

## PRINCIPAL'S MESSAGE

Welcome students and parents to the new school year. The faculty and staff realize that the educational environment must be favorable if you are to take full advantage of the educational services provided for your success. Good character is essential to a productive and meaningful learning environment.

To be a productive member of the student body at Maynard H. Jackson High School, you will need to be familiar with the discipline program that has been established to ensure equity and fairness to all students. We have high expectations for students' conduct and attendance as well as their academic success.

The general purpose of this handbook is to acquaint you, your parents, and citizens in the Maynard H. Jackson High School Community with rules and responsibilities governing student conduct and to inform you of the support and the opportunities that are available to you as you matriculate through high school. Specifically, this handbook will emphasize the importance of:

- Providing a consistent approach of disciplinary procedures;
- Maintaining an atmosphere of learning which is free from interruption and harassment;
- Providing information concerning possible progressive penalties for violation of rules and regulations;
- Encouraging you and your parent(s) or guardian(s) to collectively discuss the material contained in this handbook, to assist you with understanding the required behavior at Maynard H. Jackson High School.

Your child and every student at Maynard H. Jackson High School will have maximum educational opportunities. Furthermore, we will work together to understand and achieve the goals, which will enable us to provide your child with an excellent learning environment. If you have any concerns, please call 404 802-5200.

Sincerely,

Shirlene Carter, Ed.D.  
Principal

## MISSION

- Ensure a rigorous academic program for all students that develop critical and creative thinkers and caring global citizens
- Empower our school community to cultivate a more peaceful world through inter-cultural understanding and respect.

## VISION

Maynard H. Jackson High School will become and sustain a Blue Ribbon School status.

## BELIEF STATEMENTS

We believe that:

1. All students should receive challenging and engaging work that will help them exceed rigorous standards.
2. Administrators, faculty, staff, families, business partners and the community share responsibility for ensuring that all students become critical thinkers and problem solvers with an enthusiasm for life-long learning.
3. Instructional practices should incorporate leaning activities, which accommodate different learning styles.
4. Opportunities should be provided for students to explore their interest, broaden their horizons and develop their talents and creativity.
5. Each person in the Maynard H. Jackson High School community is an individual of great worth.
6. Everyone has a voice and will be heard; communication is key to maximizing resources and support available to students.
7. As a school family, we should provide a safe, supportive, stimulating learning environment, where students are held accountable for their choices.
8. The facility should be a well-maintained campus where students and adults feel a sense of belonging.
9. All faculty and staff should be properly trained in 21<sup>st</sup> century research-based practices and participate in continuous professional growth.

## MAYNARD H. JACKSON HIGH SCHOOL SMALL LEARNING COMMUNITIES

The Small Learning Communities at Maynard H. Jackson High School make up an innovative groundbreaking educational system designed to prepare students to meet the challenges of the 21st century. The Small Learning Communities offer a rigorous academic program, quality internships and a menu of activities to link the two. The flexible design raises the academic bar and encourages Pre-International Baccalaureate (IB) and Advanced Placement (AP) participation; adds relevancy to curricula; and inspires students to apply and integrate knowledge by completing senior projects and internships. Listed below are the three Academies offered at MJHS.

- Fine Arts & Media Communication
- Information Technology
- Engineering Early College

## **INTERNATIONAL BACCALAUREATE (IB) DIPLOMA PROGRAMME (DP)**

Maynard H. Jackson High School is a Candidate School\* for the Diploma Programme. This school is pursuing authorization as an IB World School. These are schools that share a common philosophy; a commitment to high quality, challenging, international education that Maynard H. Jackson High School believes is important for our students.

\*Only schools authorized by the IB Organization can offer any of its three academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP) or the Diploma Programme (and in addition the IB Career-related Certificate). Candidate status gives no guarantee that authorization will be granted. Maynard H. Jackson High School is in Academic Year 2 Candidate Phase/Request for Authorization.

## **PARENT- SCHOOL COLLABORATION**

Maynard Holbrook Jackson High School is responsive to your concerns and wants to answer questions you may have about your child’s education in a timely manner. Please follow the procedures outlined below. This will ensure a prompt response and support a good home /school relationship.

- Refer to the school’s student handbook for all questions pertaining to rules and regulations outlined by the school
- Utilize the scheduled teacher conference day to address student issues
- Schedule all student or classroom observations prior to visiting the school. Questions and concerns resulting from an observation must be addressed in a scheduled conference
- Submit your question in writing to ensure all issues are addressed
- Allow time for the teacher, counselor and/or administrative staff to investigate your concern before giving you a reply
- Exhibit a courteous demeanor at all times. Abusive, obscene or threatening language will not be tolerated. Such behavior may result in your being removed from the school premises.

