Hospital Homebound Services**

Students eligible to be served under this program are those who attend the public schools of Monroe County and who have a medically diagnosed physical condition which is non-communicable and restricts the student to home or hospital for a period of time (2 weeks or more) which will significantly interfere with the student's education. These students will not be allowed to exempt exams. Students should see a counselor for additional information. NOTE: Students being served hospital homebound services are ineligible to participate or to attend extra-curricular activities.

## **Graduation Participation**

Students meeting all requirements for the high school diploma or special education diploma will be allowed to participate in graduation exercises. Students who are seeking a high school diploma but have not passed coursework with associated required State assessments will not be allowed to participate in graduation exercises.

## **State Mandated Tests**

The Georgia Milestones EOC tests are administered in the following subject areas: Algebra I, Biology, American Literature, and US History. The test must be taken before credit is awarded for the course. Students who miss the regular administration of the test must take the test at the next administration or retake the entire course.

## **Students will not be able to participate in graduation exercises unless all requirements for graduation have been met.**

For students who entered 9<sup>th</sup> grade for the first time in school year 2011-2012 or after

- Must pass courses associated with Georgia Milestones EOC test, with Georgia Milestones EOC test contributing 20% to course grade
- Are not required to pass Georgia Milestones EOC test

## **ASSET**

The ASSET is administered to students pursuing dual enrollment credit at any of Georgia's technical colleges.

## **ASVAB**

All eleventh grade students are eligible to take the Armed Services Vocational Aptitude Battery. Seniors may take the ASVAB with written

permission from a military recruiter. The test is given by a test administrator from the Federal Government with the assistance of representatives from the various branches of the armed services. Results give students an idea of their abilities and potential for success in career areas.

### **PSAT**

The Preliminary Scholastic Aptitude Test measures reasoning abilities important to academic performance in college. This test is funded by the state of Georgia and will be given each year to all sophomores. Juniors, who opt to take the PSAT, are eligible for the National Merit Scholarship Qualifying Program, which enables students to compete for scholarships. Juniors are required to pay the expense if they desire to take the PSAT.

### **SAT/ACT**

The Scholastic Aptitude Tests (SAT) of the College Board will be given seven (7) times during the school year. Registration is available on-line at [www.collegeboard.com](http://www.collegeboard.com). The SAT will be given at Mary Persons High School every May and June. The American College Testing (ACT) assessment is given six (6) times during the school year. Registration is available on-line at [www.actstudent.org](http://www.actstudent.org).

### **HOPE/Zell Miller Scholarship**

Georgia residents have many options for getting an education through the HOPE (Helping Outstanding Pupils Educationally) Scholarship. A minimum cumulative GPA of 3.0 in the following subject areas is required: English, math, science, social studies and foreign language. Beginning with the class of 2015, refer to <https://www.gafutures.org/> for specific rigor requirements.

To qualify for the Zell Miller Scholarship, students must graduate from an eligible high school with a minimum 3.7 grade point average combined with a minimum score of 1200 on the math and reading portions of the SAT test or a 26 composite score on the ACT test in a single test administration. Additional criteria can be found at <https://www.gafutures.org/>.

For more information and qualifications, please direct all inquiries or questions to the Georgia Student Finance Commission or visit <https://www.gafutures.org/> for more information.

### **Special Needs Students**

Parents of students with disabilities may choose to utilize the Georgia Special Needs Scholarship Program (SB 10) as an alternative to the

programs offered through Monroe County School System. Information about this program is available at the Georgia Department of Education's website at [www.doe.k12.ga.us](http://www.doe.k12.ga.us).

## **Gifted Education**

The secondary gifted education program for grades 9-12 offers content area classes that both extend and enhance the curriculum through Honors and Advanced Placement courses. These courses require rigorous academic, exploration and applied critical thinking skills. All gifted classes are taught by teachers who have earned or are in the process of earning an additional certification endorsement.

A student may be referred for the gifted education program by any individual with knowledge of the student's abilities (i.e. parent, teacher, student, peers). The individual will need to complete a *Gifted Education Referral* form. *Gifted Education Referral* forms can be obtained from any Honors/Advanced Placement teacher or online at [www.monroe.k12.ga.us](http://www.monroe.k12.ga.us).

The Gifted Education Department will process the referral and mail a *Consent to Evaluate* form to the student's parent/guardian. Upon receipt of a completed *Consent to Evaluate* form, the student will be evaluated within six to eight weeks. Once the evaluation process has been completed, eligibility will be determined and the student's parent/guardian will be notified by mail. Qualifying for the gifted education program will be based on the student meeting the requirements outlined in Georgia State Department of Education Rule 160-4-2-.38.

All students transferring from a gifted program in another public school system in Georgia are qualified in Monroe County under the state-mandated reciprocity agreement. These students must present evidence that they have met the state requirements for services and provide documented evidence of placement. All students transferring from out of state must meet Georgia's state requirements before being eligible for gifted services. For additional information, contact The Gifted Education Department, Monroe County Board of Education, (478) 994-2031

## **Student Clubs**

Mary Persons High School offers students the opportunity to participate in a variety of clubs and organizations before and after school. Parents may choose to not allow their child to participate in some or all of these by identifying the particular clubs or organizations on the *Student/Parent Handbook Receipt Form*.

Name: **Academic Team**

Purpose: To promote academic excellence through team competition

Sponsor(s): Bernard, Williams

Activities: Regular practice and competitions

Name: **Art Honor Society**

Purpose: To inspire and recognize students have shown outstanding abilities and interest in art

Sponsor(s): Trevitt

Activities: Regular meetings, community service, and school improvement projects

Name: **ASL Club**

Purpose: To enrich the study of the ASL language and Deaf culture

Sponsor(s): S. Cannady

Activities: Anyone can join ASL Club by paying dues and attending meetings. Activities include regular monthly meetings, school and community service projects, and fundraisers to help provide a scholarship to a graduating senior. Officers must currently be enrolled in an ASL class.

Name: **ASL Honor Society**

Purpose: To recognize high achievement of high school students in language acquisition and to promote a continuing interest in Deaf studies.

Sponsor(s): S. Cannady

Requirements:

To be eligible for induction into the ASL Honor Society, students must:

- have an A average from at least two years of ASL courses.
- be enrolled in at least a Level 3 ASL course.

To remain in good standing and to receive recognition at graduation, students must:

- having a minimum of 3.5 grade point average in all ASL and ASL-related coursework
- having an overall grade point average of at least a 3.0
- completion of community service hours that benefits the deaf community.

- maintain honorable conduct. Disciplinary referrals involving honor violations are grounds for dismissal from the Honor Society.

Dues include the cost of induction into the ASL Honor Society, the Honor chord and possible medal to wear at graduation, and membership in ASL Club.

**Name: Best Buddies**

**Purpose:** To be a volunteer movement that creates opportunities for one-to-one friendships and leadership development for people with disabilities.

**Sponsor(s):** Holloway

**Activities:** Monthly chapter meetings, monthly socials, volunteer and community service opportunities.

**Name: Beta Club**

**Purpose:** To promote scholarship, leadership, and good citizenship

**Sponsor(s):** A. Bernard, Magda, Epps

**Activities:** Regular meetings, community service, and school improvement projects

**Requirements:** Student must maintain a cumulative average of 90 or higher and display good character

**Name: BioClub**

**Purpose:** To allow passionate science students to grow their knowledge through additional access to labs and research activities as well as providing them with the guidance and resources needed to achieve their goals.

**Sponsor(s):** Griffin, McIntosh

**Activities:** Regular meetings, participation in STEM events, and community service

**Requirements:** Students must be either currently enrolled in a Biology course with a grade of 80 or above or have completed at least one biology course with an overall A or B average and have strong interest in biological sciences.

**Name: ECOS/ Science Club**

**Purpose:** To incorporate recycling projects into the school setting

**Sponsor(s):** Morrow, Sumner

**Activities:** Regular meetings, community service, and school improvement projects

**Name: Equestrian Club**

Purpose: To promote and support equestrian athletes by recognizing students who actively compete in equestrian activities.

Sponsor: Ronna DeMichiel

Activities: Riding instruction at individual barn facilities, maintain riding logs, compete in major disciplines of equestrian competitions – English (Hunter/Jumper, Dressage, Eventing, Saddleseat), Western (Western pleasure, Reining, Trail, Performance/speed events), or Other (Vaulting, Endurance)

Information: Each rider must be enrolled in regular instruction and provide his/her horse. Mary Persons High School will not provide instruction or horses for riders. Mary Persons High School is not responsible or liable for the safety of the riders and/or their horses during training or competitions. Insurance for the youth rider must be provided by the riders' parents/guardian. Mary Persons High School will not provide transportation of equines to horse shows/events. Riders are responsible for all fees associated with instruction, competitions, and transportation of equines.

Name: **Future Business Leaders of America (FBLA)**

Purpose: To promote business and to develop teamwork and leadership skills

Sponsor(s): Little, Myers, Etheridge

Activities: Regular meetings, community service, and school improvement projects

Name: **Fellowship of Christian Athletes (FCA)**

Purpose: To seek spiritual growth, service to others, and Christian fellowship and to support Christian athletes in their journey through high school.

Sponsor(s): A. Smith, B. Stephens

Activities: Regular meetings, community service, and school improvement projects

Name: **FFA, Incorporated**

Purpose: To develop leadership skills and to foster the acquisition of knowledge in the field of agriculture

Sponsor(s): Waldrep, R. Smith

Activities: Regular meetings, community service, and school improvement projects

Name: **FIRST Robotics**

Sponsor: Etheridge

Purpose: FIRST Robotics will be competing in the FIRST Tech Challenge where teams are challenged to design, build, program, and operate

robots to compete in a head-to-head challenge in an alliance format. Activities: Students develop STEM skills and practice engineering principles (like keeping an engineering notebook), while realizing the value of hard work, innovation, and sharing ideas. The robot kit is reusable from year-to-year and can be programmed using a variety of languages, including Java. Teams also must raise funds, design and market their team brand, and do community outreach for which they can win awards. Participants have access to tens of millions of dollars in college scholarships. **\*\*NO EXPERIENCE REQUIRED!**

Name: **HOSA**

Purpose: HOSA-Future Health Professionals is an internationally recognized organization that provides opportunities for students interested in health science related fields to grow their leadership skills and knowledge as well as provides opportunities to make connections with people in the field they eventually wish to pursue.

Sponsor(s): Carter

Activities: We plan and execute several school and community wide events such as blood drives and educational opportunities for people in the community to expand their basic healthcare knowledge. We also attend multiple statewide leadership conferences as well as participate in several state level healthcare based competitions.

Name: **Interact Club**

Purpose: To build leadership qualities and promote community service

Sponsor(s): Hankinson

Activities: Regular meetings, community service, and school improvement projects

Information: Students must maintain a 3.0 GPA, have no disciplinary infractions, and earn a minimum of 25 points per semester.

Name: **Junior Executive Council**

Purpose: To plan and carry out activities for the junior class

Sponsor(s): Jenkins

Activities: Regular meetings, community service, and school improvement projects

Information: Members are selected by application to the sponsor.

Name: **Key Club**

Purpose: To build leadership qualities and promote service to the community.

Sponsor(s): M H Smith

Activities: Regular meetings, community service, and school improvement projects

Information: Members must maintain an 85 or better cumulative average and have no record of disciplinary problems.

Name: **The Millionaires Club**

Purpose: To learn the skills and utilize the tools available to help students become competent and successful adults with their finances. Students will learn that millionaire status IS POSSIBLE if they make the right financial decisions early. Students will learn about avoiding student loans, applying for scholarships, building resumes, budgeting, preparing for job interviews, and other topics like credit cards, retirement, investments, and insurance.

