

Marietta High School Student Handbook

1171 Whitlock Avenue

Marietta, GA 30064

Main Office 770-428-2631

Fax 770-429-3151

Community School Office 770-429-3170

Website: mhs.marietta-city.org

PRINCIPAL	Gabe Carmona
ASSISTANT PRINCIPAL, CURRICULUM	Dr. Paula McVicker – Ext.2041
9th GRADE ASSISTANT PRINCIPAL.....	Roberto Rivera- Ext. 2133
ASSISTANT PRINCIPAL (A-F)	Dr. Greg Taylor - Ext. 2143
ASSISTANT PRINCIPAL (G-M).....	Jason Meade- Ext. 2153
ASSISTANT PRINCIPAL CTAE (N-Z)	Lucena Ross - Ext. 2114
ASSISTANT PRINCIPAL/SPECIAL ED.....	Lorriane Reeves- Ext. 2288
ATHLETIC DIRECTOR.....	Paul Hall - 770-429-3154
IB DIRECTOR.....	Debbie Woolard – Ext. 3031
DIRECTOR STUDENT SUCCESS CENTER.....	Dr. Rona Roberts– 678-919-4506
CTAE DIRECTOR	Dr. Tim Brown – Ext. 2067
MARIETTA PLC ACADEMIC COORDINATOR	Tammie Roach 770-429-3188

Faculty and staff names and email addresses can be located on our WEB site: mhs.marietta-city.org then click the faculty and staff icon.

The information in this student agenda was the best available at press time. Watch for additional information or changes.

MISSION STATEMENT

The mission of Marietta City Schools is to prepare each of our students through academic achievement for life success.

VISION STATEMENT

The vision of Marietta City Schools is to be the school system of choice for families.

Dear Marietta Parent and Student:

Since its establishment in 1893, Marietta High School has worked to build a strong educational program that demonstrates the qualities of pride, tradition, and excellence. Those who have gone before you have succeeded in making Marietta High School what it is today. It is now our responsibility to carry on this tradition. We look forward to working with each of you this year to meet this challenge.

The intent of this handbook is to provide you with information about Marietta High School. The policies, rules, procedures, and opportunities mentioned in this handbook are spelled out as clearly as possible to ensure that you understand them. We are sure that you recognize the need for such policies and will make every effort to cooperate with us to provide you with a safe, orderly, and pleasant learning environment.

Administration, Faculty, and Staff, Marietta High School

BELL SCHEDULE

Daily Schedule	Time	Wednesday (Advisement)
1st Warning	7:35	7:35
2nd Warning	7:40	7:40
1A - 1B	7:45 – 9:15	7:45 – 8:58
Advisement	N/A	9:03 – 9:33
2A - 2B	9:20 – 10:50	9:38 – 10:50
3A - 3B	10:55 – 12:55	10:55 – 12:55
4A - 4B	1:00 – 2:30	1:00 – 2:30
Lunch		
Lunch	Wing	Time
A Lunch	F Wing and Field House	10:55 – 11:17
B Lunch	B and G Wing	11:27 – 11:50
C Lunch	H Wing	12:00 – 12:23
D Lunch	E, I & A Wing & Gyms	12:33 – 12:55
Late Arrival		
	Bus Drop – Brunch	10:45
	Building Entry	11:00
	Warning Bell	11:15
	Testing Block 1	11:20 – 12:50
	Testing Block 2	1:00 – 2:30
	Bus Bell	2:40
	Out of Building	3:00

MARIETTA HONOR STATEMENT

We, the students of Marietta High School, dedicate ourselves to the highest level of academic integrity. We believe:

- Cheating is the first step to later failure in life.
- Authenticity of knowledge cannot be acquired through academic dishonesty.
- Evidence of cheating disgraces a student in the eyes of classmates, teachers and parents.
- Cheating lowers feelings of self-worth.
- A student's genuine ability cannot be measured when he or she has falsified schoolwork.
- Cheating is morally wrong.

Academic dishonesty includes, but is not limited to, the following actions:

- Altering grades on student papers or teacher's record book.
- Viewing another student's test papers or allowing another student to have clear view of test paper.
- Giving or receiving information from a test or quiz prior to the administration of the test.
- Stealing copies of test or quizzes
- The use of hand signals, codes, electronics, written, or oral communication to share answers during a test.
- The act of plagiarism.
- The use of papers written by other students or obtained from an electronic source.
- Copying or using other classmates' work in any way.
- Shared writing of assigned papers or out of class assignments.
- The reliance upon other group members to do all of the work for a project grade.
- Any other act that involves the acquisition of a grade in which dishonesty is involved.

For violation of the Marietta Honor Statement (MHS), any or all of the following consequences may apply:

- Discipline referral sent to appropriate administrator
- Notification of parents and teachers

MARIETTA CITY SCHOOLS COMPUTERS & NETWORK RESOURCES

STUDENT ACCEPTABLE USE GUIDELINES

Please read the following carefully. Violations of the "Acceptable Use Guidelines" may cause a student's access privileges to be revoked, disciplinary action and/or appropriate legal or remunerative action may be taken.

The Board of Education of the City of Marietta (the "Board") provides technology resources and Internet access as educational tools which facilitate communication, innovation, resource sharing and access to information. Said Internet and technology resources are provided for educational purposes that promote and are consistent with the educational mission, vision, instructional and educational goals and objectives of Marietta City Schools ("School System").

The Board makes no assurance of any kind, whether expressed or implied, regarding any Internet services provided. The School System or individual schools in the system will not be responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the student's own risk. The School System specifically denies any responsibility for the accuracy or quality of information or software obtained through its services. Staff and students must be advised that privacy in the use of the Internet is not guaranteed.

Further, the Board assumes no responsibility for any unauthorized charges or fees, including but not limited to, long distance charges, per minute surcharges and/or equipment or line costs. If any such charges are incurred by a student while accessing the Internet, said student shall be held financially responsible, and will reimburse the school for any charges so incurred.

Any student who uses the school's computers or other technology resources must be aware of the requirement for appropriate use of the equipment and for accessing the Internet. Procedures are in place for the protection of students and equipment. Students will be held accountable for any violation of the following guidelines in accordance with the behavior code (JCDA). Students and/or their parent/guardian are responsible for damages to equipment and/or the network and will be liable for costs for service or repair.

Students are only allowed to utilize the computers and network to retrieve information and run specific software applications as directed by their teacher. Students are not permitted to access computer operating systems for any reason or attempt to do anything they are not specifically authorized by the teacher to do. Students are not allowed to download any software from the Internet or to load software from a device brought from home onto any system-owned computer unless specifically authorized by his/her teacher or an administrator.

Students bringing storage devices (diskettes, CDs, USB devices, cell phones, iPods, or any other type of storage device) from outside the school are responsible for all material contained on said storage device. Should the use of this storage device result in a virus outbreak on a computer or the network, costs incurred for repairs are the responsibility of the student's parent/guardian. The student may have no expectation of privacy for material contained on said storage device.

Students should take the following precautions while accessing the Internet:

1. Any on-line communication should always be at the direction and supervision of a teacher.
2. Never provide last name, address, telephone number, or school name on-line.
3. Never respond to, and always report, any messages that make you feel uncomfortable or that are from an unknown origin.
4. Never send a photo of yourself or anyone else to an unfamiliar source or website.

5. Never arrange a face-to-face meeting with someone you met on-line.
6. Never open attachments or files from unknown senders.

Examples of prohibited conduct include, but are not limited to:

- A. Accessing, sending, creating or posting materials or communications that is damaging to another person's reputation; is abusive, obscene, sexual in nature, threatening or demeaning to another person's gender, race, or religion; or otherwise violates the behavior code.
- B. Using the network for financial gain or advertising.
- C. Posting or plagiarizing work created by another person without their consent.
- D. Posting anonymous or forging electronic mail messages.
- E. Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
- F. Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information, without the consent of the other party.
- G. Using the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software in violation of copyright laws.
- H. Loading/using games, public domain, shareware or any other unauthorized program on school computers or computer system.
- I. Purposely infecting any school computer or network with a virus or program designed to damage, alter, destroy or provide access to unauthorized data or information.
- J. Gaining access/attempting to access unauthorized/restricted network resources or the data and documents of another person.
- K. Using/attempting to use the password/account of another person or using a computer while logged on under another's account.
- L. Using the school's computers or network while access privileges have been suspended.
- M. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
- N. Altering or attempting to alter the configuration of a computer, the operating system, or any of the software.
- O. Attempting to vandalize, disconnect or disassemble any network or computer component.
- P. Utilizing the computers and network to retrieve information or run software applications not assigned by a teacher.
- Q. Providing another student with user account information passwords.
- R. Connecting to or installing any computer hardware, components, or software which are not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel.
- S. Participating in unauthorized chat rooms or news groups.
- T. Hacking or attempting to degrade or disrupt network services or equipment.

I have read and understand the Marietta City Schools Computers and Network Resources Student Acceptable Use Guidelines. I take full responsibility for my actions with technology resources.

MARIETTA CITY SCHOOLS

BRING YOUR OWN TECHNOLOGY PROGRAM

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students may have the option to bring their own technology (BYOT).

DEFINITION OF "TECHNOLOGY"

For purposes of "BYOT", "technology" means privately owned wireless and/or portable electronic hand held equipment that can be used for word processing, wireless Internet access, and information transmitting, receiving and storing. We understand that not every student has his or her own electronic device. The school will provide students with technology necessary to participate in classroom assignments.

SECURITY AND DAMAGES

Responsibility to keep the device secure rests with the student and parents. Neither Marietta City Schools, nor its staff or employees, is liable for any device stolen or damaged on campus, at school events, on school buses, or while using school technology resources. It is recommended that decals, markings, engraving and/or other custom labels are used to physically identify your device from others. Student may also wish to explore applications and services that provide GPS location. Additionally, protective cases for technology are encouraged.

Please review and sign the BYOT agreement between teachers, parents, and students. No student will be permitted to use personal technology devices unless this agreement is signed and returned.

BRING YOUR OWN TECHNOLOGY (BYOT) AGREEMENT

Students who choose to participate in the Bring Your Own Technology (BYOT) initiative must adhere to the Marietta City Student Code of Conduct, as well as all Board policies, particularly the Student Behavior Code (JCDA), Internet Acceptable Use Policy (IFBG) and Student Acceptable Use Guidelines (IFBG-E1). Students who fail to adhere to these rules may face disciplinary measures and lose the privilege of using or possessing personal technology for instructional or personal use.

Parent/Guardian - Please read this agreement carefully with your child. Initial each statement once you have both read and understand the requirements.

_____ Students must take full responsibility for their devices. The school and staff are *not* responsible for the security of personal technology. By choosing to bring devices onto school grounds, students accept the risk of potential loss or damage to personal technology. Personal devices cannot be left on campus before or after school hours. Students should not allow other students to take possession of their devices.

_____ Devices cannot be used during tests or assessments, unless otherwise directed by a teacher.

_____ Students must *immediately* comply with teachers' requests to shut down devices or close the screen. Devices must be put away when asked by teachers. Devices must always be in silent mode while on school campuses and while riding school buses.

_____ Students are not permitted to take, transmit, post photographic images/videos of any person while in class or at school.

- _____ Students will only use devices to access files or sites relevant to classroom curriculum. Games and other non-instructional purposes, such as making personal phone calls or messaging, are not permitted during instructional time. Devices may not be used for cheating on assignments or tests.
- _____ Students should have no expectation of charging or plug-in capabilities. Personal devices should be charged prior to bringing them to school.
- _____ To ensure appropriate network filters, students will only use the BYOT wireless connection in school and will not attempt to bypass the network restrictions by using an outside network. By virtue of using school network resources, students have no expectation of privacy in any work transmitted on the school network and understand that staff may collect and examine their personal device to determine if a violation of school rule or law has been committed.
- _____ Students understand that bringing devices on school premises or infecting the network with a virus, trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the Acceptable Use Policy and Behavior Code, and will result in disciplinary actions. The school district has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.
- _____ Students realize that processing or accessing information on school property related to “hacking,” altering, or bypassing network security policies is in violation of the Acceptable Use Policy and Behavior Code, and will result in disciplinary actions. Students can only access files on the computer or Internet sites which are relevant to the classroom curriculum and suggested by a teacher.
- _____ Students realize that printing from personal devices may not be permitted at school.
- _____ Students realize that any violations of the above listed rules, this agreement, any law or any school policy may result in confiscation of personal electronic devices by teachers or staff. Return of the same may be dependent upon parental conference where deemed necessary.