In the event that a problem arises in school involving your child, there is an established protocol to follow starting with the classroom teacher. Unless it is an emergency, please make an appointment to speak with the teacher or Academy Leader about a concern before visiting the school.

**Step 1** – Teacher - contact the teacher if you have concerns about your child’s performance in a certain class or with specific teacher. You should discuss the matter with the teacher first. Wednesday of each week is designated as the school’s conference day or you may contact the teacher specifically to schedule an appointment. Parents/guardians who request a classroom

observation or teacher conference should provide at least 24 hours advanced notice. If the situation is not resolved, go to step 2

**Step 2** – Guidance Counselor -If you have concerns about your child’s performance in a certain class or with a specific teacher, and you have discussed the matter with the teacher, you should then discuss the concerns with the Guidance Counselor. If the situation is not resolved, go to step three.

**Step 3** – Academy Leader – If you have concerns about your child performance in a certain class or with a specific teacher, and you have discussed the matter with the teacher and the counselor, you should then discuss the concerns with the Academy Leader. If the situation is not resolved, go to step four.

**Step 4** - Assistant Principal – Problems with the teacher, school or the child’s overall performance that cannot be resolved by the teacher, guidance counselor, or academy leader, should then be discussed with the Assistant Principal. If the situation is not resolved, go to step five.

**Step 5** – Principal – Problems that were not resolved at the Assistant Principal’s level should be addressed with the principal.

## MAYNARD H. JACKSON HIGH SCHOOL FACULTY & STAFF

2011-2012

### THE ADMINISTRATION

Administrator	Position	Email Address	Phone Number
Dr. Shirlene B. Carter	Principal	scarter@atlanta.k12.ga.us	404 802 5200
Mr. Donavin Murdock	Assistant Principal	dmurdock@atlanta.k12.ga.us	404 802 5225
Dr. Phyllis Earls	Information Technology Academy Leader	pearls@atlanta.k12.ga.us	404 802 5205
Ms. Leah Ervin	Fine Arts and Media Communications Academy Leader	lervin@atlanta.k12.ga.us	404 802 5239
Dr. Richard Williams	Engineering Early College	rawilliams@atlanta.k12.ga.us	404 802 5241
Mrs. Sharonda Murrell	International Baccalaureate Academy Leader/IB Coordinator	smurrell@atlanta.k12.ga.us	404-802-5247

### ADMINISTRATIVE ASSISTANTS

Name	Department	Email Address	Phone Number
Ms. Cynthia Horton	Principal's Secretary	chorton@atlanta.k12.ga.us	404 802 5219
Ms. Jamelia Heath	Registration	jheath@atlanta.k12.ga.us	404-802-5214
Ms. Carmela Jones	Registration/ Discipline Clerk	cmjones@atlanta.k12.ga.us	404-802-5236 or 5214
Mrs. Cassandra Johnson	Fine Arts & Communications	cmjohnson@atlanta.k12.ga.us	404-802-5231
Mrs. Valerie Martin	Engineering Early College	vk martin@atlanta.k12.ga.us	404-802-5206
Ms. Estella Wright	Information Technology	emwright@atlanta.k12.ga.us	404-802-5205 or 5227
Mrs. Lequita Mccoy-Sharrock	Main Office	lmccoy@atlanta.k12.ga.us	404-802-5200

### COUNSELORS AND SUPPORT STAFF

Counselor	Academy	Email Address	Phone Number
Mr. Vernando Brown	Information Technology	vbrownjr@atlanta.k12.ga.us	404-802-5208
Mrs. Tamila Jackson	Fine Arts & Communications	tjackson@atlanta.k12.ga.us	404-802-5207
Mrs. Lorraine Touchstone	Engineering and Early College	ltouchstone@atlanta.k12.ga.us	404-802-5209
Ms. Funlola Azuana	College Bound Coordinator	lazuana@atlanta.k12.ga.us	404 802 5218
Keisha Johnson	Graduation Coach	khohnson@cisatlanta.org	404-802-5244
Mrs. Latanya Farrar	Social Worker	lfarrar@atlanta.k12.ga.us	404-802-5232
Ms. Gena Gardner	Clinic/Nurse	eugardner@atlanta.k12.ga.us	404-802-5229

### LEAD TEACHERS

Lead Teachers	Academy	Email Address	Phone Number
Ms. Tara Billingslea	Information Technology	tbillingslea@atlanta.k12.ga.us	770-364-5205
Dr. Winsome Morgan-Bartley	Fine Arts & Communications	wmbartley@atlanta.k12.ga.us	404-802-5245
Ms. D' Ancey Smith	Engineering and Early College	dansmith2atlanta.k12.ga.us	1-386-453-7732