Sponsor(s): Lane

Activities: "The Graduate Survival Guide" book study, resume building workshop, scholarship workshop, mock job interviews, and guest speakers from the community.

Information: members must attend after school meetings and pay club dues

Name: **Mu Alpha Theta**

Purpose: To support tutoring and assistance in mathematics

Sponsor(s): Dr. S. Williams

Activities: Regular meetings, community service, and school wide tutoring services.

Name: **Senior Executive Council**

Purpose: To plan and carry out activities for the senior class

Sponsor(s): Little

Activities: Regular meetings, community service, and school improvement projects

Name: **Skills USA**

Purpose: To enhance the development of academic and technical skills and to provide opportunities to develop leadership and communication skills

Sponsor(s): Evans, Hurm

Activities: Regular meetings, community service, and school improvement projects

Name: **Spanish Club**

Purpose : To explore and enjoy the Spanish language and culture

Sponsor(s): Calhoun, Evans, Nieves

Activities: Regular meetings, community service, and school improvement projects

**Name: Spanish Honor Society**

Purpose: To recognize high achievement of high school students in the Spanish language and to promote a continuing interest in Hispanic studies

Sponsor(s): Calhoun

Activities: Regular meetings, community service, and school improvement projects

**Name: Student Council**

Purpose: Provide leadership among the student body

Sponsor(s): Hightower, Johnston, Myers

Activities: Regular meetings, community service, and school improvement projects

Information: The Student Council is composed of elected officers: president, vice-president, secretary/treasurer, and five (5) representatives from each grade level. Students must meet academic requirements as well as high recommendation scores to qualify as a candidate

*Below details how a student is eligible for membership in Key Club, Beta Club, Student Council, Homecoming Court, and class officers.*

- *The number of referrals accrued by a student may not exceed one (1) during the academic year.*
- *Students who commit a Level I offense during the academic school year may suffer probation or suspension from clubs or organizations listed above. If suspended from a club, the student may be eligible for entry into the organization the next academic year.*
- *Students who commit a Level II offense during an academic school year will be subject to removal from the club and may be ineligible for entry into the organization the next school year. If there are no further Level II infractions for the remainder of the current and following academic year, the student may be eligible for entry or re-entry into the organization the following school year. For example, a 9th grade student who is suspended for fighting (Level II) may be removed from organizations in the current year and will not be eligible for membership in Key, Beta, Student Council, Homecoming court and class officer during their 10th grade year. However, if there are no other Level II offenses, the student may be eligible during their 11th and 12th grade years.*
- *Students who commit Level III offenses will be removed from the organizations they are members of currently and are not eligible for re-entry or membership into others listed above for the remainder of their high school career.*

Below details how a student loses membership a club

- *Any student receiving a referral for a Level I infraction may lose the membership for that academic school year. If a student is removed from a club, the student will be considered for re-entry pending a disciplinary review..*
- *Any student receiving a referral for a Level II or III infraction will be subject to review of membership privileges by administration and club sponsors.*

\* Administration reserves the right to impose one of the following for students who commit infractions:

- \* Level I offenses - probation for the remainder of the academic year
- \* Level I offenses - suspension of club privileges for the current academic year with reinstatement of club membership the following year
- \* Level I offenses - suspension of club privileges for the current academic year and possibly the remainder of his/her high school career
- \* Level II offenses - suspension for the remainder of the academic year with re-instatement of club membership the following year
- \* Level II offenses - suspension of club privileges for the current academic year and possibly the remainder of his/her high school career
- \* Level III offenses - suspension of club privileges for the remainder of his/her high school career

## Other Organizations and Activities

Students have the opportunity to participate in a variety of organizations and activities including:

Marching Bulldog Band and Auxiliary  
Tri-M Music Honor Society  
Homecoming  
Empescope  
Literary Competition  
Spring Musical

Concert Band  
  
Academic Team  
Media Festival  
One-Act Play  
Chorus

## Athletics

Students have the opportunity to participate in a variety of sports. Student-athletes must pass three (3) out of four (4) courses per semester, be on track to graduate and have an updated physical.

Student-athletes and parents should refer to the *Mary Persons High School Athletic Handbook* for specific policies and rules governing the MPHS athletic program.

## Student Elections

Student elections are held for the following offices and activities: Class Office, Homecoming, Prom, Student Council, and Senior Superlatives. All representatives are elected by popular vote from the body which they represent.

**Class Office:** The freshman, sophomore, junior, and senior classes will elect

a president, vice-president, and secretary/treasurer to represent their class. Elections will be held in the spring preceding each school year and shall be for the entire school term.

**Homecoming:** The Homecoming Court will be composed of two representatives from each of the freshman, sophomore, and junior classes and six representatives from the senior class. Students will have the opportunity to register to be on the ballot for the Homecoming Court. Students will be elected to the court by popular vote by the class which they will represent. Once the court is determined, the homecoming queen is to be selected from the senior representatives by a popular vote of the entire student body.

In order to be listed on the homecoming representative ballot, students must have an overall non-weighted 80 average GPA, be on track for graduation, be involved in a club or organization and have no serious disciplinary referrals. Signing up does not guarantee that your name will be on the ballot.

**Prom King and Queen:** Each senior has the opportunity to vote one male and one female for recognition as the Prom King and Queen. The seniors receiving the most votes will be recognized.

**Senior Superlatives:** Senior superlatives will be selected for categories established by the yearbook staff. All students who have achieved senior status will be eligible and given the opportunity to vote for each superlative. Superlatives will be selected by popular vote.

**Student Council:** The Student Council is composed of elected officers: president, vice-president, secretary/treasurer, and five (5) representatives from each grade level. Elections will be held each spring for the following school term.

Students must meet academic requirements and not have major disciplinary infractions during the year preceding the election in order to represent Mary Persons High School in any office and/or activity. In addition, students must remain in good standing in the areas of academics and discipline.

**Major Offices:** A student will not be allowed to hold more than one major office. Major offices are editor of the annual, president of Student Council, and class presidents.

## **Attendance Policy**

Research shows that there is a direct correlation between student achievement and school attendance. It is, therefore, most important that students be in school unless there are legitimate reasons why they must be absent. Georgia law places the responsibility on each student to attend school on a daily basis and the responsibility on each parent or

guardian to send his/her child to school on a daily basis.

Before admission to class or returning to school following an absence, a student must report to the school principal or his/her designee with a written note from a parent, guardian, physician, or legal authority stating the reason for the absence. The principal or designee will determine whether an absence is excused in accordance with policies and regulations of the Monroe County Board of Education that are based on the compulsory attendance law. The principal or designee may at his/her discretion, require supporting documentation from a doctor, dentist, clinic, court, and funeral home, etc. The decision of the principal or designee with respect to the justification and validity of documentation for an absence is final.

Student absences may be excused for the following reasons:

1. When a student is personally ill and when attendance in school would endanger his/her health or the health of others;
2. When in a student's immediate family there is a serious illness or death which would reasonably necessitate absence from school;
3. On special and recognized religious holidays observed by his/her faith;
4. When mandated by order of government agencies such as court order (a note from court must be presented);
5. When serving as a legislative page;
6. When there is a doctor's appointment required during school hours (a note from the doctor must be presented).
7. When there is a pre-arranged absence for other reasons and/or extreme hardship at the approval of an administrator. Prearranged absences are not automatically excused.

Students who desire to document an absence shall present a written excuse signed by a parent or guardian within three (3) days of returning to school. Documentation may not be sent by fax, e-mail, or telephone.

Students shall be given a reasonable opportunity, three (3) days, to make up work or tests which were missed because of an excused absence from school. Failure to make up work after a reasonable time will result in a grade of 0. Students in grades 9-12 who exceed five (5) unexcused absences in any course during a semester will not receive credit for the course.

For state attendance purposes a student must be in attendance for a minimum of one-half (45 minutes) the required instructional period to be

counted as present in that class. Students must have perfect attendance in each class in order to have perfect attendance for the school year. For face to face classes, the cutoff date for enrollment is August 19, 2022 for first semester and January 25, 2023 for second semester.

Students placed in in-school suspension or participating in school related or sponsored activities are considered to be in attendance at school.

Absences resulting from disciplinary suspensions shall be excused for purposes of this policy. Students will receive a grade of 0 for any daily work, which is missed. However, students may make up major tests or major projects/term papers within the regular make up work guidelines.

## **Attendance and Extracurricular Activities**

A student must be present a minimum of 3 out of 4 class periods in order to be eligible to participate in any school related extracurricular activities on the day of the absence. For extra-curricular activities occurring on weekends, students must be present in 3 out of 4 classes on the preceding Friday.

Parents are asked to make dental, medical, and other appointments, as well as planned family trips after school and on Saturdays, if at all possible. Should a student have an appointment during the school day, the parent should sign his/her child out in the office and sign him/her back in upon arrival back at school.

## **Monroe County School Attendance Council**

The Monroe County School Attendance Council (SAC) is a collaborative effort formed to address school attendance problems. The protocols of the Monroe County School Attendance Council are in accordance with the requirements of House Bill 1190 section 10-11. The law places the responsibility of attendance directly into the hands of the parents.

Monroe County Schools in partnership with Family Connections, Department of Family and Children Services, Sheriff's Department, Police Department, Department of Juvenile Justice, River Edge Behavioral Health Center and the Towaliga District Juvenile Court will address chronic school absences in the following manner:

- Each year parents/guardians and students 10 years old or older by September 1 will sign a statement of receipt indicating the possible consequences for non-compliance with the local systems policy.
- The Monroe County Schools will attempt to contact parents/guardians of students on each absence using an automated calling system. Therefore, it is imperative that parents/guardians provide the school registrar with any changes to contact information (home address and phone numbers).

- On the 5<sup>th</sup> unexcused absence, written notification will be given to parents of their legal responsibility and penalties under the law.
- On the 6<sup>th</sup> unexcused absence, the school administrator will attempt to schedule a parent conference.
- On the 8<sup>th</sup> unexcused absence a referral will be made to the C.A.R.E. Cottage.
- On the 9<sup>th</sup> unexcused absence the student and parent will be referred to the School Attendance Council. The notification of the council will be issued in the form of a subpoena issued by the Monroe County Sheriff's Department.
- The parents and School Attendance Council will develop a case plan. The parents will have 5 days to appeal the council's recommendations. On the 5<sup>th</sup> day, the council recommendations will be filed with the Juvenile Court Judge. This recommendation will become an order of the court.
- Failure to comply with the recommendations will result in the parents being in contempt and will result in a court appearance in the Juvenile Court. Students who are age 14 and older may receive additional punishments as set forth by law.
- Juvenile Court will address Tardies, Early Check-outs and chronic school absences in the following manner:

**Tardies and Early Check-outs** – There will be no intervention for up to 4 tardies or early check-outs per semester. On the 5<sup>th</sup> tardy or early check-out, per semester, the student or parent must see the administrative team. There will be a limit of 10 tardies or check-outs per semester. If a student exceeds 10, there will be a referral to SAC.

**Parent Notes** – Four parent notes will be honored each semester. Medical documentation will be required with the 5<sup>th</sup> note and subsequent notes will be subject to administrative review. A referral will be made to SAC if the administrative team deems it necessary.

## **Pre-Approved Absences**

Extenuating circumstances may require a student to gain approval prior to an absence. A pre-approved absence form must be obtained from Ms. Sawley at the main campus or Ms. Rhodes at the freshman campus and returned two days prior to the absence. All forms are subject to approval by the principal. Not all requests will be granted approval. College visits are considered pre-approved absences. We will allow up to two (2) visitations to prospective schools for seniors per year. And one (1) visitation to prospective schools for juniors per year. No college visits may be taken in the month of May or the day before the prom.

