

MARY PERSONS HIGH SCHOOL

An AdvancED and
Georgia Accrediting Commission (GAC)
Accredited School

300 Montpelier Avenue
Forsyth, Georgia 31029
478-994-2812
www.monroe.k12.ga.us



2016-2017 STUDENT HANDBOOK & AGENDA

Dr. Jim Finch, Principal
Sarah Alford, Assistant Principal
Tammy Marion, Assistant Principal
Dr. Gary Walker, Assistant Principal
Brian Nelson, Athletic Director

Mission Statement

Mary Persons is committed to the educational development of all students, focusing on the development of their abilities to think independently and to acquire the knowledge and skills to enable them to function as responsible members of today's society.

This agenda belongs to:

NON-DISCRIMINATION:

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

Jackson Daniel

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.

Dear Student,

Welcome to the 2016-2017 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 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 4.

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

Sincerely,

Dr. Jim Finch

Dr. Jim Finch
Principal

EXPECTATIONS OF STUDENTS

	Classroom	Hallway	Restroom	Commons Area	Cafeteria	Arrival / Departure Area
Be Courteous	Listen to others.	Keep it moving! Don't be a groupie.	Keep the restroom clean.	Use your indoor voice.	Use your indoor voice. Wait your turn in line.	Maintain personal space.
Be Honorable	Respect others.	Use respectful language and behavior.	Report any misuse.	Keep your area clean. Use the vending machines properly.	Pay for what you get.	Use respectful language and behavior.
Be Accountable	Be on time.	Use your assigned locker.	Get in and out in a timely manner.	Maintain personal space.	Keep your area clean.	Follow posted rules.
Be Motivated	Be an active participant.	Get to class!	Return to class quickly.	Use your time wisely!	Make healthy food choices.	Keep it moving! Don't be a groupie.
Be Prepared	Be ready to start class.	Use your agenda.	Go to the restroom between classes.	Follow the dress code.	Have your ID and other needed items.	Arrive on time for your bus.

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Student Agenda

All students must know and abide by the regulations in the *Student Agenda*. The agenda has been approved by the Monroe County Board of Education. Each student is required to have an agenda in possession at all times throughout the school day. Replacement agendas are available in the office for \$10.00.



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
Finch, Jim	jim.finch
Alford, Sarah	sarah.alford
Marion, Tammy	tammy.marion
Nelson, Brian	brian.nelson
Walker, Gary	gary.walker

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
English, Lauri	lauri.english
Sellers, Donna	donna.sellers

Office Staff

Name	Email Prefix
Dennis, Barbara	barbara.dennis
Fennell, Lisa	lisa.fennell
Jackson, Calondra	calondra.jackson
Johnson, Willie Mae	williemae.johnson
Miller, Deborah	deborah.miller
Sawley, Kim	kim.sawley
Weems, Stacey	stacey.weems

Career, Technical and Agricultural Education (CTAE)

Name	Email Prefix
Barfield, Christina	christina.barfield
Brown, Titus	titus.brown
Christian, Debra	debra.christian
Evans, Dwain	dwain.evans
Hurm, D.J.	dj.hurm
Little, Susan	susan.little
Phelps, Timothy	timothy.phelps
Sanders, Marcy	marcy.sanders
Sparks, Rosalyn	rosalyn.sparks
Waldrep, Bill	bill.waldrep

English

Name	Email Prefix
Boyt, Emily	emily.boyt
Brady, Randi	randi.brady
Clark, Ellen	ellen.clark
Gassett, Sara	sara.gassett
Greenway, Lori	lori.greenway
Hogan, Jennifer	jennifer.hogan
Maxwell, Lauren	lauren.maxwell
Metcalf, Chelsie	chelsie.metcalf
McKneely, Brittany	brittany.mckneely

Fine Arts

Name	Email Prefix
Hernandez, Charles	charles.hernandez
Spires, Holly	holly.spires
Thompson, Eric	eric.thompson
Trevitt, Samantha	samantha.trevitt