### SHARED FACULTY/STAFF

Name	Department	Email Address	Phone Numbers
Mr. Reginald Curry	Athletic Director	rcurry@atlanta.k12.ga.us	404-802-5212
Mr. Cecil Houston	Band Director	chouston@atlanta.k12.ga.us	404-802-5224
Mrs. Lydia Williams	Choral Director	lrwilliams@atlanta.k12.ga.us	404-802-5223
Mrs. Colleen Clark-Abidi	Jobs for Georgia Grads	ccabidi@atlanta.k12.ga.us	404-802-5222
Lisa Flanagan	Media Specialist	Lflanaganatlanta.k12.ga.us	
Mrs. Bessie Hogue	Media Center	bhogue@atlanta.k12.ga.us	404-802-5235
Major Clayton Harris	JROTC	ckharris@atlanta.k12.ga.us	404-802-5210
Mr. Andre Legrant	JROTC Instructor	alegrant@atlanta.k12.ga.us	404-802-5200
Mr. Charlie Turner	JROTC Instructor	cturner@atlanta.k12.ga.us	404-802-5210
Ms. Beverly Watson	Parent Liaison	bwatson@atlanta.k12.ga.us	404-802-5200

### INFORMATION TECHNOLOGY FACULTY

Name	Room	Email Address	Phone
Mrs. Tara Billingslea	142	tbillingslea@atlanta.k12.ga.us	770-364-0205
Mrs. Akiba Gilbert	138	agilbert@atlanta.k12.ga.us	404-802-5200
Mr. Buster Barnett	144	bbarnett@atlanta.k12.ga.us	404-802-5200
Ms. Ginger Dowell	137	gdowell@atlanta.k12.ga.us	404-802-5200
Mrs. Anita Foster-Jones	158	afjones@atlanta.k12.ga.us	404-802-5200
Mrs. Erika Hall	150	erhall@atlanta.k12.ga.us	404-802-5200
Dr. Leticia Glover	135	lglover@atlanta.k12.ga.us	404-802-5200
Dr. Vincent Harris	131	veharris@atlanta.k12.ga.us	404-802-5200
Mr. Rakesh Modi	133	rmodi@atlanta.k12.ga.us	404-802-5200

Mrs. Patricia Paschal	136	ppaschal@atlanta.k12.ga.us	404-802-5200
Mr. Reginald Reeder	158	rreeder@atlanta.k12.ga.us	404-802-5200
Mrs. Eular Robinson	127	erobinson@atlanta.k12.ga.us	404-802-5200
Mrs. Wilma Stepherson	129	wstepherson@atlanta.k12.ga.us	404-802-5200
Mrs. Amy Feng	125	jfeng@atlanta.k12.ga.us	404-802-5200
Ms. Simone Robinson		srobinson@atlanta.k12.ga.us	404-802-5200
Mr. Eric Williams	159	ewilliams@atlanta.k12.ga.us	404-802-5211

#### ENGINEERING EARLY COLLEGE FACULTY

Name	Room Number	Email Address	Phone Number
Mrs. Peggy Doanes	253	pdoanes@atlanta.k12.ga.us	404-802-5200
Mrs. Edroce Etheridge	115	emetheridge@atlanta.k12.ga.us	404-802-5200
Mr. Mahdi Ibrahim	239	mibrahim@atlanta.k12.ga.us	404-802-5200
Mrs. Ann Jackson	234	amjackson@atlanta.k12.ga.us	404-802-5200
Ms. Kathy Lewis	252	klewis@atlanta.k12.ga.us	404-802-5200
Ms. Ebony Martin	248	emartin@atlanta.k12.ga.us	404-802-5200
Mr. John McCall	235	jjmcall@atlanta.k12.ga.us	404-802-5200
Mrs. Ariel McIntyre	230	axmcintyre@atlanta.k12.ga.us	404-802-5200
Ms. Porsha Miley	241	pmiley@atlanta.k12.ga.us	404-802-5200
Mrs. Lawan Robinson	250	lrrobinson@atlanta.k12.ga.us	404-802-5200
Mr. Russell Thomas	259	rthomas@atlanta.k12.ga.us	404-802-5200
Mrs. Kami Tucker	228	ktucker@atlanta.k12.ga.us	404-802-5200
Ms. Juanice Woodall	236	jwoodall@atlanta.k12.ga.us	404-802-5200