## Checking In and Out of School

In order for a student to be dismissed early, a written request containing the reason, time of dismissal, and a parent signature must be presented to the office by 8:30 a.m. In addition, the student's parent or guardian must call the school office before the requested time of dismissal. An early dismissal slip that states the date and time for the dismissal will be given to the student by the office. The student should report to the office at the time of the dismissal.

Although parent requests for student dismissals may be honored, early dismissals will be classified excused or unexcused by the administration, and the teacher will be notified regarding the status of the dismissal. An excused absence is still an absence for purposes of exam exemptions.

The following are examples of excused absences:

1. medical appointments
  2. death in the immediate family
  3. illness of student or immediate family
  4. dismissals requested by the administration
- Excessive checkouts may cause a student to lose credit for classes missed.
  - **During exams, pep rallies, and assembly programs no checkouts will be allowed.**
  - There will be no student check-outs after 2:20 p.m.

## Tardiness to School and Class

There are two different types of tardies. One is tardy to school and the other is tardy to class. Tardies to school are influenced by many variables (e.g. car trouble, overslept, wreck on the highway, parents). Tardies to class are less affected by these types of variables.

**Tardies to school:** These are tardies to the first block. At Mary Persons High School, tardies are viewed neither as excused nor unexcused. In the event that a student is tardy to school, tenth, eleventh and twelfth grade students will report to the desk outside the main office for a late pass. Freshman will report to the main office of the Freshman Campus for a late pass. If a student arrives at school after 9:00, the parent must contact the school before the student is allowed in class. Students are allowed four (4) tardies to school per semester, no questions asked. In accordance with the School Attendance Council, students must report to a member of the administrative team on the fifth tardy. After four, tardies may be excused by the principal (or his designee) with a doctor's or a court's documentation. Once a student has exhausted his/her four tardies for the semester a progressive plan of intervention will proceed in an effort to deter the student from being late to school. The plan is as follows:

5 <sup>th</sup> tardy	Principal's Detention
6 <sup>th</sup> tardy	Saturday School/Parent Contact
7 <sup>th</sup> tardy	3 days ISS
8 <sup>th</sup> tardy	4 days ISS
9 <sup>th</sup> tardy	5 days ISS/Referral to SST
10 <sup>th</sup> tardy	1 days OSS; student cannot return to school without parent conference

**Tardies to class:** These are tardies to blocks two through four. A child is deemed tardy to class when the bell has rung and he/she is not within the confines of the classroom. A child is considered tardy to class if the tardy occurs within the first five minutes of class. After five minutes, the child is considered to be skipping, unless documentation from the office, nurse, etc. indicates otherwise.

Once a child is considered tardy to class, he/she must report to the attendance clerk to receive a pass to enter class. Students who are tardy to class will receive two warnings and detention on the 3<sup>rd</sup> through the 5<sup>th</sup> tardy. A student's accrual of tardies will occur over blocks 2-4 and are not tracked by individual class period or teacher. The following consequences will occur when a student is tardy to class:

1 <sup>st</sup> tardy	Warning
2 <sup>nd</sup> tardy	Warning
3 <sup>rd</sup> tardy	Detention
4 <sup>th</sup> tardy	Detention
5 <sup>th</sup> tardy	Detention
6 <sup>th</sup> tardy	Work Study
7 <sup>th</sup> tardy	3 days ISS
8 <sup>th</sup> tardy	4 days ISS
9 <sup>th</sup> tardy	5 days ISS
10 <sup>th</sup> tardy	1 day OSS

## **Withdrawal from School**

Students who need to withdraw must complete a withdrawal form. A written form can be secured from the counselors' office. The withdrawal form must be completed if the student is to withdraw in good standing. A parent should request the withdrawal at least a day in advance. The school will withdraw students over the age of fifteen who have missed ten (10) or more consecutive days of school without notifying the school of any extenuating circumstances.

## **Transfer Students**

A student must be in good standing and must have no disciplinary action pending against him/her by the school he/she is leaving in order to be eligible to enroll in Mary Persons High School. In addition, all student records must be received prior to enrollment.

## **Cell Phones/Electronic Communication Devices**

Telephones are available for use in the office before and after school and in extreme emergencies. Students who are sick and need to call home will report to the nurse. Only in extreme cases such as family emergencies and/or serious illness or death in the immediate family will the office give students telephone messages or allow them to use the office telephone.

Cell phones, iPads, and laptops can be used under the instructional leadership of the teacher or during breakfast and lunch in the commons area or as specified by the school administration. All other electronic devices are prohibited. During state mandated testing, cellular phones and other electronic devices are not allowed in the testing location. **The school is not responsible for stolen or lost cell phones.**

## **Consequences**

The 1st offense will be detention, parent notification, and confiscation for 1 school day. The phone will be returned to the student at the end of the next school day. Students cannot refuse to turn over a cellphone to the teacher. Note: During administrative action, the student can choose to keep the phone and avoid confiscation; however, the consequence will be elevated to a work study detention (Saturday school or Wednesday school)

The 2nd offense will result in a work study detention, parent notification, and confiscation for 3 school days. The phone will be returned to the student. Students cannot refuse to turn over a cellphone to the teacher. Note: During administrative action, the student can choose to keep the phone and avoid confiscation; however, the consequence will be elevated to 2 days ISS.

The 3<sup>rd</sup> offense will result in three days ISS, parent conference, and confiscation for 5 school days (the phone will be returned to the parent).

The fourth offense will result in confiscation for the remainder of the school year. (The phone will be returned to the parent at the end of the school year).

Any future offenses may result in an assignment of no fewer than 3 days of ISS and the phone will only be returned to the parent.

**NOTE:**

1. When a student's cell phone has been confiscated, the student is not to have in his/her possession another cell phone.
2. Any student refusing to hand over a cell phone will be subject to the consequences of insubordination.

Exception to this rule:

*Schools are allowing personal electronic devices to be used for instructional purposes. Students and parents must sign the "Bring Your Own Device (BYOD)" permission slip and may only use appropriate devices when allowed for instruction. If devices are used outside parameters of a class allowing the use of BYOD, the use falls under the guidelines above.*

**\*The school system and schools will not be responsible for lost or stolen electronic devices.**

Students should not place or accept phone calls during class, lunch, class change, or any other time during the instructional hours of 8am-3pm.

## **CELL PHONE USE ON GEORGIA STANDARDIZED ASSESSMENTS**

Students are not permitted to use, or bring into the testing environment, any electronic device that could allow them to access, retain, or transmit information (e.g., cell phone, smartphone, PDA, electronic recording, camera, or playback device, etc.). Possession or improper use of such devices during testing may result in disciplinary action in accordance with the system's student code of conduct and/or test invalidation. Devices such as those mentioned above that are brought into the testing environment must not remain in the student's possession during testing.

## **Dress Code**

All students who attend Mary Persons High School will be expected to maintain a neat and well-groomed appearance. Students are permitted to wear the following items:

### **Pants/Slacks/Shorts/Skirts/Dresses**

- Jeans, shorts, or tailored pants

- Skirts or dresses
- Skirts and shorts for both male and female students must be no shorter than 5" above the knee.
- Pants with holes must be worn with leggings or shorts underneath the holes

### **Shirts/Blouses/Tops**

- All shirts/blouses must have finished edges and be appropriately sized, including waist and length.
- Sweaters, fleece pullovers, and sweatshirts (sweatshirt-a loose collarless pullover made of heavy cotton jersey and have a fitted waistband) must not be oversized. A sweater or sweatshirt that hangs lower than the back pockets is considered oversized.

### **Shoes**

- Appropriate shoes must be worn at all times. Bedroom shoes are NOT allowed.

### **Requirements**

- All clothing must be appropriately sized, including waist and length.
- Belt loops must have a belt. Belts must be worn correctly with the entire belt in loops on pants. No underpants can be exposed.

### **Not Permitted**

- Pants worn below the natural waist
- Wind suits, sweat suits, jogging pants, or leggings
- Spandex, lycra, or form fitting clothing
- Sleeveless tops, dresses, tank tops, etc. (the ball of the shoulder should not be exposed)
- No unnatural hair color
- Mouth adornment (metal grills)
- See-through clothing
- Visible undergarments
- Clothing worn inside out
- Low-cut or revealing clothing
- Clothing and/or accessories with beer, alcohol, tobacco, or illicit drug advertisements, vulgar writing, gang-related symbols, suggestive scenes, or clothing that displays individuals, bands, or groups, or that promotes aggression or violence
- Coveralls/overalls
- Blankets
- Hats, hoods, head scarves, bandanas, or other disruptive headgear
- Non-jewelry items (ex. dog collar type chains, sports straps chains)
- Exposed tattoos
- Body piercing jewelry except in ears or stud rings in the nose
- Anything the administration determines to be disruptive to the

instructional process.

**Final approval of any questionable dress and enforcement of this code is left to the discretion of the school administration.**

Some Fridays may be designated as Athletic Dress Code days. These will be earned based on school wide behaviors. The items below are acceptable for Athletic Dress Code days:

- Wind pants or sweatpants
- Athletic shorts
- **For athletic shorts that would violate our dress code**, you must still wear the black tights under those shorts. Shorts that are more than 5 inches above the knee violate the dress code.
- Students cannot wear leggings (unless of course they are under your shorts).

Students with injuries may need accommodations to the dress code. These accommodations shall be considered for approval upon receipt of notification from a doctor describing the need.

The following consequences will occur for failure to adhere to the dress code policy:

1 <sup>st</sup> offense	Warning
2 <sup>nd</sup> offense	Detention
3 <sup>rd</sup> offense	Work Study
4 <sup>th</sup> offense	1 day ISS
5 <sup>th</sup> offense	2 days ISS
6 <sup>th</sup> offense	3 days ISS
7 <sup>th</sup> offense	Administrative Action

These consequences reset at the beginning of each semester.

## Identification Badge

Each student will be issued an Identification Badge at the beginning of the school year. Students must have their I.D. on their person at all times. Failure to have one on their person will result in disciplinary action. If a student loses his/her I.D., he/she will have to replace it at a cost of \$5.00. I.D. replacements must be requested before the end of homeroom. Failure to replace the I.D. will result in disciplinary action. The student's picture on I.D. badges must be visible at all times. An I.D. is not to have any additional writing, designs, stickers, etc. placed on them by anyone other than a school official. I.D. badges must be from the current school year in order to be valid. School buses are not considered "off campus,"

and a student must continue to have an I.D on his/her person while they are on the school bus.

The following consequences will occur for failure to have the student ID badge on their person:

1 <sup>st</sup> offense	Warning
2 <sup>nd</sup> offense	Warning
3 <sup>rd</sup> offense	Detention
4 <sup>th</sup> offense	Detention
5 <sup>th</sup> offense	Detention
6 <sup>th</sup> offense	Work Study
7 <sup>th</sup> offense	3 days ISS
8 <sup>th</sup> offense	4 days ISS
9 <sup>th</sup> offense	5 days ISS
10 offense	Administrative Action

These consequences reset at the beginning of each semester.

## **Students in Good Standing**

Certain privileges are extended to students in good standing including parking permit eligibility, class officer election qualifications and office, and participation in such activities as pageants and some extracurricular clubs and activities. A student shall be considered “not in good standing” if any of the following conditions apply:

- The student has excessive absences or tardies.
- The student has repeated or serious disciplinary referrals including academic dishonesty.
- The student does not put forth sufficient effort to be academically successful.
- The student has unfulfilled obligations or school debts, including but not limited to, lost books, overdue library or parking fines, unreturned athletic equipment or other school owned property, unpaid financial obligations, or un-served detentions/work studies/ISS.

## **Student Parking**

On-campus parking is a privilege offered to students in grades 10-12. The assistant principal and designee will be in charge of student parking. In order for students to get a parking permit, a signed acknowledgement form must be received. Parking permits are non-refundable.