Exceptional Children

Name	Email Prefix
Bond, Jennifer	jennifer.bond
Chafin, Beth	beth.chafin

Dyke, Annie	annie.dyke
Fields, Terrassa	terrassa.fields
Floyd, Amy	amy.floyd
Herr, Steve	steve.herr
Holloway, Elizabeth	elizabeth.holloway
Huff, Stephanie	stephanie.huff
Johnson, Jamarcus	jamarcus.johnson
Johnson, Lashasta	lashasta.johnson
Johnston, Christie	christie.johnston
May, Brandi	brandi.may
Smallwood, Michael	michael.smallwood

Health and Physical Education

Name	Email Prefix
Burdette, Dan	dan.burdette
Greene, Kurt	kurt.greene
McElhaney, Lamon	lamon.mcelhaney
McElhaney, Llonisha	llonisha.mcelhaney
Nelson, Brian	brian.nelson

Mathematics

Name	Email Prefix
Barber, Elizabeth	elizabeth.barber
Bernard, Trey	trey.bernard
Ford, Ty	ty.ford
Hightower, Amanda	amanda.hightower
Hightower, Ashleigh	ashleigh.hightower
McKallip, Jill	jill.mckallip
Sanchez, Carlos	carlos.sanchez
Smith, Mark	mark.smith
Williams, Sarah	sarah.williams

Science

Name	Email Prefix
Estes, Natalie	natalie.estes
McIntosh, Ashley	ashley.mcintosh
Morrow, Bridget	bridget.morrow
Pace, Lauren	lauren.pace
Richardson, Felicia	felicia.richardson
Skarak, Tommy	tommy.skarak
Speir, Steve	steve.speir
Sumner, Natalie	natalie.sumner
Yawn, Thomas	thomas.yawn

Social Studies

Name	Email Prefix
Carey, David	david.carey
Duncan, Terri	terri.duncan
Magda, Martin	martin.magda
Meeks, David	david.meeks
Nix, Greg	greg.nix
Peacock, Jana	jana.peacock
Simmons, Chuck	chuck.simmons
Smith, Mark	mark.smith1
Williams, Jason	jason.williams

World Languages

Name	Email Prefix
Calhoun, Kristy	kristy.calhoun
Hicks, Carol	carol.hicks
Rowland, Katie	katie.rowland

Support Staff

Name	Name	Name
Paraprofessionals	Mann, Robert	Watson, Belinda
Criswell, Ellen	Myrick, Rhonda	
Davis, Quinton	Rogers, Abbie	Cafeteria – Freshman
Jenkins, Arthur		Black, Jennifer
Mimbs, Sarah	Cafeteria – Main	Hughley, Barbara
	Alford, Regina	Johnson, Elaine
Facilities	Arbogast, Rose	Lyons, Porsha
Battle, Leonard	Burger, Amanda	Watson, Mary
Buckner, John	Copelan, Carol	
Chambliss, Charles	Roberts, Michele	
Grier, Brandon	Stewart, Kathy	
Hayes, Sharon	Tarpley, Georgette	
Hansford, Lisa	Watkins, Ame	

2016-2017 School Calendar

August 1-4	Teacher In-Service (pre-planning)
August 5	First Day of School
September 5	Labor Day Holiday (no school)
September 8	Progress Reports
September 15	Parent/Teacher Conferences
October 7	End of 9 Weeks
October 10-14	Fall Break (no school)
October 20	Progress Reports
November 17	Progress Reports
November 21-25	Thanksgiving Holidays (no school)
December 16	End of Semester
December 19-December 30	Christmas Holidays (no school)
January 2-3	Teacher In-Service (no school)
January 4	First Day of Second Semester
January 5	Report Cards
January 16	MLK Holiday (no school)
February 9	Progress Report
February 16	Parent/Teacher Conferences
February 17-20	Winter Holidays
March 17	End of 9 weeks
March 23	Progress Reports
April 3-7	Spring Break
April 20	Progress Reports
May 26	Last Day of School
May 26	MPHS Graduation
May 29	Memorial Day Holiday
May 30-June 2	Teacher In-Service (Post Planning)

MAIN CAMPUS

Regular Schedule:

Teachers	Arrive 7:45	
1 st period	8:00 - 8:50	
2 nd period	8:55 - 9:45	
3 rd period	9:50 - 10:40	
4 th period	10:45 - 11:35	
5 th period	11:40 - 1:10	Lunch
6 th period	1:15 - 2:05	
7 th period	2:10 - 3:00	
<u>Lunch</u>		
1 st lunch	11:40 - 12:07	
2 nd lunch	12:12 - 12:39	
3 rd lunch	12:44 - 1:10	

MP Period Schedule:

1 st period	8:00 - 8:45	
2 nd period	8:50 - 9:30	
3 rd period	9:35 - 10:20	
MP Period	10:25 - 10:50	
4 th period	10:55 - 11:40	
5 th period	11:45 - 1:15	Lunch
6 th period	1:20 - 2:05	
7 th period	2:10 - 3:00	
<u>Lunch</u>		
1 st lunch	11:45 - 12:12	
2 nd lunch	12:17 - 12:44	
3 rd lunch	12:49 - 1:15	

FRESHMAN CAMPUS

Teachers	Arrive 7:45	
1 st period	8:04 - 8:54	
2 nd period	8:58 - 9:48	
3 rd period	9:52 - 10:42	
4 th period	10:46 - 11:36	
5 th period	11:40 - 1:04	Lunch
6 th period	1:08 - 1:58	
7 th period	2:03 - 2:53	
<u>Lunch</u>		
1 st Lunch	11:40 - 12:05	
2 nd Lunch	12:39 - 1:04	

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 2:30 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 to 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 to school after the first fifteen (15) minutes of the school's start time must report to the main office.

FRESHMAN CAMPUS

Students who arrive to 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 to school before the school day starts must report to a designated area in the school building.

MAIN CAMPUS

Students must report to the cafeteria or commons area.

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 extra-curricular 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
9th grade counselor

Tasha Burston
10th- 12th grade students whose last name begins with A-K

Teresa Roller
10th- 12th grade students whose last name begins with L-Z

If your designated counselor is not available, please make an appointment with Ms. Miller (main campus) or Ms. Johnson (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. HAVE A CELL PHONE?

To preserve instructional time and minimize disruptions the use of cellular phones and other electronic devices during the school day is prohibited. Students should not use, display or have cellular phones turned on during the school day.

During state mandated testing, cellular phones and other electronic devices are not allowed in the testing location.

***The school will not be responsible for lost or stolen electronic devices.**

16. NEED TO USE THE TELEPHONE?

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.

17. 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 payments. Please make checks payable to *School Nutrition Program*. Parents may also make online deposits by accessing www.myschoolbucks.com. The price of student lunches is \$2.40. The price of breakfast for students is \$1.55. 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 system’s 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 system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator.

The school system’s 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 supports. 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.

Parents’ Right to Know

In compliance with the requirements defined in ESEA, Monroe County Schools informs parents that you may request information about the professional qualifications of your student’s teacher(s). The following information may be requested:

- Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- The college major and any graduate certification or degree held by the teacher;

- Whether the student is provided services by paraprofessionals, and if so, their qualification.

If you wish to request information concerning your child's teacher's qualification, please contact Dr. Jim Finch at Mary Persons High School at (478)994-2812 or jim.finch@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.

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

Beginning July 1, 2010 no student, staff member or school visitor is permitted to use any tobacco product, vaping device, or electronic cigarette 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 (Nonsufficient 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 inadvertent 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

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
Total Units (Minimum)	24
*REQUIRED COURSES and/or CORE COURSES	

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

Grading Scale

A	90-100	S= Satisfactory
B	80-89	U=Unsatisfactory
C	70-79	I=Incomplete
F	Below 70	P=Probation
		NC=No Credit

Grading Percentages

For students entering 9th 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 Promotion and Retention

Students entering 9th grade in the Fall of 2009 and AFTER are promoted to the next grade according to the following criteria:

Number of Carnegie units:

9 th to 10 th	5 units
10 th to 11 th	12 units
11 th to 12 th	18 units
To graduate	24 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 in ½ 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 prearranged 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 given at the end of each semester grading period. Progress reports will be sent home with students at 4 ½ weeks, 9 weeks, and 13 ½ weeks; however, progress reports will not represent a final grade. All progress reports and report cards must be signed by the parent or guardian and returned to school.