Please understand that the use of personal devices to support your educational experience is not a necessity but a privilege. Following the terms of this agreement will better ensure the success of the BYOT initiative.

I understand and will abide by the above policy and guidelines. I further understand that any violation may result in the loss of my technology privileges as well as other disciplinary action.

On behalf of myself and my student, I hereby waive any claims against any current, future or former volunteer, employee, or agent of the Marietta City Schools and the Marietta Board of Education, and release them from any and all claims, liabilities, fees or damages, whether known or now unknown, arising out of or relating in any way whatsoever to the BYOT program.

PROGRAMA TRAE TU PROPIA TECNOLOGÍA DE LAS ESCUELAS DE LA CIUDAD DE MARIETTA

Mientras que las nuevas tecnologías continúan cambiando el mundo en que vivimos, también proveen muchos beneficios educativos nuevos para la instrucción en el salón de clase. Para alentar este crecimiento, los estudiantes tienen la opción de traer su propia tecnología (BYOT por sus siglas en inglés).

DEFINICIÓN DE “TECNOLOGÍA”

Para el propósito de “BYOT”, “tecnología” significa equipos electrónicos, inalámbricos, portátiles, personales que se puede utilizar para el procesamiento de palabras, acceso inalámbrico a Internet y transmisión, recepción y almacenamiento de información. Entendemos que no todos los estudiantes tienen su propio dispositivo electrónico. La escuela proveerá al estudiante con la tecnología necesaria para participar en las tareas de la clase.

SEGURIDAD Y DAÑOS

El estudiante y los padres son responsables por la seguridad del dispositivo electrónico. Ni las Escuelas de la Ciudad de Marietta ni su personal o empleados, son responsables por dispositivos robados o dañados en la escuela, en eventos escolares, en el autobús escolar o al utilizar fuentes tecnológicas de la escuela. Recomendamos el uso de calcomanías, marcas, grabados y/u otras etiquetas personales para diferenciar físicamente su dispositivo de otros. Los estudiantes también pueden estar interesados en investigar acerca de programas y servicios que proveen ubicación por GPS. Además, los animamos a tener una funda o estuche protector.

Por favor revise y firme el acuerdo BYOT entre maestros, padres y estudiantes. Ningún estudiante podrá usar dispositivos tecnológicos personales a menos que este acuerdo haya sido firmado y regresado.

ACUERDO PARA TRAE TU PROPIA TECNOLOGÍA (BYOT)

Los estudiantes que elijan participar en la iniciativa Trae Tu Propia Tecnología (BYOT) deben adherirse al Código de Conducta del Estudiante de la Ciudad de Marietta, así como también a todas las políticas del Consejo, específicamente el Código de Comportamiento del Estudiante (JCDA), norma de Uso Aceptable de Internet (IFBG) y Lineamientos Aceptables de Uso por el Estudiante (IFBG-E1). Los estudiantes que no se adhieran a estas reglas pueden sufrir medidas disciplinarias y pérdida del privilegio de uso o posesión de tecnología personal para instrucción y uso personal.

Padres/Tutores – Por favor lean este acuerdo cuidadosamente con su niño/a. Inicialice cada frase una vez que ambos la han leído y comprenden los requerimientos.

- _____ Los estudiantes deben ser completamente responsables de sus dispositivos. La escuela y el personal no son responsables de la seguridad de la tecnología personal. Al elegir traer dispositivos a la escuela, los estudiantes aceptan el riesgo de posible pérdida o daño de la tecnología personal. No se pueden dejar dispositivos personales en el perímetro escolar antes o después de la escuela. Los estudiantes no deben permitir a otros poseer sus dispositivos.
- _____ Los dispositivos no pueden ser utilizados durante pruebas o evaluaciones, a menos que lo indique un/a maestro/a.
- _____ Los estudiantes deben cumplir *inmediatamente* la solicitud del maestro/a de apagar los dispositivos o cerrar la pantalla. Los dispositivos deben ser guardados cuando lo solicite el/la maestro/a. Los dispositivos siempre deben mantenerse en silencio cuando estén en terreno escolar y al viajar en autobuses escolares.

_____ Los estudiantes no pueden llevar, transmitir, publicar imágenes fotográficas/videos de ninguna persona mientras que este en la clase o en la escuela.

_____ Los estudiantes solamente usarán dispositivos para acceder archivos o páginas electrónicas relativos al programa de la clase. No se permiten juegos y otros usos no instructivos como hacer llamadas o enviar mensajes personales durante el tiempo de instrucción. Los dispositivos no se pueden usar para copiar en tareas o pruebas.

_____ Los estudiantes no deben esperar tener la capacidad de cargar o enchufar los dispositivos. Los dispositivos personales deben ser cargados antes de traerlos a la escuela.

_____ Para asegurarnos filtros apropiados en la red, los estudiantes solamente usarán la conexión inalámbrica BYOT en la escuela y no intentarán evadir las restricciones de la red al usar una red de afuera. Al utilizar los recursos de la red de la escuela, los estudiantes no pueden esperar privacidad de ningún trabajo transmitido en la red escolar y entienden que el personal puede recoger y examinar su dispositivo personal para determinar si se ha cometido una violación de las reglas de la escuela.

_____ Los estudiantes entienden que introducir un virus, Trojan, o un programa diseñado para dañar, alterar, destruir o proveer acceso a datos o información no autorizados en la red es una violación de la política de Uso Aceptable y del Código de Comportamiento y tendrá como consecuencia acciones disciplinarias. El distrito escolar tiene el derecho de recolectar y examinar cualquier dispositivo que se sospeche cause problemas o es la fuente de un ataque o virus.

_____ Los estudiantes entienden que procesar o acceder a información en los perímetros escolares relacionada con “hacking”, alterar, o evadir las políticas de seguridad de la red es una violación de la política de Uso Aceptable y del Código de Comportamiento, y tendrá como consecuencia acciones disciplinarias. Los estudiantes solo pueden acceder archivos en la computadora o en páginas de Internet que sean relativos al programa de la clase y sugeridos por un/a maestro/a.

_____ Los estudiantes entienden que no está permitido imprimir de dispositivos personales en la escuela.

_____ Los estudiantes entienden que cualquier violación a las reglas mencionadas anteriormente, a este acuerdo, a cualquier ley o a cualquier política de la escuela puede resultar en la confiscación de los dispositivos electrónicos personales por maestros o personal. La devolución del mismo puede depender de una conferencia con los padres cuando se estime necesario.

Por favor entienda que el uso de dispositivos personales para apoyar la experiencia educativa no es una necesidad sino un privilegio. Cumplir con los términos de este acuerdo asegurará el éxito de la iniciativa BYOT.

Entiendo y cumpliré la política y lineamientos arriba mencionados. Además entiendo que cualquier violación puede tener como resultado la pérdida de mis privilegios tecnológicos así como otras acciones disciplinarias.

En mi nombre y el de mi estudiante, yo renuncio a hacer cualquier reclamo contra un voluntario, empleado o agente corriente, futuro o en el pasado de las escuelas de la Ciudad de Marietta y del Consejo de Educación de Marietta, y los libero de cualquier y todos los reclamos, responsabilidades, gastos o daños, conocidos o desconocidos, a causa de o relacionados, en cualquier manera posible al programa BYOT.

NOTICE OF NON-DISCRIMINATION

The Board of Education of the City of Marietta does not discriminate on the basis of race, color, religion, national origin, age, disability, or gender in its employment practices, student programs and dealings with the public.

Below is a list of individuals designated to handle inquiries regarding the District's non-discrimination policies:

Title VI Compliance Officer/Alternate

Title IX Compliance Officer

(Issues of discrimination on basis of race, color, or national origin, gender, sexual harassment)

Director of Federal Programs
Central Administrative Offices
250 Howard Street, Marietta, GA 30060
770-422-3500

Title IX Compliance Officer

(Issues of discrimination on the basis of gender or sexual harassment)

Director of Athletics
Marietta High School
1171 Whitlock Avenue, Marietta, GA 30064
770-429-3154

Title II of the Americans with Disabilities Act and Section 504 Compliance Officer

(Issues of discrimination on the basis of disability)

Assistant Superintendent, Special Services
Central Administrative Offices
250 Howard Street, Marietta, GA 30060
770-422-3500

Employment Issues

(Issues of discrimination on the basis of any category listed in policy GAAA)

Director of Human Resources
Central Administrative Offices
250 Howard Street, Marietta, GA 30060
770-422-3500

Complaints may also be filed directly with the Office of Civil Rights at the address below:

The U.S. Department of Education
Atlanta Office for Civil Rights
61 Forsyth St. S.W., Suite 19T70
Atlanta, GA 30303-3104
(404) 562-6350

SEXUAL HARASSMENT

Any student who believes he or she has been the victim of sexual harassment should report the incident to the Title IX Compliance Officer or to an administrator, counselor, or teacher at the school he or she attends.

Investigations involving allegations of sexual harassment allegations will be handled per Board of Education of the City of Marietta Policy JAEB, Student Sexual Harassment. This policy and the Report of Harassment form can be found on the Legal Information webpage at www.marietta-city.org or by contacting the school.

MARIETTA CITY SCHOOLS - GIFTED PROGRAM

Notification: Assurance of Access

Marietta City Schools endorses the philosophy that education is a means by which each individual has the opportunity to reach his or her fullest potential. We believe that all students have a right to educational experiences that challenge the level of their individual development, whether it is below, at, or beyond the level of their age peers. Special programs for gifted students are one outgrowth of this commitment.

Students in grades K-12 who demonstrate a high degree of intellectual, academic, and/or creative abilities may be nominated for evaluation to determine eligibility to participate in the Program for Gifted Students. Referrals for consideration may be made by teachers, parents or guardians, counselors, administrators, peers, self, and other individuals with knowledge of the student's abilities.

The State Board of Education determines eligibility criteria for placement in this program. For a summary of those criteria or for further information about Marietta City's Program for Gifted Students, please contact the Gifted Program teacher at *your child's school*, Marietta High School, 770-428-2631 or the Gifted Program Supervisor, Marietta City Schools, 250 Howard Street, Marietta, GA 30060.

Notificación: Garantía de Acceso

El Distrito Escolar Marietta se adhiere a la filosofía de la educación como medio a través del cual un individuo tiene la oportunidad de alcanzar su máximo potencial. Creemos que todos los estudiantes tienen derecho a experiencias educativas que desafíen el nivel de su desarrollo personal, tanto si está por debajo, al nivel, o por encima del de sus compañeros de la misma edad. Los programas para estudiantes superdotados son un resultado de este compromiso.

Los estudiantes de grados K-12 que demuestren un alto grado de capacidades intelectuales, académicas y/o creativas pueden ser nominados para una evaluación que determine si pueden ser candidatos para participar en el Programa de Estudiantes Superdotados. Las recomendaciones pueden provenir de los profesores, padres, tutores legales, orientadores, administradores, compañeros, el propio candidato y cualquier otra persona que conozca la capacidad del estudiante.

La Junta de Educación del Estado determina los criterios de selección para acceder a este programa. Si desea un resumen de esos criterios o mayor información sobre el programa del Condado de Marietta para el Programa de Estudiantes Superdotados, póngase en contacto, por favor, con el profesor del Programa de Superdotados en el colegio de su hijo/a, Marietta High School, 770-428-2631 o con Coordinadora del Programa de Superdotados, Distrito Escolar de Marietta, 250 Howard Street, Marietta, GA 30060.

INFORMATION GUIDE FOR STUDENTS

Should you need assistance with any of the following area, you may contact the person/office listed.

