



2021-2022 MIS High School  
Student and Parent Handbook

*Please note that the content of this handbook may be subject to change in response to the ever-changing and unpredictable nature of the COVID-19 pandemic.*

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# ABOUT THE SCHOOL

## Overview

Midtown International School serves gifted and academically advanced students who thrive in small class environments. The globally-minded curriculum and problem-based instruction create a community of engaged global leaders dedicated to the values of respect, responsibility, citizenship, and justice.

The school immerses students in a diversity of viewpoints that transcend national, ethnic, and socio-economic boundaries. Problem solving and critical thinking are the foundation of our integrated curriculum, developing inquisitive, flexible, and collaborative thinkers who will be successful in an ever-changing global society.

MIS ignites the educational and social learning of gifted students through advanced instruction in science, math, social studies, English, and technology; arts integration across the curriculum; development of student leadership and peer collaboration; strategic community partnerships; and international travel for all middle, and high school students.

## Promise

Midtown International School is Atlanta's home for globally minded, gifted learners where high-ability and highly inquisitive students forge empowering and self-actualizing relationships with devoted and expert teachers, with exceptionally talented and supportive peers, and with the limitless act of learning itself.

In a school where teachers serve as trusted guides, and equally curious co-learners;  
where classrooms transform daily into kinetic problem-solving laboratories;  
where travel opportunities expand worldviews and catalyze new thinking;  
where world languages prove essential rather than supplemental;  
where intellectual bravery and social courage reap their own rewards;  
where imagination illuminates every classroom;  
where authentic, meaningful, and applied scholarship knows no bounds and is  
unconfined  
by artificial ceilings or imposed standards;  
and where no one waits to learn,  
MIS students think, debate, create, problem-solve, synthesize, and flourish,  
becoming their best selves,  
growing in both confidence and ability,  
and falling in love with school and with learning  
as they recognize their capacity to accomplish great feats  
and navigate our ever-converging world.

Because MIS sees, meets, and challenges  
all students where they are—turning differences into strengths, quirks into capacities--  
MIS students fulfill their outsized potential,  
come into their own,  
grow in self-awareness, interpersonal influence,  
and global perspective,  
and recognize limits for what they are:  
challenges to overcome on the path  
to purpose and fulfillment.

## The MIS Proclamation on Diversity

It is our moral imperative as human beings on this earth to be brave and true in celebrating the beauty and dignity in each life. We acknowledge and actively work to remedy historical injustices that have systematically marginalized communities around the world.

We promote understanding through courageous conversations;  
We address and fight bias within ourselves and anywhere we find it;  
We are unafraid to champion equity in our pursuit of justice;  
We respect individual experiences and practice unconditional positive regard;  
We foster an ethic of global citizenship that recognizes the inherent interconnectedness of the people and nations of the world;

We embrace the responsibility of empowering generations of thinkers to recognize their intellectual and moral blindspots, thoughtfully challenge the status quo, critically think through potential local and global solutions, and positively contribute to the betterment of the world around them.

MIS stewards these principles by providing safe spaces conducive to growth through conscientious practices that include:

- Facilitating identity workspaces
- Designing culturally responsive classrooms and instruction
- Implementing inclusive recruiting and hiring practices
- Delivering intentional counseling lessons
- Fostering growth mindsets
- Minimizing bias in gifted identification
- Building authentic relationships with students and families
- Eliminating barriers to equity and access through scholarships
- Creating a community of curious co-learners between teachers and students

As part of our commitment to see learning as a limitless journey, MIS views this proclamation as an ever-evolving framework, subject to constant re-evaluation and

expansion according to new insights gained from our work as members of the global community.

## School Levels

MIS serves students in grades K-12 during the 2021-2022 school year.

Elementary School: Grades K-5

Middle School: Grades 6-8

High School: Grades 9-12

## School

### Hours

MIS High School hours are: 9:00am - 3:55pm

*Morning Arrival* 8:40 - 8:55am

*Afternoon Dismissal* 4:00-4:15

### COVID-19 Updates for Pick Up and Drop Off

Students across the building should be dropped off at the following times:

- K-5 between 8:15-8:25am
- K-5 students with older siblings, all dropped between 8:25-8:30am
- 6-12 between 8:40-8:55am

Students will be able to sign up for after care activities and programs, and social distancing will be followed in those programs. Families will need to register in advance for MIS after care, as space will be limited.

## ATTENDANCE AND SCHOOL DAY

### Parents and Guardians

Throughout this handbook and in other communications from MIS, parents and guardians may be referred to as *parents* for ease of communication and conversation.

## Attendance Policy

### COVID-19 Updates

Students who exhibit any COVID-19 related symptoms will be referred to the Wellness Coordinator and will need to be picked up promptly by a parent or other legal guardian.

Regular attendance is essential to meet student and school goals. Parents must inform the school of any student absences at [absences@midtowninternationalschool.com](mailto:absences@midtowninternationalschool.com) within 24

hours of the absence. Absences will be marked as **unexcused** until an acceptable reason is provided. Acceptable reasons for excused absences include:

- Doctor's appointment,
- Personal illness of the student,
- Serious illness or death in student's family,
- Court order mandating student's absence,
- Religious holiday,
- College visits and interviews (Grades 10-12 only),
- Hazardous or inclement weather situations when the school is not closed but it is unsafe for the family to commute,
- Extra-curricular activities such as sports, performances, competitions, etc,
- Registering to vote and/or voting,
- Other reasons to be determined by and at the discretion of MIS.

If a student demonstrates a pattern of excessive absences, as determined by MIS High School Administration, both the student and parents will be required to meet with the High School Administrative team. Additional documentation may be required to excuse any more absences or late arrivals. Examples of appropriate documentation include, but are not limited to: doctor's notes for illnesses and appointments, admissions tour forms from college visits, relevant court orders, and/or other documentation to demonstrate an excused absence.

When additional documentation is required, failure to provide it within 3 days of the absence will result in an unexcused absence. Please note that the necessary local agencies may be contacted for students who accumulate five (5) or more unexcused absences per semester, or who demonstrate repeated patterns of truancy.

Students with excessive absences may not be able to participate in school-sponsored events and activities such as: College Tours, college rep visits, international trips, field trips, Dual Enrollment, etc. Students could also lose privileges such as off-campus lunch and participation in extracurricular activities.

## Tardiness

Students are expected to arrive on time each day. They are also expected to report to each class period in a timely manner. We appreciate timely attendance because each segment of the day is planned and scheduled for continuity and to maximize learning for all students. Students will be marked "Tardy" if they arrive five (5) or more minutes after the beginning of class.

## Late Class Arrival

If a student accumulates excessive unexcused tardies, as determined by MIS High School Administration, both the student and parents will be required to meet with the High School Administrative team. In order for a tardy to be marked as "excused," it is the student's responsibility to communicate with their teacher(s) the reason(s) for being late.

## Drop Off Procedures

The school day begins promptly at 9:00 am and ends at 3:55 pm.

## Student Drivers

Students who have a legal U.S. driver's license may drive to school and park in any available spot in the front of the building. If no available spots remain, students may park in the lot off of Briarcliff Road, in the spots closest to the gates. Students who park in the back may also be responsible for opening/closing the gates behind them.

## Dismissal and After School Procedures

The school day ends at 3:55 pm. Pick-up will occur from 4:00-4:15. After dismissal, students remaining in the building must be enrolled and engaged in an after-school activity or in a designated, supervised area. Please contact the High School Principal and/or High School Counselor with any last-minute changes to a student's pick-up and after-school routines. Updates to the Authorized Pick Up list can also be made through the myMIS Parent Portal. Parents may sign the student self-checkout waiver allowing the student to leave campus after 4pm. Please see the Self-Checkout Waiver for details. Students with self-checkout waivers will be required to leave the building by 4:15pm and will not be permitted back in.

## Lunch

Due to COVID-19, the MIS cafe will not be in operation. Students will need to bring their own lunch and snacks as well as a water bottle. High school students will have access to a microwave and refrigerator.

Students in grades 11-12 may leave campus for lunch once parents have completed the "Off Campus Lunch Waiver." All students coming or leaving within the school day must sign out both at the high school admin office as well as at the front desk.

# ACADEMICS

## High School and College Counseling

MIS offers a comprehensive counseling program that includes social-emotional as well as college and career counseling components. Counselors partner with students and parents to

help guide them through their social, emotional, intellectual, and professional development, as they work to achieve their personal goals.

## Academic Performance Expectations

Continued enrollment at MIS is contingent upon satisfactory academic performance. Because our students engage with academic content through problem solving and critical thinking, satisfactory performance is defined as an overall GPA of 2.0 or higher. Students who are struggling academically and their parents should meet with teachers to craft a support and improvement plan. At the end of any school year, students with a cumulative GPA lower than 2.0 may be required to repeat the grade or be dismissed from school.

School refusal (choosing not to attend school or parts of the instructional day) or work refusal (choosing not to do or participate in school work for any subject area) is an indication that the student is unprepared for academic life at MIS. In cases of school refusal, parents, teachers, and administrators should meet and discuss specific plans, goals, and timelines for full school participation. In cases where the school refusal persists, the student may be dismissed from school.

Students have five extension passes per year, across all classes and subjects, to extend deadlines for submitting work. After students have exhausted their five passes, a late work penalty will apply to their grade. Extensions MUST be requested by the student in advance to be honored. The extended deadline remains at the discretion of the teacher and work may need to be completed outside of class time. A student needing extensions due to extended time accommodations or excused absences may receive one without using one of their five passes. Extensions due to excused absences would equal the number of days missed.

## Fulfilling Graduation Requirements

Students must fulfill graduation requirements with MIS courses. In the event that students have exhausted the MIS course options in a specific subject area, or if there is an unavoidable scheduling conflict, the High School Administrative Team will work with students and their families to come up with an appropriate plan of action to ensure their continued progress towards graduation, personal academic goals, and beyond. Such decisions will be made on a case by case basis and at the discretion of the High School Administration. Any courses taken outside of MIS must be pre-approved in order for them to count towards graduation and be included on the MIS transcript. Pre-approved courses will be treated like any other MIS course when it comes to GPA, withdrawals, etc. Graduation requirements can be found in Appendix A (Classes of 2022 - 2024) and Appendix B (Class of 2025 and beyond).

## Dual Enrollment

Juniors and Seniors may be eligible to opt for dual-enrollment courses to receive dual credit when they have exhausted the course offerings at MIS in a particular subject area.

To be eligible for dual enrollment, students must meet the specific application requirements of the participating university, maintain a GPA of 3.5 or higher at MIS, be recommended by the High School Administrative Team, and receive pre-approval for each specific course. A passing grade received from an approved dual enrollment course will be added to the student's official high school transcript and will be designated as a dual enrollment class. Dual enrollment courses have an additional weighting of 0.5 points in the calculation of the course's weighted GPA.

Student families are responsible for any and all costs associated with dual enrollment courses. For more information on Georgia's Dual Enrollment Program, please visit the dual enrollment section of the GAFutures website at:

<https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/>

## Credit Recovery

In the event that a student does not earn a passing grade in a required course, the student will need to recover the credit. Credit recovery may take place at MIS only if the course is offered and works with the student's schedule. Otherwise, current approved credit recovery options include:

- Georgia Virtual Credit Recovery (<http://gacreditrecovery.org>)
- Educere (<https://sis.edtell.com/program/?pageID=41778.26915>)

In order to earn credit towards graduation, students must earn a minimum grade of 70 percent. It is important to note that both the original failing grade and the credit recovery grade will appear on the official transcript and will factor into the student's GPA.

## Homework

All student experiences with the school are planned to maximize student learning opportunities. We believe that the purpose of homework is twofold: 1) to get students to think more about the lessons they have covered or are going to cover, and 2) to open dialogue about the curriculum content with family.

With this in mind, all homework will adhere to these criteria:

- Open-ended questions to ponder, discuss, or research.
- Flexible assignments with a variety of possible appropriate outcomes.
- Engaging, challenging, and within the students' abilities to complete independently.

Students may have homework that involves math, reading, writing, reflecting on their own understanding of a topic or lesson, watching a video on class content for the following day, or otherwise previewing or reviewing the content of a lesson. This allows class time to be used for collaboration, discussion, productive work, and problem-solving, and removes the need to focus extensively on basics during instructional time.

Students may be asked to practice routine skills at home to become more familiar and fluent with the content. Homework time might also be used to complete make-up work after an absence, work on an assignment with an extended due date, or make use of approved extended time where applicable.

When parents or students have a question about homework, they are encouraged to reach out directly to the assigning teacher or refer to myMIS or the course syllabus for more information.

## Protocols for Missed Work

It is the student's responsibility to communicate with their instructors to make arrangements for any missed assignments or lessons. To account for missed work and instructions due to excessive excused and/or unexcused absences, the school may recommend or require a combination of the following options, at the family's expense:

- The family locates and hires a tutor who meets with and works with teachers to catch the student up outside of school,
- The student uses online courses provided through an approved and accredited program to learn and show mastery in a baseline of basic skills that align with MIS trajectories,
- Student pursues school-approved intensive academic summer programs to demonstrate knowledge, understanding, and application of trajectory skills,
- A student may receive an incomplete on their report card or transcript,
- Family withdraws student to pursue a homeschool option with the possibility for re-application or re-enrollment after submitting a portfolio of work.

Courses may need to be repeated if any of the above routes are not pursued. The repeating of courses or grade levels at MIS is contingent upon capacity and availability in the school's course structures and scheduling.

## Student-Led Initiatives

In keeping with our value of Citizenship, MIS encourages students to contribute to their community through the creation of student-led clubs, events, organizations, and other initiatives. In order to ensure student ideas are thoughtfully considered, students should be aware of the following:

1. Students should be expected to first present their ideas to the High School Principal and/or High School Counselor for approval.

2. For student clubs and organizations, a faculty/staff sponsor will be required.
3. For school social events, students may be required to collaborate with the student government.

# STUDENT ACCOUNTABILITY AND DISCIPLINE

## Honor Code

The purpose of the MIS Honor Code is to communicate the meaning and importance of personal integrity to all members of the school community and to articulate and support the interest of the community in maintaining the highest standards of conduct.

Midtown International School embodies a spirit of mutual trust and intellectual curiosity that is central to the very nature of learning, and represents the highest possible expression of the shared values of *CITIZENSHIP*, *RESPECT*, *RESPONSIBILITY*, and *JUSTICE* among the members of the school community.

As a member of the MIS community:

- I will show *CITIZENSHIP* by being actively and positively engaged in my communities and take the initiative to contribute to its continued improvement.
- I will show *RESPECT* by acknowledging a diversity of viewpoints and experiences different from my own while maintaining an attitude of learning and understanding.
- I will show *RESPONSIBILITY* by adhering to the Academic Integrity Policy and by taking ownership of my decisions and the impact they may have on others in my community.
- I will show *JUSTICE* by thoughtfully and intellectually questioning ideas that support inequality, inequity, and bias, and taking steps to challenge them when necessary.

I understand that the positive development of my character depends on being held accountable by my community and being given the opportunity to correct and grow from any decisions that violate the MIS Honor Code.

## Progressive Discipline

Our progressive discipline plan upholds the values set forth in the Honor Code and strives to follow a restorative justice model in order to communicate how decision-making and accountability influences our role as citizens within our communities.

1. Student reviews the Honor Code and receives a verbal warning, with clearly defined consequences for continued behavior.
2. On the second offense, the student will be referred to the High School Counselor to further discuss their decision making process and submit a written action plan in

line with the Honor Code.

3. If the behavior continues, or three action plans are submitted, the student will meet with the High School Principal and parents may be contacted to discuss decision-making as well as determine appropriate consequences.
4. On the next offense, the High School Principal will discuss appropriate consequences with parents, which may include an at-home or in-school suspension or expulsion. *Three instances of suspension in one school year could lead to dismissal from MIS.*

At the school's discretion, the discipline process may be accelerated depending on the severity of the behavior. In cases where student behavior presents a danger to the learning environment, parents will be immediately notified of any relevant disciplinary actions that are put in place, up to and including dismissal from MIS.

## Academic Integrity

In keeping with the Honor Code and school values of respect, responsibility, justice, and citizenship, students are expected to uphold a high level of academic integrity. Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores through the use of any unauthorized or deceptive means.

Some examples of what cheating looks like include:

- Presenting information collected, organized, or envisioned by someone else as your own (with or without the author's permission) or allowing someone else to present your work as his or her own in any school-related assignments as well as application documents pertaining to college admissions.
- Taking shortcuts (such as unauthorized use of study aids) that allow you to bypass steps of an assignment.
- Using forbidden material to "help" during an exam, such as cheat sheets, graphing calculators, or cell phones.
- Asking about or sharing questions and/or answers to quizzes and exams.
- Submitting the same work for more than one assignment without express permission from your teacher(s).
- Altering corrections or scores with the intent of changing your grade.
- Misrepresenting yourself in any way to your teachers in regard to the work you have done, such as saying you've turned in an assignment when you did not, or that you've worked hours longer than you actually did to complete an assignment.
- Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.
- Missing class in order to avoid turning in an assignment or taking a test.
- Doing more or less than your share of a group project without permission from your teacher.

In order to encourage and maintain the academic integrity of our high school, students will submit their written work through TurnItIn.

## Cell Phones

Students must follow the cell phone policies determined by each individual teacher, which will be noted in the syllabus for the course. Students are not permitted to take cell phones into the restroom.

## Dress Code

We believe that how we dress demonstrates our core values of respect, responsibility, citizenship, and justice. As such, we ask that student shoes and clothing are:

1. Weather appropriate. For example, sweaters, coats, etc.
2. Free from derogatory language, profanity, explicit images.
3. Appropriate for a school environment that includes sitting on the floor and participating in art and physical education.
4. Covering the midriff, chest, and undergarments.
5. Not distracting to the student or other students.
6. Clothing should be in line with safety guidelines for specific activities as needed. For example, long sleeves and long hair may need to be pulled back during an experiment, close-toed shoes may need to be worn to operate certain equipment, etc. Teachers will inform students and parents of any such requirements in advance.
7. Dress code for PE includes,
  - a. Closed-toed shoes appropriate athletic activities
  - b. Shorts or leggings to wear under skirts
  - c. Pulled back hair and removal of large jewelry, pins, badges, or other items that may get caught or snagged
  - d. Ensure that pants have enough give for running and jumping

Students in violation of the dress code may be asked to change clothes. If no clothes are available, the student's parents will be notified to bring an appropriate change of clothes. Repeated violations will be addressed according to the Progressive Discipline policy above.

## Bullying

MIS does not tolerate bullying or cyberbullying and treats bullying behavior as behavior that makes the school or learning environment dangerous. As such, parents will be notified for at-home suspension, in accordance with the MIS Progressive Discipline policy. Three suspensions will result in expulsion from school.

Not all mean words or behaviors constitute bullying: "Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time" (from stopbullying.gov).

## Fighting/Aggressive Behaviors

Students may not engage in any type of physical violence and/or aggressive behaviors. This includes fighting (including play-wrestling or other imitations of fighting), pushing, hitting, kicking, and/or hurting others.

## Public Displays of Affection

MIS students are expected to treat their peers and faculty with respect. As such, romantic public displays of affection on school grounds are strongly discouraged.

## Sexual Misconduct Policy

MIS is committed to maintaining a positive and safe learning environment that is free from harassment, sexual misconduct, abuse, intimidation, and assault. No student shall engage in any activities of harassment, abuse, sexual misconduct, assault, or intimidation of another student or faculty member. Any student found in violation of this policy will be subject to disciplinary action up to and including expulsion. There may be legal and criminal implications that can be reported to appropriate authorities.

## Sexual Harassment

Sexual harassment is a specific type of harassing behavior. It is defined as any type of uninvited or unwanted conduct directed toward another individual because of his/her gender or sexual orientation. Sexual harassment is not flirting or dating behavior. Instead, it is an assertion of power of one person or group against another person or group.

Sexual harassment can include unwanted verbal or written sexual statements, sexual advances, namecalling, and graffiti. The conduct may occur in person or via cell phones or the Internet.

Examples of sexual harassment can include, but are not limited to, the types of behaviors listed below:

- Sexual or dirty jokes;
- Conversations that are too personal;
- Jokes about sexual orientation;
- Howling, catcalls, whistles;
- Leers and stares;
- Wedgies (pulling underwear up at the waist), goosing;
- Repeatedly asking someone out when he or she is not interested;
- Spreading sexual rumors;
- Pressure for sexual activity;
- Flashing, mooning or showing pictures of a sexual nature;
- De-panting;
- Bra-snapping;

- Obscene gestures and/or displaying of sexual innuendos;
- Cornering, blocking, standing too close, stalking;
- Sexual assault and attempted sexual assault;
- Unwanted touching or contact;
- Sending nude and/or sexually explicit materials;
- Texting, emailing, messaging, or cyber-bullying through social networking sites, and/or other electronic means that involve any of the above behaviors.

## Consent

It is important that all students do not make any assumptions about consent. Relying solely on nonverbal cues and communication can lead to misunderstandings. Any confusion or uncertainty should be clarified verbally, and the person's willingness to continue should be confirmed. If consent is withdrawn or not given, the sexual activity must stop immediately. "No" means "no" in any sexual encounter. Prior consent does not mean that consent must not be issued each time or for any other sexual acts.

## Reporting Sexual Misconduct

Students who believe they have been victims of sexual misconduct should seek help immediately from their parents, and/or a trusted adult on campus. Students should call 911 if they need or witness a need for immediate police and/or medical attention.

All students, teachers, and parents are strongly encouraged to report any and all incidents or suspected incidents. Reports can be made to the school counselors, school principals, or any other trusted adult on campus. Contact information for these resources can be found below:

Munib Rezaie  
High School Principal  
Office: 404-542-7003  
Email: [mrezaie@misatl.org](mailto:mrezaie@misatl.org)

Kierstin Streitl  
Director of College Counseling  
Office: 404-542-7003  
Email: [kstreitel@misatl.org](mailto:kstreitel@misatl.org)

Talia Auslin  
K-8 Counselor  
Office: 404-542-7003  
Email: [tauslin@misatl.org](mailto:tauslin@misatl.org)

## Student Resources for Reporting Sexual Misconduct

Students who are victims or witnesses of sexual harassment, misconduct, and assault have access to numerous services and support, including:

- The filing of a report about an incident with the school
- Medical services, such as trips to the hospital, and access to contraceptives
- Counseling services, including school counselors or outside counselors
- Access to local support groups

Students are always welcome to come and speak to a counselor if they need to talk to someone. Because sexual misconduct can include a broad range of behaviors, and is often perpetrated by persons known to the victim, it can sometimes be difficult to determine if sexual misconduct took place. If students are confused by an incident or experience, counselors and other school personnel are always available to support and provide information. Although strongly encouraged to, students do not have to report who the perpetrator is to receive support and services.

## Student Reporting

Students are responsible for *always* reporting knowledge of any situations that may pose a risk of danger to themselves or the school community, including but not limited to the following:

- Self-harm of any type or threats of self-harm or suicide,
- Possession of drugs, weapons, alcohol, or illicit materials on school property,
- Harassment, bullying, or unwanted sexual advances,
- Cyberbullying or social media attacks, and
- Threats or actions of violence or other forms of harm.

Students should report directly to the school level principal or counselor. It is important to include as much information as possible to assist a thorough investigation. Intentionally misleading and false reports are a violation of the MIS Honor Code.

## Vandalism, Theft, and Damage to Property

A student who engages in theft and/or vandalism (including defacement or damages to school property) will be in violation of the Honor Code and subject to the Progressive Discipline policy. The student/family may also face additional legal and/or financial consequences. Examples may include toilet papering, spray-painting, entering other students' lockers without permission, stealing, damage to physical structures, etc.

## **Alcohol, Smoking, and Drug Student Policy**

MIS students are prohibited from using any illegal drugs, alcohol, and smoking/tobacco products without exception. Use or possession of any of these substances will be reported immediately to parents and the appropriate authorities and may result in immediate expulsion from MIS.

Smoking includes traditional tobacco products such as but not limited to cigarettes and chewing tobacco. Vaping and juuling products are also prohibited. In addition, tampering with smoke detectors is a crime.

Possession and/or distribution of illegal drugs and underage consumption of alcohol is a crime. In cases where the school has physical evidence of criminal behavior, the crime will be reported to the appropriate authorities, and the student will begin proceedings with MIS for expulsion.

Prescription medication is intended for the patient to whom it was prescribed only. Students should not share prescription medication, and reports of such activity will result in immediate intervention. In cases where the school has evidence of criminal activity related to prescription medication, the crime will be reported to the appropriate authorities and the student may be expelled from school.

In cases where the school is made aware of students engaging in illegal activity outside of school, the administration or school counselors may call for a meeting with parents and the students to discuss consequences as they relate to the student's continued enrollment at MIS.

In cases where there is suspicion (but no clear evidence) of smoking, drug/alcohol abuse, or prescription medication abuse, the school may contact the parents to create an intervention plan and find appropriate support(s) for the student.

## **EDUCATIONAL SUPPLIES AND RESOURCES**

### **Books and Materials**

Textbooks, curriculum materials, and literature are provided by Midtown International School and should be returned in good condition upon completion of the course or unit. Families will be responsible for the cost of replacing lost, defaced, or damaged school materials or facilities.

## Library

All library books are checked out on a two-week basis. Students, parents, and faculty who borrow library books should return them in good condition within two weeks. Library materials can be perused online, and ebooks can be checked out through any compatible device. Borrowers are responsible for the cost of replacing lost, defaced, or damaged library books or materials.

## School Supplies

All necessary school supplies are provided by the school. Students are also welcome to bring their personal notebooks, journals, binders, pens, and pencils, etc. Students should bring a small backpack or messenger bag to carry their files, journals, and school-issued devices between school and home. The backpack should be small enough to fit easily into students' lockers or teacher designated storage locations as needed.

## Technology and School-Issued Devices

All students will be issued a school-owned device for use during the school year. Parents and students accept the terms of the technology policies upon enrollment and re-enrollment. (Please refer to the MIS Acceptable Use and Maintenance policies at the end of this Handbook.)

## Field Trips, College Tours, and Study Abroad

Throughout the school year, students will have the opportunity to travel in order to supplement and enrich class curricula and their learning experience. Families will be notified whenever additional costs may apply. The enrollment agreement covers the consent for these trips, and additional consent will be requested from parents as needed for venue-specific releases. Parents will always be informed of any additional travel plans and/or requirements. During these trips, students are expected to uphold the same academic and behavioral expectations outlined in the Honor Code and throughout this handbook. Failure to maintain these expectations may result in the student being prohibited from participating. Please note that MIS maintains the right to deny a student's participation on any trip at its discretion.

## Lockers

Students will be provided with a locker at the beginning of the school year. In accordance with our core values of *respect* and *responsibility*, students are expected to adhere to these ideals with their personal items and those of others. Locks are not permitted on lockers, and it is strictly prohibited to open other students' lockers without consent. To ensure the safety of all, school representatives have the right to inspect lockers at any time, with or without cause.

## Student Advocacy and Support

Occupational, speech/language, counseling and other therapy is not provided by the school, but we welcome these professionals to work with our students at school during the school day. If a student is receiving one or more external services, please notify the Director of College Counseling and set up a time for therapists to visit the classroom, meet the teacher, and collaborate with the school on student goals. Psychological testing results must be provided to the school to support classroom and counseling accommodations. Testing results should be submitted to the Director of College of Counseling in order to begin the process of creating or updating Academic Action Plans.

Contact the Director of College Counseling, a school level counselor, or administrator to be provided any screening forms for speech, language, and occupational therapists who conduct independent screenings at the school.

Requests for accommodations for college admissions testing must be submitted to The College Board and/or ACT by the Director of College Counseling. All documentation submitted for accommodations must come from a licensed professional within the past five years. Please note that decisions regarding accommodations by The College Board (SAT/PSAT) and/or ACT can take between one and seven weeks, and The College Board and ACT (not the school) have the authority to accept or decline a request for accommodations on these tests.

Some MIS teachers are available to tutor MIS students for pay outside of school hours; however, these teachers are not permitted to tutor students currently enrolled in their classes. Teachers will offer office hours within the established school hours to support the students currently on their rosters.

## COMMUNICATIONS

### Escalation Policy

Parents and/or students who have a particular concern should adhere to the following procedures:

1. Thoughtfully reach out to the specific faculty or staff member involved to collaborate on problem-solving. It is important to first reach out to the individual(s) involved to ensure the likelihood of an effective and positive outcome. You can expect prompt, thoughtful, and respectful follow-ups from our faculty and staff.
2. If your issue persists after multiple attempts to problem solve with the appropriate faculty or staff member, reach out to the High School Principal for additional support. Clear communication that keeps all parties on the same page is valuable in finding a resolution.

3. If you feel a reasonable solution has still not been met after having reached out to both the appropriate faculty/staff and High School Principal, the principal will help escalate your concern to the necessary director(s) (academics, business, etc) for additional support.

## Calendars

The online school calendar is a great source for updated information about school events, meetings, and closings. The school calendar can be added to mobile devices and personal calendars by clicking the + button on the calendar on the school website. The myMIS Parent Portal keeps updated school announcements, events, and calendar items in a newsfeed on its main page.

## SCOIR

Every high school student and parent will be provided with a SCOIR account. Along with other forms of communication, events and information specifically pertaining to the college counseling process can be found within SCOIR. Note that certain messages may also be sent through the SCOIR email system. Parents and students should plan to attend various grade-level-specific information sessions pertaining to the college admissions process throughout the school year.

## Connections Newsletter

Each week our school-wide newsletter is sent out with event reminders, updates, news, and photos. All communications at the school-wide level are sent in the Connections newsletter, and parents should browse the succinct correspondence from the school each week to stay informed of school events. Connections should act as a first resource for information about school news and events.

## Communications from Faculty

Teachers make use of myMIS and their school-issued email accounts to share classroom reminders, assignments, photos and other updates regularly with both students and parents. Faculty members are expected to return calls and emails to parents within one school day. All parents will receive and are expected to review regular communications from the High School faculty.

## Parent-Teacher Conferences and Student Goals Meetings

Parents should plan to attend two conferences each year to ensure a healthy and open school-home partnership. The fall conferences will take the form of a student goals meeting and the spring meetings will take the form of student-led conferences. Conferences at other times or with the school counselors are also welcome and can be scheduled upon request and based on teacher availability.

# HEALTH AND SAFETY

## School Closings and Emergency Notifications

Midtown International School is closed on most national holidays, as well as an extended break for winter and spring. Refer to the school calendar posted on the website for exact dates of planned breaks.

Emergency notifications and closings for inclement weather will be announced via email, robo-call, text message, posted on the website, and/or listed on major TV channels such as WSB2 and 11Alive. Communications will be sent according to the information provided in the myMIS profile for each student and family. Text messaging rates may apply when choosing to receive such notices.

All emergency notifications will come from the following number: 855-994-4242. In case of emergencies, please call this number for updates.

In some cases, virtual classrooms may take the place of on-campus classes when travel to or from the school may be hazardous. This flexibility in our learning environment allows us to minimize the need for make-up days for instruction. Students will be counted present or absent from these virtual lessons based on completion of work and/or participation.

If closings for inclement weather or other emergency drop the instructional time below the minimum required for the year, make up time may be added to the calendar at the school's discretion.

## Campus Security

MIS campus is closed to the general public yet accessible to students, parents, staff, faculty, and authorized visitors. Exterior doors remain locked and visitors will be buzzed in the front entrance after identity is confirmed. Students, faculty, and staff are not allowed to open side or back doors for visitors or prop open exterior doors for any reason. Please let a member of the school administration know if a new face will be visiting campus. Please see the "Visitor Policy" section for more information on arranging appropriate visits to campus.

To provide for the safety and security of employees, students, and the facilities at Midtown International School, only authorized visitors are allowed in the school. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures the security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

## Visitor Policy

**Due to COVID-19, all visitors to MIS must wear masks. All visitors, including parents, must check-in at the front desk and will receive a visitor's badge that should be worn for the**

duration of their visit and returned when they sign-out to leave. After signing in, all visitors will proceed to our Learning Lounge to wait for their child or their appointment. As part of our updated COVID safety guidelines, at this time, all visitors must have an appointment, made in advance, with the exception of those dropping off or picking up students or items for students. Appointments will be held in the Learning Lounge. Visitors who neglect to follow the visitor policy on a regular basis may be asked to leave campus.

## Student Illness

A child exhibiting contagious symptoms must be kept or sent home. We follow a send-home policy for illnesses emerging during the day. Students should be symptom-free for 24 hours before returning to school or have a note from their doctor approving participation in school.

## Medications

Students are prohibited from carrying prescription and/or over-the-counter medications with them during the school day with the exception of inhalers, epipens, diabetic supplies, and other similar life-saving necessities. Parents should submit all medications to the Wellness Coordinator in its original packaging with any relevant instructions. All medications will be dispensed at school by the Wellness Coordinator or authorized school personnel. Please contact the Wellness Coordinator at [msmith@midtowninternationalschool.com](mailto:msmith@midtowninternationalschool.com). You may also contact the High School Principal and/or the High School Counselor with any additional medical concerns or needs.

## Allergies

MIS accommodates for food allergies on a class-by-class basis. Procedures and limitations may be placed on individual classes according to the specific food allergies and their severity in each class. Students with any allergies should complete an allergy action plan with their physician and ensure that all appropriate medications are fully stocked and up to date. The party and event policy asks parents and volunteers to refrain from bringing food to school. MIS faculty attends Allergy Safety Training at the beginning of every school year to practice epi-pen use and get up-to-date information on food allergy best practices.

## First Aid

Teachers have CPR/First Aid Certification. Basic first aid needs will be addressed as needed in the classroom by school faculty/staff or in the wellness center by the wellness coordinator. For injuries that require more intervention or monitoring, parents will be contacted by the wellness coordinator, teacher present, or a school administrator.

## Medical Emergency

As a part of the enrollment agreement, parents and guardians authorize MIS personnel to obtain emergency medical care for their child when they are not available. Unless otherwise

specified or redirected by emergency personnel, the Children's Hospital at Egleston is the default facility for medical care. Parents are notified immediately of any emergency situation involving their students.

## **Safety Drills**

To ensure student safety, drills are conducted regularly. Teachers inform students of proper procedures for each type of drill conducted. Shoes must be worn at all times in the school building in case of an evacuation.

Practicing appropriate safety and evacuation procedures is a part of the Safety and Security Plan at MIS. When the fire alarm sounds, all occupants must exit according to the evacuation plans posted in each room. The occupants may re-enter the building once the drill is complete or fire department personnel deem the building safe.

In the event of a tornado (or tornado drill), students and occupants move to the designated location for their zone and sit/kneel according to procedures for each zone.

In the event of an intruder alert (or drill), faculty and staff are trained in and will assume the appropriate ALICE procedures and attempt to evacuate students the building when possible. Students and other occupants should not crowd together during an intruder alert.

## **Loss of Electricity / Plumbing / Facilities**

In the event that plumbing, facilities, or electricity is lost during the school day in a manner that the school believes precludes it from being operational, parents will be contacted by phone, email, and/or text with a designated pick-up location.

## **Pandemic Outbreak**

The school follows CDC guidelines for dealing with pandemic outbreaks. Because of the changing nature of epidemics, the school will keep up to date on the latest policy recommendations by the CDC and update parents regularly should the community be at risk.

# **BUSINESS POLICIES**

## **Anti-Discriminatory Statement**

It is the policy of the Midtown International School not to discriminate on the basis of age, sex, race, color, religion, sexual orientation, national origin, disability, or handicap in its employment practices.

## Confidentiality of Student Records

Student records at MIS are confidential. Parents or guardians will be afforded an opportunity, upon request, to inspect and review all educational records during regular school hours. Records must remain in the school office. The parent or guardian has the right to an explanation of these records, to obtain a copy of the records and to have a family representative view the records within a reasonable time of such request. The school presumes that a parent or guardian has authority to inspect his or her student's records unless the school has been advised otherwise through applicable court documents governing such matters as guardianship, separation, and divorce.

Requests to send student records to other educational institutions or professionals should be made in writing to Kierstin Streitel ([kstreitel@misatl.org](mailto:kstreitel@misatl.org)) and include the address, email, and/or fax number of the recipient school or professional.

## Payment

Payments by check, cash, or credit card may be made at the front desk, and credit card or ACH payments can be made online. Tuition and incidental billing is managed through Smart Tuition, and families set up automatic debiting for these payments.

Parties responsible for payment in each family will be invoiced through Smart Tuition after the tuition, after care, and extracurricular activities. Please notify [billing@midtowninternationalschool.com](mailto:billing@midtowninternationalschool.com) or Smart Tuition of any changes in financial responsibility or payment method.

Families must be current with their tuition payments to retain enrollment at MIS. Payment delinquencies of more than 60 days may forfeit enrollment.

Transcripts and report cards are not released until payments are up to date.

## Withdrawal from School

Please notify the school in writing as soon as possible for a school withdrawal. The notification should state the child's last day, forwarding address, and the name of the new school (address, email, phone, fax). Include in the notification permission to send student records to the new school. Per the enrollment agreement, families are responsible for full school tuition for the contracted school year, even upon withdrawal midyear or relocation. Transcripts and report cards are not released until payments are up to date.

## Changes in Policy

The school reserves the right to change school policy and this Parent and Student Handbook at its discretion, especially to retain alignment with the applicable local and state laws,

accrediting guidelines, and researched best practices. Stakeholders will be notified of any such changes. Completion of the enrollment contract includes agreement and understanding all sections of this handbook.

**Appendix A:**  
**Minimum High School Graduation Requirements**  
**Applicable to: Class of 2022, 2023, and 2024**

Subject Area	Total Credits
<b>Mathematics</b>	4
<b>English Language Arts</b> <i>(American Literature, World Literature, Analytical Writing, English Literature &amp; Composition)</i>	4
<b>Science<sup>1</sup></b> <i>(Biology, Chemistry, and two additional Science courses)</i>	4
<b>Social Studies</b> <i>(American History, World History, Civics &amp; Comparative Government (.5), Economics (.5))</i>	3
<b>World Language</b> <i>(at least 2 credits in the same language, plus one additional Language credit)</i>	3
<b>Physical Education (.5) + Health (.5)</b>	1
<b>Electives<sup>2</sup></b>	4
<b>Total Minimum Credits Required</b>	23
<b>College Acceptance Requirement:</b> <i>Students are required to apply to a minimum of one (1) 4-year college or university.</i>	

**Important Notes for Parents, Students, and Admissions Offices regarding the class of 2022:**

<sup>1</sup> Transcripts for the class of 2022 will reflect **Biology II** as fulfilment of the necessary Biology requirement.

<sup>2</sup> Transcripts for the class of 2022 will reflect some electives as having received .5 credits for a full year of participation. **This distinction is only valid during the 2018-2019 school year.** Prior to and following the 2018-2019 school year, electives reflect 1 full credit hour for a year of participation. This does not impede on any students ability to fulfill the necessary 4 elective credits needed for graduation.

Appendix B:  
**Minimum High School Graduation Requirements**  
**Applicable to Class of 2025 and Subsequent Years**

<b>Subject Area</b>	<b>Total Credits</b>
<b>Mathematics</b>	4
<b>English Language Arts</b> <i>(American Literature, World Literature, Analytical Writing, English Literature &amp; Composition)</i>	4
<b>Science</b> <i>(Biology, Chemistry, and two additional Science courses)</i>	4
<b>Social Studies</b> <i>(American History, World History, Civics &amp; Comparative Government (.5), Economics (.5)), and one additional Social Studies credit)</i>	4
<b>World Language</b> <i>(at least 2 credits in the same language, and 2 additional Language credits)</i>	4
<b>Physical Education (.5) + Health (.5)</b>	1
<b>Electives</b>	4
<b>Total Minimum Credits Required</b>	25
<b>College Acceptance Requirement:</b> <i>Students are required to apply to a minimum of one (1) 4-year college or university.</i>	

# Appendix C: Self-Checkout Waiver

Dear High School Families,

Students in grades 9 through 12 at Midtown International School may check themselves out at 4:00 pm each day with parent consent. Students who self-checkout leave campus without being picked up by an authorized adult by signing out at the front desk at 4:00 pm or after their after-school program. Students who have completed the waiver will be asked to leave the building if they have not been picked up by 4:15pm.

Please note that students will not be allowed to independently return to the school campus on the same day they have checked themselves out in the afternoon.

Students who are reported by our local community to be disruptive or otherwise engaged in behavior that reflects negatively upon the school may have this privilege revoked at the discretion of the school.

I authorize my student, \_\_\_\_\_, to check himself/herself/themselves out from school, to leave campus without an adult. I understand that the school is not in any way responsible for the student after he/she/they completes the checkout process. I release the school from any liability whatsoever regarding my student after self-checkout.

\_\_\_\_\_  
Parent Name (print)

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Parent Name (signature)

\_\_\_\_\_  
Student Name (signature)

# Appendix D: Technology Acceptable Use, Care, and Maintenance Policy

The School is responsible for

- Setting up each new device with restrictions appropriate for the user;
- Issuing the device, cover, and charging cables; and,
- Purchasing and installing software and apps necessary for using the equipment as an instructional device.

Users are personally responsible for

- The security and safety of their assigned device;
- Full repair or replacement cost if the device is damaged or made inoperable;
- Following manufacturer's instructions and guidelines for care and use of the device;
- Supplying headphones or earbuds to use with the device;
- Updating software as new updates are available;
- Regularly backing up the device to the cloud;
- Returning the device by the last day of school or last day in attendance;
- Logging in to the authorized @misstudent.com email account.

## **Basic Guidelines for Device Safety**

The equipment should not be transported as checked luggage on public transportation (airplanes, trains, and buses). The user will keep the equipment in their possession at all times while traveling.

Carrying cases should be labeled with the user's information such that in the event of loss the equipment might be returned.

Do not store devices in a locked car or car trunk, as severe temperatures may damage electronics.

Users may supply their own cases, keyboards, screen protectors, etc. insofar as these accessories do not interfere with the instructional uses of the device.

In case of theft outside of school, and to receive a replacement device, a police report must be filed and a copy of the police report provided to the school within seven days of the incident.

Do not share your device. Users are responsible for all damage caused to the device, even if the damage occurs when not in their possession.

Improper or inappropriate use will result in disciplinary action which may include confiscation of devices, suspension, and/or expulsion.

Screens can be damaged easily if not properly cared for. There is a minimum \$50 charge for a broken screen on any device. Simple guidelines include:

- Do not lean on the top of the device,
- Do not place anything (pens, pencils, books) on top of the device,
- Do not put the device inside a binder,
- Do not touch the screen with pens, pencils, keys, etc.
- Do not close the device when there are items between the screen and the keyboard/cover.

Do not jailbreak the device or attempt to alter the restrictions set up by the school.

### **Software Guidelines**

Additional software should not be loaded onto the device unless approved by a faculty or staff member.

Do not download or install programs under any circumstances that may promote and facilitate copyright infringement, promulgate spy ware, popups, or corrupt the basic computer registry.

Under no circumstances will violent, explicit, or pornographic games, music, or other such software be allowed to be loaded or used on the device. This includes, but is not limited to, websites, games, music videos, music with vulgar lyrics or titles, pictures, word documents, presentations, etc. If a device is found to have any such games, music or images, it will be removed without notice and at the sole discretion of the School.

MIS maintains the licenses for the software that is installed on its devices. The School may from time to time purchase and install additional software for the device. All software on MIS-owned equipment is the property of Midtown International School. Software may be added, modified, changed, or deleted at the sole discretion of the School and without prior notification.

Devices must be returned by the last day of school, and all data will be wiped to prepare the device for its next user. Please back up all personal photos, videos, documents, etc. prior to returning equipment. The School is not responsible for lost data, photos, videos, documents, etc.

### **Limitations of Liability**

Midtown International School makes every effort to ensure a safe and reliable network but makes no guarantee that a device will function and /or the services provided by or through the network will be error-free or without defect. Midtown International School is not liable for any damage suffered, including, but not limited to, loss of data or interruptions of service. The School is not responsible for the accuracy or any damage suffered, including, but not limited to, loss of data or interruptions of service. The School is not responsible for the accuracy or quality of information obtained through or stored on its system or devices. Use of any information obtained from the Internet is at the risk of the user.

Use of programs not installed by Midtown International School is at the risk of the user. Midtown International School is not liable for financial obligations arising through use of the

device.

Students may not bring non-school issued computers, tablets, or other devices to school.

The School is not responsible for software, hardware, damage, or any loss related to the student's possession of a personal device at school, and the personal device may be removed from the student until the end of the school day. The student agrees to abide by all acceptable use policies while engaged in any school activity or while on school grounds for any reason.

## Appendix E: Technology User Agreement

1. I agree that I will be responsible for repair or replacement of the school-issued device and accessories due to any loss, damage, or theft. If others use it while I have it assigned to me, I understand that I will be held liable for any loss, damage, theft or criminal acts that may occur. I understand that replacement cost of the iPad is approximately \$500 and charging plug and cable cost is approximately \$50. MacBook replacement cost is \$900 and charging cable is \$90. Chromebook replacement cost is \$400 and charging cable is \$50.
2. I understand that the repair and replacement costs of any accessories will be the actual cost of labor and/or parts billed to the school.
3. I understand if I fail to return the device and components by the last day of school, the family will be billed for the full replacement cost of the device and unreturned components.
4. I understand that the School is not responsible for any damage or loss of data that may occur due to malfunctioning hardware/software.
5. I understand that I am responsible for regularly backing up personal documents and data to the cloud or a personal computer.
6. I agree to adhere to the School Technology Acceptable Use, Care, and Maintenance Policy, as above and as may be amended from time to time.
7. I understand that my device may be removed from the user's possession indefinitely if there is a violation of the acceptable use policy or for related violations of the school's Honor Code and behavioral expectations as outlined throughout the MIS High School Student and Parent Handbook.
8. I understand that MIS is not responsible for information, photos, documents, music, and any other personal data or files stored on the device.

# Appendix F: High School MacBook Air Addendum

During a student's time enrolled at MIS, school issued devices remain property of the school and the student agrees to abide by the Acceptable Use and Technology Policy.

Students must return any and all school issued devices and chargers upon withdrawal from MIS. Families will be invoiced for unreturned or damaged equipment and transcripts and other school records will be held until all devices and/or payment is received.

Students who graduate from MIS's high school will be gifted their MacBook Air and charging cable upon graduation, and all school software and device supervision will be removed from the computer.

Re-enrolled MIS students may keep their devices for the summer, with the following conditions:

\_\_\_\_ I agree to abide by the Acceptable Use and Technology Agreement during the summer break, including the requirement that I replace or pay to replace any lost or damaged items.

\_\_\_\_ I understand that violations of this policy may lead to device or software privileges being suspended or revoked.

\_\_\_\_ I understand that I will not get a different or new device each school year, and that the device I am issued is the device I will be gifted upon graduation, unless I lose or damage my device/charger and pay the replacement fee.

\_\_\_\_ I agree to hold the school harmless during my enrollment and post-graduation for any issues that may arise as a result of my use of this device, including, but not limited to, loss of data, connectivity issues, or any software or hardware malfunction.

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Student Name

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Parent Name

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Student Signature

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Parent Signature

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Date