All report cards and progress reports will be returned signed. Students will return the signed documents to teacher. The teacher then turns in the documents to the office along with a list of the names of students who have not turned in their signed documents.

- **1st offense:** Students receive a detention for not turning in the signed progress report or report card.
- **2nd offense:** Students receive a work study for not turning in their signed progress report or report card.
- **3rd offense:** Students receive 1 day ISS for not turning in their signed progress report or report card.
- **4th offense:** Students receive 2 days ISS for not turning in their signed progress report or report card.
- ***Each additional offense adds another day of ISS.***

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 make up all major tests and submit all major projects/term papers.

Semester Exams

Students will take exams 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 present a doctor's excuse upon returning in order to take the exam. Any student who misses a 1st semester exam must make up the exam within the first five (5) school days of the 2nd semester. Any student who misses a 2nd semester 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. Suspended students will take exams on teacher workdays.

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 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 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

EXCEPTION: Students taking English, science, math, and/or social studies as required subject courses are required to take these exams according to the following schedule:

- 1st Semester – math and social studies
- 2nd Semester – english and science
- (2nd Semester – Seniors may exempt the required exams if eligible to do so.)

A student taking any of the above listed courses as state electives in addition to taking a required subject course during the same semester will not have to take both exams. He/she may exempt the exam for the state elective. (If he/she is taking a math as a state elective and is taking no other math course, he/she will have to take the exam for the math state elective course.) 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 25 minutes of a 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.)

- All exams will last two (2) regular class periods.
- Students who are on Hospital/Homebound at any time during the grading period may **not** exempt any exams.
- 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. Course grade point average (GPA) values will be calculated using the following scale:

	Standard Weight	Weighted Level
90-100	4	5
80-89	3	4
70-79	2	3
Below 70	0	0

Courses for which grades of S, N, and U are earned will not be used in calculating a Grade Point Average.

Move on When Ready courses will be weighted according to the weight assigned for the same course at Mary Persons High School. Students must notify the counselors prior to any enrollment in MOWR courses. Failure to properly notify counselors may exclude a course from its weighted value.

Numeric grades will be assigned to the letter grades earned in college 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	

Each MOWR course completed in Dual Enrollment will continue to receive Weighted Level GPA at Mary Persons High School. This policy change is applicable to all courses provided by Accredited and approved Colleges and Universities and will include all Move on When Ready courses. If you wish to pursue a numeric average for ALL MOWR courses being attempted, you may contact your counselor for more information.

In the event two or more students earn the same weighted GPA, the student taking the more weighted courses will be ranked ahead of the other student(s). Because of the effect of weighted grades on a student's GPA 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

Foreign Language III, IV
 9th Grade Honors Literature
 10th Grade Honors Literature
 Physical Science Honors
 Biology Honors
 Physics Honors
 Chemistry Honors
 Georgia History Honors
 Accelerated Coordinate Algebra
 Algebra I Honors
 Accelerated Analytic Geometry
 Analytic Geometry Honors
 Accelerated Precalculus

Advanced Placement (AP) Courses

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

Georgia's New Move On When Ready Program

Georgia's New Move On When Ready Program SB 132, allows high school students in 10th-12th grades to earn college credit while working on their high school diploma. This program will also allow 9th grade students to participate during the second semester of their 9th grade year. 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 MOWR for 3 semesters (Fall, Spring, and Summer).

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 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 in 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 enrolled in part time* MOWR coursework are eligible; however, students enrolled in full time MOWR Enrollment programs are not eligible.
- c. The students with the two highest weighted grade point averages based on course work taken in grades 9 – 12 through the end of the 4th nine weeks of the last semester of their senior year are the valedictorian and salutatorian. Class rank is determined by weighted grade point averages.
- d. If a tie should occur in determining valedictorian and/or salutatorian, the following criteria will be used in sequential to determine the recipient:
 1. Number of weighted courses taken
 2. Numeric grade average
 3. Highest score or percentile rank on SAT

If a tie cannot be broken by the means listed, a committee will then determine the recipient of any scholarships or grants associated with this distinction.