WHEN YOU NEED

Absentee Notes.....
Athletic Information or Tickets.....
Bus Approval (Riding Different Bus).....
Bus Route Information.....
Certificate of Enrollment.....
Change of Address.....
Check In/Check Out.....
College Application/Information.....
College Testing – ACT/SAT.....
Community Schools/Driver’s Ed.....
Free/Reduced Lunch Application.....
Graduation Requirements.....
Immigration Records Request.....
Lockers – Information/Repair.....
Lost & Found.....
Mediation Services.....
Parking Information.....
Personal Guidance.....
Sick/Illness/Health Assistance.....
Transcript.....
Withdrawal Papers.....
Work Permit.....
Voter Registration.....

SEE

Attendance Office
Athletic Office
Front Office
Front Office
Attendance Office
Main Office
Attendance Office
Counseling Office
Counseling Office
Community Schools Office
Front Office or Cafeteria
Counseling Office
Counseling Office
Advisor/Administration
Front Office
Counseling Office
Attendance Office
Counseling Office
Clinic
Counseling Office
Counseling Office
Counseling Office
Counseling Office

ACRONYMS

ABC – Applied Biology Chemistry

AP – Advanced Placement (high school) – Courses for which students may potentially earn college credit. Please note – there are fees associated with AP exams.

AP – Assistant Principal

ASD – After School Detention

ASVAB – Armed Services Vocational Aptitude Battery

CO – Central Office

CP – College Prep

CTAE – Career Technical & Agricultural Education

DFACS – Department of Family & Children Services

DSS – Department of Special Services

EIP – Early Intervention Program

ELIGIBILITY – See “Athletics”

EOPA – End of Pathway Assessment
ESOL – English to Speakers of Other Languages
FLAG – Foreign Language Association of Georgia
IB – International Baccalaureate
IBCP – International Baccalaureate Career-Related Programme
IEP – Individual Education Plan (Special Education Plan)
DP – Diploma Program (Grades 11-12)
Pre-DP – Pre-IB Diploma Program (Grades 9-10)
MYP – IB Middle Years Program (Grades 6-10)
LEP – Limited English Proficiency
IFB – Instructional Focus Block
MAC – Marietta Alternative Classroom – (in-school suspension)
MCS – Marietta City Schools
MPAC – Marietta Performing Arts Center
MPLC – Performance Learning Center
OSS – Out of School Suspension
PBIS – Positive Behavior Interventions and Support
PLU – Professional Learning Unit
REP – Remedial Education Program
SAT – Scholastic Aptitude Test
SLO – Student Learning Objective
SRO – School Resource Officer
SLP – Speech Language Pathologist
TOTY – Teacher of the Year

ACADEMIC PROGRESS – Students and parents are provided with continuous information regarding academic progress through a web-based program called Aspen. This resource can be accessed via any computer connected to the Internet. Log-in information is distributed at the beginning of the school year or during the registration process.

ADAP (Alcohol & Drug Awareness Program) - All students desiring a driver's license must pass the ADAP course as required by the Georgia State Patrol. Students should go to the counseling office if they wish to take the ADAP course on line.

ADVANCED PLACEMENT CLASSES – Marietta High School offers a number of Advanced Placement classes. Summer assignments for AP classes are due the 1st day back after summer break. Students are not allowed to drop AP classes. Students are expected to take the AP exams in the spring. The cost of the AP exam is determined by College Board. For informational purposes, the cost of AP Exam for the school year was \$92.00 for each exam. The cost for students on free/reduced lunches paid \$57.00 for each exam.

ADVERTISEMENTS/POSTERS – All posted flyers must be approved by the school sponsor. Flyers cannot be posted on the hall walls. If classroom teachers wish, the advertisement may be posted in their rooms. Flyer distribution approval for non-high school events, must be approved by Marietta City Schools Central Office and comply with their guidelines.

ASPEN – See academic progress

ASSEMBLIES – Assemblies are an important aspect of the high school experience. An indication of the character of the school is the conduct of the student body at an assembly. Behavior should always be appropriate whether it be at a pep rally or a formal assembly. Each student is personally responsible for the impression made by the school whether guests are present or not. Due to the volatile potential of inappropriate behavior in a large gathering, and the undesirable image it presents, such behavior will result in disciplinary measures. Additionally, any student who is removed from a school-wide event due to behavior may be restricted from attending school-wide rallies, assemblies, etc. for the remainder of the year.

ATHLETIC INFORMATION – The Athletic Office at Marietta High School is always happy to assist you with any questions about Marietta High School athletics. You may see the Athletic Director and/or the Athletic Secretary in room A224. Office hours are 7:30 A.M. until 3:00 P.M., Monday through Friday. Sports schedules, physical forms, letter jacket information, and spirit items are available in the Athletic Office at all times.

The following sports are offered as extra-curricular activities at Marietta High School during fall, winter, or spring seasons:

FALL	WINTER	SPRING
V Cheerleading	V Boys Basketball	V Baseball
JV Cheerleading	V Girls Basketball	JV Baseball
9th Cheerleading	JV Boys Basketball	Golf (Boys & Girls)
Cross Country	JV Girls Basketball	V Boys Soccer
V Football	9th Boys Basketball	V Girls Soccer
JV Football	V Cheerleading	JV Boys Soccer
9th Football	JV Cheerleading	JV Girls Soccer
V Girls Softball	Freshman Cheerleading	Boys Tennis
JV Girls Softball	V Swimming	Girls Tennis
V Girls Volleyball	JV Swimming	V Boys Track
JV Girls Volleyball	V Wrestling	Varsity Girls Track
9th Girls Volleyball	JV Wrestling	JV Boys Track
		JV Girls Track
		JV Boys & Girls Lacrosse

ELIGIBILITY - Each student playing on an athletic team at Marietta High School must be eligible under the conditions set forth by the Georgia High School Association. The major requirements for eligibility are:

1. Current Eligibility Release, Insurance Information, and Medical Authorization Form must be on file in the Athletic Office. Forms for the current academic school year must be completed after April 1 of that school year.
2. Must have passed 6 courses from the previous semester or 70% of classes taken if transferring in from another school. Students attending the PLC must pass all 5 classes.
3. Must be “on track” toward graduation as outlined below:

Number of Carnegie Units Required (Note: These are not promotion requirements, see graduation requirements)

End of first year 5

End of second year 11

End of third year 17

OTHER ELIGIBILITY GUIDELINES

1. Students must take 8 courses with credit applied toward graduation. State approved joint enrollment programs may also meet this requirement.
2. A student becomes eligible/ineligible on the first day of the next semester if they have/have not passed 6 subjects the preceding semester. Summer school is an extension of the spring semester.
3. Students must be in attendance at school for at least half the school day to be able to participate in any practices, performances, school events, or games that day.
4. Students who have been suspended from school or in MAC are ineligible to participate in practices, performances, school events, or games during their assigned days or be in attendance.

BOOSTER CLUBS – (*Athletic*) There are booster clubs for every sport. The purpose of each is to promote interest in the sports programs, to lend moral and financial support to all phases of the sports program, and to cooperate and work in all possible ways with the coaches and staff of Marietta High School. The booster clubs are key elements in the proper functioning of the sports teams. They usually plan the end-of-season banquet for each sport, organize some fund-raising activities, and lend support and encouragement to the coaching staff. All parents are encouraged to get actively involved in their child’s booster clubs.

FOOTBALL SEASON TICKETS – Reserved season tickets for regular season home football games are available for purchase through the Athletic Office beginning in August of each year. These seats afford purchasers our best seats. Our football program at MHS is a quality program, which has an exciting history of winning, so come join the fun on Friday night!

GENDER EQUITY IN SPORTS POLICY – It is the policy of the Marietta Board of Education that no student shall, on the basis of gender, be excluded from participation in, be denied the benefits of, be treated differently from another student, or otherwise be discriminated against in any interscholastic or intramural activities offered by Marietta City Schools, and Marietta City Schools shall not provide any such activities separately on such basis. The Marietta City School District annually shall notify all of its students of the name, office address, and office telephone number of the employee(s) who coordinate efforts to comply with and carry out the provisions of State Board of Education Policy IDE(3) (Rule 160-5-1-20) and state law. This notification is included in our student handbook containing the

code of conduct and distributed to all students. Inquiries or complaints regarding gender equity in interscholastic or intramural activities should be forwarded to:

Mr. Paul Hall, Title of Compliance Officer

Marietta High School

1171 Whitlock Ave.

Marietta, GA 30064

Phone: 770-429-3154

COMPETITIVE INTERSCHOLASTIC ACTIVITY CODE

The Marietta Board of Education believes that a properly controlled, well-organized competitive interscholastic activities program allows a student the opportunity to develop to his or her fullest physical, mental, and emotional potential. Students involved in competitive interscholastic activities enjoy high visibility and serve as role models for their peers and younger students. Therefore, the Marietta Board of Education requires students to abide by the Competitive Interscholastic Activity Code (Board Policy IDF-R), as well as, the Marietta City Schools Discipline Handbook (Board Policy JCDA).

TRAINING RULES AND RULES OF CONDUCT

I. General Rules

1. Attendance

- a. A student involved in competitive interscholastic activities must be in school at least one-half of the school day in order to participate in any game, event, performance, practice, tryout, or conditioning. Documentation must be provided to school officials.
- b. If a student is illegally absent, truant, suspended, or placed in an alternative education environment for any part of a school day, he/she may not participate in any competitive interscholastic activity that day, including games, performances, practices, tryouts, or conditioning.
- c. Students should report to school on time each day. Students should be in school the day following a competitive interscholastic event. If a pattern of unexcused absences or tardiness develops, it would indicate that the individual is unable to cope with the demands of being involved in competitive interscholastic activities. Appropriate disciplinary measures will be taken.

2. Travel

Marietta City Schools may provide transportation to and from all competitive interscholastic events. Students are expected to ride school transportation when provided.

II. Infractions

Regardless of whether infractions occur on or off campus, before, during, or after the school day, during or after the school year, the following infractions may result in suspension or dismissal from a competitive interscholastic activity. Each case will be evaluated on an individual basis.

- a. Use, possession, distribution, or being under the influence of alcohol, tobacco products, illegal drugs or related paraphernalia, and the abuse of prescription or non-prescription drugs.
- b. Theft or being in possession of stolen property.
- c. Vandalism of school property.
- d. Acting in an un-sportsmanlike manner.

- e. Any act which results in student suspension.
- f. Unexcused absence from any practice, performance, or game.
- g. Violating curfew as determined by each coach.
- h. Any offensive act, which, in the opinion of coaches/sponsors, and/or administration, reflects in the negative manner on the competitive interscholastic activities program at Marietta High School, Marietta Middle School, or Marietta City Schools in its entirety.

III. Duration

This policy is in effect year round.

IV. Enforcement

Violations of the Competitive Interscholastic Code, verified through a reliable source (law enforcement agency, school system staff member, school system administrator, teacher, entry into a drug treatment program, parent of an involved student, etc.), shall be investigated by the Competitive Interscholastic Activity Council. The Council shall be comprised of a school administrator from the school the student attends, the school system's Athletic Director, a coach/sponsor of the student, one additional coach/sponsor selected by the Athletic Director, and one teacher from the student's school council. The council will determine the guilt or innocence of the student and determine the appropriate discipline of guilty students, but under no circumstances shall assign discipline outside the guidelines established for Infractions. Consequences shall be voided by the Superintendent of Schools, and the appropriate discipline shall be assigned by the Superintendent within the guidelines provided therein.

First Offense:

Based on the decision of the Competitive Interscholastic Activity Council, the range of penalties shall be suspension for part or all of the current season and/or part or all of the next season in which the student participates to permanent suspension from participation in competitive interscholastic activities. The student shall complete the season in which the suspension is in effect. The school reserves the right to permanently dismiss a student from all competitive interscholastic activity programs for the remainder of their school career at Marietta High School and/or Marietta Middle School upon arrest, conviction, or plea, including *nolo contendere*, for any misdemeanor or felony crime.

Second Offense:

Suspension from all competitive interscholastic activity programs for a period of not less than one year from the date of the second violation to permanent dismissal from all competitive interscholastic activity programs for the remainder of their school career at Marietta High School and/or Marietta Middle School.

Third Offense:

Permanent suspension from all competitive interscholastic activity programs for the remainder of their school career at Marietta High School and/or Marietta Middle School.

