

**Parent & Student
Handbook**

**Luke Smith, Principal
Ginger White, Assistant Principal
2008-2009**

**Montgomery County Schools
2008-2009 Calendar**

August 4 – 8.....Professional Learning Days

August 11.....First Day for Students

September 1.....Labor Day Holiday

September 11.....Progress Reports

October 8 – 10.....First Nine Weeks Test

October 13 – 14.....Fall Break

October 20.....Report Cards

November 13.....Progress Reports

November 26 – 28.....Thanksgiving Holidays

December 17 – 19.....First Semester Final Exams

December 19.....End of First Semester

December 22 – January 2..... Christmas Holidays

January 5 – 6.....Professional Learning Days

January 7.....First Day of Second Semester

January 9.....Report Cards

January 19.....Martin Luther King Holiday

February 6.....Progress Reports

February 16.....President’s Day Holiday

March 11 – 13.....Third Nine Weeks Test

March 20.....Report Cards

March 30 – April 3..... Spring Break

April 22.....Progress Reports

May 20 – May 22..... Second Semester Final Exams

May 22.....Last Day for Students

May 22.....Graduation

May 25 – 27.....Professional Learning Days

Alma Mater

High school days at best are passing,
Gliding swiftly by.
Let us show in word and spirit
Our love for Montgomery High.

Hail, oh hail our Alma Mater,
Dearest ever known,
Ever hail thee, never fail thee,
Our dear high school home.

WELCOME

Montgomery County High School welcomes you to the 2008-2009 school year. As a student of our school, you are expected to follow the rules that are established for the welfare of the entire student body. Following the rules will help everyone enjoy the school year.

Be proud of our school, take care of it, and feel free to make suggestions for improving it. At Montgomery County High School you will learn many necessary and useful skills for your future life.

Throughout your life you will be looking toward the future, but you will also find yourself thinking of the fun and pleasant experiences you had while a student at our school.

A NOTE TO PARENTS ABOUT TEACHER QUALIFICATIONS

The Montgomery County School System is continually seeking to improve instruction for its students. It is the school system's hope that as a parent, you will become involved in our school improvement initiatives as the school system continues to monitor student achievement and set high expectations. We encourage you to get to know your child's teachers and the class routines and expectations.

The Montgomery County School System is proud of the professional credentials of our teaching staff and will furnish you, upon request, the professional qualifications of any of your student's classroom teachers. This includes information concerning the grade levels and subject areas in which the teacher is qualified, the major fields and degrees held by the teacher, and the qualifications of any paraprofessional who provides services to your child.

Sincerely,
Lynn Batten
Superintendent

BELL SCHEDULE 2008-2009

7:55	Bell rings to take in
8:00	First period begins
9:05	First period ends
9:10	Second period begins
10:05	Second period ends
10:10	Third period begins
11:05	Third period ends
11:10	Fourth period begins
12:05	Fourth period ends/Lunch begins
12:45	Lunch ends
12:50	Fifth period begins
1:45	Fifth period ends/Break begins
1:55	Break ends
2:00	Sixth period begins
3:00	Sixth period ends

Montgomery County High School Handbook

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I. GENERAL STUDENT INFORMATION, SERVICES & POLICIES

a. **School Social Worker** The school social worker is available for students and will work with the families of the students having attendance problems. Efforts will be made by school social workers to help a student and his or her family to resolve attendance problems. In cases where the satisfactory resolution of attendance problems does not occur, it shall be the duty of the school social worker to file proceedings in Juvenile and/or State Court to ensure that a student's parents comply with compulsory attendance laws.

b. **Guidance Department & Advisors** The guidance office is located in the main office of the high school. The school counselor is available to assist students in a number of areas, including: career/vocational decision-making, educational decision-making, personal counseling, test interpretation, and making schedule adjustments. A student who has a problem to discuss with the counselor should arrange a conference at any convenient time. Conferences with parents are also welcomed.

c. **Accidents and Medication** Accidents requiring first aid are handled by teachers and/or school nurse. Students with emergencies requiring hospital treatment will be transported to the nearest hospital and parents will be notified as soon as possible. School officials are not licensed to practice medicine and will not administer medicines of any kind to a student. If a student is too sick to attend class the student must go or be taken to the school nurse and appropriate measures will be taken. Students are not to remain in the bathrooms or

other campus areas while ill. Students are not permitted to leave class in order to take medicine. All medicines to be taken at the school are to be left with the school nurse during the day.

d. **Student Health Risks (AIDS)** If the high school Principal or the Superintendent has reasonable cause to believe a student is infected with AIDS or ARC (AIDS-related Complex) the Superintendent, after consultation with and approval of the chairman of the Montgomery County Board of Education, can require the student to be tested. No infected student will be denied an education solely by reason of his or her infection with AIDS or ARC. Parents or guardians of infected students must inform appropriate school officials of the infection so that proper precautions for the protection of other students, employees and the infected student can be taken. Infected students who lack control of their body secretions and those who display behavior such as biting and spitting will be educated in settings that minimize exposure of others to their body fluids.

e. **Announcements** Announcements will be made at 8:00 a.m. Any announcement sought to be made over the intercom or television system should be legibly written and should be worded as it is to be read. There will be no announcements made during the course of the school day absent extraordinary circumstances or some conflict that prevents the announcement from being made at the regular time of 8:00 a.m. If a situation arises wherein an announcement was missed in the morning, the announcement should be typed on the morning report and/or made over the intercom system. All announcements must be presented to the Media Specialist for approval before they are publicized and need to be into the Media Center before 8:00 a.m. of the day they are sought to be made.

f. **Class Schedule Changes** It is very important that students are aware of the high school's class schedule change policy. A student's class schedule may be changed under one the following conditions:

1. Student is mis-scheduled as a result of inadequate or erroneous information.
2. Administrative action becomes necessary as a result of imbalance of class loads, loss of teaching units, etc.
3. An additional course is needed for a student to meet graduation requirements.
4. A schedule adjustment is required due to credits earned by a student in summer school.
5. The high school Principal determines that such a change is necessary.

g. **Student Automobile Parking Policy** Students who drive to MCHS must purchase a parking permit for \$10.00 from the office and present a valid driver's license and proof of insurance. Students shall be required to park in their assigned space only. Students are to park properly, lock the vehicles and leave the parking area immediately. Students' vehicles are expected to remain at school once they arrive on campus. Students may return to their cars during the day ONLY with the written consent of an administrator. Automobiles are to be operated in accordance with state and local laws, common rules of courtesy, and consideration of others. Students are not allowed to drive on the road in front of the campus (Dobbins Street) between 3:00 p.m. and 3:15 p.m. All Georgia laws pertaining to operating a vehicle will be enforced.

h. **Book Bags** In an effort to promote student mobility to, during, and from school, all student book bags must be traditional in function and design. Therefore, the purpose of the book bag must be to carry books and school supplies and the design must include two shoulder straps that allow the student to carry the book bag if he/she so desires a book bag may have wheels and a telescoping handle as long as there are straps built into the design. Furthermore, all book bags must be small enough to remain out of any school bus isle. Book bags are not to be left in the hallways.

i. **Pledge of Allegiance and Routine Procedures** The Pledge of Allegiance is a statement of loyalty and support for this nation of which we are all a part. It says that we believe

in liberty, justice and equality for everyone, regardless of race, color or creed. These ideas are our nation's foundation. Applicable law requires every public school in the State of Georgia to have a ceremony of pledging allegiance each day. All students participating in the recitation of the Pledge will be expected to stand, face the flag and recite the Pledge in unison. Students not participating on the recitation of the Pledge may stand and refrain from reciting the pledge or remain seated and quiet.

Further, the following general procedures shall apply concerning daily routines:

1. Students who borrow school equipment or supplies are personally responsible for their prompt return.
2. Weather permitting; students should be outside the building when not in class. No student is to be in a classroom unless the teacher is present.
3. Students should come to the school secretary's office only for specific purposes. Random visits interfere with the business of the office and students must have a clipboard to come to the office during the school day.
4. All students should have their teacher's clipboard when in the halls.
5. In compliance with Georgia law, at the opening of school on every school day in each public school classroom, the teacher in charge shall conduct a brief period of quiet reflection for not more than sixty seconds with the participation of all pupils. This moment of quiet reflection is not intended to be a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

j. **Fire Drills** Fire drills are held at monthly intervals throughout the year, as required by state law. The signal for a fire drill will be a continuous sound of the fire alarm. The signal for returning to the building will be an announcement over the intercom. In the event of an alarm, students should walk as quickly as possible to the designated exit. No talking is permitted since unnecessary noise may obscure directions which would have been given in the event of a real fire.

k. **Immunizations** State law requires all students to have an updated Certificate of Immunization on file at the school. Students who need immunizations will be notified and given 30 days to update their records. A Certificate of Immunization can be obtained at the County Health Department.

l. **School Lockers** School lockers will be available to all students. A \$5.00 rental fee will be assessed for the 2008-2009 school year. Lock rentals may be acquired from the Principal. Students will be responsible for keeping their locker neat and uncluttered at all times. All locks and lockers should be locked at all times. The Principal and other school officials have authority to check all student lockers at their discretion.

m. **School Media Center Policies** The media center is available to all students and provides connections to information through reading, studying, compiling, research, and utilizing instructional technologies. Reference volumes, periodicals, non-fiction, fiction, Internet services, printing, and copying are available for students' use. While in the media center, students are requested to be considerate of other students by refraining from social talk and playing.

Media Center Rules:

1. Students must have a clipboard with a pass to enter the media center and should enter quietly and orderly.
2. The media center is not a meeting place for visiting but a reading and reference room.
3. Students are responsible for returning books on or before the due date.
4. All books and materials taken from the media center must be checked out at the circulation desk. Books are checked out for two weeks but can be renewed as many times as needed.

5. A fine of five cents a day will be charged for overdue books. Students who have overdue materials will not be able to check out other materials until the overdue material is returned. Lost or damaged books/materials will be the responsibility of the student checking out the book/material. All fines and lost books must be taken care of before the last day of school. Failure to do so will result in holding of report cards.
6. Internet service is available for students who have signed permission forms on file at the school. Internet use must be accompanied by a teacher's permission request and use must be limited to educational purposes only. Students choosing to visit non-educational sites, checking personal e-mails, going into chat rooms, or playing games on the media computers will be denied access to media center computers for an extended period of time and in addition, will result in a discipline referral. No floppy disks, flash drives, etc, may be used from home and teacher provided information storage devices must be scanned by media staff before using on a media computer.
7. Printing and copying are available to each student at a cost of ten cents per page.
8. After entering the media center, students may not leave without approval or a signed pass from the media staff.

n. **Class Rings** Senior class rings are ordered in the spring of the student's sophomore year. A deposit is necessary when ordering and only members of the sophomore class may order. Rings will be presented at a special "Ring Presentation Ceremony" in the fall of a student's junior year.

O. **Telephone Policies** No telephone calls are to be made or received on school telephones by students. Students will not be called to the phone unless an emergency is explained to the person answering the telephone from the person making the telephone call. In the case of non-emergency calls the office will take a message for any important calls and deliver the message to the student during the day. Students are prohibited from possessing or using cellular telephones on school grounds and at school sponsored activities during regular school hours.

p. **Textbooks** Textbooks are furnished by the State of Georgia and their care is the responsibility of the students to whom they are issued. Classroom teachers issue textbooks to students as needed. The student's name and condition of the book shall be recorded on a checkout sheet. When a book is returned to the teacher at the close of the term an examination is made of its condition and the student is charged a fine for any unnecessary abuse. All books must be returned and fines paid before a student may receive a report card showing credit for the year's school work. If a student loses his or her book during the year he or she may request the teacher to issue him or her a replacement textbook, after payment for the lost book is made. Fines shall be remitted to the bookkeeper at the school. Students who have lost a textbook will present a statement from the teacher with the amount owed. The student will give this statement to the bookkeeper who collects the money and gives the student a receipt. This receipt will be shown to the teacher who will then assign another textbook to the student.

q. **School Related Trips** All school related trips must be approved through the Principal's office at least 5 days in advance and submitted on a Student Activity Form. Students missing classes because of such trips will make up the work in a prescribed manner. A pupil who plans to leave school for a school activity such as a club convention, science fair, or field trip, should, prior to the activity, bring a note signed by his or her parents giving him or her permission to attend.

r. **School Sponsored Insurance** Group accident insurance is available to all students and staff members. This group policy provides limited coverage for accidents taking place on the school campus, on school sponsored activities away from the campus, or en route to and from school. (Twenty-four hour coverage can also be obtained). The school is not liable under any circumstances for any accidents or any costs resulting from such accidents. The school group insurance is available only as a service whereby a student may have insurance at a

low cost. A student enrolled in agriculture classes and/or athletics is required to carry insurance. The school assumes no responsibility with regard to the insurance except to certify all accidents which have been reported to staff members. The filing of a claim must be done by the doctor at the student's or parent's direction. No doctor's fee should ever be billed to the school, for they are the parent's responsibility.

s. **Nondiscrimination Policy Statement** The Montgomery County Board of Education does not discriminate on the basis of race, color, national origin, sex, or handicap or disability in education programs, activities and employment pursuant to the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, of Title II of the Vocational Education Amendments of 1976, or Section 504 of the Rehabilitation Act of 1990, or of any other applicable State or Federal law.

t. **Georgia Special Needs Scholarship Program** The Georgia Special Needs Scholarship may provide eligible special education students the opportunity to attend an approved private school or another public school. Please go to Georgia Special Needs Scholarship website at <http://public.doe.k12.us/sb10.aspx> for more information about the state scholarship program. GaDOE will make all determinations of eligibility for this program and should be contacted first with any questions.

II. **ATTENDANCE**

a. **Compulsory School Attendance** "Every parent, guardian, or other person residing within the State of Georgia, having control or charge of any child or children between their sixth and sixteenth birthdays, shall enroll and send such child or children to a public or private school and such child shall be responsible for enrolling in and attending a public or private school under such penalty for noncompliance herewith as is hereafter provided." (Ga. Code 32-2104)

b. **Absences and Excuses** The Montgomery County Board of Education recognizes that in order to receive maximum benefit from the instruction program, students must attend each class each day. It is understood that students' good attendance habits positively impact the learning process. While administrators and teachers are responsible for providing quality instruction in an environment where learning can flourish, parents/guardians and students must assume responsibility for being punctual and attending school regularly.

Although circumstances may necessitate that a student be absent from school the Montgomery County School Board recognizes that optimal learning takes place when the student is present and involved in classroom activities. It is critically important that parents or guardians make every effort to have their children attend school.

A student shall not be absent from school or from any class or other required school activity except for illness or other providential cause, unless with prior written permission of the principal or designee. No student shall encourage, urge, or counsel other students to violate this policy. As permitted under State law and State Board of Education policies, students may be excused lawfully for the following reasons:

1. Personal illness and when attendance in school would endanger their health or the health of others;
2. Serious illness or death of an immediate family member;
3. Mandated by order of government agencies, including pre-induction physical examinations for service in the armed forces, or by a court order;
4. Celebrating religious holidays;
5. Conditions that render attendance impossible or hazardous to one's health or safety; and
6. Registering to vote or voting, for a period not to exceed one day.

Parents must be responsible for getting students to school. Excuses for absences will be furnished in writing and contain the students name, date of the absence, the reason for the

absence and must be signed by the parent or guardian. All excuses will be evaluated by the principal or designee to determine if the absence is excused or unexcused.

It is the expectation of the Montgomery County School System that all work missed due to an excused absence will be made-up. Some work by its very nature is impossible to make-up and may necessitate alternative assignments. The Principal or designee will be the final authority in determining alternative assignments. The teacher is under no obligation to provide additional instruction or to allow students to make up work of unexcused absences.

The responsibility for arranging to complete work missed is to be assumed by the student and parent/guardian in conjunction with the teacher. Make-up work is to be completed at the time specified by the teacher or Principal. The time limit for make-up work is not to exceed five (5) school days. Exceptions will be decided by the teacher and Principal, with the Principal having the final decision.

In the event that a student is absent only on the day of a test, the student is expected to take the test upon his or her return to class. Should a student be absent only on the day before an announced test, the student is expected to take the test with the class.

Any student having more than nine (9) excused, unapproved, or unexcused absences in a class during a semester will receive no credit for that class unless a waiver is granted by the Attendance Committee. The Attendance Committee will be appointed by the Principal and the student or parent or guardian may request a waiver hearing.

The parent or guardian of a student absent from school will be notified by phone if possible, or by letter, after the fourth (4th) absence. A log will be maintained and reviewed by the administration. On the seventh (7th) absence from class or school, a registered/certified letter will be sent to the parents or guardians by the administration.

A copy of the full Student Attendance Policy is available for students and parents at the Montgomery County School System administrative office.

A student who is absent from school or classes for 10 consecutive days or 20 total days in a semester will be dropped from the roll.

Passes For Leaving School

Students are not permitted to leave school grounds at any time during the school day without a permit from the school office. If a student must leave the campus because of illness, a doctor's appointment, or verified emergency, he or she must do one of the following:

1. Before first period, bring a signed note to the office from the parent or a legal guardian explaining why checkout is necessary and a phone number where the parent or legal guardian can be reached. A list of early dismissals will be emailed to the faculty. Parents and students should sign out with minimal interruption of classes. Unless there is an emergency, students should be picked up by parents or sign out between periods.
2. A student who becomes ill should come to the office and the secretary will send him or her to the school nurse to determine if the child needs to sign out. If necessary, the nurse will call the parent or legal guardian to arrange proper checkout. Teachers will be notified in this instance and the student must sign out before leaving campus.
3. There will be no "call in" check-outs except in case of emergency. If a parent needs to check out a student and has not written a permission slip, the parent or legal guardian must come to the office to check out the student.
4. Students who check out must leave school grounds immediately and return only when re-entering school.

Failure to follow proper procedure will result in an improper check-out violation. Students may not check-out for lunch.

III. GRADING POLICIES, REPORT CARDS & SCHOOL RECORDS

- a. **Grading System** The following grading scale will be in effect during the 2008-2009 school year:

91-100	Excellent
81-90	Good
71-80	Fair
70	Poor
Below 70	Failure

- b. **Report Cards** Students' report cards are sent home at the end of each nine weeks of school. The card is to be reviewed and signed by the parent or guardian of each student and is to be returned to the school each of the first three nine-week periods. At the end of the year, the report card is sent home for the student to keep. A fee of \$1.00 may be charged to replace a lost card.

Progress reports will be issued to all students after four and one-half weeks of each nine-week grading period. The progress reports should be signed by the parent or guardian and returned to first period teachers immediately.

Teachers will utilize email, notes, telephone calls, conferences, and home visits to communicate with the parents of students.

Parents and guardians are encouraged to call the high school office to arrange a conference with a teacher whenever additional information is need, as is not possible to call a teacher from class for a conference during the school day. Parents or guardians who wish to confer with a teacher during school hours must request approval through the Principal's office.

- c. **Honor Graduate Requirements** Honor graduates are those students who have a cumulative overall numeric average of 91 or above in academic and vocational courses. Transfer students may qualify as honor graduates. However, in order to be considered as valedictorian or salutatorian the student must have attended MCHS the last four consecutive semesters prior to graduation. Honor graduate election is based on academic averages for grades nine, ten, eleven and the first semester of the twelfth grade. The valedictorian and salutatorian will not be determined until all grades are finalized at the end of the twelfth grade. Students in both areas: college-preparatory and vocational, may qualify as honor graduates. Honor graduates will be the program presenters at graduation and shall wear a gold medallion.

- d. **Ranking of Students** Ranking of students will be done by the guidance office at the end of each semester. The rank is based on semester grades accumulated to that point of the of the year. The information is included on the student's permanent record and will be passed on to institutions requesting the same.

- e. **Honor Rolls** In order to be named to the MCHS Honor Roll the student must have a cumulative average of 91 or better in all subjects for the prior nine-week grading period. In order to be named to the MCHS Honor Roll with Excellence the student must have a 91 or better in each subject for the prior nine-week grading period.

- f. **Final Exam Policies** Mid-semester and/or semester final exams will be given during the scheduled time, on the date scheduled. These exams are scheduled in order to prevent any student having more than two exams on any one day. Classes that are one semester in length must give a mid-semester exam. Mid-semester exams are optional in all other classes. All teachers must give semester final exams unless they receive written permission from the Principal to substitute an evaluation measure in place of the exam. Exam schedules are

mandatory and must be followed. A doctor's excuse or a parent conference is required of any student in order to make-up mid-semester exams and/or semester exams.

g. **Final Exams Exemption** Students with perfect attendance and no disciplinary referrals for the semester may exempt semester or final exams in all classes that he or she has an 81 or higher average. Students with three or less excused absences and no disciplinary referrals for the semester may exempt semester or final exams in classes that he or she has a 91 or higher average. Students whom are exempted from final exams must be off campus during the affected exams unless permission is granted by the Principal to remain on school grounds. A teacher must file an exemption form with the counselor's office at least two days prior to the first final examination in order to exempt a student from a final examination. Any student remaining on school property while final exams are being administered must that a final exam.

h. **School Records & Transcripts** Permanent records are kept on file in the office. Records shall include information such as: personal data, all semester grades and credits earned, attendance, special information regarding health and physical handicaps, activities, etc. When a student graduates, information pertinent to graduation (date, diploma or certificate, rank in class, grade point average) is added to a student's records. A student's permanent record may be copied and submitted to other institutions as a valid transcript of the work done at Montgomery County High School, at the written request of the student or the receiving school. Transcripts of grades and credits earned will be forwarded to other institutions upon receiving the written request of a student or parent. The transcript consists of a copy of the student's permanent record which has been certified by the school counselor and each student will be entitled to one transcript free of cost. While the first copy of a student's records shall be forwarded without cost to the student, the school may charge a nominal fee for additional copies.

i. **Withdrawals & Transfers** Withdrawals and transfers are handled by the guidance office. When a student knows that he or she will withdraw from school on a certain date, he or she should report this fact to the school counselor, secure a withdrawal form, and have it cleared by every teacher to whom he/she is assigned during the day as well as to the media specialist. The withdrawal form should be returned to the office. Before receiving credit, a student must have returned all books, paid all fines and paid all other monetary obligations he/she may have contracted. Students who are planning to drop out of school are required to consult the school counselor before they withdraw. Any student voluntarily withdrawing from school may not be allowed to re-enter until the next semester or following an appeal to the Montgomery County Board of Education.

IV. GRADUATION REQUIREMENTS, CURRICULUM & HOPE SCHOLARSHIP

a. **Graduation Requirements** Students must successfully complete all parts of the Georgia High School Graduation Test and complete the required course requirements in order to receive a diploma and graduate from Montgomery County High School.

1. High School Graduation Test All students entering high school after July 1, 1991 are required to pass all parts of the Georgia High School Graduation Test in order to receive a high school diploma. These tests will be given in the eleventh grade. Those students who do not pass one of the sections of the test will be given at least four more opportunities to pass.

2. Course Requirements Students entering 9th grade after July 1, 2006 are required to earn twenty-two (22) units in their high school plan of study. Students may work toward one of the following types of diplomas: (1) Technical & Career Education or (2) College Preparatory, in order to graduate.

Entering 9th Grade 2004-2005

Core Areas of Study	CP	TC	TC+
English /Language Arts	4	4	4
Mathematics	4	3	4
Science	4	3	3
Social Studies	4	4	4
Health/PE	1	1	1
Foreign Language	2	0	1
Tech Prep Units (cluster)	0	4	4
Locally required elective	5	5	2
Elective in fine arts	0	0	1
TOTAL UNITS (MINIMUM)	24	24	24

For students entering the 9th grade in 2005-2006 and thereafter, the CP Program of Study will require 4 units of approved math.

Entering 9th Grade 2005-2006

Core Areas of Study	CP	TC	TC+
English /Language Arts	4	4	4
Mathematics	4	3	4
Science	4	3	3
Social Studies	4	4	4
Health/PE	1	1	1
Foreign Language	2	0	1
Tech Prep Units (cluster)	0	4	4
Locally required elective	4	4	1
Elective in fine arts	0	0	1
TOTAL UNITS (MINIMUM)	23	23	23

For students entering the 9th grade in 2005-2006 and thereafter, the CP Program of Study will require 4 units of approved math and 5 units of approved math.

Entering 9th Grade 2006-2007 and 2007-2008

Core Areas of Study	CP	TC	TC+
English /Language Arts	4	4	4
Mathematics	4	3	4
Science	4	3	3
Social Studies	4	4	4
Health/PE	1	1	1
Comp. Tech, fine arts, or foreign language	0	1	1
Foreign Language	2	0	1
Tech Prep Units (cluster)	0	4	4
Locally required elective	3	2	0
Elective in fine arts	0	0	1
TOTAL UNITS (MINIMUM)	22	22	23

For students entering the 9th grade in 2005-2006 and thereafter, the CP Program of Study will require 4 units of approved math.

4 credits to go to 10th grade 10 credits to go to 11th grade
 16 credits to go to 12th grade 22 credits to graduate

*Core Courses

***Technology/Career-preparatory students may want to utilize an elective unit as Foreign Language or as a fourth unit of mathematics depending upon the student's program of study and the student's intentions to enter a University System of Georgia or other post-secondary institution. Determination of the appropriate number of mathematic units for each Technology/Career-preparatory program of study shall be determined by the local board of education.

In order to be accepted into a four-year post secondary school of the University System of Georgia (UGA, GSU, VSU, FVSU, etc...) you must have a college-prep diploma.

STUDENTS WHO MEET THE REQUIREMENTS FOR A COLLEGE-PREPARATORY AND/OR TECHNOLOGY/CAREER DIPLOMA WILL RECEIVE A SEAL OF ENDORSEMENT FROM THE STATE DEPARTMENT OF EDUCATION.

Entering 9th Grade 2008-2009

Core Area of Study	
English/Language Arts	4
Mathematics	4
Science	4
Social Studies	3
Health / PE	1
CTAE and/or Modern Language/Fine Arts	3
Electives	4
TOTAL UNITS (minimum)	23

Units necessary to advance to the next grade:

To advance to the 10th Grade:	5 units
To advance to the 11th Grade:	11 units
To advance to the 12th Grade:	17 units
To Graduate:	23 units

NOTE: Any student who has not passed all units required for graduation will not be allowed to participate in graduation exercises.

RECOMMENDED SCHEDULES FOR EACH OF THE EDUCATIONAL PROGRAMS

College Prep	Technology/Career Prep	Students Entering in 2005, 2006, and 2007
<u>9th GRADE</u> 9 th Grade Comp/Lit Biology World Studies Health/PE Algebra I Elective	<u>9th GRADE</u> 9 th Grade Comp/Lit Biology Applied Problem Solving I World Studies Health/PE Elective	<u>9th GRADE</u> 9 th Grade Comp/Lit Biology World History Math 1 Health/Personal Fitness Elective
<u>10th GRADE</u> 10 th Gr Comp/Lit Physical Science *Euc. Geometry The Individual and the Law American Government Spanish I Elective	<u>10th GRADE</u> 10th Gr Comp/Lit Physical Science Applied Algebra World History American Government Electives	<u>10th GRADE</u> 10th Gr Comp/Lit Economics/Government Math 2 Spanish 1 or CTAE Class Electives
<u>11th GRADE</u> American Comp/Lit Chemistry* Algebra II* U. S. History Spanish II Electives	<u>11th GRADE</u> American Lit/Comp Science Informal Geometry U. S. History Electives	<u>11th GRADE</u> American Literature Chemistry or Principles of Technology U. S. History Math 3 Spanish 11 or CTAE Class Electives
<u>12th GRADE</u> Advanced Composition Anatomy or Physics*** Algebra III ** Economics Comparative Political Economic System Electives	<u>12th GRADE</u> English lit/Comp Economics Comparative Political Economic System Electives	<u>12th GRADE</u> British Literature Math 4 4 th Science CTAE class Electives

*A student must pass Alg I and Geometry before taking Chemistry or Algebra II.

**A student must pass Algebra II before taking Algebra III.

***A student must pass Chemistry before taking Anatomy or Physics.

RECOMMENDED SCHEDULE FOR STUDENTS ENTERING 9th GRADE IN 2008:

9th Grade	10th Grade	11th Grade	12th Grade
9th Grade Comp/Lit Biology	10 th Grade Comp/Lit Physical Science	American Comp/Lit Chemistry ψ or Princ. Tech	British Literature Anatomy
World History Math I Health/PE	U.S. History Math II * CTAE or Spanish I or Fine Arts	Econ/Govt. Math III** CTAE or Spanish II of Fine Arts	Math IV*** CTAE or Fine Arts Elective
Elective	Elective	Elective	Elective

Note:

*Must pass Math I before taking Math II

**Must pass Math II before taking Math III

***Must pass Math III before taking Math IV

ψ Must pass Biology & Physical Science before taking Chemistry

b. **Diploma Endorsements**

TECHNOLOGY/CAREER PREPARATORY ENDORSEMENT Students must complete the vocational education endorsement with at least four (4) Technology/Career Education units earned and three (3) of which must be concentrated in one program area.

COLLEGE PREPARATORY ENDORSEMENT Students must complete the College Prep Core to receive the College Prep Endorsement.

COLLEGE PREPARATORY ENDORSEMENT AND TECHNOLOGY/CAREER EDUCATION ENDORSEMENT Students who meet requirements of both programs (College Preparatory and Technology/Career Education) may receive both endorsements on diploma.

c. **Graduation Participation Requirements** Students must meet one of three standards in order to participate in the graduation ceremony:

1. Have successfully completed all graduation requirements (course work) and passed all parts of the Georgia High School Graduation Test.
2. Receive a Special Education Diploma.
3. Have successfully completed all graduation requirements (course work), have not passed all parts of the Georgia High School Graduation Test, but have attended at least 90% of the summer remediation classes and after school tutoring sessions offered for the GHSGT since first failing any part of the Georgia High School Graduation Test and prior to the final administration of the GHSGT before graduation.

Any student failing to meet at least one of these three standards will not be allowed to participate in the graduation ceremony at Montgomery County High School.

d. **HOPE Scholarship Eligibility** A student can only factor the maximum required number of units in a subject category towards their grade average for eligibility for the HOPE Scholarship. For example, if a student has five units of English Language Arts, a student can only count four units for consideration of the HOPE Scholarship grade average. In all of the subject categories, the units with the highest grades are selected in instances where the student earns more than the required number of units for a subject. A student is not eligible for the HOPE Scholarship if he or she does not complete the required units in any required subject.

When submitting the preliminary list for a student's consideration of the HOPE Scholarship a student may have one less unit for each subject. A student's grade average for consideration of the HOPE Scholarship will include those grades from a student's failed core curriculum course work as well as all grades earned from a student's repeated course work.

The College Preparatory Curriculum requirement of 2 units of a foreign language must be two levels of the same language. For example: Spanish I and Spanish II. If a student has two units of one language and two units of another language, then the pair of units with the highest grade average shall be included in the HOPE Scholarship grade average. If a student has three units of the same language, then the two units with the highest grade average are to be include in the HOPE Scholarship grade average.

Required Grade Point Average for HOPE

College Preparatory Diploma: Core GPA of 3.0 on a 4.0 scale or 81 numeric average.

Technical/Career Diploma: Core GPA of 3.2 on a 4.0 scale or 85 numeric average.

- e. **Tech Prep Curriculum** Tech Prep is a new option for high school students which prepare them for the world of work. The advantages of Tech Prep are as follows:
1. It allows students to use high school units to earn technical school credits;
 2. It prepares students for existing and emerging technological careers;
 3. It uses a sequential court of study to build competencies in math, science, and communications.
- f. **Youth Apprenticeship Program** A program of study combining structured school and work based learning which leads to a High School Diploma, Post-Secondary Credential and Certificate of Occupational Skills. The program offers the following:
- i. Learning program for Juniors and Seniors;
 - ii. Integrates structured, on-the-job Learning with school based instruction;
 - iii. Bridges High School and Post Secondary Learning;
 - iv. Results in Academic Credentials;
 - v. Results on Certified Mastery of Occupational Skills.

V. INTERNET AND TECHNOLOGY POLICIES

- a. **General Provisions** The Montgomery County School System will be offering access to the Internet. In order to access the Internet each student must obtain parental permission as verified by the signatures on the Internet Acceptable Use Policy Form, which is part of the student Handbook.

The Internet, as provided by the Montgomery County School System, is an instructional research and educational business tool for students and staff and shall not be used for private, personal use. Students and staff are responsible for appropriate behavior while using the Internet and all users must sign the Internet Acceptable Use Policy. The network should be protected at all times and any misuse will be reported promptly to the Principal or Superintendent.

There should be no inappropriate materials or language used to communicate and users shall not access any site or information with materials that violate school policy or rules. No student or adult shall attempt to access any unacceptable site on the Internet, send objectionable or threatening messages to another employee, student, or anyone else, sign on using another person's password, change settings or addresses, or attempt to access another person's files. The provisions and possible sanctions pertaining to the student Code of Conduct apply to all Internet use at the high school.

All users should be careful to not violate copyright laws. There should be no malicious or negligent damage to computers, computer systems, or networks. School officials are required to report any threats, communications or access that might be a potential threat to the safety of the students and staff.

All students under the age of 18 must provide a signed parental permission form as a part of their acknowledgment of the Acceptable Use Policy in order to utilize the Internet service. It is the parent's right to decide whether or not to allow their child access to the Internet and electronic mail at school.

Students shall not access any radios or videos through the Internet. Radios and videos use a large amount of bandwidth, which slows the speed of Internet access.

All employees and others permitted access to the Internet through school computers must also sign the Acceptable Use Policy. Violations of this policy by any staff member or employee may result in a loss of access as well as other disciplinary or legal action. Neither students nor adults are to delete or change network settings for any reason without permission from the Technology Department.

Use of the Internet on School System property is a privilege and not a right and the Montgomery County School System reserves the right to remove users' access or records without warning.

b. **Technology Safety and Acceptable Use Policy** Technology provides a means of communication that may enhance the instructional program. This technology is provided by the Montgomery County Board of Education as an instructional research and educational business tool for students and staff and shall not be used for private, personal, commercial, or illegal use.

All employees, including substitutes, and others permitted access to the Network through school computers must sign the Safety and Acceptable Use Policy. Violations of this policy may result in a loss of access as well as other disciplinary or legal action. The Board reserves the right to remove users' access or records without warning.

General Information concerning this policy for students and parents:

What is the Internet? The Internet is a global computer network made up of many smaller contributing networks connecting millions of computers and individual subscribers through the world. Internet access is coordinated through a complex association of government agencies and regional and state networks. While there is an abundance of valuable information, with this access comes the availability of material that may not be considered to be of educational value in the context of the school setting.

What is possible? Through the Internet students and school employees can explore thousands of libraries, databases, museums, and other resources. They can exchange personal communications with other users around the world. While the use of the Internet is primarily instructional in nature, to reach an educational goal some students may find ways to access other materials. Unfortunately, some of these resources contain items that are illegal, defamatory, inaccurate, or potentially offensive. Most educators believe the benefits to students from access to the Internet exceed the disadvantages. Parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using these resources. Therefore, we respect each family's right to decide whether or not to apply for access.

How should it be used? The Internet should be used for research and education through the provision of unique resources and opportunities for collaboration among students, teachers, support personnel, and administrators. Use of the Internet must be in support of this educational research and consistent with the educational objectives of the school. Research projects should first be incorporated into lesson plans and then assigned to students.

Instructors in lab settings are to identify Web sites to be used for instruction. A request for a particular site to be unblocked may be made to the Technology Coordinator.

What is expected? Students, staff, and guests are responsible for appropriate behavior while using the Internet and the World Wide Web. Additionally, all users are responsible for their actions while using the equipment and the resources. Use is a privilege, not a right, and may be revoked if abused. Vandalism of equipment or programs will result in appropriate sanctions.

User Logs - must be kept by classroom teachers, media specialists, and others who have students in their charge with access to a computer. Students are not to delete the Internet history unless given approval by the teacher. Teachers must be able to review each student's Internet history. Students must be supervised when using a computer.

Email - Employees will be provided with an individual email account after approval of the principal and technology contact and upon their demonstration of ability to operate within the network. Users will check their email frequently and delete unwanted messages promptly. Student email accounts will not be established without a written lesson plan that clearly states the purpose and valid educational reason for the creation of the account. Student email accounts will be opened by the technology staff when requested and approved. Any guest email account will be temporary, approved by teacher and principal, and removed at the earliest possible time.

Internet Chat Rooms and Bulletin Boards - Access is prohibited except upon submission of plans for a specific lesson and full supervision by the teacher.

Schools/System Web Sites - Schools may establish Web pages that present appropriate information about the school or class activities. Any web site established on the Montgomery County School System web server must be authorized by the Technology Administrator. Web sites established for system entities on third party servers are not authorized and if established are not considered official or representative of the school system and must be removed. Student identification is not permitted on Web sites.

Users will not post personal contact information about themselves or other people. Personal contact information includes name, address, telephone, or e-mail address. Adults may need to give vendors minimum information such as user name and e-mail address

School System Limitation of Liability - The Montgomery County School System makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the system will be error free or without defect. The Montgomery County School System will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The Montgomery County School System will not be responsible for any financial obligations arising through the unauthorized use of the system.

Due Process - The school system will filter and monitor network access and will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the system's network. In the event there is an allegation or report which indicates that a student or adult has violated these policies, written notice will be provided and the individuals involved given an opportunity to present an explanation as outlined in the Student Code of Conduct and the Policies and Procedures handbooks.

Privacy - All users have the right to privacy. However, if evidence indicates a user may be in violation of the guidelines, a system administrator may review communications to maintain system integrity and to insure that students and adults are using the system responsibly.

Respect for Privacy - Users will not repost any message that was sent to them privately without permission of the person who sent the message. (Exceptions would be requests for technical assistance addressed to the technology administrator or communications between technical staff.) There shall be no unauthorized disclosure of information on students. Adults must maintain confidentiality of student records and other information.

Search and Seizure - System users have a limited privacy expectation in the contents of their personal files on the system network.

Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the Safety and Acceptable Use policies, or applicable law. In such instances an individual search will be conducted if there is probable cause that such is necessary.

Employees should be aware that their personal files may be discoverable under Georgia State law.

Plagiarism and Copyright Infringement - Users will not plagiarize works that they find on the Internet. Plagiarism is the taking the ideas or writings of others and presenting them as if they were original to the user. Teachers, librarians, etc., will instruct students in appropriate research and citation practices and users will respect the rights of copyright owners. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement unless the article states it is public domain.

Academic Freedom, Student Rights to Free Speech - Any statement of personal belief is implicitly understood to be representative of the author's individual point of view and not that of the school or school system.

What are the privileges and rights of a user? All users have certain privileges and rights. Infringement of or disrespect to the rights of others may result in the loss of Internet privileges.

Inappropriate materials or language - No profane, abusive, or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. Users will not view, send or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, pictures, etc. Users will not post information that, if acted upon, could cause damage or a danger of disruption. Users will not engage in personal attacks, including prejudicial or discriminatory attacks. Users will not use a computer or the Internet to hurt, harass, attack, or harm other people or their work. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, the user must stop. Users will not knowingly or recklessly post false or defamatory information about a person or organization. Users shall be held accountable for their actions and exemplary behavior is expected from all users at all times.

Selection of Material - When using the Internet for class activities teachers will select material that is age appropriate for the students and that is relevant to the course objectives. Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material. Teachers will provide guidelines and lists of resources to assist their students in research activities. If it becomes necessary to limit or designate certain selections from the Internet for accessibility to students, determination will be made by a committee and the administration.

Software - All proposed software purchases to be made by individuals or schools must have prior approval of the Technology Administrator if said software is intended to be placed on servers, even if software is free. Some operating systems might not be compatible with the network and software shall not be placed on servers without approval of the technology administrator. It is strongly suggested that employees, when purchasing software, should check with vendors regarding compatibility of software and contact technology staff for a check of their computer capacity. All software scheduled to be placed on multiple computers or network servers must include the necessary site license. Caution shall be taken to insure that no software piracy takes

place. A site license should be obtained as necessary. **Penalties for software piracy are severe.**

Personal Safety - Any user who receives threatening or unwelcome communications should notify a teacher or system administrator.

Illegal Activities - Users will not attempt to gain unauthorized access to the system network or to any other computer system or go beyond their authorized access. This includes attempting to log on through another person's account or access another person's files. There shall be no malicious or negligent damage to computers, computer systems, or networks. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. Users will not attempt to access pornography, seek illegal information from the Internet on any other illegal act such as hacking, instructions on how to perform an illegal act, child pornography, threatening the safety of a person or engaging in any type of criminal gang activity or illegal sales. School officials are required to report any threats, communications or access that appears to be a potential threat to the safety of students and staff to law enforcement officials.

System Security - Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from using their account. **Under no conditions shall a user provide his/her password to another person.** Users will immediately notify the Technology Administrator if they have identified a possible security problem. Users are not authorized to "search for" security problems as this action may be construed as an illegal attempt to gain access. Users will avoid the inadvertent spread of computer viruses and should be cautious when opening e-mail from an unknown source or downloading of files from the Internet. School officials are required to report any threats, communications or access that appear to be a potential threat to the safety of the students and staff.

Filtering/Monitoring Software - The school system will use software designed to block access to certain sites and will monitor e-mail activity, Web sites, chat rooms and bulletin boards visited by users of the network.

Respecting Resource Limits - Student users will not download any file unless under the direct supervision of a teacher. Caution shall be taken by employees when downloading large files including but not limited to free program files without authorization from the Network Administrator. Users will not install unauthorized software, files, games, programs or other electronic media on the network. Downloaded documents and images shall be educational and in line with lesson plans. Note that images take up a great deal of memory. The network provides the administration with a means of checking on downloads, date of download, source of download, and the user account. No radios/real players are to be run through the network unless specified in a lesson plan and then removed following completion of lesson. Radios/real players use a large amount of bandwidth which slows the speed of Internet access. Unblocking of certain sites, if requested by teacher and principal, may be allowed for short periods of time, upon approval of Technology Department. The merits of unblocking an unacceptable site should be weighed carefully when considering such action. Temporary Internet files should be deleted at least once every thirty days or more often if necessary.

No single user shall be allowed to monopolize the workstations connected to the Internet.

Protection of Equipment - No food or drink shall be permitted in business or computer labs or around classroom computers. No software or CDs, games, etc. are to be brought from home or elsewhere for installation on school computers without approval of the school's technology contact or the system's technology staff. If someone installs software without prior approval of technology staff and this causes a problem or damage, then only a staff member shall wipe the hard drive clean, reload the operating system and conduct any other needed repair to any system software. Repair expense caused by damage to the network or to system software as a result of

negligence or failure to follow instructions shall be the sole responsibility of the persons contributing to such damage. Each individual adult employee is responsible for the computers placed in his or her charge. Neither students nor adults are to delete/change network settings for any reason without permission from the Technology Department. When problems occur, an email message, fax, or phone call should be made to the Technology Administrator, notifying them of the problem. A technician will then be assigned on a priority basis.

Equal Access - All users, including those with disabilities, will be granted free and equal access to the Internet. Exploration of the Internet is encouraged relative to the purposes of research and education.

VI. ATHLETICS

a. **General Statement concerning Extra-Curricular Activities** The school's extra-curricular program is an integral part of the curriculum and the school personnel have devoted great effort to assure that participating students are protected in every way possible. It is the responsibility of parents, students, and school personnel to help reduce possible problems. Therefore, it has become necessary for the school to develop certain guidelines for student participation to which students must adhere. Students will be transported to and from all events in school approved vehicles. Parents or guardians wishing to have their son or daughter with them when returning home from an event must provide the school sponsor with a written request, thus relieving the school of any and all liability

Montgomery County Schools are committed to compliance with the Georgia Equity in Sports Act and it shall be the policy of the Montgomery County School System not to participate in any athletic activity that does not comply with said Act.

b. **General Statement concerning Conduct** Athletes are expected to dress and groom in such a way as to bring honor to themselves and Montgomery County High School. Any incidents which occur that are not covered by the athletic policies will be ruled upon by a joint meeting of the athletic director and Principal.

c. **General Athletic Rules** Athletes suspended from school will not practice during that period of suspension and will not play in any games during that time period.

Athletes will travel with the team to and from all games unless the head coach is notified by a parent or legal guardian of substitute transportation. Notification must be in writing and given to the coach before departing. Failure to comply may result in a student's suspension from athletic activities and/or school.

Ejection from a game for any reason results in the suspension of the student from participating in the next game.

The Athletic Department reserves the right to discipline an athlete for any infraction which is detrimental to the program.

Use of drugs will not be tolerated by MCHS. Athletes using or selling drugs will be suspended from all athletic participation for one year and will receive a disciplinary referral. Use of alcohol will result in suspension from athletic participation for a period to be determined by school officials and will result in a disciplinary referral. Use of alcohol or drugs during school sponsored events will always result in suspension from athletic participation and disciplinary action by the administration. Further, law enforcement may be contacted, depending upon the circumstances.

Head scarves, hair nets, sweat bands, combs, picks, hair curlers, du-rags, and bandanas are not to be worn at school, during competition, or on team trips.

Hair should be neat and clean during each activity season

Appropriate dress will be prescribed by the head coach.

Clothing should be neat, clean, and properly worn.

Shoes are required at all times.

Belts must be buckled, sashes tied, straps strapped, and suspenders properly worn.

Upkeep and maintenance of equipment is the responsibility of the athlete. If equipment is lost or stolen or defaced in any way other than normal wear and tear, the athlete is financially responsible for the equipment. Return time of all equipment is one week after the final game or contest of the season.

In an effort to promote athletic participation and at the same time to eradicate the negative side effects of quitting, all students are granted an initial grace period for try-outs in any sport. Students may feel free to try out during the first two weeks of any athletic season to determine whether or not they are committed to play and practice for an entire season. If at the end of the two-week grace period and prior to the date of a sport's first game or contest, the student decides that he or she is not prepared to make a seasonal commitment then the student may choose to leave that particular sport in good standing with the Athletic Department. However, should a student stay with a particular sport after the grace period and later decide to quit, the student will not be allowed to participate in another sport until the present sport season is completed.

d. **Eligibility Requirements** Eligibility for students representing the school in any activity includes the maintaining of passing grades in at least five academic subjects during the preceding semester. Students must also meet "on-track" academic requirements for eligibility. A student must not have reached his or her 19th birthday prior to May 1st preceding his or her final year of participation. A student is eligible for only four (4) years from the date he or she enters the 9th grade.

Students and parents may obtain a copy of the complete Montgomery County School System policy concerning student eligibility for interscholastic sports and activities from the Montgomery County School System administrative office.

e. **Lettering Requirements** Awarding of the letters in all athletic events will be determined by a point system. In special instances, the head coach, Principal, and the athletic director may depart from these requirements to award an athletic letter.

Point System

Points are awarded on the following basis:

1. One point for every practice attended.
2. Two points for every summer workout attended. (If applicable)
3. Two points for every practice when school is not in session.
4. One point for every regular season contest started.
5. One point for each time period played in a regular season contest.
6. All points double during state playoffs.

Three points will be deducted from a player's total if he or she misses a practice or contest, unless he has prior permission from the head coach. Since summer workouts are conducted on a voluntary basis, no points will be deducted for missing a summer workout. If a player misses a practice and has prior permission from the head coach, he or she will not receive any points. If a practice or summer workout session is canceled for any reason, every player will be awarded the point or points for that practice or workout.

If a player does not letter during a particular season, one-half of his or her accumulated points during that season will be forwarded and credited to begin the next season.

If the event that a player has an injury that prevents him or her from playing, he or she will earn an athletic letter if he or she has earned three-quarters of the points he or she was eligible to obtain at the time of the injury. This policy includes points earned for summer workouts.

If a player is participating in one sport when the practice of another sport begins, he or she will be awarded a practice point in both sports during that period, if a practice conflict arises.

Football: In order to letter a player must earn at least 125 points and finish the season in good standing.

Cross Country*: In order to letter a player must earn at least 65 points and finish the season in good standing.

Competitive Cheerleading*: In order to letter a player must earn at least 110 points and finish the season in good standing.

Softball*: In order to letter a player must earn at least 165 points and finish the season in good standing.

Basketball: In order to letter a player must earn at least 175 points and finish the season in good standing.

Wrestling*: In order to letter a player must earn at least 90 points and finish the season in good standing.

Baseball*: In order to letter a player must earn at least 200 points and finish the season in good standing.

Golf*: In order to letter a player must earn at least 50 points and finish the season in good standing.

Tennis*: In order to letter a player must earn at least 65 points and finish the season in good standing.

Track*: In order to letter a player must earn 100 points and finish the season in good standing..

*Points will be adjusted downward in the event that the maximum number of events are not held.

f. **Letter Jacket Requirements** A player will earn a letter jacket if he or she obtains a total of eighteen (18) points and at least one varsity letter. Points are awarded in the following manner:

- One (1) varsity letter in Football or Basketball equals nine (9) points.
- One (1) varsity letter in all other varsity sports equals six (6) points.
- One (1) varsity certificate of participation from a varsity program includes junior varsity participation equals three (3) points.

g. **Cheerleading** Students participating in all three facets of the cheerleading program may receive no more than twelve (12) points in any school year regardless of the point combination. The cheerleaders of Montgomery County High School should dedicate themselves and their services to endeavor to maintain enthusiasm and school spirit at all events.

Cheerleaders are selected in the spring of each year for participation the following season. Cheerleaders are provided a constitution, setting forth the applicable policies by which they are to abide. Any deviation from these policies will result in demerits and "benching."

VII. SCHOOL SPONSORED CLUBS & EVENTS

a. **General Statement concerning Extra-Curricular Activities** The school's extra-curricular program is an integral part of the curriculum and the school personnel have devoted great effort to assure that participating students are protected in every way possible. It is the responsibility of parents, students, and school personnel to help reduce possible problems. Therefore, it has become necessary for the school to develop certain guidelines for student participation to which all students must adhere. Students will be transported to and from all events in school approved vehicles. Parents or guardians wishing to have their son or daughter with them when returning home from an event must provide the school sponsor with a written request, thus relieving the school of any and all liability. At no time will a student be allowed to ride with anyone other than their parents or guardians.

b. **General Statement concerning Conduct** Each student is encouraged to join at least one club. No student will be allowed to hold the same office in two clubs simultaneously. Dues are set by organizations by vote of the members, state, or national association and a student's failure to pay dues may cause a student to forfeit membership.

c. **Requirements for Establishment of School Sponsored Club**
The Montgomery County Board of Education is vested with the discretion and responsibility to grant or deny the request for the establishment of any school sponsored club. Generally, in order for a new school sponsored club to be approved it must have some form of connection to the high school curriculum and have a faculty sponsor. Any student or group of students desiring to organize a new school sponsored club or organization is directed to speak

with the Principal or any guidance counselor about obtaining further information about this process.

d. **Beta Club** The Beta Club is an honor group whose purposes are to stimulate effort, reward achievement, recognize leadership, and promote higher scholarship. Membership is by invitation only. To be eligible for membership a student must meet and maintain the following qualifications:

- 1 Be enrolled in a college-preparatory program of study
- 2 Have the approval of his or her teachers
- 3 Have good character and a commendable attitude
- 4 Have the approval of the Principal and the National Beta Club
- 5 Be enrolled in the first semester of tenth grade or above
- 6 Have a scholastic average of 91 or above if in the eleventh grade, or a scholastic average of 90 if in the twelfth grade.

If, at any time, a member does not maintain the above qualifications the member will have one semester in which to meet that qualification. If that qualification is not met after that grading period, the member will not be allowed to participate in any Beta Club activities. Beta Club has various service projects for each month.

e. **Eagle Band** Membership in the Montgomery County High School Band is open to any student who has had some form of previous instrumental music training. This prerequisite is established because it is obvious that any student who has no training in instrumental music could not be expected to play high school level music. At the present time it is not practical for beginning music students to participate in the Eagle Band. As a consequence, membership in the Eagle Band is a privilege earned by the student through earlier involvement with music, through personal diligence, hard work, and by exhibition of a positive attitude toward the success of his or her band program.

Members of the Eagle Band are provided a separate handbook in which policies concerning all areas of the band students' activities with the unit are outlined and discussed. While the band student may have earned the right to participate in the band program, he or she must continually exhibit his or her desire to participate by following rules and regulations set forth in the Eagle Band Handbook. Any student is subject to dismissal from the organization as a result of his or her violation of these policies.

Eagle Band members are expected to show pride in their organization, to be involved in many aspects of their school life and be at the very core of the outstanding school spirit.

f. **Fellowship of Christian Athletes (FCA)** The Fellowship of Christian Athletes is a service organization whose purpose is to encourage Christian athletes in their faith by working together on various projects. Membership is open to all high school athletes. FCA conducts various activities throughout the year at school and in the community.

g. **Future Business Leaders of America (FBLA)** The Future Business Leaders of America's mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. We bring our mission to life through the application of our motto: Service, Education, and Progress. All students taking Business & Computer Science classes are strongly encouraged to join FBLA.

h. **FFA** The goal of the FFA is primarily to help develop and train students enrolled in vocational agriculture to become contributing members of society in which they live, whether it is in rural or urban areas. Public speaking, responsibility, dependability, and other traits of leadership are taught as well as the capacity to function in a contributing and worthwhile role as a member of a democratic group. Membership is expected of all students regularly enrolled in vocational agriculture, but is not required. Those taking agriculture have historically been members of this organization. Students participate in regional and state competition and service projects in the school and community.

i. **Family Career and Community Leadership of America** The mission of the organization is to promote personal growth and leadership development through family and consumer sciences education. The main focus of FCCLA is the family. FCCLA carries out numerous school and community activities each school year and also offers participation in competitive events.

j. **Literary Club** The Literary Club was organized to stimulate and encourage students interested in the various literary events for region competition. Membership is open to any student in grades nine through twelve.

k. **Spanish Club** The goal of the Spanish Club is to promote the knowledge of and appreciation of the Spanish language and culture. Membership is limited to those students enrolled in Spanish classes.

l. **Student Advisory Council** The Montgomery County High School Student Advisory Council is a responsible and important part of the operation of the school. It helps formulate policies and promotes a climate for their acceptance and enforcement. One of the primary objectives of the Council is to promote better relations between students, teachers, and the community.

STUDENT ADVISORY COUNCIL will consist of:

President (senior) Two Members from each class elected
Vice President (Junior)
Sec/Treasurer (Sr. or Jr.)

A. Qualifications for Council Members:

1. Must have at least a "B" average.
2. Must be a member in good standing with the class.

B. Rules regarding elections

1. Campaigns/Elections will consist of:
 - a. A speech not to exceed three minutes, to be delivered to the student body.
 - b. Speeches are subject to approval by the student advisory sponsor.
 - c. No posters will be placed on walls. Posters may be carried on the person.
 - d. Elections will be by secret ballot.
 - e. Runoffs will be held on the following day.
 - f. Ballots for all elections will be furnished by the Student Advisory Council.

m. **Homecoming Queen** The Homecoming Queen shall be a female member of the senior class that:

- 1) is on grade level
- 2) has never been enrolled in the Alternative School
- 3) has never been pregnant
- 4) has had no history of serious disciplinary action (fighting, stealing, alcohol, etc.)

The queen shall be chosen in this manner:

Three weeks prior to the homecoming football game all members of the senior class shall vote on the senior girls that meet the criteria for homecoming queen. Each senior class member may vote for two or fewer girls on the ballot. Any ballot with three or more votes will not be counted and discarded. The five girls with the most votes will comprise the Homecoming Court. In the event of a tie, a runoff will be held as soon as possible between those girls that are tied.

On the day of the homecoming game the entire student body will vote on the five girls on Homecoming Court, previously selected by the senior class. In the event of a tie, the girl

SUNGLASSES:		Sunglasses are allowed outside the school building, but not inside
SHOES:		All students shoes must have toes completely covered and be properly fastened (tied, zipped, or Velcro snapped). No bedroom shoes are allowed
HEADGEAR:		Students may wear hats or hoods outside the building, but must be removed before entering the building. All other types of headgear are forbidden anywhere on campus and will be confiscated immediately. The only exception is a du-rag being worn during physical education class with the permission of the instructor.
JACKETS/COATS:		Trench coats will not be allowed under any circumstance. Excessively large jackets are prohibited. Jackets may not be worn to cover up inappropriate clothing.
TOPS:		<p>Students may wear only polo-style shirts, sweaters, sweatshirts. On Fridays students may continue to wear these tops or they may wear an MCHS T-shirt or a solid color (but not white) T-shirt. MCHS jerseys may be worn on game days only. All other tops are prohibited. The shirts may have only short, three-quarter, or long sleeves. This shirt may only be a solid color, stripe, plaid, or an appropriate print (pattern). The MCHS T-shirts must represent a Montgomery County High School class, club, or sports team and must be traditional, round-necked T-shirts with short, three-quarter, or long sleeves. All shirts must be made of cotton or a cotton-nylon mix. All other fabrics are prohibited. Long-sleeved "T" shirts are not considered a sweatshirt, therefore they are not allowed.</p> <p>The only jerseys that will be allowed are Montgomery County High School jerseys worn on game day only. These jerseys must have sleeves or be worn over a polo-style shirt.</p> <p>Vests may be worn, but only over a polo style shirt. Sweaters and sweatshirts may be worn alone if they have high necklines (no more than three inches from the sternocavicular notch) and long sleeves. If they are worn over another shirt, the bottom shirt must be tucked in.</p> <p>All shirts, sweatshirts, sweaters, and jerseys must be long enough so as not to reveal any flesh or undergarments no matter how the student bends or moves. No sheer (see through) fabrics are allowed.</p> <p>Boys may wear a buttoned-up shirt as long as they wear a t-shirt under it. Buttons must be fastened and shirts must fit appropriately. All boys must have their shirttails tucked in at all times.</p>

BOTTOMS:	GIRLS:	Traditional solid colored, striped, plaid, or appropriate print skirts, pants, Capri pants, slacks, jeans, knee-length shorts, dresses, pinafore jumpers and overalls are the only acceptable apparel for girls. All skirts, pants, Capri pants, slacks, skirts, jeans, and knee-length shorts must reach the natural waist (the part of the body between the bottom of the rib cage and the pelvis); no “hip hugger” or “low rider” pants will be allowed. Pants, Capri pants, slacks, jeans, knee-length shorts, and overalls can have no more than one traditional watch pocket, two traditional front pockets, two traditional back (hip) pockets, and one open topped (no flap or zipper) ruler pocket on the side of only one leg. No other pockets are allowed. Skirts, pants, Capri pants, slacks, jeans, knee-length shorts, dresses, pinafore jumpers, and overalls cannot reveal any skin above the knee. Capri pants must end below the knee with no portion of the knee showing when walking or sitting. Pants, knee-length shorts, and overalls, must not have holes or shredding above the knee. Skirts, dresses, and pinafore jumpers must have a hem that is no higher than the bend in the knee. Slits and kick-pleats must not extend above the bend of the knee. All buttons must be buttoned all fasteners must be fastened on all clothing. Overalls must be Capri length or longer. Pinafore jumpers and overalls must be worn over the TOPS guidelines. Jumpsuits are prohibited. Sweat pants, jogging pants, wind suit pants, or similar type pants are not allowed. No terry cloth, velour, nylon, spandex, or similar material will be allowed. Specifically, no work out style clothes will be allowed.
Pregnancy		Students that are pregnant must abide by the school dress code. They are encouraged to obtain large polo-style shirts.
	BOYS	Pants, knee-length shorts and overalls are the only acceptable apparel for boys. These items must be made of khaki material (chino), jeans (denim), or be dress slacks and may be solid in color, striped, plaid, or an appropriate print. Pants, knee-length shorts and overalls must be the correct size. Pants and knee-length shorts must have belt loops, be worn at the waist, and tightened with a belt. Pants, knee-length shorts, and overalls must not have holes or shredding above the knee. Overalls may be worn as long as buttons are buttoned and all fasteners are fastened. Pants, knee-length shorts, and overalls can have no more than one traditional watch pocket, two traditional front pockets, two traditional back (hip) pockets, and one open topped (no flap or zipper) ruler pocket on the side of only one leg. No other pockets are allowed. Cargo pants, sweat pants, jogging pants, wind suit pants, or similar type pants are not allowed. No terry cloth, velour, nylon, spandex, or similar type material will be allowed. Specifically, no workout style clothes will be allowed.
DRESSES:		Only girls may wear dresses. Dresses must be appropriate for school. Dresses may not be excessively tight or revealing. The dress must have a high neckline, sleeves, and not reveal flesh above the knee.

The administration reserves the right to modify the dress code if a situation arises that may threaten the efficiency of the academic day or the safety of the students.

c. **Consequences for violation of the dress code** In instances where modesty or words or pictures of a disruptive nature is the problem, the student will be held in ISS until appropriate clothing can be brought. In all other incidents, the student will receive the appropriate punishment and be returned to class with a form that shows he/she has been disciplined. A student will not be allowed to go home to change clothes.

1st offense: One day after school detention

2nd offense: Two days after school detention or corporal punishment (student choice)

Subsequent offenses: ISS until all days have been used and then OSS

*Violators of easily correctable offenses (i.e., shirttail out, sagging pants, etc) will be paddled up to three times (adding one "lick" to each offense) and then will receive the same progressive disciplinary action as all other dress code violations.

IX. STUDENT CODE OF CONDUCT AND DISCIPLINE

a. **Student Code of Ethics** The Montgomery County School System believes that for every right that has been given to us there is also the responsibility for us to act maturely and conscientiously in the exercising of these rights, so as not to infringe on the rights of others. Basic to these responsibilities are honesty and fairness. We believe further that the opportunity for an education is not to be taken lightly. Each student has a responsibility to make the system at MCHS work by subscribing to and supporting the policies of the school as well as those of the individual classrooms.

Respect for authority, our peers, ourselves, and dedication to high moral standards are basic to the development of wholesome and positive persons who will make significant contributions to the world community.

b. **Student Behavior Code** Proper behavior is the student's responsibility. Teachers have the responsibility of maintaining a positive learning environment in their classrooms for the benefit of all students. When a teacher feels that assistance is needed in correcting deviant behavior, the teacher may send the student to the office. If a student is sent to the office he or she will get a fair hearing and any action taken will be based on facts. The rules and actions should apply equally to all students.

Certain forms of misconduct and disobedience of school rules by students will result in action by the school administration. Students are personally responsible for their conduct when they are at school, or their way to or from school, or at a school sponsored activity, including all sports events. The administration may use a variety of methods to correct misconduct, such as student conferences, parent conferences, after school detention, in school suspension (ISS), out of school suspension (OSS), corporal punishment, or expulsion.

NOTICE TO STUDENTS AND PARENTS: Students may be held accountable for their actions by the Montgomery County School System and its school officials for any student's actions occurring:

1. **At school, during or after school hours;**
2. **At any school sponsored activity or sporting event outside of regular school hours;**
3. **On any school bus;**
4. **At any other time, where the student's activities and actions could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.**

c. **Lunchroom Behavior** Students should walk, not run, to the lunchroom. Students should not break in line or allow others to break in front of them. Students should use good table manners and keep their voices in low conversational tones. The table should be left clean and orderly. Each student should take his tray and utensils to the disposal window.

Students must remain outside the building after finishing in the lunchroom. During breakfast, students should not bring food from home to eat in the lunchroom.

d. **Sexual Harassment** The Montgomery County School System recognizes that harassment on the basis of sex is a violation of both federal and state discrimination laws. The Montgomery County School System will provide a school environment free from sexual harassment and will not tolerate such conduct on the part of any student.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors/or other physical conduct of a sexual nature. Forms of sexual harassment include the following: verbal harassment, physical harassment, and visual harassment.

If a student perceives such unwanted comments, gestures or actions from persons in the school facility the student should notify the Principal, the counselor or a faculty member immediately.

Upon the receipt of a complaint designated personnel will take the appropriate action to resolve complaints of sexual harassment. Persons found to be responsible for sexual harassment will be subject to the appropriate discipline.

e. **Drug-Free Policy** The use and possession of illicit drugs and the unlawful possession and use of alcohol are both illegal and harmful to students. Disciplinary sanctions for illicit drug and alcohol use and/or possession at school or at any school activity are severe and may include expulsion and referral for prosecution by law enforcement. The Montgomery County School System may impose a variety of sanctions for violations of this policy, including, but not limited to: parent-teacher conferences, suspension, or expulsion. Information concerning drug and alcohol counseling, rehabilitation, and re-entry programs can be obtained from the school counselor or administrative staff upon request. Parents or students wishing to receive or review the entire board policy on student or employee drug use and/or possession may receive a copy of this policy upon request.

f. **Racial Harassment Policy** It is the policy of the Montgomery County School System to maintain a learning environment that is free from racial harassment. It shall be a violation of this policy for any member of the staff or student to harass a student or other staff member through racially disparaging conduct or communications.

Racial harassment may include:

1. Oral or written statements having racially demeaning implications made or sent to an individual;
2. Gestures or conduct rooted in racial prejudice or racial factors or considerations that signal contempt toward others of any race.
3. Any evidence, suggestion, or implication that racial factors may be considered as a basis for academic or personnel decisions affecting an individual.

Any person who alleges racial harassment by a staff member or student in the school district may complain directly to the Principal, guidance counselor or other individual designated to receive such complaints.

g. **Student Complaints and Grievances** It is the belief of the Montgomery County School System that students have both the right and responsibility to express school related concerns and grievances to the faculty and the administration. Therefore, students shall be assured the opportunity for an orderly presentation and review of grievances. A copy of the proper procedure to follow is available in your Principal's office or at the Montgomery County School System administrative office.

For the discussion and consideration of a grievance, any student or group of students should request a meeting time and place which will not interfere with regular scheduled classes or school related activities. The faculty and administration shall make an honest effort to resolve student grievances as quickly as possible at the most immediate level of supervision.

h. **Search and Seizure Policies** School officials may, according to law and school board policy, have access to student lockers, automobiles and personal belongings when

there are reasonable grounds to believe that the search will reveal evidence that the student is in violation of the law or the rules of the school or reason to suspect that the welfare of students and other personnel may be threatened.

Searches based on reasonable grounds may proceed without hindrance or delay, but shall be conducted in a manner that is not excessively intrusive, in light of the age and sex of the student.

In the event the search of a student's person or of his or her personal possessions, locker or vehicle reveals the student is concealing any substance prohibited by federal, state or local law, school officials may notify law enforcement authorities so that they may take the appropriate action.

Students suspected of being under the influence of alcohol or drugs may be subject to applicable drug or alcohol testing. A student's refusal to undergo testing or a parent's refusal to allow such testing may result in the student being assumed to have tested positive for alcohol or illegal drugs.

School officials are granted great latitude in addressing individual student drug and alcohol violations on a case-by-case basis and penalties for illegal use and possession may be severe and may result in criminal prosecution.

In accordance with Georgia Law any vehicle entering school grounds is subject to a complete search by school officials without the need of search warrants. When the request is made to search a vehicle that vehicle must remain on campus until the search is completed. Failure to comply with such request will result in referral to law enforcement officials.

i. **Definitions of Terms concerning Student Conduct and Discipline** In an effort to assist students and parents regarding possible violations of the student Code of Conduct, school officials have provided a limited listing of definitions. This listing is by no means a complete listing of definitions and is only provided for students' and parents' information only. School officials may utilize any alternate or supplemental definition as enacted by applicable law. The following terms are hereinafter defined as follows:

Assault: Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike)

Battery: Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. (Example: fighting)

Bullying: In accordance with Georgia law, bullying is defined as (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

Chronic Disciplinary Problem Student: Willful and persistent violation of the student code of conduct.

Detention: A requirement that the student report to a specified school location and to a designated teacher or school official at a specified time. Detention may require the student's attendance before school or after school. Students are given one day's warning so that arrangements for transportation can be made by the parents or guardians.

Disciplinary Tribunal: School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

Drug: The term drug does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs.

Expulsion: Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal.

Extortion: Obtaining money or goods from another student by violence, threats, or misuse of authority.

Fireworks: The term "fireworks" means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

Gambling: Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

Gang: Three or more persons who interact frequently among themselves to the exclusion of other groups, have a group name or other forms of identification, claim a territory, and engage in criminal and other anti-social behavior on a regular basis. "Gang-related crimes" are criminal acts that include gang violence or gang retaliation related to territory protection, signing, graffiti, recruitment, or any criminal activity such as drug trafficking.

Improper Check-out: Leaving campus without properly signing out through the main office.

In-School Suspension: Removal of a student from class (s) or regular school program and assignment of that student to an alternative program isolated from peers.

Skipping: Being tardy to class for more than five minutes.

Suspension: Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

System's Early Intervention Program for Student and Parent: This early intervention program is for youth ages 12-18 and their parents/guardians. First offenders for possession or use of alcohol or other intoxicants may be offered the opportunity to attend the Substance Use Prevention Education Resource (SUPER) Program.

Tardy: Failure to report to the assigned location by the proper time.

Theft: The offense of taking or misappropriating any property of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

Waiver: A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

Vandalism: The willful defacing or destruction of someone else's' property.

j. **Disciplinary Policies and Options** Upon a student's violation of the Code of Conduct school officials have a variety of options available to them in addressing the student's actions, including, but not limited to the following:

- i. **Corporal Punishment** Students are paddled by the Principal or his designee. Students may be exempted from this disciplinary option if a student's parent previously communicates in writing to school officials that it is not permissible for their child to be subject to corporal punishment.
- ii. **After-school Detention** Students will be assigned one hour (3:15 p.m. to 4:15 p.m.) Monday, Tuesday, Wednesday, and/or Thursday to sit and be quiet and/or study under school supervision.
- iii. **In-school Suspension (ISS)** In-school suspension will be used as a method by school officials to address disruptive student behavior. Upon implantation of the ISS option a student's parents are notified. This disciplinary procedure allows students to continue to attend school and be counted as present in school but isolates them from daily school activities in a designated area away from the school population. Students in ISS shall follow a strict classroom work schedule in which they are required to complete assignments from their regular classroom teachers and the in-school suspension teacher. Students are isolated from all other students throughout the school day and are restricted from participating in all athletic and other extra-curricular activities while in ISS. ISS classes begin at 8:00 a.m. and students must obey all ISS rules or additional ISS time or out of school suspension will be assigned. If a student is absent when assigned to ISS, the absent day shall not count as a credited day towards the ISS sentence. Students who check out or are tardy while in ISS will be required to serve an additional day in ISS. A student may be assigned to ISS for no more than 10 days.
- iv. **Out-of-school Suspension (OSS)** A student is assigned out of school suspension for serious or frequent rule violations. Out of school suspension is the most serious punishment that can be assigned by the administration without a tribunal and shall be assigned only for serious violations. Students involved in activities which are considered to be violent, of willful disobedience, of open defiance of authority or of a profane or obscene nature are subject to immediate out of school suspension. Students whose misconduct has not been corrected by lesser means of discipline are also subject to out of school suspension. When school officials determine that out of school suspension is warranted for a student's actions the following procedures will be followed:
 - 1. Notification of parents is required for OSS punishment.
 - 2. The student is prohibited from taking part in any school sponsored activity during the time of the out of school suspension.
 - 3. The student may not participate as a member of an extracurricular team or group during the out of school suspension. Suspensions will end at the beginning of the next school day after the last day suspension is served. Students whose out of school suspension ends on the last school day of the week will not participate in school activities until the beginning of the first school day of the next week.
 - 4. The student may not return to school or the campus until after the out of school suspension period.
 - 5. The student, accompanied by a parent, may be required to report to the principal before being readmitted to school.
 - 6. Students serving out of school suspension will not be allowed to make up work missed and shall not receive credit for any school work or exams they may have missed during their out of school suspension.
- v. **Tri-County Alternative School Placement & Criteria** Montgomery County High School officials may utilize the option of placing students in the Tri-County Alternative program for Success (TAPS), in lieu of suspension or expulsion or

other condition or event. A student's eligibility for the TAPS program will be based on one or more of the following criteria:

1. The student is a dropout.
2. The student has been required by the court system to return to school to complete an educational program.
3. The student whose pregnancy or childbirth has created a hardship case regarding participation in the regular educational program.
4. The student has been excluded from the regular school because of disciplinary problems
5. The student hinders the success of the regular school program for him/herself and others due to chronic disruptive behavior.

vi. **Long-term Suspension** A student may obtain a long-term suspension of more than ten (10) days as a result of a tribunal. Long-term suspensions are out-of-school suspensions and students serving long term suspensions may not receive credit for any schoolwork missed during the suspension and may not participate in any school sponsored event while on suspension. A student who is given a long-term suspension by a tribunal may appeal his or her suspension to the Montgomery County Board of Education, whom, upon a review of the tribunal record, may shorten, lengthen, or leave the prior suspension unchanged.

vii. **Expulsion** Expulsion results in a student being excluded from enrollment for a specified length of time and may only be made as a result of a tribunal. Students and parents should take notice that a student who has been expelled from Montgomery County Schools may find it very difficult, if not impossible, to be enrolled in another public school in Georgia during the period of expulsion. A student who is expelled by a tribunal may appeal his or her expulsion to the Montgomery County Board of Education, whom, upon a review of the tribunal record, may shorten, lengthen, or leave the prior expulsion unchanged.

viii. **Referral to Juvenile Court and/or law enforcement** In addition to the sanctions listed above, school officials may, in their discretion, additionally report violations of the Code of Conduct to applicable law enforcement officials and the Montgomery County Juvenile Court. This option shall be on a case-by-case basis and shall be in addition to any sanction imposed.

k. **Disciplinary Violations and General Policies**

i. **Statement concerning policy and availability of options** School officials may utilize wide discretion and latitude in assessing disciplinary responses to Code of Conduct and school policy violations. School officials shall make a review of the student's conduct in each instance and shall make a determination of what punishment is warranted, based upon the individual facts, circumstances, and the student's prior disciplinary history. School officials will utilize a system of progressive discipline, where applicable but may depart from prior practices and procedures where warranted.

The following listing of possible punishments is merely for advisory purposes only and school officials may depart upwards or downwards in each individual situation.

ii. **Abusive Language** Language, writings, drawings, and gestures that are considered to be abusive, obscene, or profane will not be tolerated. Any student found guilty of such behavior may receive in-school suspension for at least one day and the parent/guardian of the student will be notified. The parent/guardian

and student may additionally be required to meet with the school Principal or his/her designee before the student will be allowed to resume his/her regular class schedule. Repeated offenses will result in additional suspensions and/or placement in the Tri-County Alternative School. In either case, the parent/guardian of the student will be notified and a meeting with the principal or his/her designee will be required.

Punishment: Offending student generally will receive corporal punishment for the first offense, but in some cases ISS may be considered the minimum punishment. Depending on the severity of the incident, the student at anytime maybe referred to the Disciplinary Tribunal for placement in the alternative school or expulsion from school. Law enforcement may be contacted.

- iii. **Activating a Fire Alarm under False Pretenses** Students shall not activate a fire alarm without an actual fire or other emergency related to a fire.

Punishment: First Offense: A minimum of 3 to 10 days OSS. Second Offense: A minimum of 5 to 10 days OSS.

- iv. **Alcohol & Drugs** A student shall not possess, sell, use, transfer, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. This includes prescription medications that are given to others or are otherwise used illegally.

Alcohol

Punishment: First Offense: Minimum five days OSS or 10 days ISS. Second Offense: five days OSS and placement in the Alternative School. Notification of law enforcement is likely after each incident and further notification of parents. Students may be required to take a sobriety test as a condition of return to school.

Drugs

Punishment: First Offense: Five days OSS and placement in the Alternative School. Notification of law enforcement is mandatory as well as notification of parents/guardians.

- v. **Cheating & altering school documents** Further explanation is not necessary as all students and parents can understand the implied definition.

Punishment: First Offense: At least one day ISS. Additional Offenses will require at least three days ISS.

- vi. **Assault** No student shall cause or attempt to cause physical injury or behave in such an insulting or provocative manner as could reasonably cause injury to a fellow student, school employee or guest.

Punishment: Eight days OSS with possible recommendation of expulsion. Law enforcement will be contacted at discretion of school officials.

- vii. **Bomb threat** No student shall, even in jest, make any form of threat, be it written or verbal, that there is any bomb, explosive, or any other form of incendiary device upon any school property. There is no requirement that an actual bomb exists in order to be found guilty of this particular offense. This provision shall have no effect upon a bona-fide notification of school officials of an actual or reasonably perceived bomb threat for the purposes of avoiding injury.

Punishment: Any student making a bomb threat will be suspended out-of-school five to 10 days and referred to the Disciplinary Tribunal for further action.

- viii. **Bullying** Bullying is any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do

so or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. Bullying may be considered a lesser included offense of Assault.

Punishment: First Offense: Minimum five days ISS. Second Offense: Five days OSS. Third Offense: Placement in the Alternative School.

- ix. **Cell phones** No cell phones will be allowed at school by students during school hours or on the school bus. Any cell phones found will be confiscated when found and returned to the parent or guardian only. Students may leave their cell phones with the Principal all day as a means to avoid violation of this provision.
Punishment: First Offense: One day ISS. Second Offense: Two days ISS. Third Offense: Three days of ISS. Additional offenses: Four days of ISS.
- x. **Class or School disruptions** No student shall disrupt any class in any manner or occupy any school building with the intent to deprive others of its intended use. This provision includes, but is not limited to the interruption of class activities, school activities and any form of insubordination of any teacher and/or school official.
Punishment: First Offense: Corporal punishment, minimum of one day after school detention or minimum of one day ISS. Second Offense: Corporal punishment, minimum of two days after school detention or minimum of two days ISS. Third Offense: Three days ISS.
- xi. **Computer trespass or other media violations** No student should be on any unauthorized Internet site. Students and parents are advised to review the media center rules that are published in the Student Handbook for more information.
Punishment: Each offense: minimum one day ISS.
- xii. **Damage to school or private property** Intentional, malicious, or negligent damage or destruction of private or public property or property at school or at any school activity is strictly prohibited and shall be dealt with severely by school officials.
Punishment: Penalty will be determined based on the severity of the offense and retribution may be required. Punishment will be noted and law enforcement will be contacted if necessary. School officials may use their discretion to fashion a penalty appropriate with the violation.
- xiii. **Dishonesty** Dishonesty results in lying to any teacher or school official or withholding information from the same. Dishonesty may also include cheating in any manner and shall include any form of plagiarism.
Punishment: First Offense: A minimum of one day ISS, if cheating, the student will additionally receive no credit for school work affected.
- xiv. **Disrespect** No student may speak or act in a disrespectful manner to any other student, or any teacher, staff member, or other adult at the school. This prohibition shall additionally include any person attending any school related function. This prohibition shall include, but is not limited to any use of vulgar, profane, or insulting language and/or inciting, advising, or counseling others to violate any school rule.
Punishment: Minimum of day of ISS.
- xv. **Inappropriate displays of affection** It is the expressed desire of school officials that student morals be kept at a high level. If this is to be attained there must be mutual respect among all boys and girls for each other. Therefore, all

students are expected to conduct themselves as ladies and gentlemen at all times. ALWAYS OBSERVE THE HANDS-OFF POLICY. Overt displays of affection are in poor taste and students shall refrain from kissing, embracing, and similar gestures on school property or during any school function.

Punishment: Depending on the nature of the offense and/or frequency of the offense punishment may vary from a mere warning to OSS and further notification of parents.

- xvi. **Insubordination** A student must comply with reasonable directions or commands of teachers, substitute teachers, teacher aides, administrators, school bus drivers, or other authorized personnel.
Punishment: Minimum of two days ISS.
- xvii. **Dress Code Violations** In instances where modesty or words or pictures of a disruptive nature is the problem the student will be held in ISS until appropriate clothing can be brought. In all other incidents, the student will receive the appropriate punishment and be returned to class with a form that shows the violation and the punishment. A student will not be allowed to go home to change clothes. Students and parents are urged to review the Dress Code rules and standards, that are published in this Student Handbook.
Punishment: 1st offense: One day after school detention. 2nd offense: Two days after school detention or corporal punishment (student choice). Subsequent offenses: ISS until all days have been used and then OSS. Violators of easily correctable offenses (ie, shirttail out, sagging pants, etc) will be paddled up to three times (adding one lick to each offense) and then will receive the same progressive disciplinary action as all other dress code violations.
- xviii. **Electronic devices** No electronic devices will be allowed at school or on the school bus. Examples of electronic devices include, but are not limited to: CD players, ipods, game boys, radios, tape players, beepers, etc.
Punishment: With each offense the device will be taken and kept until the parent comes to pick it up and one day ISS.
- xix. **Fighting & other physical abuse** Students are prohibited from participating in any fight or committing any form of unwanted physical contact with another on school property or at any school event.
Punishment: First Offense: Minimum of five days ISS. Second Offense: Minimum five days OSS. Third Offense: Minimum of five days OSS and placement in the Alternative School. Any multiple participant fight (two or more students fighting against another student) will result in the gang-style participants receiving 10 days OSS and being referred to the disciplinary tribunal and local law enforcement. **Fighting offenses are cumulative and law enforcement agencies may be contacted at any time. Because fights vary in intensity the administration has the right to use broad discretion in handling fighting offenses.**
- xx. **Food & gum violations** Bringing food or drink into buildings or classrooms is prohibited. Gum is not allowed on school property or on school sponsored transportation.
Punishment: At teacher's or school official's discretion. Students who refuse the informal discipline measure offered by the teacher will be referred to the Principal, whom may utilize corporal punishment, after school detention, ISS or OSS.
- xxi. **Gambling** Students shall not participate in any form of gambling on school property or at any school event.

- Punishment: First Offense: Minimum one day ISS and parent/guardian may be contacted. Second Offense: Three days ISS and parent/guardian will be contacted. Third Offense: Three days OSS and possible referral to disciplinary tribunal.
- xxii. **Gang activity** The Montgomery County Board of Education and Montgomery County High School will not tolerate gang activity in any form on school property. This includes symbols, actions, graffiti and the like.
Punishment: First Offense: Minimum three days ISS Second Offense: Five days ISS. Third Offense: 10 days OSS and referral to disciplinary tribunal.
- xxiii. **Harassment of employees and students** This act involves harmful and/or disruptive activities that do not reach the level of Bullying.
Punishment: First Offense: Minimum of Corporal Punishment or ISS. Second Offense: Minimum of two days ISS.
- xxiv. **Unauthorized absences and/or leaving campus** Students are expected to attend school unless they are excused by illness or other recognizable excuse. Students are further expected to remain on campus during school hours.
Punishment: First Offense: Minimum of one day ISS. Second Offense: Minimum of three days ISS. Additional Offenses: Minimum of three days OSS. Georgia Law requires that any student that leaves campus without permission and skips school must lose their driving privilege for two weeks.
- xxv. **Littering** Everyone must place unwanted items in a trash can. Failure to do so will result in punishment.
Punishment: First Offense: Corporal punishment or after school detention. Additional Offenses: One day ISS
- xxvi. **Automobile parking violations** Students may not park on campus after the first week of school unless they have a parking permit. Parking permits may be obtained in the school office with proper documentation and a \$10.00 fee. Students that park on campus without a permit (or with a suspended permit) or continually fail to park in their assigned space will receive punishment. Students must drive safely at all times.
Punishment: First Offense: Minimum one day ISS. Second Offense: Three days ISS. Additional Offenses: Five days ISS. Students must additionally receive permission from the principal or his designee before going to the parking lot during the school day. Students are not allowed to drive into or out of the side parking lot until all busses have left the campus. Students may not drive in front of the school between 3:00-3:10.
Punishment: First Offense: Loss of parking privilege for one week. Second Offense: Loss of parking privilege for the rest of the semester or four weeks, whichever is longer. Third Offense: Loss of parking privilege for the remainder of the school year.
- xxvii. **Possession of fireworks, ammunition, explosives or dummy device** Students shall not possess or bring onto school property any form of fireworks, , ammunition, explosives, or any device, whether a true explosive device or not, that may be reasonably interpreted to be an explosive device.
Punishment: First Offense: A minimum of 1 to 10 days OSS. Second Offense: A minimum of 3 to 10 days OSS and recommendation to Tri-County Alternative School. Depending on the severity of the individual incident the student may be referred to the disciplinary tribunal for placement in the Tri-County Alternative

School or expulsion from school regardless of the student's prior disciplinary history and law enforcement may be contacted.

xxviii. **Sexual Harassment & Misconduct** Sexual harassment has no place at school and is illegal. If a student believes that he or she has been sexually harassed they should report such behavior to the Principal. The Principal or his designee will begin a prompt investigation of the complaint. Upon completing a thorough investigation the administration will take whatever appropriate action is deemed necessary and proper, should harassment be found. Students making false charges or retaliating for being reported will be disciplined as warranted

Punishment: Suspension from school, notification of parents and/or law enforcement. Depending on the severity of the act, Tri-County Alternative School placement and/or recommendation of expulsion may be warranted.

xxix. **Tardiness** It is important not only to attend classes but to arrive on time. A student who is late to school must report to the office before he or she will be admitted to class. Determination of whether or not a tardy to school is excusable will be made by office personnel. A student must present a note to office personnel that gives the student's name, date of tardiness, reason for the tardiness, and is signed by the parent or guardian in order to have a tardy excuse.

Some acceptable reasons for being tardy to school are:

- When personally ill;
- When in your immediate family there is an illness which would reasonably necessitate your being tardy;
- When safety conditions render prompt arrival at school hazardous to student health or safety.

Note: Car trouble is not an acceptable reason for being tardy.

Note: Oversleeping is not an acceptable reason for being tardy.

Note: Because parents said that you could be late is not an acceptable reason for being tardy.

Punishment: Students tardy to classes (other than first period) will be dealt with by the teacher in a manner the teacher deems appropriate. Students will be referred to the office for discipline on the fourth and all subsequent tardies to class. Students late to class due to problems in the lunchroom will bring an excused pass from the Principal or assistant Principal. Students late to class more than five minutes will be promptly referred to the office for skipping. Each referral for tardiness will result in after school detention. Additionally, any student driver who is tardy to school for the fifth time may have his/her parking privilege suspended for five school days. Upon accumulating a sixth tardy to school, the student driver can lose his/her parking privilege for the remainder of the semester or six weeks, whichever is longer. When a student gets six tardies to a class in a semester, they may receive a day of ISS.

xxx. **Terroristic Threats** A student shall not threaten (written or oral) anyone with actions that will result in severe injury or death to that person or to their family. A student shall not threaten anyone with damage to their property. This offense may include the creation of an atmosphere of panic, fear, unrest, or disruption due to the actions of a student or students. This offense could possibly include, but is not limited to: the bringing of a weapon or live ammunition or any item which could be interpreted to be an incendiary device or bomb onto school grounds.

Punishment: Legal authorities will be contacted. School punishment will depend on the circumstances and nature of the threat.

- xxxi. **Theft & Extortion** A student shall not steal private or school property. A student may not threaten or force another person to hand over money or property.
Punishment: First Offense: Parents will be notified and the student will receive 5 days out-of-school suspension. Additionally, law enforcement may be contacted. Second Offense: Parents will be notified of the student receiving 10 days out-of-school suspension and assigned to the Tri-County Alternative School upon the end of his or her suspension and law enforcement will be notified.
- xxxii. **Tobacco** A student shall not possess or use tobacco in any form or possess any related paraphernalia (matches, lighter, papers, pipes, etc.) in any school buildings, on the school campus, on school buses, or off the school grounds at a school activity, function or event.
Punishment: First Offense: 1 day OSS. Second Offense: 3 days OSS. Third Offense: 5 days OSS. **Parents will be contacted and law enforcement officials may be notified.**
- xxxiii. **Unauthorized entries** All high school students are to stay out of all middle school areas all of the time. All high school students are to stay only in areas that are supervised by a staff member.
Punishment: Any student found in an inappropriate area will receive punishment appropriate to the area and circumstances.
- xxxiv. **Unauthorized Telephone calls** Students may use telephones only with permission from a staff member. There must be a valid reason in order for a student to use any phone at school. Any student making an unauthorized telephone call will be punished.
Punishment: First Offense: after-school detention or corporal punishment. Second Offense: One day ISS. Additional Offenses: Two days ISS.
- xxxv. **Vandalism** No student shall mark, deface or destroy any school property or private property on school grounds at any time. This prohibition shall include any property belonging to any other student.
Punishment: Minimum one day ISS and law enforcement will be contacted.
- xxxvi. **Possession of weapons on school property** It is unlawful for any person to carry, possess or have under control any weapon at a school building, school function, or on school property or on a bus or other transportation furnished by the school. The term "weapon" means and includes any firearm, or pistol, revolver, or any weapon designed or intended to propel a missile of any kind: any dirk, Bowie knife, switchblade knife, ballistic knife, and other knife having a blade of two or more inches; a straight-edge razor, spring stick, metal knucks, blackjack, any bat, club or other bludgeon-type weapon; any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nunchaku or fighting chain; a throwing star or oriental dart; or any weapon of any kind.
Punishment: A fine of not more than \$5,000; imprisonment for not more than five years, (O.C.G.A. 16-11-127.1). A student who violates the state law regarding weapons will be suspended from school and turned over to the police. The student will be referred to a disciplinary tribunal with the recommendation that the student be expelled from school for one calendar year. Furthermore, any student found possessing any form or size of knife may receive out-of-school suspension for at least five days and possibly placed in the Tri-County Alternative School. **NOTICE: The Gun Free Schools Act of 1994 (20 USC §3351) requires school systems to expel students for NOT LESS THAN ONE YEAR for the possession of a firearm.**

A copy of the full policy concerning this issue may be obtained from the Montgomery County School System administrative office.

NOTE TO STUDENTS AND PARENTS: It is a felony to bring any form of firearm onto school property at any time, regardless of whether or not there is any intent to harm or whether or not the firearm is actually held by the student. This includes the transportation of any firearm, however old, small, or rudimentary in any student's vehicle parked on school property. School officials are required to report any violation to law enforcement and refer the violation to a disciplinary tribunal with a recommendation of a one-year expulsion. There is no "warning" provision to this law. IT IS YOUR RESPONSIBILITY TO MAKE SURE THERE IS NOT A RIFLE, PISTOL, OR OTHER WEAPON IN YOUR VEHICLE WHEN ON SCHOOL PROPERTY!

- xxxvii. **Hitting another student** No student shall hit another student with any part of his or her body or with a foreign object.
Punishment: Will vary with the severity of the incident.
- xxxviii. **Statement concerning cumulative offenses** Violations pertaining to serious offenses of the Code of Conduct are tracked for the offending student's entire high school career and may result in heightened penalties for repeat offenses, regardless of whether or not they occur during one school year or a span of several years. These offenses include fighting, possession of weapons, drugs, alcohol, or tobacco, and assault on school personnel.
- xxxix. **Reserve Clause** The Montgomery County School System reserves the right to punish behavior which is subversive to the good order and discipline in the schools, even though such behavior is not specified in the preceding written rules. Furthermore, the school administration reserves the right to offer corporal punishment in lieu of other discipline measures as the need arises.
- xl. **Violations of Bus Rules** All students riding any school bus are subject to the Student Code of Conduct and all provisions thereof. Further, in addition to the above-described prohibitions and rules, any student riding any school bus shall be prohibited from the following actions:
- Using any electronic device during the operation of the school bus, including but not limited to cell phones, pagers, audible radios, tape players or compact disc players or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.
 - Using any mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
 - Any act of physical violence, verbal assault, disrespectful conduct, or unruly behavior.
- xli. **Statement concerning Amendments & Modifications** During the school year it may become necessary to change or add to the policies, rules and regulations found in the Student Handbook. The Principal, the Superintendent and the Board of Education reserve the right to amend or modify the policies, rules, and regulations at any time. If situations occur which are not specifically addressed in the Student Handbook the Principal will make decisions based on the merits and severity of the individual situation. The primary purpose of these

policies, rules and regulations is to foster a safe atmosphere conducive to learning and to increase student responsibility at Montgomery County High School.

Permission to Display Student Photograph/Work

I hereby grant permission to the Montgomery County School System to use, including publicly display or perform my child's photograph, video, or audio clip, classroom work or projects, and electronic portfolio on the web site, individual school web pages, or in other official publications without further notice. I acknowledge the right to crop, edit, or treat the photograph, video, or audio clip at its discretion.

I also understand that once my child's photograph, video, or audio clip, student work or projects, and portfolio is published on a web site, any computer user, on or off campus, can download it. Personal information, such as a student's full name, parent's names, addresses and telephone number will not be published. If a student's name is used with a photograph, video, or audio clip, it will be in the form of a first name and last initial. For example, student Jane Doe may be listed as "Jane D."

Therefore, I agree to indemnify, defend and hold harmless the members of the Montgomery County Board of Education, its officers, employees, agents, successors and assignees (the "Indemnified Parties") from and against any and all claims and liabilities resulting from this publishing.

Policy Permission for Internet Use and Use of Student Photograph and Work

As the parent/guardian of _____, I do grant permission for my child to use the Internet and abide by the Internet Use Policies.

Name of Student

Name of Parent/Guardian

Signature of Student

Signature of Parent/Guardian

Date

Date

As the parent/guardian of _____, I do not grant permission for my child's photograph or student work to be displayed on a website.

Name of Student

Name of Parent/Guardian

Signature of Student

Signature of Parent/Guardian

Date

Date

Club Participation

My child _____, cannot join, or participate in the following clubs and/or organizations for the 2007-2008 school year at Montgomery County High School

_____	_____
_____	_____
_____	_____

Signature

Montgomery County High School Handbook Policies and Procedures Statement

As parent or guardian of _____, my child and I have read the Montgomery County Parent/Student Handbook and understand that _____ must abide by the school's policies and procedures.

Parent/Guardian Signature

Student Signature

As parent or guardian of _____, I have read the Montgomery County High School Student Handbook.

Parent or Guardian Signature

Date

As student of _____, I have read the Montgomery County High School Student Handbook.

Student Signature

Date