Parking permits will be issued to students in the following priority:

1. Seniors
2. Juniors
3. Sophomores

**First Semester Fee \$35.00** - Any student purchasing a parking permit during the first semester will pay a \$35.00 parking fee for the school year.

**3<sup>rd</sup> Nine Weeks Fee \$25.00** - Any student purchasing a parking permit during the 3<sup>rd</sup> Nine Weeks will pay a \$25.00 parking fee for the remainder of the school year.

**4<sup>th</sup> Nine Weeks Fee \$15.00** - Any student purchasing a parking permit during 4<sup>th</sup> Nine Weeks will pay a \$15.00 parking fee for the remainder of the school year.

An MPHS parking application must be completed. All payments are made electronically through Infinite Campus.

1. Login to your Infinite Campus portal
2. Fees tab
3. My Accounts
4. Optional Payments
5. Add to Cart

Senior parking spaces are numbered and you must park in your assigned numbered space and have the gold parking decal displayed. Once all Senior Lot parking permits have been sold, Junior Lot parking permits will be issued. These spaces are numbered and you must park in your assigned numbered space and have the red parking decal displayed. After all Junior Lot permits have been sold, Tennis Court Lot parking permits will be issued. These spaces are numbered and you must park in your assigned numbered space and have the black parking decal displayed. After all Tennis Court Lot permits have been sold, Fine Arts Center Lot parking permits will be issued. These spaces are numbered and you must park in your assigned numbered space and have the green parking decal displayed.

For safety purposes, all student vehicles permitted to park on-campus must be registered with the school. Parking decals must be displayed on the designated area of the vehicle, and the vehicle must be parked

properly in a designated parking spot. Parking permits are non-transferable. Only individuals who purchase the permit may use the permit. Violations will result in the revocation of the parking privilege of both parties and/or disciplinary action.

Parking permits will be issued only to those students who meet the following criteria:

1. Possession of a valid Class C or Class D Georgia Driver's License
2. Updated and physical proof of insurance
3. Automobile Tag Number
4. Payment of parking fee

Parking privileges can be revoked by the administration because of irresponsible behavior, unexcused tardies to school, or poor academic performance.

Students should only park in their designated lot. All lots have a different color parking decal and school staff members will supervise the parking lot.

Senior Lot	Gold Decal
Junior Lot	Red Decal
Tennis Court Lot	Black Decal
FAC Lot	Green Decal

For safety purposes, all student vehicles permitted to park on-campus must be registered with the school. Parking decals must be displayed on the designated area of the vehicle, and the vehicle must be parked properly in a designated parking spot. Parking permits are non-transferable. Only individuals who purchase the permit may use the permit. Violations will result in the revocation of the parking privilege of both parties and/or disciplinary action.

Parking permits will be issued only to those students who meet the following criteria:

1. Possession of a valid Georgia Driver's License.
2. Proof of insurance.
3. Completed registration form.
4. Payment of parking fee

Parking privileges can be revoked by the administration because of irresponsible behavior, unexcused tardies to school, or poor academic performance.

The following are rules and regulations with appropriate discipline procedures regarding parking privileges:

### **Academic Achievement:**

1. A student must pass three (3) out of four (4) classes each semester or parking privileges will be revoked.

### **Disciplinary Action**

1. Tardies: After eight (8) tardies to school during a semester, the parking permit may be revoked for the remainder of the semester or six weeks, whichever is greater. A student assumes all responsibility for tardiness when driving to school.
2. Substance abuse on campus (alcohol and illegal drugs) may result in revocation of the parking permit for not less than one year.
3. Weapons found in a student's vehicle, locker, or on the student may result in the revocation of parking privileges for not less than one year.
4. On-campus driving misconduct (such as spinning wheels, speeding, excessive noise/music, etc.) may result in revocation of parking privileges for six (6) weeks. Second offense: Parking privileges may be revoked for the remainder of the year or a full semester, whichever is greater.
5. Leaving campus without authorization may result in the revocation of parking privileges for a semester (18 weeks).
6. Transporting another student off campus without authorization may result in the revocation of parking privileges for a semester (18 weeks).
7. Skipping school: Parking privileges may be revoked for six (6) weeks.
8. Suspended or replacement permits will cost \$40.00 for seniors and \$30.00 for underclassmen.
9. Students are not allowed to loiter in the parking lot or sit in cars at any time in the parking lot.

### **DRIVING/PARKING VIOLATIONS**

The traffic committee reserves the right to issue traffic violations and collect fines for each of the following first offenses. (Parking violations count towards CHAMP rewards):

1. Reckless driving/speeding - \$25.00
2. Parking in unauthorized area - \$5.00
3. Loitering before or after school - \$5.00
4. No permit visible - \$5.00
5. Breaking in line/crossing median - \$10.00
6. Excessive noise/music - \$10.00
7. Failure to follow directions - \$5.00

8. Improper parking - \$5.00
9. Other school violation - \$5.00

For any second offense, the fine is doubled. For any third offense parking privileges will be revoked for the remainder of the semester or six (6) weeks, whichever is greater. After a second violation, the vehicle is subject to being towed at the owner's expense. A student receiving a ticket should remit payment to Barbara Dennis within 10 days. Failure to settle parking fines will result in revocation of parking privileges for the remainder of the semester or six (6) weeks, whichever is greater. Once parking privileges have been revoked, a replacement sticker (\$30.00 for Seniors/\$25.00 for underclassmen) will be issued only if there are spaces available.

- If a student's car is illegally parked on school property, it will be towed at the owner's expense.
- Provisions will be made for students who may have occasional emergencies. These students must see the advisor in charge of student parking.

If a student under the age of 18 drops out of school and has remained out of school for 10 days, or has more than 10 days of unexcused absences in any semester, notice will be given to the Department of Driver Services. The student's driver's license will then be suspended for one year.

## **Hall Passes**

Students are expected to remain in their classes during the entire instructional period. Students who need to leave the classroom for an emergency or who are called to the office must have a teacher's hall pass. Students in the hall must have passes visible at all times.

## **Hallway Traffic**

For efficiency and safety reasons, the hallways on the main campus are designated as one-way traffic only during morning arrival, afternoon dismissal, and class change. Some connecting hallways have two-way traffic and students must walk on the right hand side of the hall. Students are expected to obey the traffic arrows at all times during class change, morning arrival, and afternoon dismissal.

[\(Click here for the transitions traffic map\)](#)

## **Field Trips**

Field trips are planned to supplement and enrich the total instructional program. In an effort to ensure student safety, transportation is provided by Monroe County school buses. A donation will be requested to help pay for the trip. Every child must have written permission from a parent

or legal guardian before he/she can attend a field trip. Money Orders will not be accepted as payment for field trips. **All parents who volunteer to chaperone field trips MUST take part in the mandatory Volunteer Training Sessions prior to the field trip.** Parents who volunteer to chaperone on field trips should understand that siblings are not permitted to attend field trips. Students with poor discipline records may be prohibited from attending field trips. If a family is unable to pay for a field trip experience, please submit a confidential letter to the principal. Every effort will be made to ensure participation of all children. If a parent wishes for their child to ride with them in their family vehicle, the parent must check their child out of school (early check-out) and sign them in with their child's homeroom teacher upon arrival to the field trip site. If a child will be leaving the field trip site with their parent, the child must be signed out on a sign-out form provided by the teacher. This will be counted as an early check-out.

## **Medication**

Medication that a student needs to take during the day must be given to the school nurse with a *Medical Authorization Form* signed by the parent or guardian. The student will be given the dosage as indicated on the prescription bottle and will be required to sign when this is received.

## **Diabetes Medical Management Plans**

Upon written request of a student's parent or guardian and if authorized by the student's diabetes medical management plan, a student with diabetes shall be permitted to perform blood glucose checks, administer insulin through the insulin delivery system the student uses, treat hypoglycemia, and otherwise attend to the monitoring and treatment of his or her diabetes in the classroom, in any area of the school or school grounds, and at any school related activity, and he or she shall be permitted to possess on his or her person at all times all necessary supplies and equipment to perform such monitoring and treatment.

## **Immunization**

Every student in public or private school, regardless of the grade, must have on file a Georgia School Certificate of Immunization, Form 3032, which may be obtained from the Georgia Department of Health or a personal physician. New students will have thirty days to provide this certificate. After thirty days the student may not return to school until he/she provides the certificate.

## **Textbooks**

Textbooks are issued as a resource to the curriculum at Mary Persons

High School. MPHS uses the Georgia Standards of Excellence and the Georgia Performance Standards as the basis for its curriculum. Students may be issued textbooks for the courses in which they are enrolled. Students are responsible for their textbooks at all times. Textbooks are priced according to their condition when issued, and students are required to pay proportionately for the damage to a book. Students should always check their books when issued and report any damage to the teacher in order to avoid being fined for book damage upon return of the book. Students will be charged for any books lost, stolen, damaged, or missing that the school issued them. The minimum amount charged will be \$5.00. If a student pays for and then finds his/her lost book during the school year, the money for the book will be refunded.

## **Student Debts and Financial Obligations**

Student debts must be paid before students will receive their report cards and/or participate in graduation ceremonies or activities. If a check is submitted to the school and sufficient funds are not available to cover the check, the Federal Automated Recovery System will be used to collect the debt.

## **Junior/Senior Prom**

Each spring, the Junior/Senior Prom is held. Students must be in good standing as it relates to the number of units earned towards graduation.

Seniors, juniors, or underclassmen lacking credit hours towards graduation are not eligible to attend the prom. Students who have dropped out of school or withdrew in poor standing are not eligible to attend the prom. Students who missed their scheduled graduation date are not eligible as 5th or 6th year students. Students who are assigned OSS during the current school year are not eligible to attend the Junior/Senior Prom.

Below are the number of Carnegie units required to attend the prom:

Freshmen	3 units
(can only attend as invited guest of a junior or senior)	
Sophomores	9 units
(can only attend as invited guest of a junior or senior)	
Juniors	16 units
Seniors	21 units

## **Homecoming Dance**

Each fall, homecoming week will end with a semi-formal Homecoming Dance. All MPHS students are eligible to attend the Homecoming Dance. Date approval forms must be completed and approved for

non-MPHS students Tickets will be purchased in advance and no tickets will be sold at the door. Students who are suspended out of school (OSS) for any portion of the year leading up to the Homecoming Dance will not be allowed to attend.

## **Alternative Learning Day for Cancelled School Days**

At times during the school year, Monroe County Schools may have to cancel a school day due to weather or other conditions. During these days, Mary Persons High School may assign an Alternative Learning Day for students to complete assignments online. If students complete the work as assigned, students will be counted present for that day. Please be sure to connect to your teacher's learning platform (Google Classroom, etc.) for your Alternative Learning Day(s). When feasible, hard copies of assignments may be given to students as well. Assigning Alternative Learning Days may preclude the necessity of making up days that are missed due to inclement weather. Students have 5 school days within which to submit assignments given on Alternative Learning Day. Below is the schedule for assigned work on Alternative Learning Days:

Day 1 of Inclement Weather: Virtual assignments will be assigned in 1st and 2nd Blocks only.

Day 2 of Inclement Weather: Virtual assignments will be assigned in 3rd and 4th Blocks only.

Day 3 of Inclement Weather: Virtual assignments will be assigned in 1st and 2nd Blocks only.

## **Transcripts**

All transcript requests are now done through <https://www.parchment.com/> . There is a \$10 fee for Mary Persons High School graduates. There is no fee for students who are currently enrolled.

## **Certificate of Attendance for Driver's License**

Students who need a *Certificate of Attendance* in order to obtain a Georgia Driver's License should request the document online under the student tab on the MPHS web page. Fill out the Google Form provided. The *Certificates of Attendance* will be issued on Friday afternoons.