#### FINE ARTS & COMMUNICATIONS FACULTY

Name	Room Number	Email Address	Phone Number
Mrs. Tasha Allen	211	tallen@atlanta.k12.ga.us	404-802-5200
Mr. Hilaire Anelone	222	hanelone@atlanta.k12.ga.us	404-802-5200
Mrs. Cherise Ayers	210	cayers@atlanta.k12.ga.us	404-802-5200
Mrs. Joyce Brown	227	jybrown@atlanta.k12.ga.us	404-802-5200
Mrs. Elisha Gray	117	egray@atlanta.k12.ga.us	404-802-5200
Ms. Jacqueline Keeler	220	jkeeler@atlanta.k12.ga.us	404-802-5200
Mr. Joshay Lang	218	jlang@atlanta.k12.ga.us	404-802-5200
Mrs. Caron Mattingly	117B	cmattingly@atlanta.k12.ga.us	404-802-5200
Mrs. Tiffany Mingo-Davis	STUDIO	tmingo@atlanta.k12.ga.us	404-802-5200
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Mr. Sean Muhammad	261	smuhammad@atlanta.k12.ga.us	404-802-5200
Ms. Michelle Powell	205	mlpowell@atlanta.k12.ga.us	404-802-5200
Mrs. Elaina Tess	213	etess@atlanta.k12.ga.us	404-802-5200
Mrs. Jeanette Webster-Whyte	200	jwhyte@atlanta.k12.ga.us	404-802-5200
Mr. Clarence Vaughn	212	cvaughn@atlanta.k12.ga.us	404-802-5200

## COLLEGE GUIDANCE AND CAREER SUPPORT

Counselors are available to assist parents and students with the following:

- |  |                                  |
|--|----------------------------------|
| Academic counseling                              | Career counseling                |
| Credit counts                                    | Scheduling conflicts             |
| Graduation requirements                          | Scheduling of parent conferences |
| Interpretation of test scores                    | Referrals to outside agencies    |
| Student record information                       | Grade Recovery                   |
| Student personal and interpersonal relationships |                                  |

The College Bound Coordinator provides comprehensive college and career support to all students as appropriate for each grade level.

## STUDENT REGISTRATION

Students must reside in the Maynard H. Jackson High School zone or have an approved transfer, according to the policies of the Atlanta Public Schools System to attend MHJHS. Only parents or legal guardians can register students. The school will not register students for adults who are not parents or legal guardians.

Registration takes place at the school and you will need the following ORIGINAL documents to register:

- Mortgage statement, deed, or current lease;
- Current utility bill dated within 30 days or less (i.e. water, gas, electric bills. Mobile phone bills are UNACCEPTABLE)
- Student's birth certificate which includes mothers name;
- Student's health record including immunization record;
- Student's Social Security card;
- Withdrawal packet from previous school (includes all previous grades, attendance, and test scores);
- Parent/Legal Guardian's driver's license. The school needs copies of all of the above for our record



## COMMUNICATIONS

Help your student get off to a good start in high school by staying in touch with teachers. Do not wait for a crisis. Send an email to the teacher. These are our primary means of school home communication:

- Open House- Meet the administrators, counselors, and teachers and learn about Academy programs, sports, clubs, and other activities.
- Parent-Teacher Conference - Call the guidance office at 404 802-5200 for an appointment.
- Individual Teacher Conference - Call the school and leave a message for the teacher indicating where and when you may be reached. Because of our size and schedule it could take 24 hours to return your call.
- Administrative Conference - Call the school and speak to the appropriate academy leader or assistant principal
- Academic Progress Nights- Held every three weeks to inform parents of students' academic progress.
- Parent Liaison Meetings- Chat and Chew meetings held monthly.
- School Website
- Newsletters
- Flyers

Please ensure the school has your email address and a phone number to increase two-way communication. The Parent Liaison will assist any parent with creating an email address and provide training for checking the email. Email is an expeditious way to make contact with teachers and administrators and receive information from the school. If a change occurs with your contact information, please provide proof of the change and submit to the registrar's office. Updated information is vital for effective parent school communication.

### SCHOOL-BASED PARENT LIAISON

The School-Based Parent Liaison's mission is to improve parental involvement, communication and collaboration between school staff and families of students in order to enhance student achievement. The goals of the Liaison are to: help parents understand school policies, procedures and educational requirement; help families to become unrelenting advocates for their children; establish a parent/community resource room in his/her school; and to create strategies and incentives to increase parent/community attendance at all meetings and workshops that are scheduled for parental engagement. Parents wishing to make an appointment to see the Parent Liaison should contact 404-802-5200.

### NURSE

A nurse is available daily to help in case of accidents or illness. The clinic is located near the main office. Students should have a pass when going to the clinic. If a student illness requires an early dismissal, the nurse will call a parent or guardian. If the student has permission to leave school, the nurse will confirm that the student is properly signed out. If prescription medication has to be

taken by a student, form (67071) must be completed. The form will be kept in the clinic during the school day. The special form may be picked up in the clinic after the school day has ended. Clinic cards must be completed and updated in a timely manner and returned to the Nurse's Office.

### PTSA

All parents are asked to join our Parent-Teacher-Student-Association. PTSA membership dues are \$5.00 per family. Dates of our PTSA meetings will be posted on the school's marquee and website. A week before each PTSA meeting, a reminder of will be posted on signs outside of the school. Dues may be brought to any PTSA meeting or to the Parent Liaison in the main office or parent center.