*Part time MOWR is defined as taking no more than 3 MOWR courses per semester (includes MOWR courses taken at any time during any semester while enrolled at MPHS).

Graduation Recognition

Honor Graduate

Seniors who attain a cumulative weighted 4.0 grade point average 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. Honor Graduates will wear GOLD cords.

Fine Arts

Seniors who have received four (4) units in a Fine Arts class (Art, Drama, Chorus, and Band). Fine Arts recipients will wear RED cords.

CTAE Pathway Completer

Seniors who have completed a state approved pathway in any CTAE program area. CTAE Pathway completers will wear ORANGE cords.

Dual Enrollment

Seniors who earned college credit while in high school will wear PURPLE cords.

Student Council Members

Students who are members of the Student Council and hold a class office during their SENIOR year will wear GREEN cords.

In Addition....

- Senior Class officers will wear a BLUE stole designating them as such.
- The Valedictorian will wear a BLUE stole and a medallion designating him/her as such.
- The Salutatorian will wear a BLUE stole and a medallion designating him/her as such.
- 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 BLUE stole bearing the Key Club emblem.
- Members of the Spanish Honor Society will wear a RED stole bearing the Spanish Honor Society emblem in gold.
- The STAR Student will wear a BLUE stole designating him/her as such.

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. The student must score equal to or higher than the national average in critical reading, math, and writing from any one sitting on a national test. The STAR student must also be in the top 10% of the senior class based on cumulative high school (9 through 11) grade average numerically computed.

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.

Test-Out Option

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 **Exceeds** 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 90 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 so 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 Exceeds performance level. The \$50.00 fee will be refunded to students meeting the Exceeds 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 place 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.

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 all portions of the 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: Coordinate Algebra, Analytic Geometry, Algebra I, Geometry, U.S. History, Economics, Biology, Physical Science, Ninth Grade Literature, and American Literature. 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 9th grade between July 2008 and June 2011:

- Must pass one of the two subject-area Georgia Milestones EOC Test
- Must pass courses associated with Georgia Milestones EOC Test, with the Georgia Milestones EOC Test contributing 15% to course grade

For students who entered 9th 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. 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.

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 www.gacollege411.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 www.gacollege411.org. Contact your counselor or visit www.gacollege411.org for additional 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.

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.

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's 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, Brady

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

Name: Beta Club

Purpose: To promote scholarship, leadership, and good citizenship

Sponsor(s): English, Magda, Richardson

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

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

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

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

Sponsor(s): Sanders, Sparks, Little

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): Sanders, Yawn

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, Smith

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

Name: **Health Occupations Student Association (HOSA)**

Purpose: To enhance the developing of academic, healthcare science and technical skills and to provide opportunities to develop leadership and communication skills

Sponsor: Christian

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

Name: **Interact Club**

Purpose: To build leadership qualities and promote community service

Sponsor(s): Sanders

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): Metcalf, Meeks

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: **Paw to Paw**

Purpose: To provide a chance for student mentors to practice relationship skills to build positive relationships with younger students who need role models.

Sponsor(s): Brady, Hamlin, LI. McElhane y

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

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): Childs, 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, Hicks

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, Trevitt

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

Name: TSA

Purpose: A national student organization devoted to teaching technology, engineering and leadership to young people

Sponsor(s): Barfield

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

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 will appear before the Peer Mediation Review team for possible 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. One (1) cell phone violation will not make a student ineligible for membership or cause the student to be removed from organizations listed above.*
- *Students who commit a Level II offense during an academic school year will appear before the Peer Mediation Review team. Students with Level II violations may be removed 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.

A Peer Mediation Review team will consist of a member from Beta Club, Key Club, Student Council, and the senior class president. The faculty sponsor of the Key Club will be the faculty representative that will oversee the Peer Mediation Review team. The role of the Peer Mediation Review team will be to review the membership of those students who receive office referrals.