## **Delivery of Floral Items to Students**

While the Monroe County Board of Education and Administration of Monroe County Schools realizes and appreciates the contribution local

florists make to the school program, they also recognize the delivery of gifts such as floral arrangements and balloons to students may create disruptions to the academic environment, safety issues in buildings and on buses, and management concerns given the number of students in each of the buildings. As a result, schools shall not accept the delivery of floral arrangements and balloons on behalf of students at any time during the school year.

## **Visitors**

Students are not allowed to have visitors during school. All “non-students” must check in at the front office upon entering the building. Visitors to the school for any reason must sign-in and receive a visitor’s pass. When ready to leave the school, visitors must sign-out in the main office and return their visitor’s pass.

## **Student Valuables**

Students are encouraged to take proper precautions in securing their valuables. Book bags should not be left unattended. Valuables should be given to coaches during P.E. Automobiles should be locked. Students are not to bring large amounts of cash to school. Students should report thefts to a school official. Each student will be assigned a locker. Students should use their assigned locker and keep it locked at all times. The school cannot be held responsible or in any way liable for lost valuables.

## **Lost and Found**

All articles which are found should be turned in to the office. Students should check with the office for lost articles.

## **School Breakfast Program and National School Lunch Program**

A breakfast program and lunch program are offered to all students. Monroe County Schools Nutrition Program adheres to an Offer vs. Serve option at both meal services which provides the students the ability to choose from various entrees and sides. No child shall be denied the opportunity to participate in the School Breakfast Program and National School Lunch Program.

In accordance with the Monroe County Schools Wellness Policy, foods of minimal nutritional value (sodas, fast food, sugary snacks, etc.) cannot be sold during the scheduled meal service times for breakfast and lunch. Additionally, foods of minimal nutritional value are highly discouraged from being brought in from home or fast food restaurants during meal

service at breakfast and lunch times. It is the objective of the Monroe County Schools Nutrition Program to promote a healthy environment within the school building and surrounding community.

Questions about this may be directed to the Monroe County Schools Nutrition Department at 478-994-2031.

No food from outside eating establishments may be brought to the lunchroom.

The price of student lunches is \$2.70. The price of breakfast is \$1.70. Students receiving free or reduced lunches must complete proper forms at the beginning of each school year. (See the lunchroom manager for more information.) Cafeteria account numbers are non-transferable.

#### Meal Charge Procedure for High Schools

1. Students are allowed to charge one meal.
2. No a la carte items may be charged
3. Once a meal is charged, if the charge is not paid in full, students will be offered an alternative meal consisting of a sandwich, fruit, and milk for lunch or cereal and milk for breakfast.
4. Students are not allowed to charge the last two weeks of school.

#### **Beverages and Snacks**

There are drink machines for student use located in the commons area. Students are not allowed to take drinks outside the commons area or outside the gym lobby unless they are leaving campus. Food or drinks are not permitted in the hallways or classrooms. Water is allowed in the classroom but only in clear, plastic bottles or containers.

#### **Work Permits**

Any student under the age of 16 who has a job must obtain a work permit. Work permit applications may be picked up from Ms. Hankinson before school or after school. Students must bring their birth certificate and social security card to obtain a work permit.

#### **Jurisdiction of the Board of Education**

Any student, parent, or other individual who believes that a student has been subjected to harassment or discrimination by other students or school district employees in violation to Monroe County Board Policy

JAA-Equal Educational Opportunities should promptly report the same to the principal of the school or to the appropriate coordinator designated in the non-discrimination notice on page 7, Dr. Mike Hickman who will implement the board's discriminatory complaints procedure as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator.

Mary Persons High School students are subject to the rules and regulations of the Monroe County Board of Education and Mary Persons High School during the school day, while in attendance at school-related activities, and while being transported to and from school or school-related activities in school vehicles. Students may be disciplined in those instances where conduct at other times and places is deemed to have a direct and immediate impact or effect on the health, safety, discipline, or general welfare of the school community. Some of these rules contain recommended penalties. However, depending on the circumstance of the student's violation, school authorities may, in compliance with state law and the rules of the State Board of Education, impose discipline, short-term suspension, long-term suspension, or expulsion.

#### Relevant State Laws:

1. Require that the rules of a district governing pupil conduct and discipline be interpreted to insure an optimum learning atmosphere in the classroom. Optimum learning atmosphere shall be defined as the climate in which each student has the maximum opportunity to learn and the conduct of students that interferes with the climate is kept at an absolute minimum as determined by the classroom teacher.
2. Require students to comply with rules established for the governing of schools.
3. Require students to pursue their course of study and make reasonable progress.
4. Require students to submit to the authority of teachers, subject to such disciplinary action as school officials shall determine.
5. Empower each teacher to hold pupils accountable for disorderly conduct while under the teacher's supervision.
6. Make it a crime to willfully create a disturbance on school premises during school hours or at school activities or meetings.
7. Provide that students who damage property at school or while under school jurisdiction may be suspended and punished. The student, parent/guardian shall be liable for damages.
8. Allow a teacher to temporarily exclude students from a

classroom instructional or activity area.

9. Require that the Monroe County School District cooperate with law enforcement agencies as required by federal and state law and by county board policies.
10. Prohibit harassment on the basis of race, color, national origin, gender, sexual orientation or disability.

Any act that constitutes a crime is just cause for discipline, suspension, expulsion, and/or criminal prosecution.

Per Monroe County Board of Education policy JDCA, each school within this school district shall develop and implement age-appropriate student codes of conduct designed to improve the student-learning environment and which will comply with state law and State Board of Education Rule 160-4-8.15. Each code shall include the following:

1. Standards for student behavior designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students. The standards should be designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by the Monroe County Board of Education and to obey student behavior rules established at each school within this school district.
2. Student support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services available at each school, the school system and other public entities or community organizations which may assist students to address behavioral problems.
3. Progressive discipline processes are designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law.
4. Parental involvement processes designed to enable parents, guardians, teachers, and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians, and school employees to express freely their concerns about student behaviors which detract from the learning environment.

Due process will include appropriate hearings and reviews, and in all cases, the rights of individuals will be ensured and protected. Hearings for long term suspension or expulsion will be formally conducted following the procedures mandated by the Monroe County Board of Education. Disabled students will be disciplined by local policies and in accordance with the Individuals with Disabilities Education Act (IDEA), American Disabilities Act (ADA), and Section 504.

A student has full rights and citizenship as defined by the Constitution of the United States and assumes the responsibility to take action relative to this Constitution, the laws of the State of Georgia, and the policies, rules and regulations of the Monroe County Board of Education. All students are required to report any misconduct of any nature to a teacher or administrator.

## **Student Support Process**

The Monroe County Board of Education provides a variety of resources at every school to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams, school counselors, and chronic disciplinary student plans.

## **Parental Involvement**

The student behavior code is based on the expectation that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will express freely their concerns about, and actions in response to student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents as well as ongoing opportunities for school personnel to hear parents' concerns and comments.

Several modes of communication will be used to address the need for parental involvement. The Bulldog Beat, the school newsletter, will be used to provide curricular and co-curricular activities at the school. The newsletter will also provide parents information regarding the variety of services and partnerships offered by the school to meet the needs of students.

The school's guidance office will house materials that provide information for parents on how to help support their child's learning experience. Notification of events will be sent out through text alerts, social media, weekly emails from the guidance office, and our electronic newsletter. Parents are able to monitor their child's grades through Infinite Campus

Parent Access. Parent/Teacher conferences are encouraged and can be set up through the guidance office.

## **PARENTS ASSISTING CHILDREN (PAC) PROGRAM**

The vision of the Parents Assisting Children (PAC) Program is to provide parents with educational training which maximizes parental involvement in the academic success of all students. The program develops and utilizes the unique skills and abilities of parents to support the educational experience of all children in Monroe County Schools. A variety of training sessions are regularly offered to parents in order to provide the support needed to assist children in the classroom. Student achievement increases when parents and school/district stakeholders share responsibility for educating children. Parents are encouraged to join the MPAC (Mary Persons Parents Assisting Children) organization to get more involved in curricular activities.

## **Monroe County Bullying Policy**

The Monroe County Board of Education believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, volunteers and visitors. Behavior that negatively impacts the safety of any student will not be tolerated. Per the Monroe County Board of Education Board Policy JCDAG, a student shall not bully, harass, or intimidate another student through words or actions.

Bullying is defined as an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of the Monroe County school system, that is;

- (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - (A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - (B) Has the effect of substantially interfering with a student's

education;

- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school.

Such behavior includes but is not limited to: Direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate; and social isolation and/or manipulation. This prohibition of bullying shall be included in the student handbooks of all Monroe County schools.

All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly and thoroughly investigated. This policy shall apply to students on school grounds, while traveling on a school bus to or from school, at a school bus stop, at a school-sponsored event and during any school-sponsored activity. Any form of electronic bullying (cyberbullying) using school equipment, school networks, email systems or that are committed at school are strictly prohibited. The Board prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Bullying, harassment or intimidation will not be tolerated. Disciplinary action as established in the Student Code of Conduct shall be taken after each incident of bullying upon a finding of guilt.

School system staff shall also involve other school system professionals such as social workers and counselors and shall use other interventions if needed to address the social-emotional, behavioral, and academic needs of students who are the victims of bullying and students who commit the offense of bullying.

Students, parents/guardians and any other person may directly report incidents of bullying to an administrator, teacher, counselor or other staff member. If a staff member receives the report, the report shall be immediately forwarded to the school principal or designee. Reports of bullying can also be made by calling the Georgia Department of Education's 1-877-SAY-STOP (1-877-729-7867) School Safety Hotline.

School staff shall take the following actions when an incident of bullying is reported:

1. Investigate

Upon receipt of any report of bullying, the staff member shall immediately notify the principal. The principal or his or her designee shall direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the next school day following the report of bullying. The investigation should include, among other actions as needed, interviewing the alleged perpetrator(s) and victims(s), witnesses, teachers and staff members and reviewing video surveillance if available. School counselors, school social workers and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter and the person directing the investigation. Law Enforcement officials shall be contacted as required by the circumstances of the matter.

## 2. Notify

At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified of the reported incident. If the incident involves an injury or similar situation, appropriate medical attention should be arranged and the parent/guardian should be notified immediately.

## 3. Discipline

Upon confirming that bullying has occurred, the principal or his or her designee shall charge the accused student with bullying and shall be given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate and as otherwise consistent with this policy and the student Code of Conduct. Students in grades six through twelve who have been found to have committed the offense of bullying for the third time in a school year shall be assigned to an alternative school through appropriate due process by disciplinary hearing officer, panel or tribunal.

## 4. Follow Up

Follow up is important to the accused and the victim. Staff should implement a method to provide follow up consultation to the victim and the accused.

## **Determination of Disciplinary Action**

The purpose of the Monroe County School District is to operate each school in a way that will provide for the welfare and safety of all students who attend Monroe County schools. The Monroe County Board of Education recognizes that it is the job of every teacher to provide high quality, differentiated instruction for every student and to establish a positive learning environment where mutual respect and responsibility are evident, and the job of every school to create an environment that supports high quality instruction. To promote schools that are safe, civil and respectful learning environments and facilitate desirable student conduct and behavior, the Board has adopted the Student Code of Conduct. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies

adopted by the Board and to obey student behavior rules established at each school within the district.

The disciplinary process set forth in the Code is intended to be instructional and corrective, not punitive. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Suspension shall be used as a last resort, unless mandated by the severity of the infraction. All students shall be entitled to receive due process in disciplinary reassignment, long term suspension, and expulsion. Moreover, students shall be entitled to appeal the issuance of certain intervention or consequences, as provided herein. Accordingly, students shall be governed by policies, regulations, and rules set forth in this Student Behavior Code.