### STANDARD ATTIRE

Our dress code policy will be strictly enforced. Please see the appropriate SLC Leader for more information and details on how to you can order uniforms for your student(s). All students are encouraged to purchase uniform shirts with the MHJHS academy logo.

<b>Males</b>	<b>Females</b>
khaki or black slacks or jeans	Khaki, black slacks, capris, or jeans
Walking Bermuda shorts	Walking Bermuda shorts
	Khaki or dark skirts (knee length)
Polo shirts/ oxford shirts	
NOTE: The student's ID Badge must be worn at all times	

### Inappropriate Attire

Additionally, we require the all shirts be tucked in at the waist with a belt. The following clothing items are NOT allowed and are deemed in violation of the dress code policy:

- White T-shirts, over-sized shirts, tank tops, hats, headwear, or hoods, ripped, frayed, unhemmed, patched, torn or oversized clothing.
- Any form of sleepwear, bedroom shoes, or flip flops.
- Clothing and belts with name plates reflecting inappropriate language, advertisements, or messages.
- Split skirts or dresses, see through or skin tight clothing, low cut necklines, bare backs or bare midriffs, leggings with shirts only.
- Necklaces and chains must be tucked inside the shirt, along with any charms, medallions, or name plates that may be on the necklace or chain.

The consequences for non-compliance with the dress code are as follows:

First Offense-	Verbal warning/ Student Conference
Second Offense-	Parent Notification/ after school detention/ Parent Conference
Third Offense-	Work Detail
Fourth Offense-	Out of School Suspension
Fifth Offense-	Informal Hearing

#### ATTENDANCE POLICY

The school hours for students are from 8:10 a.m. to 3:15 p.m. Students are required to provide a written excuse containing the telephone number(s) of their parents/legal guardians when absent upon return to school. Written excuses are to be turned into the SLC office. Failure to bring the note will result in having the absence recorded as unexcused. Attendance is an important factor in whether you are allowed to attend summer school and obtain a certificate of attendance for a driver's permit, and participate in school programs. After 8:15 a.m., students will enter through the gym entry for a tardy check-in pass then proceed to their respective academy office.

#### 20-2-690.1 Mandatory Education for Children between ages 7 and 16. Georgia State Compulsory School Attendance Law

1. Every parent, guardian, or other person within this state having control or charge of children between the ages of 7 and 16 shall enroll and send such child to school.
2. Any parent or guardian that violates this Code section shall be guilty of a misdemeanor and upon conviction, shall be subject to a fine of \$100 or up to 30 days of imprisonment or both. Each day that the child is absent in a violation of this part shall constitute a separate offense.
3. Visiting teachers and attendance personnel shall have the authority and it shall be their duty to file proceedings to enforce this code.
4. Parents will receive a phone call from the school messenger and the teacher(s) concerning daily absences.
5. Local school procedure: If a student has 6 unexcused absences that student will not receive a certificate of attendance for a driver's permit.
6. After three absences parents must report for an attendance hearing.

Your child may not apply or keep a driver's permit or license if he or she withdraws from school (if he or she is under the age of 18), have a total of 10 unexcused absences or has any conduct infractions.

#### EXCUSED ABSENCE

Excused absences are those absences authorized by the Atlanta Board of Education. They include: 1) Personal illness, 2) Quarantine, 3) Death in the immediate family, 4) Medical or dental appointments with verifications, 5) Special recognized religious holidays, 6) Extremely bad weather, 7) An absence not to exceed (1) day in order for the student to register to vote, and 8) Service as a page in the Georgia General Assembly by a student who is at least twelve (12) years

of age. If a student has been absent from school as a result of an "excused absence", he/she may be provided make-up work. Students will be responsible for demonstrating competency in the classes that were missed through assignments or activities required by the classroom teacher.

#### UNEXCUSED ABSENCE

Any absence, for either the entire school day or any portion of the school day, with or without the knowledge of the parent/legal guardian and is not defined as an excused absence and it is considered an unlawful absence. Unexcused absences and/or truancy may lead to legal action being taken against the student and/or parent.

#### EXCESSIVE ABSENCES

The classroom teacher will contact the parents/guardian after the student's first and second absence. The parent(s) or guardian(s) of students who are absent three or more days will be called in for a conference with the academy leader and counselor. When the 5th (fifth) unexcused absence is accumulated during a semester, students are moving toward credit denial. Excessive absences may result in alternative placement.

#### TARDY TO SCHOOL

Excessive tardiness will be treated like excessive absences. All students arriving after 8:15 a.m. must enter through the gym entry and check in with the tardy clerk in the gym lobby. Students should bring an excuse for designated reason at the time of the tardy. Three or more tardies will result in attendance hearing. Fifteen tardies equal a full day of absence.