ATTENDANCE POLICY/PROCEDURES – Regular school attendance is mandatory. Parents/guardians have a legal responsibility to assure that their child attends school regularly. The following policy implements the parameters of Georgia State Law and Marietta City School Board Policy. Attendance is taken period by period; therefore, attendance is based on the student’s presence in each individual class. A full day absence is counted if half the day is missed. Skipping school or class will result in disciplinary consequences.

Parents will be notified by phone or in writing after a student receives **three (3)** absences from a class. In addition, notification in writing or by phone will be made after the 5th and 10th unexcused absence from class has occurred. Three **(3) 30-minute** tardies to a class and/or **(3) 30-minute** early dismissals from a class shall equal **one (1)** absence for the class. A student who misses **forty-five (45)** minutes or more from a class shall be considered absent from that class.

ATTENDANCE CHECK OUT PROCEDURES – Whenever possible, students should not miss instructional time due to appointments. When a student knows beforehand that he/she will be checking out early, he/she should bring a note from their parent stating the reason, date, time, and a phone number where the parent can be reached for verification. This note should be turned in to the attendance office before 1st block. Contact with a parent or guardian is required before a student is released. Students must sign out at the attendance office before leaving. Students leaving without signing out will be subject to disciplinary measures. No student will be released from school without parental notification or verification. NOTE: Students cannot be checked out after 2:15 PM.

EXTENDED ABSENCES-REQUEST FOR HOMEWORK – A student who will be out of school for three or more days may request the Counselor’s office to facilitate homework assignments for the period of time he/she will be absent. The teachers must have twenty-four hours’ notice, and the student is expected to turn in all requested work within five (5) school days upon returning to school.

MAKE-UP WORK- The student is responsible for making up work within a teacher’s prescribed length of time. All pre-assigned work will be due on the day of the student’s return from an absence. Long-term assignments/projects may be due on the day assigned regardless of the student being present in school that day. Students who are suspended from school will be allowed to make up work upon their return, but the student must initiate this process.

TARDY TO SCHOOL – All students are expected to be in school and in class when the bell rings. Any student tardy to school should report directly to the attendance office to sign in and receive a tardy slip. If late to school, no student will be admitted to 1st block (or other class) without a tardy slip. Tardies for doctor & dental appointments will not count as part of this number if a doctor’s note is shown at the time of the student’s check in at the attendance office. All other tardies will be assigned as follows: 1st, 2nd, & 3rd tardies– at teacher’s discretion. The following tardies will be assigned by student’s administrator or designee; 4th & 5th- lunch detention; 6th & 7th – Saturday school; 8th & up – MAC. Consequences will include loss of driving privileges and exam exemption privilege. Chronic tardiness will result in more stringent consequences. The number of tardies will start over at the beginning of each semester.

TARDY TO ADVISEMENT, 2ND, 3RD, OR 4TH BLOCK- Students tardy to class will be assigned a lunch detention. Tardies more than 15 minutes will be treated as AWOL. Upon a student's 4th tardy to class (other than 1st block) they will be referred, by the teacher, to their grade level administrator. Consequences for these subsequent class tardies will include but not limited to:

4th: lunch detention (30 min.) - Warning: Loss of Parking/Exam Exemption

5th: lunch detention (30 min.) – Warning: Loss of Parking/Exam Exemption

6th & 7th – Loss of parking/Exam Exemption/two (2) Lunch Detentions

Ongoing and all subsequent tardies – one day of MAC per tardy

When students arrive to school, following an absence or tardy, they should bring a parental note with the following information.

1. Name
2. Date
3. Reason for absence/tardy
4. Parent signature and phone number

BLOCK SCHEDULING – The school calendar is set up on an A/B day rotation. There are some classes that meet every day each semester on what is called a 4X4 block schedule. These classes would receive 1 Carnegie Unit at the end of the semester. Each day is organized into four blocks (or periods) of 92 minutes each. A student carries eight classes per semester, unless they have some class on the 4X4. On an “A” day, 1A, 2A, 3A, and 4A periods meet and on a “B” day, 1B, 2B, 3B, and 4B periods meet. This schedule was implemented to provide teachers and students greater time to develop a teaching/learning relationship and to provide more instructional time and opportunities for students to succeed. Student responsibility for eight classes requires strong organizational skills.

BOOSTER CLUBS – See Athletics

BUS CONDUCT – The safety of your children is our number one concern and “The Safe Rider Program” is a student management program which promotes and teaches proper school bus safety. The core of the program promotes personal accountability as it relates to bus safety because unsafe choices endanger the safety of all passengers.

How the Program Works The program promotes instant accountability for unsafe behavior as shown below.

The program also includes a defined and graduated discipline plan. The concept does not stop here. We have also developed a Safe Rider Class that employs several different ways of empowering the student to correct unsafe behavior. Some of those techniques include role play, videos and class work which will be scheduled to not interfere with the student's academic work.

Unsafe Behavior on the Ride Home

If unsafe behavior occurs before the bus leaves the school; the student will be provided with two options: (1) Correct the behavior and continue home (behavior documented) or (2) be removed from the bus and taken to MCAA with staff supervision until a parent or guardian can pick up the student (behavior documented.)

If unsafe behavior occurs after the bus leaves the school the driver will contact their Dispatch. Transportation staff will assess the situation and if necessary, a staff member will remove the student from the bus to return the student to MCAA to remain under staff supervision until a parent or guardian can pick the student up.

If either of the above instances occurs, the graduated discipline plan will be in effect.

Also the MCS Policies for students supersede the Safe Rider Program.

We need your partnership as we move forward in making Marietta City School buses safer and more enjoyable part of the student's day. Please review the ***Safe Rider Policies and Regulations*** with your student. Please complete and sign the ***Safe Rider Contract / Emergency Form*** with your child and return to your bus driver within 5 days to continue bus rider privileges and to insure your child's assigned seat.

GRADUATED DISCIPLINE PLAN

- ◆ **1st Offense** – Driver Student Conference & Parent Contacted. (Courtesy Notice.) Student on probation and re-assigned to the front of Bus for 1 week.
- ◆ **2nd Offense** – Driver Student Conference & Parent Contacted. (Courtesy Notice.) Student on probation and re-assigned to the front of Bus for 2 weeks.
- ◆ **3rd Offense*** – Referral submitted, **3 Days Bus Suspension**. Upon return student placed on probation and re-assigned to the front of Bus for 1 week. *Safe Rider Class and Behavior Contract Required.
- ◆ **4th Offense*** – Referral submitted, **5 Days Bus Suspension**. *Conference required before returning to the school bus.
- ◆ **5th Offense – Referral submitted, Transportation Director recommends Bus suspension for the remainder of the year.**

Safe Rider Behavior Policies and Regulations

1. Students must show respect for school bus drivers at all times and follow the “**The Safe Rider Program.**”
2. All students shall comply with reasonable directives of a Marietta City Schools Employee. Failure to do so is considered an act of insubordination.
3. **NO** student shall refuse to identify one's self upon request of any Marietta City Schools Employee.
4. Students must be standing at the bus stop **AT LEAST FIVE (5) MINUTES** prior to the scheduled pick-up time. Students are to wait at the school bus stop in an orderly manner.
5. Students must **WAIT** for instructions (hand signals or otherwise) from the school bus driver **EVERY TIME** when crossing the street to board the bus or when exiting the bus. Students must be able to maintain eye contact with the school bus driver and cross in full view of the school bus driver.
6. Students must board the bus as soon as school is dismissed and not loiter in the courtyard and on the sidewalk. Once on the bus at dismissal time, the student will need the approval of an administrator to depart the bus, while at school.

7. Students **MUST** remain **SILENT** and **STILL** at **ALL** railroad crossings until the school bus crosses railroad tracks completely.
8. Elementary and Middle school students will be assigned a seat assignment on the school bus. (*High School at driver's discretion*)
9. Students **MUST** remain seated properly in the seat at all times unless otherwise directed by the school bus driver. (**BACK to BACK – BOTTOM to BOTTOM**)
10. Unnecessary noise is prohibited. Students must talk at a low volume level - **NO** loud voices.
11. Student shall not talk on a cell phone. No other electronic devices can be used without use of headphones and must not be heard by others. **Students may not have any type of head phones or ear buds on their ears when boarding or exiting the school bus.** Students must be able to hear bus driver at all times. **Students may not use any electronic device to video or audio record while on the school bus.**
12. Due to allergic reactions and the possibility of choking - food, gum, and/or drinks are not to be consumed or opened on the school bus.
13. Name calling, harassment, intimidation, threats and bullying is prohibited on the school bus
14. Obscene language and gestures are prohibited.
15. Fighting, pretend fighting, roughhousing or horseplay is **NOT** permitted.
16. **NO** objects are to be thrown on, in, out or at the school bus.
17. Destruction or defacing any part of the school bus is prohibited. Replacement cost at parent's expense.
18. Emergency doors, windows, and hatches are to be opened **ONLY** at the direction of the school bus driver.
19. Students must keep all body parts inside the school bus at all times.
20. Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces as it may interfere with the operation of the school bus.
21. Weapons (*or objects that look like and/or could be used as weapons*) are **NOT** permitted at bus stop, on the school buses or school grounds.
22. Tobacco, illegal drugs and/or alcohol is **NOT** permitted at bus stop, on the school buses or school grounds.
23. Objectionable and/or dangerous items are **NOT** allowed on the school bus. Such as; glass items, lighters/matches, animals, balloons, flowers/plants, skateboards, perfume/cologne, aerosol cans, plastic bags, insects, straight or safety pins, sharp objects, large toys or objects that cannot easily fit on the student's lap or any other item of a questionable nature that might present a safety hazard.
24. Band instruments, sporting equipment and school projects can be transported **ONLY** if there is enough space for all students' seating requirements. Items may be placed in the seat or lap to whom they belong. This is left to the bus driver's discretion.
25. Students must board and exit the school bus at their designated bus stop **ONLY**. Alternate arrangements must be pre-approved using a MCS Bus Pass which has been completely filled out by Parents/Guardian and with a school administrator approval (in writing). This written permission must be given to the school bus driver when boarding the school bus. (**Bus Pass can be denied if school bus is at capacity or if the student has a history of bus behavior offenses or becomes an offender**)

Any Behavior that is considered disruptive or unsafe by the school bus driver will be handled through the use of the Safe Rider Program.

CAFETERIA/LUNCH PERIOD – Marietta is not an open campus. Students are not allowed to leave campus during lunch. Fast food is not permitted in the cafeteria and students are not allowed to order food for delivery. Students must behave courteously in the cafeteria. Eating areas should always be left clean and free of trash and trays. All students must be in the cafeteria during their lunch period or a school approved activity during lunch. Students should not cut or save space in line. Students should remain only in designated areas during lunch. Appropriate use of student numbers, for purchasing of lunch, is expected. Cost of meals will be as follows: Breakfast: provided to students at no cost (adult breakfast is \$1.50). Student lunches (full-pay) are \$2.40 (adult lunch is \$3.50). If a student wants only mild or extra milk, the cost is \$.60 per carton. Juice is \$.60. Students may apply for free or reduced lunches. ONLINE applications for FREE/REDUCED meal benefits are available year round: mariettacity.strataapps.com . Cafeteria discourages bills larger than \$20. www.mypaymentsplus.com allow you to view your student’s lunch account as well as depositing funds directly from your personal bank institution. You must present your ID card to receive food from the main food line in the cafeteria. There is a \$3.00 fee for a replacement card.

CARE OF SCHOOL PROPERTY – All students are charged with the responsibility of caring for school property. Accidental damage when reported voluntarily may require restitution, but no further disciplinary action will be taken. Willful and thoughtless misuse or damage will result in disciplinary action. Vandalism, including graffiti on walls, is a violation of law and may be treated as such.

CHEATING – Cheating occurs any time a student asks, receives, has access to, or offers unauthorized help on any assignment including class work, homework, projects, and tests. Cheating is considered inexcusable behavior and will be dealt with strictly. Plagiarism is cheating. A student will receive a zero on the assignment or test and the parent and grade level administrator will be notified by the teacher. Subsequent cheating will result in further disciplinary measures. (Also see Marietta Honor Statement)

CLASS RANKING – Class ranking shall be determined by the cumulative grade point average of graduating seniors at the completion of four years of high school. The grade point average shall be determined by use of a four point system for grades earned: A=4, B=3, C=2, D=1, F=0. Advanced Placement courses and International Baccalaureate shall be weighted one additional point for passing grades: A=5, B=4, C=3, D=2, F=0. Grade point average is calculated by assigning the appropriate numerical value to all grades earned. Add these numbers, then divide the sum by the total grades earned. Students achieving a 3.5 GPA after 8 semesters earn honors status; 4.0 GPA earns high honors status. Some stipulations pertain to the above format and can be verified with the administrator in charge of curriculum.

CLUBS/ORGANIZATIONS – Clubs and organizations are listed on the MHS website. All clubs and organizations must have prior approved. Applications can be obtained in the athletic office

COLLEGE VISITATION – Seniors who plan to visit colleges and must miss instructional time, must make arrangements with the principal, prior to their absence. Documentation from the college must be provided to the principal upon the student’s return and visits may be limited. Students will be allowed to make up work, but absences will count.

PROMOTION CRITERIA - The following number of yearly units is required before promotion to the next grade:

Promoted to 10 th Grade	6 units (must include one (1) in math and one (1) in English)
Promoted to 11th grade	12 units (must include two (2) in math, two (2) in English), one (1) science, one (1) social studies
Promoted to 12th grade	18 units (must include two (2) in math, three (3) in English, two (2) in science, two (2) in social studies)

GRADUATION REQUIREMENTS (Students entering 9th Grade in 2008 or later)

English	4 units	1 unit American Lit or AP Language
Mathematics	4 units	Based on year of entry in high school
Science	4 units	1 unit Biology 1 unit Physics or Physical Science 1 unit Chemistry, Environmental Science, or AP Science Additional 4th year Science
Social Studies	3 units	1 unit World History 1 unit US History .5 unit Economics .5 unit Government or Civics
CTAE or Modern Language or Latin or Fine Arts	3 units	
Health	.5 unit	
Personal Fitness	.5 unit	
Electives/IB Requirements	4 units	
	23 Credits	

*Core Area Courses – English/Language Arts, Mathematics, Science, Social Studies, and Foreign Language successfully completed may not be repeated.

** Students entering 9th grade in the 2012-2013 school year and beyond are required to take one online course.

INTERNATIONAL BACCALAUREATE PROGRAM

Please visit the website: <http://mhs.marietta-city.org>

Click Academics on the top blue bar, then IB Program on the left-hand side.

COUNSELORS – The Profession School Counseling Department is a service division of the total school program providing academic, technology/career, and personal assistance to students. Throughout the school year, students should avail themselves of the opportunities provided by the department. A school counselor is a certified, specially trained, caring person who provides guidance to all students. Counselors act as resource people, coordinators, consultants, group leaders, and teachers. They help students, parents, teachers, and administrators.

Except in emergencies, students should make an appointment to see the counselor. A student must have permission from a teacher to see a counselor during class time. Students are welcome to schedule appointments with the counselor for concerns about their grades, study habits, attendance, school, home, and friends.

Some areas of responsibility of the guidance staff are:

Post-Secondary Counseling	Hospital/Homebound
Personal Counseling	Parent Conferences
Scholarship Information	SAT/ACT Information
Honors and Awards	Transcripts (3 sent free, \$2 charge thereafter)*
Diploma Advisement	Students/parents are responsible for mailing transcripts.

Counseling Office: 770-420-2200

(See Extensions Below)

Earnie Bryant, Counseling Secretary	Ext. 2231
Senora Moura, Counseling Clerk	Ext. 2232
Joann Kinlaw – (Students' last name A - Co)	Ext. 2071
Chenedra Garnigan-(Students' last name Cr-Haw)	Ext. 2081
Nancy Hill (Students' last name Hax - McF)	Ext. 2091
Marlon Prather (Students' last name McG - R)	Ext. 2071
Betsy Alpert (Student's last name S-Z)	Ext. 2011
Julie Smith, Marietta PLC	770-429-3188, ext. 106

COURSE SYLLABI - At the beginning of each course or school year, each teacher provides written communication to each student describing instructional information such as:

1. Content to be studied.
2. Teacher expectations for student performance.
3. Grading practices.
4. How student performance will be evaluated.
5. Dates of major tests and projects

DISCIPLINE EXPECTATIONS & PROCEDURES

Discipline Plan and Procedure

The Marietta City Schools Board of Education, Superintendent, Marietta High School Administration and Faculty expect the highest standard of conduct and decorum of all students. Students are expected to: demonstrate respect for self and others; demonstrate courtesy to others; behave in a responsible manner; attend class regularly; be prepared for class; take seriously the course of study; dress appropriately; cooperate with school officials; respect other's property; and avoid violation of the code of conduct. Students are expected to be ambassadors for our school and must conduct themselves in a respectful and considerate way at all times whether at school, on school grounds, en route to and from school, or in the community. Students who misbehave, show disrespect to school employees or school property, or disrupt school activities shall be subject to appropriate disciplinary action.

All Marietta City Schools Policies can also be found on-line at <http://www.marietta-city.org> and is provided to each student in the MCS Discipline Code Handbook. Click on **Board of Education**, then click on **Meetings, Minutes & Policies**.

The Principal, assistant principals and teachers are in charge of Marietta High School. The school staff will explain the student and discipline handbook at the beginning of the school year and periodically review these rules with students throughout the year as needed.

All students are entitled to a safe, secure, nurturing environment in order to experience a quality education. Marietta High School will do whatever is necessary to provide this setting. All students will be provided a detailed disciplinary handbook from the Board of Education. In addition to these guidelines the following policies will be enforced. Although these rules are designed to notify students as to the types and ranges of unacceptable behavior, every specific variation may not be included. Teachers may also have additional rules and expectations in place in their classrooms. Consequently, students should expect to be disciplined for misconduct that is inappropriate and directly, or indirectly, affects the orderly school environment. Efforts to contact parents when behavior is inappropriate will always be made. Unlisted, wrong, or no phone numbers on student information cards may make this difficult. It is the responsibility of the parents and students to provide this information. A more detailed Code of Conduct is available in the front office, all administrative offices, and the Media Center. At the discretion of the administrator, the Graduate Marietta Student Success Center could be a collaborative alternative to the actions listed below. A general listing of school policies includes but is not limited to:

1. POSSESSION/USE OF TOBACCO

No student shall possess or use tobacco in any form including cigarettes, chewing tobacco, smokeless tobacco, snuff, pipes, lighters, cigarette papers, or other smoking paraphernalia.

Action to be taken:

1st offense – ASD

2nd offense – 3 days OSS

3rd and subsequent offenses – 5 days OSS

2. SCHOOL AND HALLWAY DISTURBANCES

These are defined as actions which cause the disruption of instruction or operations at Marietta High School. (This includes, but is not limited to possession/use of fireworks, stink bombs, any verbal or physically disruptive behavior and/or action which causes the disruption of the school day, etc.) Students who are chronically disruptive, in accordance with Georgia Law 20-764, can be referred to a tribunal for expulsion. According to the definition in the law such a student “exhibits a pattern of behavior characteristics which interfere with the learning process of students around him or her which are likely to recur.” In accordance with this law, parents will be notified and invited to attend a conference to develop strategies to alleviate the problem prior to the potential expulsion of the student.

In accordance with Georgia Law 20-2-738 (b), if a student exhibits behavior that repeatedly or substantially interferes with the teacher’s ability to communicate effectively with students in his or her class or determines that such behavior of the student poses an immediate threat to the safety of the student’s classmates or the teacher, the teacher shall have the authority to remove a student from the classroom. *“Teachers have the right to teach, and students have the right to learn. These rights are respected at Marietta High School.”*

Action to be taken:

Ranges from administrative conference to OSS depending on severity of the case with possible referral to a disciplinary tribunal

3. FIGHTING

Action to be taken:

1st offense – 3 to 5 days OSS and 5 MAC

2nd offense – 10 days OSS

Any fighting violations which result in disruption of the school day and/or bodily injury could possibly result in a referral to a disciplinary tribunal.

Unprovoked attacks on a student(s) will result in an immediate 10-day suspension and referral to tribunal. Any student involved in a fight may have criminal charges filed with the Marietta Police Department.

4. BULLYING - MAKING THREATENING, HARASSING, OR INTIMIDATING REMARKS TOWARD

ANOTHER STUDENT – Any willful attempt or threat to inflict injury on another person when accompanied by an apparent present ability to do so or any intentional display of force such as would give the victim reason to fear bodily harm will be considered an act of bullying. Such behavior is a violation of State Law.

Action to be taken:

1st offense –5 days OSS, with referral to counselor

2nd offense – 10 days OSS and referral for conflict resolution

3rd offense – suspension from school and a referral to a disciplinary tribunal

5. FORGERY/PROVIDING FALSE INFORMATION TO A SCHOOL EMPLOYEE (Including but not limited to giving false name or signing a teacher’s or parent’s name on a pass or school document)

Action to be taken:

Penalty at the discretion of the administration which includes, but not limited to, detention,, MAC, out-of-school suspension, and possible referral to a disciplinary tribunal.

6a. DISRESPECTFUL BEHAVIOR TO A SCHOOL EMPLOYEE

Action to be taken:

Ranges from administrative conference to OSS

6b. USE OF PROFANITY TO A SCHOOL EMPLOYEE

Action to be taken:

1st offense – MAC and/or OSS at the discretion of the administrator

2nd offense – out-of-school suspension - number of days determined by administrator and possible referral to a disciplinary tribunal

3rd offense – referral to disciplinary tribunal.

7. USE OF PROFANITY

Penalty at the discretion of the administration which includes, but is not limited to, detention, MAC, OSS (out-of-school suspension), and possible referral to a disciplinary tribunal.

8. CLASSROOM DISTURBANCE

This is defined as actions which cause the disruption of instructional time in the classroom. These actions include, but are not limited to: use of violence, force, noise, coercion, threat, intimidation, fear, or passive resistance.

Action to be taken:

Penalty at the discretion of the administration or teacher which includes, but is not limited to detention, Saturday school, MAC, out-of-school suspension, and possible referral to a disciplinary tribunal.

9. FAILURE TO SERVE ADMINISTRATIVE DETENTION

Action to be taken:

1st offense – ranges from ASD to MAC

FAILURE TO SERVE ADMINISTRATIVE DETENTION

Action to be taken:

1 day MAC

10. FIREARMS, WEAPONS, EXPLOSIVES

GEORGIA LAW 16-11-127.1 (WE ARE REQUIRED TO PROVIDE THIS INFORMATION TO STUDENTS)
IT IS UNLAWFUL FOR ANY PERSON TO CARRY, POSSESS OR HAVE UNDER CONTROL ANY WEAPON AT A SCHOOL BUILDING, SCHOOL FUNCTION OR ON SCHOOL PROPERTY OR ON A BUS OR OTHER TRANSPORTATION FURNISHED BY THE SCHOOL. THE TERM "WEAPON" MEANS AND INCLUDES ANY PISTOL, REVOLVER, OR ANY WEAPON DESIGNED OR INTENDED TO PROPEL A MISSILE OF ANY KIND, OR ANY DIRK, BOWIE KNIFE, SWITCHBLADE KNIFE, BALLISTIC KNIFE, ANY OTHER KNIFE, STRAIGHT-EDGE RAZOR, SPRING STICK, METAL KNUCKS, BLACKJACK OR ANY FLAILING INSTRUMENT CONSISTING OF TWO OR MORE RIGID PARTS CONNECTED IN SUCH A WAY TO ALLOW THEM TO SWING FREELY, WHICH MAY BE KNOWN AS A NUN CHUCK, OR FIGHTING CHAIN, THROWING STAR OR ORIENTAL DART, OR ANY WEAPON OF LIKE KIND. **PUNISHMENT:** A FINE OF NOT MORE THAN \$5,000; IMPRISONMENT FOR NOT MORE THAN FIVE YEARS.

Action to be taken:

OSS – 10 Days, referral to disciplinary tribunal

11. DRUGS, ALCOHOL, DRUG PARAPHERNALIA

- a. possession, personal use & under the influence
- b. buying, selling, distributing

Action to be taken:

1st offense – 10 days out-of-school suspension

2nd offense – out-of-school suspension and disciplinary tribunal with possible expulsion

12. OTHER CONDUCT WHICH IS SUBVERSIVE TO GOOD ORDER

This includes, but is not limited to, violations of state and federal law or community misconduct that would pose a threat or disruption to the school community.

Action to be taken:

Penalty at the discretion of the administration which includes, but is not limited to, MAC, out-of-school suspension, referral to a disciplinary tribunal

13. WILLFUL REFUSAL TO CARRY OUT INSTRUCTIONS OF A FACULTY MEMBER

Action to be taken:

Ranges from administrative conference to OSS

14. GANG RELATED ACTIVITIES

This includes, but is not limited to, the wearing, possession or display of gang clothing or paraphernalia, gang recruitment, gang signs, tattoos, or other conduct associated with youth gangs.

Action to be taken:

Penalty at the discretion of the administration which includes, but is not limited to, MAC, out-of-school suspension, referral to a disciplinary tribunal

15. ELECTRONIC DEVICES

Marietta High School is not responsible for lost or stolen electronic devices. Visible communication/entertainment devices (including but not limited to: cell phone, CD player, MP3 player, IPOD, laser pointer) used during class time is at the discretion of the teacher. Any non-compliance is willful refusal. In this event, the electronic device will be turned into the main office by the teacher and must be picked up by parent or guardian.

16. DRESS CODE

If you are given a dress code violation, you **MUST** change into MHS issued clothing for the remainder of the day. You will not be allowed to bring a change of clothes or phone home for someone to bring you a change of clothes.

No student shall dress in such a way as to distract from the learning process of other students. Health regulations and safety factors require that shoes be worn at all times at school. Teachers and the administration reserve the right to determine if clothing is inappropriate to be worn at school. Inappropriate or distracting clothing and jewelry is at the sole discretion of school personnel. Violations considered inappropriate will include, but not limited to the following:

Clothing that is; too tight, too short, exposing too much, sagging pants and/or pants worn too low on the waist, holes in your clothing, suggestive, promoting vulgarity, illegal substances, gangs, weapons, excessive and/or distracting facial jewelry.

If sent to the office to change, you will be issued dress code violation clothing for the rest of the school day. Failure to return clothing will result in a \$20.00 per article of clothing issued.

CODIGO DE VESTIMENTA

Si ha violado el código de vestimenta, usted DEBE cambiarse con la ropa suministrada por MHS por el resto del día. No se le permitirá traer un cambio de ropa o llamar a su casa para que alguien le traiga ropa.

Ningún estudiante podrá vestirse de manera que distraiga el proceso de aprendizaje de otros estudiantes. Regulaciones de seguridad y salud requieren que utilice calzado o zapatos durante todo momento dentro de la escuela. Maestros y la administración nos reservamos el derecho de determinar si la vestimenta es inapropiada para la escuela. Ropa y joyería inapropiadas o que distraigan queda a la entera discreción del personal de la escuela. Violaciones consideradas inapropiadas pueden incluir, pero no se limitan a lo siguiente:

Ropa que sea: muy pegada, muy corta, que exponga demasiado, pantalones holgados y utilizados muy debajo de la cintura, aperturas en la ropa, ropa sugestiva, promueva la vulgaridad, sustancias ilegales, gangas, armas, joyería facial excesiva o que cause distracción.

Si usted es enviado a la oficina para cambiarse, se le entregará ropa de violación del código de vestimenta para el resto de la jornada escolar. El no regresar dicha vestimenta resultara en un costo de \$20.00 por artículo suministrado.

Action to be taken:

Offenders will be referred to the administration for appropriate disciplinary action. Possible disciplinary action includes, but is not limited to: work detail, in-school suspension.

1st offense –change of clothing and lunch detention

2nd offense – change of clothing and ASD

3rd offense – change of clothing and 1 day MAC

17. ABSENT WITHOUT PERMISSION (Skipping or Truancy)

On Campus

1st Offense – ASD

2nd Offense – 1 day MAC

3rd Offense – 2 days MAC

Off Campus

1st Offense – 1 day MAC

2nd Offense - 2 days MAC

3rd Offense - 2 days MAC & loss of driving privilege

DRAFT REGISTRATION – 18 year old males are required by Federal Law to register for the draft. Registration can be handled in the CTAE office on Lower E. The HOPE Scholarship can be forfeited for failure to register. Registration can also be done on-line at www.sss.gov.

DRIVERS' LICENSE – Georgia Law requires license and permit applicants to provide proof of school enrollment (attendance). The “Certificate of Enrollment” can be obtained in the attendance office. A \$5.00 cash fee is charged for this notary service. License applicants must also provide the ADAP certificate.

DRIVING PRIVILEGE – In accordance with O.C.G.A. 40-5-22, Marietta City Schools is required to report to the Department of Driver Services any student who has dropped out of school without graduating and has remained out of school for ten consecutive school days; has more than ten school days of unexcused absences in any semester or combination of two consecutive quarters; or has been suspended from school for threatening, striking, or causing bodily harm to a teacher or other school personnel; possession of or sale of drugs or alcohol on school property; possession of or use of a weapon on school property, any sexual offense prohibited under Chapter 6 of Title 16; or causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student. Upon receipt of such report, the Department of Driver Services shall notify (by certified mail or statutory overnight delivery) any minor (between the ages of 14 and 18) who has been issued an instruction permit or driver's license that such minor's instruction permit or driver's license is suspended for one year or until the minor's eighteenth birthday, whichever comes first.

DRIVER'S EDUCATION- The Marietta/Cobb Driver's Education program is a joint program of the Marietta City and Cobb County school systems and operated through Marietta Community School. The program consists of 30 hours of classroom and 6 hours of behind-the wheel instruction designed to teach new teen drivers fundamental skills and basic knowledge about driving a motor vehicle. The program curriculum and instructors are approved and licensed by the Department of Driver Services and meets the requirements for Joshua's Law and qualifies for the Teen Driver's Education insurance discount.

Classes are taught year round at Marietta Community Schools and various Cobb County High schools. Exact dates, locations, cost, and registration information may be obtained at www.mariettacommunityschool.com. Follow the link to Driver's Education.

EXAM EXEMPTION – Good attendance is one key to student success. It is also encouraged and rewarded with the following exam exemption opportunity. All absences count toward exemptions. Students may qualify to exempt comprehensive final examinations (a 4X4 class or a class that meets for two periods and that meets every day counts as 2 exams) per semester in accordance with the following guidelines:

Eligibility criteria:

- 12th graders – 4 exams; 11th graders - 3 exams; 10th graders – 2 exams; 9th graders – 1 exam
- Students may not exempt the same course both semesters
- Students with a course grade of 90-100 with no more than 3 absences in the course
- Students with a course grade of 80-89 with no more than 2 absences in that course

You may not exempt exams if:

- You have six (6) or more tardies to a class
- You have three (3) or more absences in advisement per semester

Note: 2 tardies = 1 absence

- You have book obligations
- You have past due fees or financial obligations
- You were not enrolled by the first day of the second week of each semester

Students are reminded that exam exemption is a privilege. Students allowed to exempt an exam will receive an excused absence for the date of exam and any published review for the final exam (usually the one class prior to the final assessment). Violation of this policy in any way will result in the loss of the exemption privilege. Excessive tardies, book obligations, other outstanding fees, or violation of the exemption process will also negate the exemption privilege.

PLEASE NOTE THAT EARLY EXAMS ARE NOT PERMITTED. In the event a student must miss a final exam for an excused purpose, makeup arrangements are to be made with the principal. **STATE END OF COURSE & PATHWAY EXAMS ARE REQUIRED AND CANNOT BE EXEMPTED.**

ELIGIBILITY REQUIREMENTS FOR CLASS REPRESENTATION

Students must be in good academic and disciplinary standing to be eligible for any elections. Below are the required GPAs:

- Mr. & Miss MHS - 3.5
- Superlatives & Who's Who – 2.75
- Student Council – 3.0
- Class Officers – 3.0
- Homecoming Court – 2.75

FEES & FINES – No services provided to students or parents under the policy or procedures of the Marietta City Schools may be withheld due to the failure of students or citizens to make a voluntary contribution to local schools or the system as a whole. Students with outstanding school debts or fines are responsible for clearing balances. Failure to do so may result in report cards being withheld as well as, loss of privileges relating to exam exemption, parking, and participation in the graduation ceremony.

FIELD TRIPS – Field trips can be valuable educational experiences and are only scheduled when they meet this criteria. Any time a student leaves campus on an official school trip, signed parental consent must be given. If the trip causes a student to miss another class, it is the student's responsibility to secure that teacher's permission and arrange for any work missed to be made up. Any teacher of the student may deny permission for a student to attend a field trip due to obligation in that class.

FIRE & TORNADO DRILLS – A fire or tornado drill will be held at least once a month. Plans have been designed to afford the greatest ease of escape and safety. It is imperative that each student cooperate completely when the alarm is sounded. One of the greatest hazards in emergencies is inappropriate conduct. Silence and immediate response to adults' directions are demanded. Further directions are provided in each classroom. You should be aware of each plan so that your reaction is appropriate when most needed.

FLOWER & GIFT DELIVERY – Efforts to send students flowers or gifts during school hours is strongly discouraged. No deliveries will be made during class time nor may deliveries be taken to class or on board a school bus. The front office will attempt to deliver items as best as possible, at the end of the school day. Instructional time is protected for all students and class will not be interrupted for any delivery or non-emergency message.

FREE & REDUCED LUNCHES – Forms will be available in the main office or you may go on line at marietta.stratapps.com. You should return the completed application to the front office. You will receive a letter of acceptance or denial within a few days of turning in your application.

GRADE CONCERNS – High school carries with it greater responsibility and higher expectations for quality student work. Students transition into this setting with varying degrees of success. When concerns over grades arise, students and parents are encouraged to contact teachers for explanation and helpful input. Guidance Counselors may also provide interim progress reports when deemed necessary. Parents can access academic progress through Aspen. See Academic Progress.

GRADE SYSTEM

- A 90 - 100
- B 80 - 89

C 73 - 79

D 70 - 72

F 0 - 69

GRADUATION (Commencement) CEREMONY – Commencement ceremony participation is a privilege. Proper behavior is expected of our seniors while on school property or participating in any school event. Misbehavior in the last few weeks of school or during graduation practice may jeopardize student eligibility to participate in the commencement ceremony.

GRADUATE MARIETTA STUDENT SUCCESS CENTER (SSC)– The Graduate Marietta Student Success Center (SSC) provides an innovative approach to supporting students beyond the classroom to produce a culture of hope and achievement. It is a resource for all students to maximize their academic accomplishments while preparing them for post high school success. By consolidating school services and partnering with the private and public sector, students receive guidance through the following support centers:

- Academic Support Center, including a College and Career Center
- Behavior Support Center, including a broad array of intervention services
- Center for Community Partnerships and Services, including therapeutic services provided through community partnerships

GRIEVANCES – Decisions made by school personnel that students believe are unfair or in violation of pertinent policies of the School Board or individual school rules may be appealed to the school principal. To appeal, students will contact the principal’s office and provide in writing, their name, the issue, and the reason for their appeal within two days of the decision. The appeal will be decided confidentially and promptly.

HALL/CAMPUS – Students are expected to be in class during class time. If you need to leave the class, as determined by the teacher, you will be issued a hall pass with your name, date, destination, and teacher signature, and must display your student ID. These may be checked at any time. Students are expected to cooperate with any school personnel who may check for a hall pass. Students are required to carry their student ID card at all times. Failure to provide student ID card, when asked by school personnel, will result in disciplinary action. Students should not eat or drink in the classroom. All food should be consumed only in the appropriately designated areas, and the campus should be kept free of trash.

HARASSMENT OR HAZING – Disrespectful behavior directed to others is inappropriate and will not be tolerated. Verbal or suggestive comments, (including sexual harassment) “posturing,” or bullying are prohibited. Sexual harassment refers to behavior which is not welcome, is personally offensive, debilitates morale, and interferes with the working or learning effectiveness of its victims and their peers. This includes: 1) verbal harassment or abuse, 2) pressure for sexual activity, 3) repeated remarks with sexual or sexually demeaning implications, 4) unwelcome touching. Students who experience such behavior should make it clear that such behavior is offensive. Students can expect this type of behavior to be investigated thoroughly and stringent disciplinary measures assigned. Parents should know the school does not condone bullying, hazing, initiating, etc. in any way. Please report suspected incidents immediately.

HOMEWORK – Well-chosen, clearly communicated homework is an integral part of the instructional process. Challenging homework assignments review, reinforce, or extend classroom learning by providing practice and application of the knowledge gained. It teaches students responsibility, organization skills, and time management skills. This handbook contains a daily planner which we encourage you to use to record homework assignments. Parents are encouraged to emphasize the importance of homework by asking about daily homework and checking for completeness. Some assignments are long-range in nature and require planned study or library time. Parents can support students by helping them plan ahead and break tasks down into manageable parts. This type of involvement can reduce stress and improve the quality of work students produce.

HONOR ROLL – All A's and A/B Honor Rolls will be announced at the end of each semester.

HOSPITAL/HOMEBOUND – In the event that any student has a medical emergency that requires hospital and/or homebound instruction, the student or parent(s) should notify the appropriate counselor as soon as possible. Once application for this service has been completed and the doctor has signed the form, the Homebound Central Office shall determine eligibility. Hospital/Homebound students are counted present by exception and are required to maintain their studies to receive course credit. Please remember that upon return to school, it is the responsibility of the Hospital/Homebound student to secure the remainder of the missed work and to arrange a time line for its completion. Failure to pursue this can result in a loss of grades and/or course credit.

HOTLINES – Marietta High School is determined to maintain a safe school environment. Because it is our commitment to make school safe, we provide a 24-hour Hotline. Parents and students are encouraged to use this Hotline to make school officials aware of any unsafe condition or potential problem (i.e., drugs, weapons, violence). All information is taken electronically which will ensure confidentiality. The Hotline number is 770-428-2631, Ext. 3333. Students and parents are also encouraged to contact an administrator when potentially troubling information is learned. Other available hotlines include:

Georgia's Drug Abuse Hotline is

1-800-338-6745

ID CARDS – All students are issued and required to carry their student picture ID card. There is a \$3.00 fee for a replacement card. You must present your ID card to receive food from the main food line in the cafeteria.

IMMUNIZATION – Georgia State law requires that each student have on file a certificate of adequate immunization (Georgia Immunization Form 3231). Without this certificate, a student may not attend school and will be withdrawn.

INTERNATIONAL BACCALAUREATE – Please visit our website: <http://mhs.marietta-city.org>

INTERNET USE – The Board of Education supports the instructional use of the Internet in instructional programs. Use of the Internet is a privilege, not a right. Students violating the Board's policy and administrative procedure(s) shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action. Use of any information obtained via the Internet is at the student's own risk. Staff and students must be advised that privacy in the use of the Internet is not guaranteed. Students will be held responsible for any unauthorized charges or fees incurred while using the Internet.

LOCKERS – Lockers will be issued free of charge to students so that they may have a place to keep books, coats, etc. The locker assignment and combination will be issued to a student after he has returned all forms requested by the school at the beginning of the year. Students should remember that the lockers remain the property of the school, should not be disfigured or misused in any way, and are subject to inspection and search by school officials. The sharing of lockers and/or locker

combinations with other students is strongly discouraged. All contents of a student's locker are the responsibility of that student. Each year, lockers are completely emptied several days prior to the end of school. Students will be given advanced notice so they might remove their belongings. It is very important that students remove their valuables prior to lockers being emptied in order to avoid having items discarded.

LOST & FOUND – Students who misplace or find personal belongings during the school day should check with the front office. Valuable items such as jewelry and purses should be turned in to the front office.

MAC (In-School Suspension) – When utilizing the option of MAC, the student is not suspended from the campus, but placed in a designated location in the school, under the direction of special staff personnel who provide instructional services. On MAC days, the student will be denied access to extracurricular activities, clubs, sports, and all association with students in the regular program.

MARIETTA READS! – This program is intended to affirm in students, parents, and teachers the tremendous importance of reading for pleasure. MHS will schedule time to “drop everything and read”. It is hoped that this example and practice will instill in all MHS stakeholders the belief that reading must be a lifelong practice. **We all succeed when Marietta Reads!**

MEDIA CENTER - Mission: Our mission is to create a learning environment that allows all students to develop and practice a variety of information literacy skills that support and contribute to lifelong learning. We encourage all students to engage in developing technology and information skills that will enrich their lives, broaden their learning experiences during high school, and help them make the transition into post-secondary education and future career choices. Our aim is to foster a collaborative environment in which student are comfortable learning from and teaching each other.

The Collection

- Our print collection currently contains over 23,000 titles. We offer a wide variety of electronic resources and databases that are available 24 hours a day/ 7 days a week from the media center's webpage. Please get a password sheet at the circulation desk in the library media center for the home use of these resources. Additionally, we subscribe to 30+ magazines.
- The library media center also subscribes to 2 newspapers a day, the Atlanta Journal Constitution and Marietta Daily Journal.
- Fourteen PC desktops and 10 Mac computers are available for student access to the internet, our online databases and Destiny, the online catalog of library media center resources. Computers are to be used for school assignments.
- Two laptop carts available for class use.
- Kindle e-Book readers, Flip camcorders and digital cameras are also available for student check out with a signed parent permission slip (permission slips are available on MHS media center website or at the circulation desk in the library media center). These items are to be used for school assignments.

Availability

- The media center is open Monday through Thursday from 6:45 AM to 3:30 PM. Friday hours are 6:45 AM to 2:30 PM.
- During regular class periods, students may use the library media center on an individual basis provided that they have a signed pass from the classroom teacher.

Lunch

- Space per lunch period is limited. The library media center reserves the right to limit the number of students during each lunch period based on available staff to supervise.

- Students must come to the library media center first; passes will be issued to the cafeteria if students wish to eat lunch.
- Scheduled classes have priority use of computers in the library media center during lunch; students coming from lunch may be asked to return to the cafeteria if needed.

Expectations

- Food is not permitted in the library media center.
- Drinks must have lids and be kept well away from the computers.
- Students are expected to be courteous and respectful of other library users, staff, and equipment.
- While thoughtful collaboration on school projects is encouraged, students must be aware that the library media center is first a setting for research, personal study and independent reading that is best facilitated in a quiet environment.

Circulation

- Our library catalog, Destiny, is available on our website and accessible from home.
- Students may check out up to 5 books for three weeks. Books can be renewed for an additional 3 weeks unless needed to facilitate research projects assigned by a teacher.
- Reference books can be checked out overnight.
- Kindles are reserved for Reading Bowl team members and can be checked out for three weeks.
- Cameras can be checked out for one week..

Overdue Policy/Lost materials

- Overdue fines are \$.05 a day.
- Patrons will be charged for lost or damaged items.
- Overdue notices are periodically sent out to students through advisement teachers.
- Students are expected to return overdue items and clear fines or risk forfeiting circulation privileges until obligations are cleared.

Photocopying/Printing

- A copier is available for student use.
- A printer is available for student use.

MEDIATION PROGRAM - Mediation opportunities exist to help solve conflicts that occur between students. Students, teachers, parents, and administrators may make counseling department referrals. Mediation conflict resolutions are components of the Marietta High School Discipline Plan.

MEDICINE – A parent or guardian must provide the school with a written request and permission for the school to dispense any prescription or non-prescription medication. The medicine must be in original, appropriately labeled, container (i.e. name, date, directions, doctor’s name). No student will be allowed to administer his/her own medication. The student or parent must bring the medication and deliver it to the school nurse for proper dispensing. Over-the-counter drugs will not be supplied by the school and may not be shared with other students.

Students may self-administer asthma medication, if the following conditions are met: a completed MCS Asthma Action Plan signed by parents is on file authorizing use while under school supervision, copy of a written prescription or doctor’s statement on file, written permission from parent authorizing such use, at least a monthly check with the school nurse to review prescription and changes in medical circumstances, all appropriate school personnel must be made aware of the inhaler, and MCS employees or representatives shall incur no liability for any injury to student caused by his or her self-administration of asthma medication.

MILE – Marietta Independent Learning Environment (**Gifted Program**) - Marietta City Schools provides

a program for identified gifted students. It is an academically based program offering instruction geared toward meeting the special learning needs of gifted students. Teachers use interdisciplinary units, simulations, and research projects as the basis for instruction. Students may take English through the gifted program in grade nine. Other grade levels may take a number of elective courses such as ethnic studies, psychology, sociology, contemporary affairs, or an independent study class. Twelfth graders may participate in the High School Executive Internship Program, which provides students an opportunity to intern in professional settings in the community for one or two semesters. Eligibility for service is determined by an evaluation of mental ability, academic achievement, creativity, motivation, students must meet Georgia eligibility guidelines in order to receive service. For more information visit the Department of Special Services website at www.marietta.city.k12.ga.us/dss.1htm.

MOMENT OF REFLECTION – A moment of silent reflection will be observed each morning. The announcement will be given over the intercom following the Pledge of Allegiance.

NATIONAL HONOR SOCIETY (NHS) – Upperclassmen with a 3.75 GPA are eligible to apply for membership. Inquiries should be directed to the NHS Sponsor (see Clubs)

NON-RESIDENCE (TUITION) STUDENT CRITERIA

Students must have and maintain the following: above average grades, standardize test scores, history of good behavior, good attendance, and timely payments. Students must reapply each year.

ON-LINE COURSES – On-line courses are available to students through the Georgia Virtual Schools Program. More information is available through your counselor, or at www.gavirtualschool.org.

PARKING – Parking is a privilege on our campus. Each student who drives an automobile to school must register the vehicle by purchasing a parking permit. The parking sticker decal must be displayed on the front driver’s side window of your vehicle. Students may park in the student parking area only. Students are reminded that all school rules are in effect in the parking areas before, during, and after school. Parking permits may not be sold, traded, or transferred from one student to another. Unsafe operation of vehicle within the safe school zone will result in forfeiture of parking permit. Replacement parking permits are subject to a \$5.00 fee. Parking permits cost \$40.00 for the entire year. This fee is non-refundable. Students who park illegally are subject to receiving a parking citation. 1st offence is \$5.00, 2nd is \$10.00, and 3th is \$15.00. Continued violations could result in permanent loss of parking privileges and disciplinary consequences. Towing of a vehicle for repeated parking violations may result after students have been warned. All students parking in unauthorized areas are subject to be towed at owner’s expense. Excessive tardiness will result in revocation of parking permit.

PERFORMANCE LEARNING CENTER - The Marietta Performance Learning Center is a Marietta High School program located on a separate campus by design. In a business-like setting with personal support, students use computerized instruction and project based learning to pursue their high school diplomas. Additionally, students at the PLC participate in a mentoring program, as well as complete job shadowing and internship opportunities. Also, eligible PLC students complete coursework through dual enrollment programs with local colleges like Chattahoochee Technical College.

PHONE MESSAGE & USE – **Personal messages or deliveries cannot be taken or delivered for students**, except under very special and specific circumstances. Teachers’ instructional time is protected for all students and class will not be interrupted unless deemed an emergency by the school. This includes the following:

1. Notification of death, serious illness, or disaster in the family
2. Unexpected change of medical appointments
3. Unexpected change in work schedule for students enrolled in the work program

PLEDGE OF ALLEGIANCE – Students will be afforded the opportunity to recite the Pledge of Allegiance each morning. Students will be asked to stand and are led in the recitation of the Pledge. Students participating in the Pledge will be expected to stand, face the flag, and recite the pledge in unison. Students consistently electing not to participate may either stand, or remain seated, quietly.

POLICE DRUG DOGS – Police dogs are used to conduct random searches of on-campus automobiles and school-owned lockers.

POST SECONDARY OPTIONS – PSO provides students with the opportunity to have joint enrollment with Marietta High School and a cooperating university. Students approved for these program are allowed to take a college course(s) on a college campus, and receive both college and high school joint credit. Interested students should inquire with their counselor or the administrator of the Performance Learning Center.

PRIVACY RIGHTS - The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that governs the release and protects the privacy of student records. Under this act, parents or students 18 years of age have the right to review, inspect, and request corrections to student records (attendance, disciplinary, administrative). It also requires that Marietta City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records.

MHS may disclose certain “directory information” without written consent, unless you have advised the school system otherwise. This allows the system to include this type of information from your child’s education records in certain school publications. Examples include:

- a playbill, showing your student’s role in a drama production;
- annual yearbook;
- honor roll or other recognition lists;
- graduation programs; and
- sports activity sheets, such as for wrestling, showing weight and height of team members

In addition, two federal laws require systems such as Marietta City Schools that receive certain federal funds to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school system that they do not want their student’s information disclosed without their prior written consent.

Marietta City Schools has designated the following as possible directory information:

- Student’s name, address, and telephone number
- Student’s date and place of birth
- Grade level
- Student’s participation in officially recognized activities and sports
- Weight and height of athletic team members
- Photograph
- Dates of attendance in Marietta City Schools, and
- Degrees, honors, and awards received while enrolled in Marietta City Schools

If you do not want Marietta City Schools to disclose all or any part of the directory information from your child’s education records without prior written consent, you must notify the principal of the school where the student is enrolled within 10 days of the start of school.

PROOF OF RESIDENCY – Any student in Marietta City Schools, is required to provide proof of residency in the district. A social security number for each student enrolled is also requested. Students giving a false address and found living out of the Marietta City Schools attendance zone will be immediately withdrawn.

PSAT – Pre- or Practice SAT. The PSAT will be administered free to all 10th grade students on October 18. Juniors may also take the PSAT on this date, if they are pre-registered with their counselor and have paid the required fee. Parents wishing to review results should make an appointment with their counselor.

PTSA – PARENT/TEACHER/STUDENT ASSOCIATION - The PTSA organization is an active and viable organization at Marietta High School. Parental involvement and interest is of vital importance to student success. A strong, positive message is sent that our parents care and will make time to be involved, through membership and volunteerism. Parents are encouraged to call the school to volunteer and attend PTSA meetings as scheduled in this planner. The commemorative inscribed bricks are an annual PTSA project and always available for purchase. Inquire with a PTSA officer or at the front office.

PUBLIC DISPLAY OF AFFECTION – Some public displays of affection can disrupt the well-being of students and faculty. Holding hands and walking arm in arm would be considered fine; however, kissing, fondling, or hugging are not appropriate. These displays may reflect poorly on the individuals involved and embarrass others. Students should show self-control and deal with interpersonal relationships in a sensible and mature manner.

REGISTRATION – Early in the spring, students will register for their next year’s classes. Adjustments in student schedules will not be made to move a student from one teacher to another or from one period to another unless the school must do so to balance class size. Legitimate reasons for dropping/adding may include these situations:

- A. The student has already received credit for the course
- B. The student is taking a course out of sequence
- C. School scheduling error

All requested schedule changes must be approved by administration and made within the first 3 days of the semester. After the master schedule is built, students are not allowed to drop courses. During the registration period, you should work with your counselors and teachers and advisors in selecting the best courses for your academic program.

REPORT CARDS – Students will receive a written report of his/her status in passing or failing a class at the end of the 6th and 12th week of each 18-week semester. **THESE REPORT CARDS WILL BE MAILED.** Report cards for second semester will be mailed approximately 7 days after the semester ends.

RESTROOMS – Students should make every effort to use restrooms before and after school, at lunch, and during class change time. Restroom privileges during class time are strictly at the discretion and responsibility of the classroom teacher.

SAC (Student Adjustment Center) – The Student Adjustment Center is an intervention program put in place to help students having difficulty functioning in the normal classroom setting. Students may be placed in SAC immediately upon failing to meet the stated classroom expectations of the teacher. The student will remain in SAC for a partial or the remainder of the block period. This may include but is not limited to: 1) not being prepared for class by not having needed materials, homework, etc., 2) demonstrating off-task behavior such as sleeping, failure to follow directions, minor behavior infractions. Students will report immediately to the supervised SAC room and complete assigned class work. SAC is provided to try to help students learn important high school behavioral and academic expectations so as to avoid the more intrusive in-school suspension (MAC) program. Parents will receive a phone call from the teacher if a student is assigned to SAC.

SCHOOL CODE – Marietta High School Code is #111990. This is often asked for on test registration and college applications.

SCHOOL HOURS – Normal school hours are from 7:45 A.M. until 2:30 P.M., Monday through Friday. Office hours are 7:15 A.M. until 3:15 P.M. Faculty and staff will be available for reasonable hours in addition to the school hours. While instructional hours are well-defined, rules of conduct shall apply at all times students are on campus or in attendance at any school related activity at Marietta High School, another school campus or any public or private property being used for a school related function. Students are expected to stay in appropriately designated areas prior to and after actual class time. Students arriving prior to the school being opened (7:15 A.M.) may sit in the cafeteria. Vehicle drop-off of students should take place at the front doors.

SCHOOL INSURANCE – School insurance is available to all students. Information will be provided the first week of school. Purchase of this program is optional. Students must have proof of insurance to participate in athletics. Insurance claim forms are available in the school's front office.

SCHOOL STORE – The school store is open daily during lunch (3rd block) offering school supplies and spirit wear. Prices range from \$.25 - \$35 featuring school supplies that match or beat any store's prices. The store is run and maintained by the students and Entrepreneurship II. When you need school supplies or spirit wear be sure to head to the school store where supplies are at your fingertips!

SOCIAL STUDENT EVENTS – All social events, which imply association with Marietta High School, must be approved by the principal. Proper supervision must be provided. Verification of such events can be obtained from the principal. Current students and approved guests may attend and all school rules of conduct will be followed.

STUDENT FEES/DUES – Each class may collect a student fee to be used for class expenses. Students paying this fee will receive discounts to various events and activities throughout the year. Dues are as follows: Senior dues: \$30.00, Underclass dues: \$15.00.

STUDENT PERSONAL INFORMATION/IDENTIFICATION – Students should keep the school current of address, telephone number, and guardian/parent changes. This information should be provided immediately to the school registrar. Students will also be issued a student identification card. All students are required to have this card in their possession at all times while at school. Failure to do so will result in disciplinary action.

STUDENT SAFETY & SEARCHES – A student, their vehicle, and/or personal belongings may be searched by an administrator any time there is reasonable suspicion that the student may be in possession of an item that is missing or a violation of school policy. Student safety is a top priority. **Students are highly encouraged to inform a teacher, counselor, or administrator any time they are concerned for their safety or the safety of another student.** Dispensing false information that may endanger others will also be treated in a serious manner with disciplinary measures attached.

STUDENT SUPPORT TEAM (SST) – SST is in place to assist students who may be experiencing difficulty with academics, attendance, or behavior. An SST plan will be put into place through a meeting of the student's teacher, parents, and the student. Student progress will be monitored through regular update of the plan and meetings with the team. Parents should inquire of their student's counselor or advisor, if they feel their student may be in need of this special service.

TELEPHONE NUMBERS

LOCATION	TELEPHONE	FAX
MHS – Main	770-428-2631	770-429-3151
Athletic Office	770-429-3154	770-429-3155
Counseling Office	770-420-2200	770-429-3159
Attendance Office	770-429-3957	
Special Education	770-429-3150	770-429-3153
Food Service	770-429-3156	770-429-3152
CTAE	770-428-2631 ext. 1013	770-426-8299
Community Schools	770-429-3170	770-429-3178
	770-429-3171	
	770-528-0538	
	770-528-0541 /770-528-0542	

TEXTBOOKS - Textbooks and media center items are the responsibility of each student. Payments for lost or damaged books or equipment must be made in cash or money order. Students failing to pay for lost books will lose privileges such as exam exemptions and parking. Additionally some school records including a diploma may be held until clear.

TRANSCRIPTS – Transcripts will be prepared ONLY upon request. Students/parents are responsible for mailing transcripts. The school will provide, free of charge, 3 transcripts. All additional transcript requests will require a \$2 payment. Transcript requests may take up to two weeks to process.

TRANSPORTATION – Students who are transported to and from school in a private vehicle should be dropped off at the front door of the school on the Whitlock Avenue side. Buses depart at 2:36 P.M. Please be advised that MCS bus transportation does operate a NIGHT DISPATCH DESK (770-429-3110, ext. 111) during the week, Monday through Thursday and Friday when needed. Dispatch is in operation from 4:30 PM to 8:00 PM or until the last bus reports it has finished.

TUTORING – Tutorial sessions and transportation home are available each Monday and Thursday. Inquire for details with your classroom teacher.

VALEDICTORIAN/SALUTATORIAN – Selection for this honor is based on following criteria:

1. Must have attended MHS for at least 2 full years.
2. Completed 26 units of credit
3. GPA for all courses of at least 4.0
4. Fulfilled requirement of at least 17 units in Core Curriculum
5. GPA's will be considered to the third (i.e. 4.357) decimal point in order to break ties.

VALUABLES – Students are responsible for all personal items brought to school. Students should leave valuables and large amounts of money at home. The school cannot be held responsible nor asked for reimbursement for these items. Names or identification markings on items is recommended. Lockers should not be considered a totally safe and secure place for items of value. All lost/found items should be reported to the front office.

VISITORS – All persons visiting the school must report to the main office to receive and wear a visitor nametag. Persons on campus without proper authorization will be considered trespassing. Trespassers are subject to arrest. With prior permission, prospective students may “shadow” a student for one day. Contact the front office 4 business days prior to the desired visit to receive approval. Parents are always welcome provided arrangements are made 24-hours prior to class visit or tour. **Students are not permitted to bring friends or visiting relatives to school.**

VOTER REGISTRATION – Students approaching age 18 are encouraged to register to vote. Voting registration can be taken care of in the CTAE office on lower E hall.

WEBSITES

Visit our school WEB site for a variety of school information at <http://www.marietta-city.k12.ga.us/mhs/index.asp> and our student handbook may be accessed at <http://www.marietta-city.k12.ga.us/html/handbooksandforms.html>.

Additional Web sites are listed to provide information on a variety of school issues:

www.fineliving.com/fine/survival_guide/episode/0,1663,FINE_15099_27123,00.html	(Searching for a college)
www.studentaid.ed.gov	(Facts on preparing for college)
www.get-recruited.com	(Free college recruiting)
www.college-scholarships.com	(College contacts)
www.guaranteed-scholarship.com	(List of scholarships)
www.doe.k12.ga.us	(State Dept. of Education)
www.scholarshipcoach.com	(Scholarship Opportunities)
www.gsfc.org/hope	(HOPE Scholarship)
www.stopbullyingnow.hrsa.gov	(Bullying prevention)
www.childrennow.org	
www.ycwa.org	(Child Advocate sites)
www.collegeboard.org	(SAT Test registration and practice)
www.act.org	(ACT Test registration)
www.ibo.org	(International Baccalaureate)
www.sss.gov	(Draft Registration)
www.tuitions.com	(TFS scholarship information).
www.doe.k12.ga.us/curriculum/testing/ghsgt.asp	(GA High School Graduation Test
www.scholarshiphelp.org	on-Line Review)
www.usatestprep.com	(Help to prepare & pass GHS GT)
www.gacollege411.org	(Career Guidance)

WITHDRAWAL POLICY – A student withdrawing must report to the counseling office for the proper forms. **Withdrawal Hours are Monday – Friday, between 8:00 A.M. – 2:00 P.M.** The student must be accompanied by a parent or guardian or bring a note stating the reason for the withdrawal and the new home and/or school’s address. Withdrawals take 24 hours to process and should be done before the last day the student is to be in school. All fines/fees must be paid and books returned in order to clear the student’s records. Student records will be held if all obligations have not been cleared. Students withdrawn due to lack of attendance may not re-enroll until the next semester.

WORK PERMITS – A work permit is required for any student under the age of 18 who works outside of school. The form may be obtained from the front office or counseling. Upon completion the form should be returned to the counseling office.