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 review of the peer mediation review team.
- Any student receiving a referral for a Level II or III infraction will be subject to review of membership privileges by a peer mediation review team.
- * The peer mediation review team may 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 re-instatement 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 Auxiliaries
 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 five (5) out of seven (7) courses, be on track to graduate, have an updated physical, and purchase athletic insurance to be eligible to participate in athletics.

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 at the beginning of each school year and shall be for the 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 85 or above average in all classes, 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 nominate one male and one female for recognition as the Prom King and Queen. The seniors receiving the most nominations 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 (25 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.

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. Student 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 with in the regular make up work guidelines.

Attendance and Extra-Curricular Activities: A student must be present a minimum of 4 out of 7 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 4 out of 7 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 system's 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 5th unexcused absence, written notification will be given to parents of their legal responsibility and penalties under the law.
- On the 6th unexcused absence, the school administrator will attempt to schedule a parent conference.
- On the 8th unexcused absence a referral will be made to the C.A.R.E. Cottage.
- On the 9th 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 councils' recommendations. On the 5th 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 5th 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 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 5th 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. Fennell 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.

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 2:30 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 first period. 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 to school after 9:00, the parent must

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

Tardies to class: These are tardies to periods two through seven. 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 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 3rd through the 5th tardy. A student's accrual of tardies will occur over periods 2-7 and are not tracked by individual class period or teacher. The following consequences will occur when a student is tardy to class:

1 st tardy	Warning
2 nd tardy	Warning
3 rd tardy	Detention
4 th tardy	Detention
5 th tardy	Detention
6 th tardy	Work Study
7 th tardy	3 days ISS
8 th tardy	4 days ISS
9 th tardy	5 days ISS
10 th 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.

To preserve instructional time and minimize disruptions, the use of cellular phones and other electronic communication devices during the school day is prohibited. During state mandated testing, cellular phones and other electronic devices are not allowed in the testing location. Students should not use, display or have cellular phones turned on during the school day. **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.)

The **2nd offense** will result in 2 detentions, parent notification, and confiscation for **3** school days. (The phone will be returned the student.)

The **3rd offense** will result in one day 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).

NOTE: When a student's cell phone has been confiscated, the student is not to have in his/her possession another cell phone.

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.**

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. The measurements of shorts, skirts, dresses, etc. are taken with student kneeling on the floor, and the length is measured from the floor to the hemline of the garment.

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 entire belt in loops on pants.

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)
- Clothing with holes and/or cut-off hems whether by design or wear, that expose skin or undergarments
- 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
- Hats, head scarves, or other disruptive headgear
- Non-jewelry items (ex. dog collar type chains, sports straps chains)
- Exposed tattoos
- Body piercing jewelry except in ears
- Anything the administration determines to be disruptive to the instructional process.
- Unnatural hair color

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

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 st offense	Warning
2 nd offense	Detention
3 rd offense	Work Study
4 th offense	1 day ISS
5 th offense	2 days ISS
6 th offense	3 days ISS
7 th 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 wear his/her I.D. while they are on the school bus.

The following consequences will occur for failure to wear the student ID badge:

1 st offense	Warning
2 nd offense	Warning
3 rd offense	Detention
4 th offense	Detention
5 th offense	Detention
6 th offense	Work Study
7 th offense	3 days ISS
8 th offense	4 days ISS
9 th 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

Senior Lot parking permits are \$30.00. These 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 sold. Junior Lot parking permits are \$25.00 per year. After all Junior Lot permits have been sold, Tennis Court Lot parking permits will be sold for \$20.00. Tennis Court parking decals will be sold at a prorated value of \$15.00 after January 1st.

Gravel Lot parking permits are \$10. Gravel Lot permits will be sold at a prorated value of \$5 during the 4th Nine Weeks.

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
Gravel 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 nontransferable. 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. Successful completion of five (5) of seven (7) classes the previous semester. (Summer school is an extension of the spring semester.)
2. Possession of a valid Georgia Driver's License.
3. Proof of insurance.
4. Completed registration form.
5. 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 five (5) out of seven (7) 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 \$30.00 for seniors and \$25.00 for underclassmen.
9. Students are not allowed to sit in cars 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:

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.

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 use their MP agenda as a hall pass. The pass should be signed by the teacher. Students in the hall must have agenda passes visible at all times.

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 sign-out form provided by 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.

Lockers

Lockers are provided for all students. Since students are accountable for their books and personal belongings, students cannot share lockers or alter them for any reason. If a locker does not work properly, the student should report the problem to the office and not use the locker until it is working. Each student will be responsible for restitution for any damage to that locker. The school is not responsible for items stolen from lockers. The school reserves the right to inspect lockers at any time.

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. 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. Eligibility to attend the Junior/Senior Prom is determined at the beginning of the second

semester. Students who meet the requirements for placement in the 11th and 12th grade before prom are eligible to attend the Junior/Senior Prom.

Transcripts

Requests for transcripts can be secured from the Counseling Office. There is no charge for transcripts sent to post-secondary schools and/or prospective employers. Personal copies are \$2.00 each. Students must bring a stamped envelope addressed to the appropriate post-secondary school and attach this to a completed Transcript Request form.

Certificate of Attendance for Driver's License

Students who need a *Certificate of Attendance* in order to obtain a Georgia Driver's License should sign the book provided in the Counselor's Office. The *Certificates of Attendance* will be issued on Friday afternoons.

Senior Week Participation

Students must earn 19 units by the end of the first semester to be allowed to participate in senior activities during the second semester.

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. Valuables should not be left in lockers. 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.

School Supplies

School supplies will be sold only before 8:05 a.m. in the Media Center/Resource Center. Students will also have an opportunity to purchase supplies before school and during lunch.

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.

The price of student lunches is \$2.40. The price of breakfast is \$1.55. 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.

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

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.

Work Permits

Any student under the age of 18 must obtain a work permit. Work permit applications may be picked up from Ms. Childs before school on Monday, Tuesday, or Thursday. 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 2, 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 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 insuring 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.

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 Power School 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, e-mail 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 some of our schools 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 cafeteria account numbers
7. Inappropriate Display of Affection
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

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 and 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

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 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 bus is stopped.
9. Riding unassigned bus without permission or using 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.

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 of 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.

As with any other type of student or employees 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 & Parent Contract

Directions: After reading the *Monroe County Schools Acceptable Use Policy*, please complete following contract.

Homeroom Teacher: _____

STUDENT _____

I have read the *Monroe County Schools Acceptable Use Policy*, I understand and will abide by the stated policies. (Policies may be added or amended as the need arises.) I further understand that violation of these policies is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action may be taken. Disciplinary actions may include expulsion and/or appropriate legal action.

Student Name: _____

Student Signature: _____ Date: _____

PARENT OR GUARDIAN

As the parent or guardian, I have read the *Monroe County Schools Acceptable Use Policy*. I understand that this access is designed for educational purposes ONLY.

Check one:

_____ I **DO** accept these conditions and **WILL ALLOW** my child Internet access. I will not hold Mary Persons High School or Monroe County Board of Education responsible for materials acquired on the Internet. I hereby give my permission to allow my child Internet access and certify that the information contained on this form is correct.

_____ I **DO NOT** accept these conditions and **WILL NOT ALLOW** my child Internet access.

Parent or Guardian
(please print) _____
Signature: _____ Date _____

Student and Parent Handbook Receipt Form

I, _____,

STUDENT

have read and understand the policies set forth in this 2016-2017 edition of the Mary Persons High School Handbook. Furthermore, I agree to abide by these policies.

STUDENT SIGNATURE

DATE

We have read and understand the policies set forth in the 2016-2017 edition of the Mary Persons High School Handbook. We expect our son/daughter to abide by these policies.

PARENT/GUARDIAN SIGNATURE

DATE

School Clubs & Organizations

I, _____ choose for my child, _____ **NOT** to participate in the following clubs or organizations at Mary Persons High School during the 2016-2017 school year.

Clubs or organizations my child may not participate in:

EACH STUDENT IS REQUIRED TO HAVE HIS/HER AGENDA IN HIS/HER POSSESSION AT ALL TIMES THROUGHOUT THE SCHOOL DAY. FAILURE TO DO SO WILL RESULT IN DISCIPLINARY ACTION.