#### EXCUSED TARDIES

If a parent accompanies a student to school, entry must be through the gym and regular tardy procedures will be followed. The following are acceptable reasons for an excused tardy: 1) A student presents a doctor's excuse (on official stationery), 2) Personal illness (verified by parent), 3) Serious illness in the immediate family (verified by the parent), 4) Death in the immediate family (verified by the parent), 5) Religious holiday, and 6) Extremely bad weather.

#### EARLY DISMISSAL

If a student must leave school (regardless of age) before regular dismissal, you should:

- 1) Bring a written statement from a parent or guardian, including a contact telephone number and the reason for leaving early and submit it to the SLC office before 8:30a.m. The SLC administrative assistant will verify the information. If verification cannot be obtained, the students will not be granted an early dismissal.
- 2) The SLC administrative assistant will notify the student's teacher when it is time for the students to leave class for the early dismissal. The student must not leave class. The student must wait in the classroom for the SLC administrative assistant to notify the teacher of the early dismissal. The student will go to the SLC office to get the early dismissal form.
- 3) The student will present the early dismissal form to the main office and sign out.

Parent(s) or guardian(s) picking up students for early dismissal must have official identification and must be listed in the student record.

Students must be in school for two class periods to get attendance credit for that day. Under no circumstances will a student be allowed to leave school without a parent or a guardian being contacted.

#### GRADES/GRADING SCALE

We believe it is important to keep parents informed of his/her student(s) progress. We also encourage parents to be in contact with teachers. Letter grades are used to indicate to parents the performance of each pupil in relation to his/her ability to learn. The grading scale is as follows:

##### Numeric Grade

A = 90 – 100

B = 80 – 89

C = 70-79

F = 0-69

NE = Not evaluated at this time

Grading shall be based on the degree of success the individual student has achieved in completing his/her educational program. Students shall be graded in accordance with their ability and achievement and consistent with the purpose and content of the course. Each student will be given the course objectives for all of their courses and the grading factors as it relates to the following:

1. Competence - The degree of accomplishment for each subject in terms of acceptable standards as determined by (a) tests and examinations (b) teachers' evaluations (c) demonstrations of performance and objectives.
2. Assignments and Preparation - The degree of accomplishments as determined by (a) quality of work done (b) completeness of assignments (c) regularity with which assignments are turned in (d) punctuality relative to handing in assignments.
3. Participation - As reflected in the day to day performance of the pupil in relation to the instructional methods utilized in the classroom.
4. Daily Work Habits in the Classroom - Determined by (a) promptness (b) accuracy (c) independence and dependability (d) use of time (e) attentiveness (f) initiative and originality.
5. Attendance - As determined by regularity and promptness of reporting to class: (a) If a student has an unexcused absence on the day a recorded grade is given, that student will receive a zero for his/her failure to perform the specific assignment or task. (b) The accumulation of 5 days of unexcused absence in a semester course or 10 days of unexcused absence in a year-long course may result in no grade or credit being assigned for the course.

#### HOMEWORK

Homework will... do the following:

- Reinforce classroom lessons

- Teach responsibility and independent working skills
- Allow research skills to develop
- Encourage students to learn to organize and budget time
- Provide a link between home and school.

Parents can help in some simple but important ways:

- Provide a quiet, well-lit space, away from distractions and with all the right study materials: paper, pens and pencils, books, a dictionary, a desk, etc.
- Try to find a separate space for each of your children, or schedule quiet times for homework in designated spaces.
- Help your child get onto a regular schedule during the week that includes ample time each day for studying, exercise, eating, some socializing, and enough sleep.
- Limit TV time, and do not allow it during homework.
- When possible, be available to answer questions or just discuss what your child is learning.
- Ask your child how she keeps track of assignments. You might buy him/her a special notebook, or a day planner. Show him/her how you keep track of your schedule, and model good organization for her.
- See if the school has a homework hotline or a webpage (that lists your child's assignments) and/or a homework helpline (assistance for your child).
- Ask your child about assignments and tests on a daily basis. Show him/her that you are interested in what he/she is learning and in what he/she thinks. Don't wait until report card time to ask your child how it's going.
- Advocate for your child at school, and build relationships with your child's teachers and coaches.

## EXTRA-CURRICULAR ACTIVITIES

Extra-curricular/student organizations activities help to develop the whole person. These after-school activities help students learn to work with others, build school spirit, and make friends with students who have similar interests. Maynard H. Jackson High School offers a full range of activities. Encourage your son/daughter to listen to announcements of school events and activities.

## SCHOOL RULES

1. Your son/daughter will be provided a Maynard H. Jackson High School photo identification card. He/she is to wear it at all times while on school property and at school sponsored activities. It is to be carried from one school year into the next. Failure to wear the ID may result in suspension.