The Student Behavior Code is effective during the following times and in the following places:

1. On the school grounds at any time;
2. Off the school grounds at a school activity, function, or event, and while traveling to and from such events; or
3. En route to and from school in vehicles provided for student transportation by the school system.

Also, students may be disciplined for conduct off campus which is felonious or which may pose a threat to the school's learning environment or the safety of students and employees.

Each classroom teacher will deal with disruptions by taking in-class disciplinary action, by making personal contact with the parent(s) or guardian when feasible, and/or by scheduling a conference with the parent(s) or guardian and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the administration. Failure to bring notebook, pencil, books, or required materials and equipment to class is not cause for disciplinary referrals; however, defiance of a teacher in regard to these areas is cause for a disciplinary referral. The teacher of students who consistently exhibit poor work habits should notify parents and guardians.

## **Authority of the Principal**

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in the Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided

any such action does not violate school board policies or procedures.

In cases of misbehavior not covered in this policy, the administration, under the direction of the principal and the superintendent, may enact corrective measures which are in the best interest of the school and the students involved.

## **PBIS**

The Positive Behavior Interventions and Support (PBIS) initiative incorporates effective teaching, positive rewards, positive reinforcement, consistent procedures and rules, and logical consequences to teach students appropriate behavior necessary to be successful in school and throughout life. Faculty and staff must proactively teach, reinforce, correct, and supervise student behavior. At Mary Persons High School, the CHAMP acronym is used to communicate the expectations of students. All students are expected to be a CHAMP: Courteous, Honorable, Accountable, Motivated, and Prepared. CHAMP is explicitly taught to assist students in meeting these expectations and to increase student participation in teaching and learning activities. Refer to page 4 for more information regarding CHAMP expectations.

The CHAMP team, which consists of administrators, teacher leaders, and a parent representative, meets monthly to review disaggregated discipline data, to determine the effectiveness of interventions and positive reinforcements, and to develop new interventions as needed. The CHAMP team also communicates their findings to the school leadership team and faculty as a whole.

## **Progressive Discipline**

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's disciplinary history, the age of the student, and other relevant factors, such as an IEP or other behavioral plan.

The Student Behavior Code provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

The following disciplinary actions may be imposed for any violation of the

## Student Behavior Code:

1. Warning, reprimand, and/or counseling with a school administrator or counselor.
2. Loss of school privileges or loss of parking privileges;
3. Isolation or Time Out;
4. Restitution;
5. Temporary removal from class or activity;
6. Notification of parents;
7. Parent conference;
8. Corporal punishment;
9. Detention/Wednesday or Saturday Work Study;
10. In-School Suspension (ISS);
11. Behavioral contract;
12. Placement in an Alternative Education Program;
13. Short-term Suspension;
14. Referral to a Tribunal for long-term suspension or expulsion
15. Suspension or Expulsion from School Bus Transportation;
16. Referral to Law Enforcement or Juvenile Court Officials:

Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishment for an offense includes long-term suspension, or permanent expulsion, but those punishments will be determined only by a disciplinary tribunal or by the Board of Education as outlined in Monroe County Board of Education policies.

Parents or students may elect not to contest whether a student has violated the Student Behavior Code. They may also choose not to contest the appropriate discipline. In such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the chairperson of the disciplinary tribunal.

## **SUPPLEMENTAL INFORMATION – DISCIPLINE PROCEDURES**

Portions of all campuses and buses are equipped with digital video cameras. Occasionally, video segments are used in student disciplinary investigations. Parents may produce a written request within three days of the student's discipline to view the video only when it is used as evidence in determining the innocence or guilt of the student. These videos can only be viewed by appropriate administrative personnel,

school resource officers, or other appropriate law enforcement agencies. Video segments revealing unlawful actions may be brought to the attention of law enforcement agencies.

Students are not permitted to possess contraband items while on school system property or while at attendance at any school-sponsored event. Any contraband item found on a student will be taken from the student and shall not be returned to the student. Parents may personally claim contraband items from the school principal or designee. Students wearing inappropriate clothing under this policy will be isolated from the rest of the student body until an appropriate change of clothing can be secured. Any contraband item that is illegal for the student to possess on school system property or at a school-sponsored event will be turned over to the proper law enforcement officials.

These contraband items include, but are not limited to:

1. Weapons
2. Pornographic materials;
3. Materials which advocate violence, the overthrow of the government of the United States, or are otherwise terroristic in nature;
4. Gang related materials;
5. Materials which if loaded on a computer could disrupt the computer or the computer network;
6. Controlled substances, prescription drugs and over-the-counter medications with the exception of those prescription drugs and over-the-counter medications that are allowed under the provisions established by Board Policy JGCD – medicines;
7. Alcoholic beverages
8. Tobacco products, vaping devices, or electronic cigarettes
9. Clothing which incites other students or is, otherwise, so distracting that its presence interferes with the teaching and learning process and/or the orderly school environment.
10. Pepper Spray, mace, or other dangerous chemicals and irritants.

In addition to having the contraband taken from the student, the student will also be disciplined under the provisions of Monroe County Board of Education Policies and Administrative Procedures.

The presence of weapons on school property is a threat to the safety of students and school personnel and is a violation of state and law.

No person shall carry, possess, or have under his/her control any weapon or explosive compound within a school safety zone, in any

school building, on school premises, at any school-sponsored function or activity (including football games, basketball games, track contests, and other similar or related functions), or in any school vehicle or bus, in a private vehicle parked on school property, or on public or private property in proximity to school property while attending school or a school sponsored related function. (Board Policy JCDAE)

Students engaging in gang related behavior, wearing gang associated apparel, or being in the possession of gang-associated paraphernalia is not acceptable despite whether such behavior is formally sanctioned by gang hierarchy. The Board also believes circumstances in which innocent third parties experience disruption in learning and feel their personal safety threatened by intimidating gang related behavior are not to be tolerated. (Board Policy JHCAA)

A student shall not possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind:

- 1) On the school grounds at any time;
- 2) Off the school grounds at school activities, functions or events;
- 3) En route to and from school;
- 4) En route to and from school functions, activities or events.

(Board Policy JCDAB and Board Policy JCDAC)

Students are not allowed to smoke, use or possess tobacco, vaping devices, or electronic cigarettes of any kind before, during, or immediately after school hours; in the school buildings; on the school grounds; or on the school bus. Students leaving campus without permission to use tobacco, vaping devices, or electronic cigarettes are subject to the provisions of this policy. (Board Policy JCDA A)

Level One Offenses: These offenses will be dealt with at the discretion of the school administrators:

1. Cheating
2. Tardiness
3. Disorderly Conduct
4. Forgery
5. Gambling
6. Improper use of cafeteria account numbers
7. Inappropriate Display of Affection including but not limited to kissing and holding hands
8. In an unauthorized area
9. Lying/Misrepresenting
10. Misconduct outside of the classroom

11. Petty Theft
12. Possession of a nuisance item
13. Safety violation
14. Truancy
15. Unauthorized solicitation
16. Use of profanity or vulgar words, gestures, or materials
17. Violation of cafeteria rules
18. Violation of classroom rules
19. Violation of dress code
20. Violation of vehicle regulations

General consequences shall include, but not be limited: warning, loss of privileges, detention, restitution, work study, parental conferences, loss of parking privileges, in-school suspension, bus suspension, behavioral contracts, corporal punishment, etc. Teachers will handle minor classroom and campus offenses and report offenses to administrators in accordance with school procedures.

Level Two Offenses: These offenses are cumulative over a school year:

20. Any act of bigotry
21. Bullying
22. Burglary
23. Classroom disruption
24. Cutting class
25. Destruction of school property
26. Display of a gang sign or symbol or any gang activity
27. Disrespect towards a school board employee
28. Disrespect towards a school board member
29. Disrespect towards a student or any person on school property
30. False fire alarm activation
31. Fighting – criminal complaints and/or charges of disrupting a public school may be added
32. Hazing
33. Computer/Internet violation
34. Larceny or theft
35. Leaving campus without permission
36. Loitering
37. Possession of electronic communication device
38. Robbery
39. Sexual Harassment
40. Student confrontation
41. Student disorder-participation in
42. Threat or intimidation
43. Tobacco products, vaping devices, or electronic cigarettes  
- possession or use

44. Trespassing
45. Vandalism
46. Willful disobedience
47. Possession of iPods or personal gaming devices
48. Possession of pornographic material
49. Possession of or transmission of electronic pornographic material
50. Unauthorized filming of fights/school events
52. Tampering or disabling surveillance or detection devices. (Level II)
53. Vaping consequences (possession or use of vaping devices).  
Offenses are considered historical and can be administered over multiple academic years.
  - 1st offense 3 days ISS; parent contact & warned about 4th consequence
  - 2nd offense 5 days ISS; parent contact & warned about 4th consequence
  - 3rd offense 3 days OSS (chronic behavior plan)
  - 4th offense Disciplinary hearing

Consequences for Level Two Offenses shall include, but not be limited to: work study, in-school suspension, out of school suspension (up to ten days) alternative school placement, or possible long term suspension/expulsion. Punishment for Level Two Offenses shall be progressive with each offense. Appropriate compensation shall be paid to replace losses to the school system or individuals resulting from commission of any offense.

Level Three Offenses: These offenses may be heard by a discipline tribunal after initial investigation is completed, and temporary consequences (suspension) are assigned by school administrators:

50. Alcohol possession, use, or under influence of\*
51. Arson
52. Assault or battery on a school board employee
53. Assault or battery of a student or any person on school property
54. Bomb threat
55. Computer trespass
56. Disrupting the orderly conduct of the school
57. Drug or drug paraphernalia possession, use or under influence of
58. Explosives possession
59. Homicide
60. Inciting student misbehavior
61. Kidnapping
62. Motor vehicle theft
63. Sexual battery
64. Sexual offense

65. Weapon possession – firearm
66. Weapon possession – knife
67. Weapon possession – other
68. Possession of drugs with intent to distribute.

Level Three Offenses are so serious in nature that offenses will be cumulative in grades 6-12 or 12 years old or older. All Level Three Offenses shall be grounds for long-term suspension or expulsion.

Appropriate compensation shall be paid to replace losses to the school system or individual resulting from commission of any offense.

**Physical Violence:** Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed an act of physical violence against a teacher or other school personnel; expulsion for the remainder of the student's eligibility to attend public schools for acts of physical violence found by tribunal if a student intentionally made physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of himself or herself as provided in Code Section 13-3-21; or, the board may authorize a student to attend alternative school for the period of the expulsion; provided, however, that if such student is in kindergarten through grade eight, then the board upon recommendation of the tribunal may permit the student to re-enroll in regular programs for grades nine through 12; and provided further that the board does not operate an alternative educational program for grades kindergarten through grade eight, then the board may permit a student in kindergarten through grade eight who commits such an act to re-enroll in the public school system. The student shall be referred to Juvenile Court with a request for a petition alleging delinquent behavior. Possible punishments include expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.

Parents and students should contact the principal of the school if specific questions arise related to the Student Behavior Code.

Each school's Code of Conduct specifies within its standards of behavior violations which may result in a school staff member's request that a parent or guardian come to school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail, the student's parent/guardian of the disciplinary problem. The principal shall invite the parent/guardian to observe the student in a classroom situation and request at least one parent/guardian to attend a conference for devising a disciplinary and behavioral correction plan.

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail, at least one parent/guardian to attend a conference for devising a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent/guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent/guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent/guardian who willfully disobeys an order of the court under this law.

## **Formal Disciplinary Actions and Procedures**

### **1. Before or After School Detention**

The principal or his/her designated person(s) has the authority to assign students to a designated area (detention period) on campus prior to the beginning of the school day or after the ending of the school day for a reasonable and specified period of time as a disciplinary action. Students will be given a one-day notice of their detention period assignment. Failure to attend an assigned detention will result in work study, ISS or home suspension.

### **2. Disciplinary Probation**

Disciplinary probation is a period of time specified by the principal or his/her designated person(s) during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The principal or his/her designated person(s) has the authority to place a student on disciplinary probation for a reasonable and specified period of time. A Behavior Contract will be issued to the student stating the specific parameters of his probation. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment.

### 3. In-School Suspension (ISS)

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting.

The principal or his/her designated person(s) has the authority to assign students to the in-school suspension program for a reasonable and specified period of time.

### 4. Work Study Assignment

The principal or his/her designated person(s) has the authority to assign supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action for a reasonable and specified period of time. Work assignments are not intended to interfere with any student's regular class schedule. Students will also be allowed to study during a portion of their work/study assignment time. Failure to attend an assigned Work Study will result in ISS or home suspension.

### 5. School Bus Suspension

The principal or his/her designated person(s) has the authority to deny a student the privilege of riding a school bus based on the misconduct of the student. This action will be for a reasonable and specified period of time.

### 6. Physical Restraint

The principal or his/her designated person(s) has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself, other students, teachers, administrators, parents, guardians, or other staff members. This action may be taken when it is necessary to maintain discipline or to enforce school rules. This must be done in a reasonable fashion to protect all parties involved. Law enforcement officials may be called to assist in the enforcement of this action.

### 7. Out-of-School Suspension

The principal or his/her designated person(s) has the authority to deny a student the privilege of attending school for a specified and reasonable period of time based on the student's misconduct. Any time a referral that warrants suspension or expulsion is submitted, a reasonable effort will be made by the school to either contact the parent(s) or guardian. The student is responsible for notifying his/her parent(s) or guardian of all written communications from school. Failure to do so may result in further disciplinary action. A parent or guardian must accompany the student's return to school following suspension.

### 8. Expulsion

In accordance with the State compulsory attendance law, the Monroe County Board of Education makes the final disposition of any expulsion recommendation. A student may be expelled for any act that is classified as I, II, or III. The school principal is initially responsible for determining

that an offense has been committed for which expulsion may be warranted.

Any student who is the subject of any expulsion action shall be granted the following rights of due process in the form of a tribunal: a hearing, the right to counsel, the right to speak and offer evidence in his/her own behalf, and the right to have a full explanation of the applicable Board policy used to charge the student. After having been expelled by a tribunal, a student must petition the Board of Education and appear in person before the Board in order to be readmitted to school.

### **Drug Searches**

Random/unannounced school-wide drug searches are conducted by the school with assistance from local law enforcement agencies.

### **Monroe County Achievement Center Placement**

Students may be eligible for assignment to the Monroe County Achievement Center for the following criteria:

#### Criteria I

Major Disciplinary Infractions

Students who are adjudicated by the court system

Previous Alternative School assignments

Emergency Placements

#### Criteria II

Chronic Disciplinary Problems

Referral for other school problems

#### Criteria III

Non-traditional Students

A student is assigned to the alternative school for a minimum of 45 days. The student may earn the opportunity to return to the regular school program, through demonstrating the proper attitude and academic performance expected of all students in accordance with the Monroe County Achievement Center placement protocol. Students sent to the Monroe County Achievement Center for punitive measures are banned from the MPHS and MPFC campuses and may not attend any functions on the campus of Mary Persons High School. Students attending the MCAC for credit recovery will retain privileges of attending school functions.

### **Student Transportation**

A student must ride their assigned school bus route to and from school. Parents/Guardians should not request that a child be allowed to ride a

bus on which he/she is not regularly assigned except in emergency situations. When there is an emergency situation the student will bring a note from the parent or the parent will call the administrator with the reason for the emergency. The note should be given to the office upon arrival at school and include a daytime phone number to reach the parents. The administrator will make a decision to grant or deny the request. If approved by the administrator, the signed note must be presented to the driver. Telephone call-ins or any electronic message for bus transfers will not be accepted.

Bus stops are established at various locations throughout the county. Parents should see that their children arrive at the designated stop well before the scheduled pickup time to avoid missing the bus. Parents/Guardians are reminded that the responsibility for the supervision of their children between the home and the bus stop, and while waiting for the bus arrival, rests with them. Students who misbehave at school bus stops are subject to the school student discipline code and bus discipline code.

## **Monroe County Guide to Pupil Transportation**

### **Bus Rider Registration**

In order to improve the safety and efficiency of transportation services for all eligible students, Monroe County Schools requires parents/students to register for transportation services prior to using a Monroe County school bus. Each spring, a pre-registration process will take place for the upcoming school year. Students who require a change to their transportation services during the school year should submit the request through the school's front office. It is critical that a student's home address is kept up to date at all times.

### **Wait Period**

New students or students who request a change in transportation service will be routed as soon as possible. In order to ensure student safety and route efficiency, changes in transportation service will require a 1-5 school day waiting period before service begins.

### **Single Stop Service**

Students must have one established AM transportation address and one established PM transportation address. The AM address can be different

from the PM address, but both must remain the same each day of the week. Students with approved special situations such as split custody can obtain a bus pass from their school's front office on the days they need to go to the home of a secondary guardian.

### **Bus Passes**

Bus passes must be approved by a school administrator and may be issued for emergency situations and situations of split custody. Bus passes will be issued for no more than 10 consecutive school days. Bus passes can ONLY be issued along an existing route path. They cannot be used to alter the planned travel path of a route. To request a bus pass, a parent/guardian must submit a written letter to the school's front office.

### **Route Freeze**

At the beginning of the school year, bus route paths will be frozen for the first 10 days of school. If a student has not registered prior to the route freeze date, the student may ride the bus with an approved bus pass to a designated location along an existing route path.

### **E-Link Bus Route Information**

Monroe County Schools E-Link website allows you to access current bus route information for a student. To access E-link, follow the instructions below:

- From the school district website [www.monroe.k12.ga.us](http://www.monroe.k12.ga.us) select the "Departments" tab and choose "Transportation".
- Then click "Click here for more Monroe County Schools Transportation information"
- Click on "E-Link" and select the "Parent/Guardian" Link provided
- You may also use the direct link:  
<https://sites.google.com/mcschools.org/mcstransportation/e-link>
- Once on the E-Link login page, your login is your student's ID number (Lunch number) for both the username and password.
- Then follow these 3 steps

1. Select "Work with Students"

2. Select "View My Student"
3. Select the student's name

- All bus information should be displayed

**Note:**

If no bus information is showing for your student or the provided bus information is incorrect, please go to the following link: <https://sites.google.com/mcschools.org/mcstransportation/faq>, or call your school to register for the bus or update your information. Once registered, your student's bus information should populate in E-Link within 1 to 5 school days. If you do not have internet access, you may contact your child's school for additional assistance.

**My Stop Bus Tracking App**

Monroe County Schools Transportation Department is now providing a mobile application called "My Stop".

**My Stop:**

- Allows parents and students the ability to view scheduled bus stop time, location, and projected arrival time. This is available during scheduled route times only.
- Displays the actual location of the bus utilizing GPS technology.
- Updates approximately every 20-30 seconds and adjusts the scheduled arrival time as the bus is traveling along its route.
- Will show if the bus has already passed the assigned stop.

**How to access:**

- My Stop is available on any internet accessible computer or available for download via the Apple App Store or Google Play Store.

**Instructions for use:**

**From a mobile device:**

- Download the My Stop App via the Android/Google Play Store or the Apple App Store and search “Versatrans My Stop”.
- Open the My Stop App
- Select “Monroe County School District (GA)”
- Enter the username (student ID/lunch number) and password (student ID/lunch number)

**From a computer:**

- Go to:  
<https://versatransweb04.tylertech.com/Monroe/onscreen/mystop/loginmobile.aspx>
- Enter the username (student ID/lunch number) and password (student ID/lunch number)

**Note:**

Your child must be properly registered for the bus and the school system must have your correct address for My Stop to function properly. My Stop will not work for students who are using a temporary bus pass. If the information you see in the app is incorrect, please contact your child’s school and update your information.

## **Important Bus Stop Safety Information**

- 1. Always plan to arrive at your bus stop at least 5 minutes prior to the arrival time.**
- 2. If you arrive late, never attempt to chase or flag down your bus.**
- 3. If a student has missed the bus, he or she should never attempt to travel to another stop location. Parents should never follow a bus or attempt to drive their student to another bus stop.**

***\*Please email [mystop@mcschools.org](mailto:mystop@mcschools.org) or call the Transportation Office at 478-994-6205 if you need assistance.***

### **Transportation Code of Conduct**

Administrators, teachers, bus drivers, parents, and students are mutually responsible for maintaining a safe, convenient, and economical school transportation system. The safety of students is the primary concern of the Monroe County Board of Education. Per Monroe County of Board of Education Policies JCDAD and JGG, eligibility of students to be transported shall be deemed a privilege dependent upon proper conduct and the extension of courtesy and obedience to the bus drivers by all riders at all times.

The Monroe County Board of Education requires that students conduct themselves in a manner consistent with established standards for classroom behavior. This is also the expectation for students who are car riders or who may walk to school. When infractions of transportation rules occur, which require disciplinary action, students may be temporarily or permanently denied riding privileges depending on the severity of the infraction. The building principal or his/her designee shall administer discipline within the framework of the transportation rules of conduct and the Discipline Policy of the Monroe County School System. Revocation of riding privileges is not an action to be taken lightly. The administrator charged with bus discipline at each building is instructed to work with teachers, students, drivers, and parents to develop the kind of self-discipline that leads to mature responsibility.

In serious matters, even on the first violation, a student may be refused all bus transportation. Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:

1. Willful injury or threat of injury to a bus driver or to another rider.
2. Willful and/or repeated defacement of the bus.
3. Willful and/or repeated use of profanity.
4. Repeated willful disobedience of the bus driver's directives.
5. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

Class One Violations: All incidents involving the police.

1. Assaults or threat of assault on the school bus driver or other riders.
2. Chasing or running beside a moving bus.
3. Fighting.
4. Holding onto/or attempting to hold onto any portion of the exterior of the bus.
5. Possession or ignition of any type of fire, matches, lighters, or detonation of a pyrotechnic device on the school bus.
6. Making false accusations against the bus driver.
7. Opening any emergency exit, or exiting, or attempting to exit from a moving bus.
8. Possession of a handgun, knife, other weapon, ammunition, or look-a-like weapon.
9. Sexual harassment in any form including but not limited to words, gestures, or actions.
10. Tampering with, or vandalism (in excess of \$50) of, the school bus (restitution will be made.)
11. Theft or robbery.
12. Unacceptable sexual conduct.
13. Using or possessing alcohol, tobacco, non-prescription drugs or paraphernalia.

Class Two Violations:

1. Excessive horseplay (mischief)
2. Failure to cross ten feet in front of the bus.
3. Leaving the seat/standing while the bus is in motion.
4. Shouting, yelling, screaming, or excessive noise.
5. Tripping or pushing a student on board the school bus.
6. Extending head, arms, or legs out of the window while the bus is in motion.
7. False identification and/or information or refusal to provide the driver with the student's name.
8. Occupying more spaces in a seat than is needed, and refusing to

- allow another passenger to sit down.
9. Pushing or shoving another student at or near a moving bus.
  10. Tampering with emergency equipment including lighting system, radio, and fire extinguisher.
  11. Throwing or shooting an object, or objects, in the bus, at the bus driver or out the bus window.
  12. Willful damage to the property of other students.
  13. Open opposition to and defiance of the bus driver (argumentative, insubordination, or disrespectful behavior).
  14. Unacceptable language or gestures.

**Class Three Violations:**

1. Failure to follow the driver's instructions.
2. Blocking the school bus aisle.
3. Bothering (poking, pushing, annoying behavior, etc.) other bus riders.
4. Eating or drinking on the bus.
5. Leaving or throwing paper or other debris on the bus.
6. Not meeting the bus promptly.
7. Possession of radios, tape recorders, or electronic games.
8. Putting arms, hands or heads outside the windows while the bus is stopped.
9. Riding an unassigned bus without permission or using an unassigned bus stop.
10. Riding while under the suspension of transportation privileges.
11. Dress Code Violation.

**Investigation of Student Misconduct:**

Due to the fact that we cannot predict all possible violations, any violation not addressed will be evaluated on a case by case process. The school administrator will determine the class of the violation. The principal is primarily responsible for investigating behavior problems, which occur while the pupils are en route to and from school. The principal or designees may conduct an investigation of the pupil or pupils involved in the bus problems and, if necessary the bus driver, if a student commits offenses of different classes during the same incident, the consequences associated with the more serious class of offense will be applied.

**Bus Cameras**

Most of our buses are equipped with digital video cameras. At times some bus riders are monitored to help control discipline. Parents may produce a written request within three days of the student's discipline to view the video only when it is used as evidence in determining the innocence or guilt of the student. School bus video will only be viewed by the school system transportation director, appropriate administrative

personnel, the bus driver, and school resource officers, or other appropriate law enforcement agencies. Video segments revealing unlawful actions may be brought to the attention of law enforcement agencies.

***Parents must not board the school bus for any reason.*** It shall be unlawful for any person to disrupt or interfere with the operation of any public school. This includes the operation of the school bus. Penalty for disrupting public school: may result in a misdemeanor. The bus is an extension of the classroom. Persons who have been advised that minor children are present and who continue to berate, insult, or abuse any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a pupil while on the premises of any public school or public school bus may be ordered by any of the above designated school personnel to leave the school bus, and upon failure to do so such person shall be guilty of a misdemeanor, upon conviction thereof, shall be punished by a fine not to exceed \$500.00.

### **Safety Zone**

Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 12 feet from where the bus stops.

### **Monroe County Schools Acceptable Use Policy**

An individual's use of the computing resources of the Monroe County Schools is not an absolute, personal right. Rather, it is a privilege conditional on the individual's compliance with state and federal laws, Board and school regulations, and satisfactory behavior. This document provides guidelines for what typically constitutes acceptable and unacceptable use of the Monroe County Schools computing facilities.

By using the computing resources of the Monroe County Schools, the user agrees to abide by the following guidelines and rules. The Monroe County Schools reserves the right to review any account and files created through its resources.

The State of Georgia has passed laws, which govern the use of computers and related technology. The Georgia Computer Systems Protection Act specifically forbids computer misuse and abuse in State Sections 4 and 6.

For employees and students of Monroe County Schools, this law means that the computing resources of Monroe County Schools are provided strictly in support of the schools' academic, administrative, and support

activities. Any other use is forbidden. Below is a list of guidelines for the use of computing resources at any Monroe County School.

**Examples of things you MAY do with the Monroe County computing resources:**

1. Use related to instruction (Highest Priority).
2. Use related to administrative or other support functions.

**Examples of things you MAY NOT do with the computing resources of Monroe County Schools:**

1. Use the resources for business or profit.
2. Use any account or password other than your own, unless explicitly authorized by an appropriate staff member of the Monroe County Schools.
3. Impair the usability of any computer or related system. This includes:
  - a. Deliberately degrading or altering the performance of a computer or communications system.
  - b. Deliberately destroying or altering the files of another user.
4. Use any resource for which you do not have specific authorization.  
This includes:
  - a. Deliberately viewing or taking the files of another user.
  - b. Deliberately taking or illegally copying school software.
5. Access material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational use.
6. Reproduce or distribute any copyrighted material without first gaining permission from the owner.
7. Overuse or waste of computing resources.
8. Use obscene or threatening language or otherwise harass users with obscene or threatening materials.
9. Play games, including MUDS, and access network resources, including Web and Gopher sites and News groups, that are not directly related to instruction.
10. Disguise or hide your identity. This includes changing your name on the system. Only the System Operator may change a user name and account.
11. No equipment can be removed from its assigned location without administrative approval and notification of its assigned use.
12. Use artwork, and/or pictures of other people for the @mcschools.org account. Images used must be only the student's own appropriate picture or likeness.
13. Use student email for purposes other than education. No social

media accounts should be associated with a school-issued @mcschools.org account.

14. Use of "Reply to all" features from a student email account is inappropriate. Any spam created within the @mcschools.org account will be dealt with as a violation of the terms of the acceptable use agreement each student signs.

As with any other type of student or employee misconduct, computer misuse and abuse is dealt with in accordance with the judicial policy outlined in the appropriate student and employee handbooks. Punishments may include fines, academic suspension, expulsion, termination of employment, and possible incarceration.

Monroe County Schools uses network utilities, which trace most activities on its computer systems and can, therefore, detect improper use. Willful misuse or abuse of computer resources is almost obvious and unambiguous, and Monroe County Schools will not tolerate it.

## Student Chromebooks

1. We will be issuing Chromebooks to all students in grades 1-12 and in other grades as teachers require. Students are responsible for the replacement or repair costs. Chromebooks should not have markings, stickers, or any other additions to them.
2. We will be issuing cases. Chromebooks should be kept in school-system issued cases at all times.
3. All @mcschools.org activity is monitored 24/7. Activity on personal devices is also monitored 24/7 from any location if the student is logged in to Google using his/her @mcschools.org account.
4. Students should come to school every day with their Chromebook fully charged (if permitted to take Chromebook home).

## Student Chromebook Repair/Replacement Fees

Repair	Cost
Screen	\$50
Charger	\$45
Keyboard	\$60

<b>Battery</b>	<b>\$65</b>
<b>Case</b>	<b>\$20</b>
<b>Other</b>	<b>Fee will be determined based on the type of damage and cost of repair</b>
<b>Total replacement</b>	<b>\$210</b>

***\*Please note that fees are subject to change if replacement costs increase during the school year.***

## **Virtual Learning**

Parents of children in grades 3-12 have the option to enroll in remote learning. Under this learning model, students will work from home under the guidance of school instructional personnel or a state-assigned facilitator (Georgia Virtual School option). Students in elementary, middle, and high school must commit to 18 weeks (semester) in the online format. The demands of an online format are equal to or exceed those of the traditional in-person learning model as online instruction places more responsibility on the student.

A minimum number of hours each week of active online learning will be required of the student. The student will need regular access to a computer for extended amounts of time and will need a reliable high-speed Internet connection so the student can participate in discussion forums, access course content, submit assignments, and check their school email account regularly.

Students in grades 3-5 will work from the Edgenuity and Google platforms. Students in grades 6-12 will work from the Edgenuity platform. Students in grades 6-12 will also have the option to enroll in Georgia Virtual School.

The window for requesting online instruction will be communicated to parents/guardians and publicized through social media outlets and our district/school websites. The window for the 1st semester (August through December) will be made available in late spring (April/May) and the window for the 2nd semester (January through May) will be made

available in November/December. Specific dates for parents to access the registration link will be communicated by the district.

### The Online Learning Process

Parent/guardian will complete the system online learning application

1. MPHS-Graduation Coach (R. McLuen/S. Strode); semester commitment
2. MCAC- Principal (G. Caldwell); semester commitment
3. MCMS-Assistant Principal/Principal (S. Strode); semester commitment
4. TGS- Assistant Principal (A. Tarver); semester commitment
5. HES- Assistant Principal (T. Yawn); semester commitment

### **Student Email**

Email is a mechanism for official communication within Mary Persons High School. MP has the right to expect such communications will be received and read in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the campus community.

The student issued [@mcschools.org](mailto:@mcschools.org) account should be used for school purposes only. No social media or Youtube account should be associated with this [@mcschools.org](mailto:@mcschools.org) account. The profile picture associated with the [@mcschools.org](mailto:@mcschools.org) account should be an appropriate picture of the student associated with the account or left the default. Failure to post an appropriate picture (deemed as such by the school administration), will result in suspension or possible revocation of the student's email account.

Responses to messages should be appropriate at all times. Responses to group messages are discouraged as this creates additional email traffic which may not be relevant for all receivers of such messages.

It is against Board of Education Policy IFBG for students to allow other students, friends, employees or anyone else to use their email account; the student will be held responsible for any inappropriate information transmitted from their email account.

The school system retains all emails for a period of time in case these need to be reviewed later.

The email address should only be used by the student; parents are not allowed to use a student's email account.

These student email accounts are a privilege, not a right, provided by Monroe County Schools to students to further their education; Any student's email account, if it is determined that an email account was used inappropriately or used in a manner that violated Board policies, may be revoked. We encourage all students to report to school personnel any email they receive that they feel is inappropriate, bullying, or threatening; these matters are taken seriously.

### **Parent Consent for Student's Access to Google G-Suite for Education**

To parents and guardians:

We use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your student. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Students will use their G Suite accounts to complete assignments, communicate with their teachers, if applicable, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

G Suite for Education Notice to Parents and Guardians:

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts. Using their

G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at [https://gsuite.google.com/terms/user\\_features.html](https://gsuite.google.com/terms/user_features.html)):

- Gmail
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Keep
- Sites
- YouTube
- Vault

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at

[https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html) You should review this information in its entirety, but below are answers to common questions:

### **What personal information does Google collect?**

When creating a student account, Monroe County School System may provide Google with certain personal information about the student, including, for example, name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on use of those services. This includes:

- device information, such as the hardware model, operating system

version, unique device identifiers, and mobile network information including phone number;

- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

### **How does Google use this information?**

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

### **Does Google use student personal information for users in K-12 schools to target advertising?**

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

### **Can my child share information with others using the G Suite for Education account?**

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

### **Will Google disclose my child's personal information?**

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  - meet any applicable law, regulation, legal process or enforceable governmental request.
  - enforce applicable Terms of Service, including investigation of potential violations.
  - detect, prevent, or otherwise address fraud, security or technical issues.
  - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

You can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting the Monroe County Schools Technology Team. If you wish to stop any further collection or use of your child's information, you can request we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

### **What if I have more questions or would like to read further?**

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact [insert contact information for the school administrator]. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) [if school/district has accepted the Data Processing Amendment (see <https://support.google.com/a/answer/2888485?hl=en>), insert: and the [Data Processing Amendment](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html) (at [https://www.google.com/intl/en/work/apps/terms/dpa\\_terms.html](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html))].

# Handbook Forms

## Bring Your Own Technology Form

PURPOSE: Monroe County Schools and its programs allow students the option of bringing in a personal electronic device such as a cell phone or smart watch. Students may not utilize personal laptops, personal Chromebooks, or personal tablets (iPad, Fire, etc.) at school.

All parents who allow their children to bring personal electronic devices to school must complete the following form:

[BYOT Form](#)

## Student Equipment Checkout Agreement

All students who are issued district Chromebooks must get their parent or guardian to complete the Student Equipment Checkout Agreement form. Click on the link below to complete the form.

[Student Equipment Checkout Agreement](#)

## Student and Parent Handbook Receipt Form

### Parent Signature Section

**I understand that this document may be updated as needed throughout the school year. It is my responsibility to regularly check the handbook on my school's website. All updates will be highlighted in yellow.**

Directions: After reading the *2022-2023 MPHS Student Handbook*, a parent or guardian should click on the following link to complete the acknowledgment form:

[Student Handbook Receipt Form](#)

**Parent Consent for Student's Access to Google G-Suite for Education**

After reading the Parent Consent for Student's Access to Google G-Suite for Education carefully, click on the link below to indicate you've read the notice and give your consent. If you don't provide your consent, we will not create a G Suite for Education account for your child. By not consenting your child's access to G-Suite for Education services, the student's ability will impact both their instructional and academic experience. Students who don't have parental consent cannot use Google services may need to use other software to complete assignments or collaborate with peers.