2. Students are to report to class promptly. Your son/daughter will be considered to be in violation if he/she is in the halls without a pass after the tardy bell.
3. The possession of cellular telephones and other personal electronic devices (PEDs) is a privilege extended only to high school students. Due to the potential disruption a cellular telephone or PED may cause to the instructional environment the disciplinary actions outlined below will be strictly enforced.

Disciplinary actions for students whose parent/legal guardians have completed the Parent Permission Form are as follows:

- First violation: The device will be confiscated and the telephone or device will be returned to the parent/legal guardian only. The parent/guardian must schedule a conference at the school to retrieve the item.
- Second violation: The device will be confiscated, the student will be fined \$25.00, the student will receive one (1) day suspension, and the telephone or device will be returned to the parent/legal guardian only. The parent/guardian must schedule a conference at the school to retrieve the item and pay the fine. Failure to pay fines may result in sanctions until restitution is made, per Board policy JS, Student Fees, Fines and Charges.
- Third violation: The phone will be confiscated, the student will lose the privilege of possessing a cellular telephone or PED on school property for one (1) calendar year, the student will be fined \$50.00 and receive a three (3) day suspension. Failure to pay fines may result in sanctions until restitution is made, per Board policy JS, Student Fees, Fines and Charges.
- Fourth (or more) violation: The device will be confiscated, the student will lose the privilege of possessing a cellular telephone or PED on school property for one (1) calendar year, the student will be fined \$50.00 and referred to the Student Tribunal. Failure to pay fines may result in sanctions until restitution is made, per Board policy JS, Student Fees, Fines and Charges.

Disciplinary actions for students whose parent/legal guardians have not completed the Parent Permission Form are as follows:

- First violation: The device will be confiscated, the student will be fined \$25.00 and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item and pay the fine. The parent/legal guardian will be given the opportunity to complete the Parent Permission Form at the first conference. Failure to pay fines may result in sanctions until restitution is made, per Board policy JS, Student Fees, Fines and Charges.
- Second violation: The device will be confiscated and will result in the student's loss of the privilege of possessing a cellular telephone or PED on school property for one (1) calendar

- year and a fine of \$50.00 and a five (5) day suspension. Failure to pay fines may result in sanctions until restitution is made, per Board policy JS, Student Fees, Fines and Charges.
- Third violation: The device will be confiscated, the student will lose the privilege of possessing a cellular telephone or PED on school property for one (1) calendar year, the student will be fined \$50.00 and referred to the Student Tribunal. Failure to pay fines may result in sanctions until restitution is made, per Board policy JS, Student Fees, Fines and Charges.
4. The use of tobacco products is strictly prohibited on school property, school buses, and at events sponsored by the school.
  5. Procedures established by each classroom teacher must be followed. Your student is expected to bring a notebook, paper, pencil/pen, textbook and other necessary supplies to each class.
  6. Under no circumstances should hats/visors or other headwear be worn inside the building; this is a basic courtesy.
  7. Your son/daughter is to remain on school property and in designated areas at all times during the school day unless an early departure has been issued from the Attendance Office.
  8. Students are to follow each classroom teacher's test taking procedures and your son/daughter's work should always reflect his/her own effort.
  9. Fighting will not be tolerated under any circumstances as it disrupts the learning process. Students should seek assistance for disputes from teachers, counselors, parents, administrators, or peer mediation.
  10. Following your student's return from an excused absence, make-up work will be issued upon his/her request. Students have two days to make arrangements for make-up work and should follow classroom procedures for make-up work.
  11. Instructional seat time is important for students to learn the required curriculum; therefore extra credit work will not be given to replace a delinquent grade. When students are absent, they will have three days to complete missing assignments.
  12. Appropriate dress is required while in school. A violation of county/school dress code will be subject to administrative action.
  13. After dismissal students must be with a sponsor for after-school activities or wait for a ride in the front of the building. Otherwise, all students need to leave the campus. Violation of this policy will result in administrative action.

## STUDENT CODE OF CONDUCT

The "Student Code of Conduct" is the basis of the disciplinary policy within all Atlanta Public Schools.



The Code identifies acts and forms of discipline to deal with these acts. The code and its provisions are applicable on school buses, during the school day, and at such other times and places where any activity is school sponsored. Disciplinary action will be taken in the following categories:

- Arson
- Possession or Use of Weapons, alcohol,
- False Alarms and drugs, including "Look-a-Likes"
- Theft Physical Attack and/or Threat there of
- Shakedown and/or Strong Arm Fighting
- Vandalism &/or Destruction of Property Fireworks or Explosives
- Inciting Others to Violence or Disruption Persistent Disobedience
- Cheating
- False Reports
- Continued Class Disruption Forgery
- Disrespect
- Gambling
- Unauthorized Sale and Distribution Insubordination
- Distribution of Unauthorized Written Failure to Wear ID Badge or Printed Material Loitering
- Sexual Harassment
- Use of cell phone, electronic devices

#### PARENT/GUARDIAN RESPONSIBILITIES

- To provide proof of a bona fide residence in Maynard H. Jackson High School's attendance zone;
- To furnish the school system, at the time of registering their child for kindergarten or first grade, proof of the child's age.
- To provide the school system with proof that the child has received all immunizations required by the Board on the enrollment of their child in school;
- To notify the school whenever their child is to be absent
- To comply with compulsory attendance law for their child which states that "every child between the age 7 and 16 years must attend school regularly."
- To assume as parents the primary responsibility for the discipline of the child.
- To acknowledge the child's responsibilities and obligations in the school as well as in the community.
- To recognize that school personnel must necessarily concern themselves primarily with educational responsibilities.
- To cooperate with school personnel with requests for conferring on the behavior, health, and/or academic progress of their child.

## STUDENT RESPONSIBILITIES

- Help to create and maintain a safe and orderly school environment that is conducive to teaching and learning;
- Know and obey all county and school rules and regulations relating to student conduct and achievement;
- Come to school each day on time and ready to learn;
- Present the school with a note from your parent/guardian for absences;
- Work to achieve your potential in all academic and extracurricular activities;
- Obey all instructions from all school employees in a positive and respectful manner;
- Ask questions to ensure understanding
- Dress in accordance with the dress code for school and school functions
- Accept responsibilities for their actions;
- Conduct themselves as representatives of the school system when participating in or attending school sponsored extracurricular events and to hold themselves to the highest standards of conduct demeanor and sportsmanship;
- Utilize school resources to develop appropriate problem solving skills
- Respects constituted authority, which includes not only obedience to school rules and regulations, but also conforms to the laws of the community, state, and nation;
- Reflects respect and consideration for the personal and property rights of others and has an understanding of the need for cooperation with all members of the school community;
- Brings to school only those items and materials, which are appropriate for his/her instructional program

## RESPONSIBILITIES OF TEACHERS/STAFF

- Be prepared to teach and provide quality instruction within the current curricular framework;
- Maintain an environment of mutual respect and dignity;
- Demonstrate interest in teaching and concern for student achievement;
- Reinforce positive student behavior;
- Remain knowledgeable about school policies and rules, and enforce them in a fair, impartial, and consistent manner for all students;
- Communicate policies and expectations to students and parents, including:
  - Course objectives and requirements
  - Grading procedures
  - Assignment deadlines
  - Classroom discipline plan
- Communicate information regarding student progress and achievement on a regular basis to students, parents and other involved professionals
- Encourage the use of appropriate guidance services;
- Maintain an atmosphere that contributes to positive student behavior;
- Exhibit an attitude of respect for students that has a positive influence in helping students develop good citizenship traits;

- Promote effective training and discipline based upon fair and impartial treatment of all students;
- Develop and maintain a positive working relationship with students and staff;
- Strive to improve the quality of life throughout the school community;

#### RESPONSIBILITIES OF ADMINISTRATORS

- Support teaching and learning by creating and maintaining a safe and orderly environment;
- Promote communication with all members of the school community and present opportunities for students, staff, and parents to redress grievances;
- Evaluate instructional programs on a regular basis and comprehensively;
- Support the development of and participation in appropriate extracurricular activities by students;
- Enforce the code of student conduct and ensure the fair, consistent, and prompt resolution of concerns and infractions

#### PARENT/GUARDIAN RIGHTS

- To be treated with courtesy by all members of the school staff;
- To request a conference to inspect their child's cumulative record and to request the correction of any false or misleading statements in conformity with Administrative Procedure 5125 and current guidelines established by the state and federal government;
- To visit schools and classes after a request to the principal to do so, and in accordance with guidelines which establish the rights of parents while protecting the rights of teachers and students
- To be informed of academic requirements of any school program;
- To be informed of school policies and administrative decisions;
- To be informed of approved procedures for seeking changes in school policies and for appealing administrative procedures;
- To be informed of all programs in special education;
- To appeal the placement, in accordance with established guidelines, of their child in a special education class;
- To expect that every attempt will be made by school personnel to distribute to students or otherwise seek to communicate with parents important news and messages from the school system and/or individual schools;
- To participate in meaningful parent-teacher conferences to discuss their child's school progress and welfare;
- To expect reasonable protection for their child from physical harm while under school authority.
- To organize and participate in organizations for parents;
- To seek information from school personnel to further the progress and improvement of their child, which include but is not limited to counseling, tutorial and remedial programs,

as well as information about academic and psychological services both in and outside of the school system.

NOTES: