

FOREWORD

The purpose of this student handbook is to acquaint students, parents and teachers with general information necessary to achieve a successful school year. Although the student handbook covers most situations that can occur during the school year, it would be impossible to anticipate every situation that could occur. If a situation occurs that is not covered in the student handbook, the principal and/or superintendent will resolve the situation in an appropriate manner. If you have questions concerning any subject, please seek further information from your principal or the sources referenced throughout.

SUPERINTENDENT'S MESSAGE

Greetings,

I am excited, honored, and humbled to become a part of the Montgomery County School District family. As your newly appointed superintendent, I am proud to join an organization that has demonstrated a drive for student success and I look forward to working with such a dedicated team of professionals.

A healthy relationship with each of you is critical to our district's growth and success. This organization will strive to communicate information to you accurately and in a timely manner. Our employees will solicit your input on decisions that affect the future focus of our schools and school district. The district's leadership will invest the resources to insure that we provide our students an exceptional education experience that will prepare them with the foundation to compete in the 21st Century.

*One of my goals as superintendent is to be visible and supportive throughout the school district and communities in which we serve. With this in mind, please do not hesitate to reach out to me if you have questions, concerns, recommendations, or if you simply want to share something you think we have done well. Working together will bring us an exciting and productive new school year..... **GO HORNETS!!!!!!!***

Respectfully,

*James Johnson-Waldington
Superintendent*

ADMINISTRATION

Mr. James Johnson-Waldington.....Superintendent
Mrs. Marsha Cummings.....Assistant Superintendent
Mr. Lane Townsend..... Guidance Counselor

BOARD OF EDUCATION

Mr. Alfonzo White.....Chairman
Mrs. Brenda Norris.....Secretary
Mrs. Vivian McGee.....Member
Mrs. Evelyn Baskin.....Member
Mr. Harvey Overstreet.....Member

SCHOOL – PRINCIPALS

Montgomery County Elementary School (Pre-K – 6)

800 School Road, P O Box 248
Kilmichael, MS 39747
Phone: (662) 262-4564
Mrs. Patricia Cox, Principal

Montgomery County High School (7 – 12)

1003 Money Avenue, P O Box 278
Kilmichael, MS 39747
Phone: (662) 262-5535
Mr. Lewis Zeigler, Principal

MISSION STATEMENT

The mission of the Montgomery County School District is to provide a safe, nurturing environment conducive to quality education wherein all students have the opportunity to obtain the essential skills necessary to achieve the goals of their choice and to become responsible, productive citizens.

Montgomery County School District Goals

1. Improve academic performance and achievement for all students.
2. Improve state accreditation standing of each school.
3. Ensure safe schools; protect the health and safety of all students.
4. Increase average daily attendance; decrease truancy.
5. Attract and retain high quality teachers and administrators, and provide professional development that will further the goals and objectives of the district.
6. Improve parental and community involvement at all levels in the school system.
7. Develop and implement strategic planning.

Montgomery County School District Beliefs

Recognizing that all children can learn, we believe the following:

1. Students and parents are the primary customers of our schools.
2. Parents, students, schools, and community are joined in a partnership of mutual respect.
3. Students deserve quality work that is engaging, challenging, and satisfying.
4. Schools, in partnership with a supportive community, must provide a safe learning environment.
5. Students deserve teachers, administrators, and support staffs that are caring, competent, and knowledgeable.
6. Our success will be mirrored in the success and growth of our community

Vision

Our vision is to become a learning community that graduates productive, caring citizens who are prepared to succeed in a global society.

Wellness plan

The wellness plan will apply to all schools in the district and can help schools improve the health of students by promoting nutritious foods and physical activity through changes in school programs and environments.

SECTION I: RIGHTS AND RESPONSIBILITIES

District Responsibilities

The District accepts its responsibility for striving to maintain certain rights upon which there can be no compromise:

1. The student's right to quality education, differentiated, individualized and free from disruption.
2. The educator's right to teach or administer free from verbal intimidation and physical assault.
3. The parent's right to expect quality education and the protection of students, educators and their investment in school property.

Every Student Succeeds Act

The No Child Left Behind Act of 2001 (NCLB) was replaced by the Every Student Succeeds Act (ESSA) signed by President Obama on December 10, 2015.

ESSA includes provisions that will help to ensure success for students and schools. A few major provisions are listed below.

- **Ensure states set high standards** so that children graduate high school ready for college and career.
- **Maintain accountability** by guaranteeing that when students fall behind, states target resources towards what works to help them and their schools improve, with a particular focus on the lowest-performing 5 percent of schools, high schools with high dropout rates, and schools where subgroups of students are struggling.
- **Empower state and local decision-makers** to develop their own strong systems for school improvement based upon evidence, rather than imposing cookie-cutter federal solutions like No Child Left Behind (NCLB) did.
- **Preserve annual assessments and reduce the often onerous burden of unnecessary and ineffective testing** on students and teachers, making sure that standardized tests don't crowd out teaching and learning, without sacrificing clear, annual information parents and educators need to make sure our children are learning.
- **Provide more children access to high-quality preschool**, giving them the chance to get a strong start to their education.
- **Establish new resources** to test promising practices and replicate proven strategies that will drive opportunity and better outcomes for America's students.

Please direct questions and/or request for information to the Federal Programs Director at (662) 283-1696.

Students' Rights

All students have basic rights and responsibilities as afforded by the U.S. Constitution, the Constitution of the State of Mississippi and Mississippi Law.

1. **Right to Learn:** Students have a right to a public education and to a non-disruptive education environment in which to learn.
2. **Equal Opportunity:** Students have a right to an equal opportunity to participate in school programs and activities. However, participation in extracurricular activities is a privilege, which may be lost by misconduct, academic standing or other reason provided by policy and/or law.
3. **Freedom of Expression:** Students have the right to express their opinions verbally or written as long as it does not disrupt the educational environment. This right includes student publications to the extent provided by law.
4. **Privacy:** Students' academic and other personal school records are confidential and can be inspected only by eligible students, parents/ guardians, school officials and others permitted by law.
5. **Due Process:** Students have a right to due process as outlined by District policy and provided by law.
6. **Search and Seizure:** Students have the right to be free from an unreasonable search and/or seizure, but anything on school property is subject to search if reasonable suspicion exists.

Student's Responsibilities

A student attends school so that his/her individual capacities can be developed to the fullest. Student conduct is expected to reflect respect and consideration of the personal property rights of others as well as an understanding of the need for cooperation with all members of the school community. Students are expected to fulfill certain responsibilities including, but are not limited to:

1. Respect for authority, including obedience to school rules and regulations and to the law.
2. Respect for the rights of other persons and for school and community property
3. Regular attendance and meeting of school obligations.
4. Develop standards of personal conduct, which are reflected in socially approved behavior.
5. Accept responsibility for his/her own work and behavior.

Parents' Responsibilities

In addition to general encouragement and support to the student, teachers and school, a parent/guardian/custodian's responsibilities include, but are not limited to:

1. Ensure the attendance of his/her child.
2. Encourage his/her child to succeed by interest and involvement in the child's schoolwork and activities.
3. Cooperate with the teachers and administration with regard to school requested conferences. **Failure to attend a disciplinary conference may result in a misdemeanor fine of up to \$3,000. Failure to attend other school conferences when requested to do so may result in a misdemeanor fine of up to \$250.**
4. Encourage his/her child's good behavior and compliance with school rules and law. A parent/guardian/custodian may be liable for payment of damages resulting from his/her minor child's destructive acts against school property or person and of criminal fines brought against his/her child for unlawful activity upon school grounds.
5. **All monies owed to the school district for fund raisers must be paid before a student can be re-enrolled the next school year.**
6. **Notify the school of any change in address or telephone number.**

SECTION II: REQUIREMENTS FOR REGISTRATION

Age Requirement

A child must be 4 years old on or before September 1 to enroll in our Pre-Kindergarten program. Before any student will be registered, the parent/legal guardian must be present with valid documentation.

A child must be 5 years old on or before September 1 to enroll in school. Before any student will be registered, the parent/legal guardian must be present with valid documentation.

Documentation Required for Registration

1. A student entering a Mississippi public school for the first time must present a certified copy of his/her birth certificate.
2. A student entering the District for the first time is required to present the following prior to enrollment in the District:
 - Proof of residency (see Residency Verification)
 - Clearance from the former school
 - A Certificate of Immunization Compliance certifying that the student has had all required immunizations: DPT (diphtheria, tetanus, whooping cough), Red measles, Rubella, Polio, and MMR
 - A statement of whether the student is under an expulsion from or has an expulsion proceeding pending in the former school district
 - The Student's Social Security Number

The Certification of Immunization Compliance is an absolute requirement for enrollment and may be obtained from the Montgomery County Health Department or a private physician. If medical reasons prevent a child from being immunized, only the County Health Officer can issue exceptions. For further information on immunization requirements, contact your principal, or the Montgomery County Health Department.

If a student is under an expulsion from or has an expulsion proceeding pending in the former school district, special enrollment procedures apply. For further information, please contact the Superintendent.

Residency Verification

To further ascertain and determine the eligibility of students to attend the schools of this district, the following conditions shall apply:

- A pupil must attend school in the zone in which **the parents, legal guardian, or other person(s) serving as his/her parent or guardian, are actual bona fide residents.** A bona fide residence is where the family group of which the student is a part actually lives. A person serving as a parent is an adult with whom a student actually lives every day of the week. This person provides financial support to the extent of food, clothing, and housing. Description and interpretation of attendance zone boundaries may be obtained by contacting the Superintendent of Education. MS Code §37-15-31
- Two documents of address must be provided each year.

Enrollment Procedures

Students enrolling in the Montgomery County School District for the first time must report to the principal's office to begin the registration process. A parent or guardian must accompany new students. The following information is required within five (5) days: (1) Withdrawal grades or report card (may be FAXED from former school), (2) Address of former school, (3) New home address and phone number, social security number, residency verification, (4) Immunization records – MS Blue Slip, and (5) Birth Certificate. After classification, the schedule will be arranged and the student will be placed in the proper class.

Students enrolling late will be required to make up any missed work. Students will be counted absent each day of late enrollment.

Custodial Parents

The legal guardian must provide the school office with a current copy of the court decree, order, or petition, signed by a judge, stating that the parent has legal custody of this child. The Montgomery County School District will be responsible for issuing report cards, progress reports, and other necessary reports only to the legal guardian (defined as the parent with whom the student resides during the school year). Copies of report cards will be given to non-custodial parents upon written request to the principal.

SECTION III: ATTENDANCE

NO STUDENT SHOULD ARRIVE AT SCHOOL BEFORE 7:20 A.M. If buses arrive before 7:20 the bus driver will keep students on the bus until 7:20.

Attendance

Regular attendance is the basic pre-requisite to successful school experience. Both the student and parent should strive for the goal of perfect attendance. Each day missed at school breaks the learning process and becomes lost opportunity. Students who attend school regularly have fewer discipline problems and a better opportunity to achieve. Additionally, school attendance affects the District's receipt of state funding and the teacher's ability to effectively control make-up work.

Students who maintain perfect attendance during the school year will be recognized and rewarded with a certificate. Students who do not comply with the attendance policy will be subject to disciplinary action.

Perfect attendance shall be defined as no absences from school, no check outs during academic classes (all classes in which grades are given), no more than one tardy per each nine weeks period, or two days for funeral attendance of immediate family member.

General Attendance Requirements

A student must meet minimum attendance standards as established by the District and Mississippi Law:

- ◆ **Each student must be present for 63% of his or her *individual instructional day* as fixed by the local school board for each school in order to be considered in full-day attendance.**
- ◆ **Students who checkout early and miss a class will need a written excuse for that class.**
- ◆ Students in grades K-8 may not incur more than 20 unexcused absences in a school year.
- ◆ Students in grades 9-12 may not incur more than 20 unexcused absences per school year per 1 unit course and receive credit in that course.
- ◆ Students in grades 9-12 may not incur more than 10 unexcused absences for a ½ unit course and receive credit in that course.
- ◆ **School Board will rule on special cases.**
- ◆ Students do not have to attend school during **the testing period for an exam from which they are exempt**. Such absences will be excused. (Grades 7-12). **Other students** required to take exams will remain in school the entire day.
- ◆ **Only under the following conditions may an absence be excused:**
 1. **The child has been absent for one of the following reasons enumerated by law:**
 - A. **Illness or injury, which prevents the child from being physically able to attend school.**
 - B. **Attendance at an authorized school activity with the prior approval of the principal**
 - C. **Isolation of the student is ordered by the County Health Officer, the State Board of Health or appropriate school official (i.e. communicable disease)**
 - D. **Death or serious illness of an immediate family member, which would include a child, spouse, grandparent, parent, brother or sister/ step-brother or step-sister**
 - E. **Attendance at court or administrative proceedings if the student is a party to the action or under subpoena as a witness.**
 - F. **Demonstrated conditions sufficient to warrant nonattendance, at the discretion of the principal**
 - G. **An absence to attend a medical or dental appointment where approval of the Principal is gained prior to the absence, except in the case of emergency.**
 - H. **Observance of a religious event if the religion, to which the compulsory school-age child or such child's parents adheres, requires or suggests the observance. The approval of such absence is within the discretion of the superintendent of the school district or his designee, but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the child.**
 2. **Written notification regarding the reason(s) for the absence is provided to the school within 2 school days of the child's return.** However, it is preferable that the notification be provided on the day of return. Written notification must be provided even in cases where the school officials are aware of the reasons for the absence. **NOTES MAY BE WRITTEN BY A**

PARENT, GUARDIAN, OR CUSTODIAN. HOWEVER, AFTER THE TENTH (10TH) ABSENCE FOR WHICH NO NOTE FROM A PHYSICIAN, A DENTIST, OR A GOVERNMENT AGENCY HAS BEEN RECEIVED IN ORDER TO EXCUSE AN ABSENCE, SUCH A NOTE IS REQUIRED.
The superintendent or his designee may take special circumstances into consideration. All notes must contain the following:

- A. *Name* of the child
 - B. Statement of the legitimate *reason* for the absence
 - C. List of all the *dates* to which the note refers
 - D. *Signature* of the parent, guardian, or custodian
- ◆ When a child is absent more than 3 consecutive days, the parent, guardian, or custodian should notify the school no later than the 4th day of the absence period as to the reason for the absences and the anticipated date of return. Otherwise, the matter may be reported to the school attendance officer.
 - ◆ Schools are required to report to the school attendance officer any student who has 5 or more unexcused absences. A parent, guardian, or custodian who fails to enroll his or her child in school or who allows the child to be absent for illegitimate reasons may be prosecuted and is subject to a \$1,000 fine, up to one year in jail, or both.
 - ◆ Parents **will be** notified in writing or by telephone, as deemed appropriate by the principal, on the 3rd and 5th unexcused absences in a ½ unit / semester course and on the 3rd, 7th, and 10th unexcused absences in a 1 unit / year course.
 - ◆ Students missing school on the day of dismissal for a holiday or the day after a holiday must have a doctor's excuse or be unexcused.
 - ◆ Students who go away on vacation and do not return on the day school resumes will not be excused.

Requirements for Participation in School Activities

To participate in school-related activities:

- ◆ Students in grades 7-11 must attend school from the beginning of first period through the fifth period of a seven-period day.
- ◆ Students suspended from school or in in-school suspension will not be permitted to participate in school-related activities during the entire period of the suspension.

Make-up Work

Both the student and teacher are responsible for making sure that all make-up work is completed.

It is the student's responsibility to contact the teacher and make arrangements to take all tests missed. Any student will have the same number of days to make up all work-missed equal to the number of days absent. Highest grade on make-up work for suspended students and students with excused absences will be a 100. Highest grade on make-up work for students with unexcused absences will be an 80.

STUDENTS MUST PROVIDE A DOCTOR'S EXCUSE OR A LAWYER'S EXCUSE UPON RETURNING TO SCHOOL TO MAKE UP A NINE WEEKS TEST OR SEMESTER EXAM.

Homebound Instruction

A student may enroll in the homebound instruction program when he/she is required to be absent from school for more than five (5) consecutive days as a result of an illness diagnosed by a physician, accident or other medical condition.

- ◆ **Assignment to the program begins when a parent/guardian presents a physicians note to the principal.**
- ◆ A student may not remain on the program for more than 30 days except in the case of terminal illness or other serious long-term medical circumstances deemed appropriate by the administration.
- ◆ Homebound days are limited to the school year in which the illness/condition occurs.

- ◆ Classroom teachers will provide assignments for students in the program and will make home visits where applicable.
- ◆ To reenter school, a homebound student must present a medical release form from the physician.

Tardiness

Students are expected to be in class on time each period of the day and to abide by the following rules:

- Students are given a 3-minute interval between the ending of one class and the beginning of the next class. Students are expected to walk at a normal pace to class – they are not to run.
- Teachers are responsible for documenting tardies. A record of tardies will be maintained in the principal's office.
- A student is tardy for school or class if he/she arrives in the classroom after the tardy bell has rung.
- Tardies to school shall be excused if:
 1. A school bus was late
 2. The student is in an accident (with verification)
 3. Any other emergency or circumstance approved by the school's administration, such as natural disasters, weather, etc.
- **There will be a limit of three excused tardies per semester if the student arrives late to school and the parent/guardian brings the student to the office.**
- Students who are tardy must go to the Principal's office to secure an admit slip. Exceptions to this are students riding late buses. The slip will be marked excused or unexcused and will be filed by the teacher. Teachers will not admit tardy students to class without the admit slip.
- Tardies will be recorded in the student's record.
- Three (3) tardies will result in the child not being eligible for a perfect attendance certificate countywide.

Penalties for being tardy are as follows:

Tardies are cumulative. Count starts over at the beginning of each semester.

- 1st tardy: warning
- 2nd tardy: warning
- 3rd tardy: notice to parent/guardian by telephone or in writing, by the principal. Parent/guardian must bring student back for conference the next day. If the parent/guardian does not attend the meeting, the student will be placed in ISS (In-School Suspension) until the parent/ guardian meets with the principal.
- 4th tardy: 1 day of in-school suspension and notice to parent/ guardian by telephone or in writing, by the principal. Parent/guardian must bring student back for conference the next day. If the parent/guardian does not attend the meeting, the student will be placed in ISS (In-School Suspension) until the parent/ guardian meets with the principal.
- 5th tardy: 2 days of in school suspension and notice to parent/guardian by telephone or in writing, by the principal. Parent/guardian must bring student back for conference the next day. If the parent/guardian does not attend the meeting, the student will be placed in ISS (In-School Suspension) until the parent/ guardian meets with the principal.
- 6th tardy: 3 days of in school suspension and notice to parent/guardian by telephone or in writing, by the principal. Parent/guardian must bring student back for conference the next day. If the parent/guardian does not attend the meeting, the student will be placed in ISS (In-School Suspension) until the parent/ guardian meets with the principal.
- 7th tardy: 3 days suspension for each tardy, to be counted as an unexcused absences, and notice in accordance with rules. Parent/guardian must bring student back for conference the next day. If the parent/guardian does not attend the meeting, the student will be placed in ISS (In-School Suspension) until the parent/ guardian meets with the principal.
- If in-school suspension is not available, the principal may impose another penalty, as he/she deems appropriate.

After the 3rd tardy, if a student does not have another tardy for 15 consecutive school days, the penalty reverts to the penalty of the 3rd tardy.

Truancy

1. Students are considered truant if they are unaccountably absent from any class in excess of 20 minutes, leave campus or class without proper authorization, or go to any location on campus without permission. (Example – gym, lunchroom, or any other class)
2. Students who are truant will be referred to an administrator for the following actions:

First Offense – The student will be suspended from class attendance until a parent/guardian accompanies the student back to school for a conference with an administrator.

Second Offense – The student will be placed in in-school suspension for three (3) school days and must be accompanied back to school by a parent/guardian for a conference with an administrator.

Third Offense - The student may be assigned to the Alternative School or placed in in-school suspension for five (5) days.

Checking Out of School

No student is permitted to leave school grounds for any reason without being properly signed out by the principal or his/her designee. For safety of the students, parents are urged to cooperate with the school's policy of preventing unauthorized removal of students from school. The following rules apply:

- Only the legal guardian or other adult designated by the legal guardian may check a student out of school. The principal or his/her designee may require ID of the person picking up the child.
- An adult designee must be registered with the principal by the parent/guardian/custodian in order to check out a student.
- The person checking a student out must physically report to the office to sign out the student.
- A student may be allowed to check out only at the discretion and with the permission of the principal or his/her designee.
- **Each student must be present for 63% of his or her *individual instructional day* as fixed by the local school board for each school in order to be considered in full-day attendance.**

Early Work Dismissal pertains only to those students in the 11th or 12th grades who have completed their academic schedule by the end of the 6th period. The principal must approve any work dismissal. Any student getting a work permit must be passing all subjects. The principal may withdraw a work permit at any time deemed necessary. Rules for work permit follows:

1. Employers must sign a form requesting a particular student to work and should notify the school when employment ends.
2. Parents must sign a form stating that a child needs to work for financial reasons.
3. In cases of illness, students in all grades should report to the teacher to whom he/she is assigned that period and get permission to go to the office to call for transportation home. The secretary or principal shall talk with the parent to confirm who is picking the child up and the means of transportation home. The parent, guardian, or parent designee will sign the student out in the office. If illness occurs during the change of classes, the student should report to the teacher with whom he/she would have been assigned the following period to obtain permission to go to the office.

Note: In cases of divorced, separated or estranged parents, it is the responsibility of the legal guardian to let the school know if there is someone who should not be allowed to pick up the child. Every reasonable precaution shall be taken to assure that the request to leave the school is in fact from the parent or legal guardian.

Communicable Disease

A student with a communicable disease is required to remain out of school until a physician certifies he/she is able to return. Listed below is a guide to common illnesses which children are most susceptible. This material is presented for your general information only and not as medical advice. If you suspect any illness, please consult a physician as soon as possible.

- Chicken Pox: Gradual onset with general run-down feeling followed by a red rash (usually beginning on trunk) that turns into white blisters. A sick child may return to school 6 days after the lesions first appear. Exposed children may attend school.
- Measles/Roseola: Fever, hacking cough, conjunctivitis. Sick child may return to school 7 days after the appearance of rash. Exposed children may attend school.
- Measles/Rubella/Roseola: Ill feeling and low-grade temperature. When rash occurs, child may not attend school for at least 4 days. Exposed children may attend school.
- Mumps: Pain in chewing or swallowing followed by chills and headache. Sick child may not attend school until all swelling has disappeared, usually 12 days from onset.
- Conjunctivitis (Pink Eye): Matting of the eye, inflammation and discharge from the eye. The child may return to school with a doctor's excuse after treatment has begun.
- Skin Lesions: A child suspected of having impetigo or ringworm may return to school 24 hours after treatment is started. Lesions that are still oozing and are on exposed skin should be covered. Ringworm of scalp: student should see his/her physician.
- Head Lice: The child will be sent home with a letter stating the findings and instructions for treatment to rid the child of the lice. Upon return to school the child must present proof of treatment (a shampoo box top, physician's note.)
- Tuberculosis: The school principal or nurse will contact the health department for instructions on an individual student basis.

Further Information

For further information on the District's attendance rules, see your principal.

SECTION IV: GENERAL ACADEMIC POLICIES

Study Habits

To have a happy successful school life student must develop proper study habits. Students will be taught the fundamentals of study as appropriate to each particular subject area. A few general suggestions to improve study are:

- ◆ Write down assignments before leaving class and ask teacher for help if you are unsure what is expected.
- ◆ Have a regular time and place to study each subject.
- ◆ Use your will power to keep at your task.
- ◆ Concentrate on your work.
- ◆ Keep up with your assignments on a daily basis.
- ◆ Keep well physically so you will feel like studying.
- ◆ Have your eyes tested if they bother you.
- ◆ Have sufficient materials at hand to use when studying.
- ◆ Realize that learning pays and take pride in being a good student.
- ◆ Adequate rest and sleep

Changing Classes

The bell is a reminder to the teacher that it is time to change classes. However, no class is dismissed until the teacher gives the students permission to leave the classroom.

Adequate time is permitted for students to change classes. Students must maintain orderly behavior and always move to the right in the corridors.

Academic Changes

- ELS BENCHMARK TEST WILL BE USED AS A NINE WEEKS GRADE
- ACCELERATED READER WILL BE USED AS A TEST GRADE EACH NINE WEEKS

Promotion and Retention Policy

Mastery is defined as a demonstrated competence at the 65% level or above on all work for grades 7-12 and a demonstrated competence at the 70% level or above on all work for grades 1-6. Students in Kindergarten through 6th grade must master 70% of the core objectives in the MS Curriculum Frameworks. Students in 7th through 12th grade must master 65% of the core objectives in the MS Curriculum Frameworks. The individual teacher must determine the achievement of the core skill included in the state curriculum.

I. Kindergarten:

- A. Students will be promoted to the first grade if they meet or exceed the following guidelines:

Reading

1. Recognize the upper and lower case letters of the alphabet.
2. Identify letter sounds
3. Recognize high frequency words in text (e.g. the, has, and, can, run, basic color words, and number words.)
4. Passing Score on STAR Early Literacy of at least 100 scale score points per year of age (example: a 5 year old should have at least a 500 scale score at the end of the year as assessed on STAR Early Literacy)

Math

1. Recognize numbers 1-20
2. Count and model number sets 1-20
3. Write numbers 1-20

4. Identify basic shapes
5. Identify coins: (penny, nickel, dime, and quarters)

II. Elementary:

- A. Grade 1: To be promoted to the 2nd grade, the student must be reading on or above grade level (determined by using the Star Reading Test “1.7”), have a grade of 65 or better in mathematics and demonstrate mastery of the core skills of the Montgomery County mastery level skills in all subject areas.
- B. Grade 2: To be promoted to the 3rd grade, the student must be reading on or above grade level (determined by using the STAR test), have a grade of 65 or better in mathematics and have demonstrated mastery of the state core skills and the Montgomery County mastery level skill in all subject areas.
- C. Intermediate Elementary Grades (3,4,5,6): To be promoted to the next grade, the student must have passing grades in 4 of the major subjects (English, mathematics, reading, science and social studies) and must pass reading, mathematics, and English. **Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment (MKAS) for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion.**
- D. Grades 7 and 8: **Students in grades 7 & 8 will not be considered for promotion if he/she makes below 65 in two or more subjects for the yearly average.**

Students scoring Minimal on the current state assessment in Math or Language Arts will be required to take a remediation course the following school year in the area the student scored minimal.

The guidelines that Montgomery County High School uses to enroll student in ICT1 and Technology Foundations classes after school has begun (after three weeks of school) are: Students entering from another school that are currently enrolled in the course, will be placed in ICT1 or Technology Foundations. – Students that are placed in the course, due to current enrollment, may be removed from the course if their skills are more than two (2) units behind the other ICT students. These students will be offered keyboarding the following year. – Students entering after three weeks of school, who are not currently enrolled in the course, will be placed in one of the other classes.

E. **Students will not be allowed to attend summer school to pass to the next grade.**

Students in grades 3-8 who do not score basic or above will be referred to the Teacher Support Team for intervention. Parents will receive a letter from the school notifying them of their child’s score status. Notifying letters and Score reports will be sent to the address that is recorded in the school’s SAMS system.

III. High School:

A. Promotion is as follows:

1. Ninth grade.... Pupils who have advanced from eighth grade
2. Tenth grade.... Pupils who have earned a minimum of 6 units
3. Eleventh grade... Pupils who have earned a minimum of 12 units
4. Twelfth grade... Pupils who have earned a minimum of 18 units

B. A student must master at least 65% of the required work on a yearly average basis.

IV. Graduation Requirements:

Graduation Pathways

Students entering 9th grade in 2012-2013 and thereafter must choose a Graduation Pathway Option.

Individual Career and Academic Plan (iCAP)

Each student in Mississippi schools should have an Individual Career and Academic Plan that is personalized to meet each learner's educational and career goals. Students who choose the Career Pathway Option must complete four career and technical education credits and two and one half elective credits specified in the student's iCAP.

Career Pathway Option (21 Credits)

Graduation Requirements	Required Subjects
4 Credits of English	English I, English II
3 Credits of Math	Algebra I
3 Credits of Science	Biology I
3 Credits of Social Studies	1 U.S. History ½ U.S. Government ½ Mississippi Studies
½ Credit of Health/Physical Education	½ Comprehensive Health or ½ Physical Education
1 Credit of Integrated Technology	Technology Foundations, ICT, 9 th Stem, or Computer Applications and Keyboarding
4 Credits of Career & Technical Education Electives	From Student's Program of Study
2 ½ Credits of Electives	

Traditional Pathway Option (24 Credits)

Graduation Requirements	Required Subjects
4 Credits of English	English I, English II
4 Credits of Math	Algebra I
4 Credits of Science	Biology I
4 Credits of Social Studies	1 World History 1 U.S. History ½ Geography ½ U.S. Government ½ Economics ½ Mississippi Studies
½ Credit of Health	½ Comprehensive Health
½ Credit of Physical Education	
1 Credit of Business & Technology	Technology Foundations, ICT, 9 th STEM, or Computer Applications and Keyboarding
1 Credit of Art	
5 Credits of Electives	

District Pathway Option (21 Credits)

Graduation Requirements	Required Subjects
4 Credits of English	English I, English II
4 Credits of Math	Algebra I
3 Credits of Science	Biology I
3 Credits of Social Studies	1 World History 1 U.S. History ½ U.S. Government ½ Mississippi Studies
½ Credit of Health	½ Comprehensive Health or ½ Family and Individual Health
1 Credit of Business & Technology Education	Computer Discovery, ICT II, 9 th STEM, or Computer Applications and Keyboarding
1 Credit of Art	
4 ½ Credits of Electives	

Beginning with school year 2014-2015, students may graduate by passing the course and meeting **one** of the following options:

1. Pass the applicable end-of-course Subject Area Test
 2. Use the end-of-course Subject Area Test score with the overall course grade (For seniors in 2014-2015 and 2015-2016 only. Starting in the 2016-2017 school year, SATP scores will constitute 25 percent of a student's final grade.)
 3. Obtain a score of **17** or higher in the specific subject area on the ACT.
 4. Earn a C or higher in an entry level, credit-bearing dual enrollment/dual credit /college credit course.
 5. Use concordance table along with course score to determine pass/fail.
 6. Obtain an Armed Services Vocational Aptitude Battery (ASVAB) AFQT (Armed Forces Qualification Test) score of 36 **plus one** of the following:
 - 1) Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
 - 2) Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and outlined in Appendix A-5 in the current edition of the *Mississippi Public School Accountability Standards*.
1. Obtain the *Silver Level* on the ACT WorkKeys **plus one** of the following:
- 1) Earn a CPAS (Career Planning and Assessment System) score that meets the attainment level assigned by Federal Perkins requirements.
 - 2) Earn an approved Industry Certification as specified in the Career Pathway's Assessment Blueprint and in Appendix A-5 in the current edition of the *Mississippi Public School Accountability Standards*.

Additional information about the new graduation options can be found by contacting the Montgomery County High School.

Credit Recovery Policy Grades 9-12

- Student's receiving Carnegie unit through Credit Recovery may only receive the lowest passing grade of 65.
- Credit recovery is defined as a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn promotions.
- Students who enroll in the Credit Recovery Program must have parental consent.
- Students will receive instruction through a computer assisted instructional program.
- Students who fail a class with an average of less than 50 are not eligible for Credit Recovery.
- Students who fail a class in a state tested course must have passed the state test to be eligible for Credit Recovery.
- Students who passed a state tested class but failed the state test may enroll in the Credit Recovery Program for remediation but will not receive another credit for the same course.
- Students may enroll in only one Credit Recovery course at a time.
- Students must make an average score of 80 in the Credit Recovery course to receive credit.
- Students shall not remain in a Credit Recovery course for more than one year.

Academic Achievement

A school shall not deliver a diploma, signed or unsigned (or any substitute for a diploma) to a student who fails to meet the requirements for graduation, nor shall a student be permitted to participate in the graduation exercises.

Students who have completed the prescribed secondary curriculum for special education may be awarded a High School Certificate in Special Education and may be permitted to participate in graduation exercises.

Each student graduating from a secondary school in an accredited school district will have earned a minimum of twenty four (24) Carnegie units, make a passing score on the Subject Area Test (SAT) and/or the Academic end-of-course tests, and master the minimum core objectives established by the State Department of Education. (See the Promotion and Retention Policy in this handbook for further information)

College Entrance Requirements

College entrance requirements are becoming increasingly demanding and colleges are becoming more selective of their freshmen. Students aspiring to enter college would do well to observe the following suggestions:

1. Select the college or university of your choice.
2. Secure the school catalogue and study it carefully.
3. Have several comprehensive meetings with your teacher, principal, assistant principal, or guidance counselor relative to college plans.
4. Begin early to prepare for college screening examinations by mastering the academic field in high school, namely: English, science, math, social studies, and foreign language.

High School Units (Grades 9-12) Required for Admission to Public Universities in Mississippi for Freshmen Students:

The College Preparatory Curriculum for students graduating from high school and entering a public institution of higher learning beginning in the **Summer of 2012** is as follows:

English: (4 Carnegie Units) Compensatory Reading and Compensatory Writing may not be included.

Mathematics: (4 Carnegie Units) Algebra I, Geometry, Algebra II, and any one other Carnegie Unit of comparable rigor and content (e.g., Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, or AP Statistics).

Science: (4 Carnegie Units) Biology I, Chemistry I, and any two other Carnegie Units of comparable rigor and content (e.g., Physics, Physical Science, Biology II, Chemistry II, AP Chemistry, Physics II, AP Physics B, AP Physics C – Electricity and Magnetism, AP Physics C – Mechanics, Botany, Microbiology, or Human Anatomy and Physiology).

Social Studies: (4 Carnegie Units) Acceptable courses include World History, U.S. History, Introduction to World Geography, U.S. Government, Economics, and Mississippi Studies. (Credit earned for a state/local government course in any other state may stand in lieu of Mississippi Studies.)

Arts: (1 Carnegie Unit) Any visual and/or performing arts course that meets the requirements for high school graduation will be accepted.

Advanced Electives: (2 Carnegie Units) Foreign Language I and II; or Advanced World Geography and a Foreign Language (I); or any combination of English, mathematics, or lab-based science courses of comparable rigor and content to the mathematics and science courses identified as acceptable according to the new CPC requirements.

Computer Applications: (½ Carnegie Unit) An acceptable course should cover the use of application packages, such as word processing and spreadsheets, basic computer terminology, and hardware operation.

Pre-High School Units: Algebra I, first year Foreign Language, Mississippi Studies or Computer Applications taken prior to high school will be accepted for admission provided the course content is the same as the high school course.

Summer School

Elementary Students will not be allowed to attend summer school to pass to another grade.

Any **high school student** going to summer school must have written permission from the guidance counselor, principal and superintendent. Credits earned through summer school or correspondences are not to speed up a student's graduation to three years. Students are to complete four (4) years of high school attendance.

The Montgomery County School District offers Extended School Year for special education students who meet the qualification.

Awards for Graduating Seniors

VALEDICTORIAN*: The student maintaining the highest four-year **numeric grade** average in scholarship and attending that school for two consecutive years.

SALUTATORIAN*: The student maintaining the second highest four-year **numeric grade** average in scholarship and attending that school two consecutive years.

SUBJECT AREA AWARDS: The outstanding student in the perspective fields of mathematics, science, English, social studies, business education, home economics, agriculture, athletics, music, and vocational.

HONOR GRADUATES: Graduating seniors who have maintained a 90 ~ 100 academic average and a creditable citizenship record through the high school grades (9-12).

* To be eligible for the valedictorian and salutatorian award upon graduation a student must take the college preparatory classes.

Reward Committee

A reward committee will be appointed at each school to determine a reward program for honor students (All A's).

Grading Scale

The following grading scales will be used:

Grades Pre K – K

S = Satisfactory
U = Unsatisfactory
N = Needs Improvement

Grades 1 – 6

A = 90 – 100
B = 80 – 89
C = 72 – 79
D = 65 – 71
F = 64 – Below

Grades 7 – 12

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 65 – 69
F = 64 - Below

Exemption Policy

Exemption is a privilege, not a right. Students in grades 7-12 may be exempt from semester exams with perfect attendance and an 80 or above average in that class or students may be exempt with three (3) or less absences and a 90 or above average in that class.

Gifted Class (Elementary)

STEP 1: Referral: Any student grade 2 – 6 may be referred by a teacher, administrator, counselor, parent, peer, self or any other person having reason to believe that the student may be intellectually gifted. A referral form will be filled out and signed by the referring party. A student shall satisfy two of the following criteria at this level before moving forward to the identification process:

- Results of group measure of intelligence (90th percentile or above) administered in the last 12 months

- Published characteristics of giftedness with scores in at least the high range or higher
- Published measure of creativity with scores in at least the high range or higher
- Published measure of leadership with scores in at least the high range or higher
- Results of group and/or individual normed achievement test(s) at the 90th percentile or above administered within the last 12 months

Once referral data has been collected, the Gifted LSC shall review all the data and make recommendations as to whether or not the student shall move forward to the identification process. If a student moves on to the assessment stage then parental permission for testing shall be obtained at this time.

STEP 2: Assessment: A student who has met minimal criteria at Step 1 shall move on to the assessment phase. A student shall satisfy three of the following criteria before moving on to the second phase of the assessment (individual test of intelligence):

- A full scale score at or above 90th percentile on a normed group measure of intelligence
- A score at or above the superior range on a normed characteristic of giftedness checklist
- A score at or above the superior range on a normed measure of creativity
- A score in the superior range on a normed measure of leadership
- A score at or above the 90th percentile on a normed measure of cognitive abilities
- A score at or above the 90th percentile on total language, total math, total reading, total science, total social studies, or the composite on a normed achievement test
- Other measures approved by the Mississippi State Board of Education on the Gifted Education Program Proposal

A student who has satisfied the minimal acceptable criteria on any three of the above measures shall move forward to the individual test of intelligence.

STEP 3: Individual test of intelligence: All individual tests of intelligence shall be administered by a licensed state examiner. A student shall score at the 90th percentile or above on the full scale IQ or approved subtests in order to satisfy eligibility criteria.

Once the assessment report has been finished by the examiner, the Gifted LSC shall meet to review all data to determine if eligibility criteria has or has not been satisfied. District personnel shall notify in writing the parent of each student tested for the intellectually gifted program about the assessment results. District personnel will offer to explain any of the assessment results.

Online Gradebook

Student assignments and grades are available online by visiting www.mcsdms.net and clicking on the Active Parent link. To login to Active Parent, parents will need a user name and password. To obtain a user name and password contact your child's school or the central office for an application.

Progress Reports

Progress reports will be issued on the following dates:

September 7, 2017 / November 9, 2017 / February 1, 2018 / April 19, 2018

Report Cards

A report card indicating each student's accomplishments shall be issued four (4) times during the school year at nine (9) week intervals. If the report indicated failing or unnecessarily low grades it will be advisable for the parent or guardian to schedule a conference with the teacher involved in order to affect proper attention.

Report Cards will be issued on the following dates **(If a parent/guardian cannot make it to open house, he/she must make an appointment with the teacher through the principal's office (teacher's planning time only):**

October 12, 2017 - Parents must pick up, Open House 3:00 p.m. til 6:00 p.m.
January 11, 2018 - Parents must pick up, Open House 3:00 p.m. til 6:00 p.m.
March 22, 2018 - Parents must pick up, Open House 3:00 p.m. til 6:00 p.m.
May 25, 2018 - Pick up by 10:00 a. m. (tentative)

Conferences

A minimum of one (1) parent/teacher/student conference will be scheduled per student per semester. Parents desiring such a conference should contact the school principal. Conferences can be arranged any school day except staff meeting days. Forms of conference can include phone call, letter or visit to the school.

Schedule Changes

It is recommended that a request for changes in schedule not be made unless absolutely necessary.

Testing Program

The district provides a comprehensive testing program to assess the academic abilities and achievements of each student in kindergarten through grade twelve. To assess students in grades K-8, a diagnostic and/or standardized assessment will be administered. A criterion-referenced test (MCT3 – Mississippi Curriculum Test 3), with a writing assessment for grades 4 and 7, will be administered in grades 3-8. Also, students in grades 5 and 8 are administered an elementary science and a middle school science test.

Students at Montgomery County High School are required to take and pass the following subjects, Algebra I, U.S. History from 1877, Biology I, and English II (with a writing component) in order to receive a diploma. Also see page 15-17 of this handbook for further graduation requirements.

Test Calendar 2017-2018 Specific testing dates to be determined later.

Multi-tier Support System Intervention Process

The Montgomery County School District shall require an instructional model designed to meet the needs of every student. The model shall consist of three tiers of instruction.

- Tier 1: Quality classroom instruction based on MS College and Career Readiness Standards
- Tier 2: Focused supplemental instructional
- Tier 3: Intensive interventions specifically designed to meet the individual needs of students

Teachers should use progress-monitoring information to (a) determine if students are making adequate progress, (b) identify students as soon as they begin to fall behind, and (c) modify instruction early enough to ensure each and every student gains essential skills. Monitoring of student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments and large-scale assessments.

If strategies at Tier 1 and 2 are unsuccessful, students must be referred to the Teacher Support Team. The TST is the problem-solving unit responsible for interventions developed at Tier 3. Each school must have a Teacher Support Team (TST) implemented in accordance with the process developed by the Mississippi Department of Education. The Chairperson of the TST shall be the school principal as the school's instructional leader. Interventions will be:

- designed to address the deficit areas;
- research based;
- implemented as designed by the TST;
- supported by data regarding the effectiveness of interventions.

After a referral is made, the TST must develop and begin implementation of an intervention(s) within two (2) weeks. No later than eight (8) weeks after implementation of the intervention(s) the TST must conduct a documented review of the interventions to determine success of the intervention. No later than 16 weeks after

implementation of the intervention(s), a second review must be conducted to determine whether the intervention is successful. If the intervention(s) is determined to be unsuccessful, then the student will be referred for a comprehensive assessment.

In addition to failure to make adequate progress following Tiers 1 & 2, students will be referred to the TST for intervention as specified in guidelines developed by MDE if any of the following events occur.

- a. Grades 1-3: A student has failed one (1) grade;
- b. Grades 4-12: A student has failed two (2) grades;
- c. A student failed either of the preceding two grades and has been suspended or expelled for more than twenty (20) days in the current school year; OR
- d. A student scores at the Minimal level on any part of the Grade 3 or Grade 7 Mississippi Curriculum Test 3 (MCT3)

Referrals to the Teacher Support Team must be made within the first twenty (20) school days of a school year if the student meets any of the criteria A-D stated above. (State Policy IIC-4)

Textbooks

Textbooks will be furnished to each student following registration. These books are made available by the State and should be used with proper care. The adjusted price of a book must be paid if it is lost and a fine paid in the event it is unnecessarily damaged. Money collected for fines or lost books is put into the Textbook fund for the purchase of new textbooks when needed.

Parents agree to assume full responsibility for books issued their children when they sign the book card at the opening of school.

Fines for lost or damaged books are as follows:

- A. All new books, full price
- B. Books used one year, 75% of cost
- C. Books used two years, 50% of cost
- D. No book depreciated below a 25% margin

A student cannot participate in the graduation ceremony, receive report card, have records transferred, or be issued books if a book fine is owed.

Career & Technical Education

Family Dynamics, Home Economics, and Living Skills are taught at the Montgomery County High School. High school students are allowed to enroll in certain career and technical education classes offered by Winona Public School.

Workbooks

Students in grades K-8 must pay for required workbooks. These workbooks will be periodically checked by the teacher and graded papers sent home. If the student is unable to pay for workbooks in full, the principal will arrange a payment plan to suit the student's needs.

Who's Who Elections and Homecoming Elections

It is the intent of the Montgomery County School Board to have students that hold a responsible position in their respective schools or classes to be of good behavior. A student must have been enrolled in the school the previous year and must have been promoted to the next grade level. Students that are elected cannot hold any position of honor or trust if they have been suspended or expelled within one previous calendar year, beginning on the date of the offense that resulted in the suspension or expulsion. Any student selected for any of these positions will be removed from any and all positions immediately if they are suspended or expelled. In addition, for a senior student to be elected to Mr. and Miss MCHS, the student must have maintained at least a "C" semester average in each subject taken in grades nine through eleven prior to election.

SECTION IV: CODE OF CONDUCT

Good student conduct and discipline is basic to the ability of the schools to offer a productive learning environment. The Board, the administration and professional staff are jointly responsible for keeping the learning environment positive and free from disruption. While the school is responsible for enforcing the rules of conduct and administering disciplinary action, **the student and parents bear the primary responsibility for the student's conduct.**

Students and parents have a responsibility to know and respect the rules and regulations of their schools. Students are responsible for conducting themselves in a manner appropriate for good citizenship. School personnel are authorized to hold every student strictly accountable for misconduct in class, on school grounds, at school-related activities and going to and from school.

SEVERITY CLAUSE: Although the following Code of Conduct is used to cover most offenses that may occur in the Montgomery County School District, every possible offense cannot be addressed in this handbook. If an offense occurs at the school that is not covered in the handbook, the principal / superintendent or his / her designee shall make a determination of the appropriate disciplinary action. If the offense rises to a level that is not addressed or surpasses consequences in this handbook, the principal / superintendent or his / her designee will make a determination of the appropriate disciplinary action.

Acceptable Student Conduct on School Premises

1. Attend all classes daily and be punctual.
2. **Bring all necessary material to class. This includes paper, notebooks, pencils, and textbooks. If a child fails to bring necessary materials three (3) times in a 9-week grading period, he/she will be sent to the principal. All efforts will be used by the principal to notify parents. If the situation does not improve, a conference with parents will be arranged.**
3. Be respectful of all persons and property.
4. Behave in a safe and responsible manner.
5. Accept responsibility for their work and behavior.
6. Avoid shouting, whistling, and other loud noises.
7. Refrain from running/playing inside the building.
8. Move quickly to place you belong, keeping to the right in corridors.
9. Wear gym shoes when using the gymnasium.
10. Obey the rules and regulations of the school and each classroom teacher.

Unacceptable Student Conduct on School Premises

Students may be disciplined for violating school rules or safety regulations or for exhibiting otherwise unacceptable conduct. **A student may be suspended, expelled or otherwise disciplined as appropriate under the circumstances as a result of any misconduct occurring on school grounds, at school-related activities or coming or going to school or activity (example: football or basketball games).**

Classroom Rules Montgomery County Elementary School (MCES)

- * Be prepared for school
- * Follow directions
- * Show respect for yourself, peers, teachers, and your school
- * Listen while others are speaking
- * Always do your best

Consequences for Disobeying MCES Classroom Rules

- 1st offense – Warning / Teacher Conference
- 2nd offense – Teacher will notify parents
- 3rd offense – Teacher implemented classroom discipline
- 4th offense – Office referral for overnight conference (Parent must come to school with the student the next day for a conference with the principal before the student will be allowed to return to class.)*

**** Behavior Plan for student will be implemented (parent must attend meeting)****
5th offense – Corporal punishment, ISS or out of school suspension as deemed necessary by the principal.
Parent must be notified of any disciplinary action taken.

*** Note: Serious violations will result in immediate referral to office***

Rewards for Obeying MCES Classroom Rules

- * Homework pass
- * Movies
- * Certificates
- * Prizes
- * Other rewards to be determined by the teacher

Classroom Rules Montgomery County High School (MCHS)

1. Come to class prepared to learn.
2. Abide by all school rules
3. Be respectful of classmates, teachers and yourself.
4. Stay alert and follow instructions of the teacher.
5. Strive for excellence each day.

Discipline Ladder:

- ◆ 1st offense – Warning / Teacher conference with student
- ◆ 2nd offense – Phone call to parent from teacher
- ◆ 3rd offense – Teacher implemented classroom discipline
- ◆ 4th offense – Office referral for overnight conference (Parent must come to school with the student the next day for a conference with the principal before the student will be allowed to return to class.)*
- ◆ 5th offense – Corporal punishment, ISS or out of school suspension as deemed necessary by the principal. Parent must be notified before any disciplinary action is taken.

Students who remain violation free for 15 consecutive school days may revert back to step one on the discipline ladder. A student can only revert back to step one twice a year.

Note: Violent or exceptionally unruly behavior may require immediate office referral and parent notification.
Upon the second office referral for exceptionally unruly behavior the student will be required to go before the disciplinary committee before being allowed to return to class.

Students who abide by the classroom rules at Montgomery County High School will be rewarded at the end of each semester. The teachers and principal will determine reward.

Discipline Plan

1. A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district shall be responsible financially for his or her minor child's destructive acts against school property or persons.
2. A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district may request to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in paragraph 1 of this subsection, or for any other discipline conference regarding the acts of the child.
3. Any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district that refuses or willfully fails to attend such discipline conference specified in paragraph 1 of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference.

4. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.
5. As an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the school district.

Fighting

The Montgomery County School District has the safety of students as a priority; therefore, no student will be allowed to fight or to hit for any reason on the way to school and from school, while at school, or at any school events. A student who fights or hits will be immediately suspended from school. It is the responsibility of the school staff to discipline a student who fights or hits.

Fighting is defined as verbal or physical exchange causing a disruption of the educational process. This includes students who attempt or engage in physical contact, students who invade another's personal space in a threatening manner, or students who intentionally behave in such a way that could reasonably cause physical injury to any person. Any student involved in fighting or promoting fighting shall be subject to disciplinary action. The penalty for participating in a fight will be as follows:

- 1st offense – 3 days out-of-school suspension and student must go before the disciplinary committee before returning to class.
- 2nd offense – 5 days out-of-school suspension and student must go before the disciplinary committee before returning to class.
- 3rd offense – Recommendation for Alternative Learning Center placement** and student must go before the disciplinary committee before returning to class.

**** All Alternative Learning Center placements will be for a minimum of 45 days.****

Students will not be allowed to ride the bus home from school the day of the fight.

Penalty for fighting on the school bus is found on page 44 in this handbook.

Students who do not fight back will not be subject to punishment. Those students should report the incident immediately to an administrator or teacher. Students should not take matters into their own hands but should allow an administrator to handle the situation.

In the event a fight breaks out, students are advised to move away from the area of the disturbance, tend to their own business, and not get in the way of administrators or teachers who are trying to deal with the situation. Standing around, standing on tables, standing in aisles so as to hinder school officials, refusal to leave the scene when asked to do so, all of these are violations of the no fighting policy. They constitute the offense "party of an affray" and disciplinary action may result. In more severe cases, prosecution may be an alternative.

Students who instigate fights but are not actively involved (that is, students who carry rumors, put others up to fighting, carry information back and forth between other individuals who subsequently fight) submit themselves to the same penalties as those who are involved in the fight. Students who are intimidated or harassed by another student should report that to a teacher or administrator. Teachers are to report these incidents immediately to an administrator. In sum, **fighting will not be tolerated on any campus, on any school bus, or at any school-sanctioned event.**

Students and parents should refer to the Prevention of School Violence Act in this handbook, for details on the law relating to weapons on school grounds.

Discipline Program

The discipline program, which will govern student behavior, includes but is not limited to the following list of disruptions of the instructional program, which will warrant discipline.

All disruptions/discipline problems and consequences shall be applicable to all students during all period of time they are under and subject to the jurisdiction of the Board of Education of this school district as defined by the laws of the State of Mississippi and/or while they are participating in or going to or from any activity sponsored by this school district and/or while under the supervision and direction of any teacher, principal, or other authority of this school district.

1. Possession of weapon as defined in Gun Free Schools Policy. (Reported to Police)
2. Bomb threat (Reported to Police)
3. Use, sale, or possession of drugs, drug paraphernalia (Reported to Police)
4. Fighting
5. Use, sale, or possession of alcohol or alcohol-related products (Reported to Police)
6. Harassment, intimidation, teasing, taunting, or threatening of other students or staff (Sec. 37-11-21)
7. Lying to authorities
8. Use or possession of laser items
9. Sexual harassment/assault or misconduct
10. Trespassing
11. Use, sale, or possession of tobacco or tobacco-related products (May be reported to Police)
12. Using forged or altered documents (report cards, progress reports, parental notes, hall passes, other students' lunch numbers, etc.)
13. Gang activity, association
14. Stealing / Cheating (to include restitution)
15. Leaving campus without authorization
16. Profanity or vulgarity (to include acts, gestures, or symbols directed at another person)
17. Biting
18. Gambling or possession of gambling devices
19. Use or possession of dangerous devices including rat tail comb
20. Use or possession of fireworks, matches, lighters
21. Defiance of authority / talking back to teacher
22. Improper behavior in the cafeteria or on the campus
23. Improper behavior at assemblies or other school activities (Subject to be removed from program)
24. Refusal to identify one's self properly when requested to do so by a faculty or staff member
25. Misbehavior on the school bus
26. Loitering, cutting classes, truancy
27. Other misbehavior as determined by the administration
28. Defacing or otherwise injuring property that belongs to the school district (to include writing on school walls, inside or outside, starting fires) (to include restitution for damages)
29. Unauthorized fund raising, including sale of candy
30. Disrespectful behavior to staff members / insolence / overbearing behavior
31. Disrupting instructional time
32. Candy / gum / drinks consumed in class or cafeteria
33. Students are not permitted to have cell phones or electronic devices on campus during school hours. See cell phone policy on page 27.

Consequences for excessive tardies and unlawful absences are noted in the attendance section of this handbook.

Except for the most serious and dangerous offenses, Montgomery County School District will use positive response and behavior modification plans to address and help change behavior. Stakeholders will meet to address and develop the plan for positive change.

Discipline Options include but are not limited to:

1. Contact parent or legal guardian (phone or visit).
2. Student conference

3. Placement in ISS. **ISS is mandatory and a student will not return to the regular classroom until he/she serves his/her days in ISS. OSS will not take the place of ISS.**
4. After-school detention or corporal punishment or recess detention (choice at the discretion of the principal. Refusal to take corporal punishment may result in up to three (3) days of out of school suspension.
5. Loss of all privileges to participate in extracurricular activities.
6. Loss of bus riding privileges.
7. Out-of-school suspension for 1-10 days
8. Out-of-school suspension with recommendation for expulsion

Student Cell Phone/Electronic Device Policy

Students are not permitted to have cell phones or electronic devices on campus during school hours. **A student caught with a cell phone or electronic device during school hours will have the phone taken up and held in the principal's office. The District assumes no liability for cell phones or communication devices brought onto school property, including school buses, and is not responsible if the cell phone/communication device is lost, stolen or damaged.**

Consequences for Disobeying No Cell Phone/Electronic Device Policy for Students

Cell phone/electronic device confiscated and secured by principal for 2 months or student may pay a return fee of \$30.

Parent / legal guardian must pick up all cell phones/electronic devices from the principal's office.

School Safety Act

The Mississippi School Safety Act of 2001 is cumulative and in addition to the school district's existing authority regarding discipline of students. Pursuant to the Act, the school district has adopted policies and procedures that recognize the teacher as the authority in classroom matters regarding the school districts written discipline code of conduct.

In the event the teacher removes a student who, in the professional judgment of the teacher, is disrupting the learning environment, and the principal approves the removal, the student may not be returned to the classroom until a conference has been held with the student's parent, guardian or custodian. During the conference, the disruptive behavior will be discussed and agreements reached that no further disruption will be tolerated. The conference must be in person.

Among other provisions, this act provides that a student 13 years of age or older may be subject to automatic expulsion on the third occurrence of habitually disruptive behavior during a school year. (Students under age 13 may be subject to expulsion for such conduct pursuant to other school policies and procedures.)

The term "disruptive behavior" means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or school-related activity and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees; defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher.

The term "habitually disruptive" refers to such actions of a student which cause disruption in a classroom, on school property or vehicles, or at a school-related activity on more than two occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption.

After the second instance of behavior that is determined by the principal or designated administrator to have seriously interfered with the school environment, the parents/guardians will be contacted to help develop a behavior modification plan for the student.

Mandatory Dress Code (Worn by all students Monday – Friday)

General Considerations

Each student has the responsibility to dress appropriately for the school environment. Clothing, hair, and general appearance shall be neat and clean, shall not disrupt the classroom atmosphere, shall not be unusually provocative, and shall not violate health and safety rules of the school. The guidelines for dress and grooming are provided to assist parents and shall apply to all students. The District's dress code is established to teach hygiene, instill discipline, and prevent and avoid safety hazards.

General Guidelines

Students are to be in compliance with the dress code policy including proper grooming and neatness before entering the building and at ALL times on campus and school buses. The principal will determine what constitutes influences in the matter of dress and grooming and reserves the right to make modifications as needed. Altering the policy in any way is prohibited. If a style of dress or appearance is, in the opinion of the administration, disruptive to the educational process, constitutes a potential threat to the safety or health of the student or other persons, or contradicts the intent of the policy, it shall not be permitted.

Uniforms should also adhere to the following general rules of appropriate dress:

1. Only prescription sunglasses will be allowed in the building
2. Straps on jumpers must be fastened and worn on shoulders. No suspenders.
3. Athletic apparel must be worn in the gym only. No sweatpants, sweat suits, wind suits, or leggings may be worn to classes.
4. Hair curlers, sweatbands, do-rags, towels, bath cloths, stockings, plastic bags, wave caps, bandanas, or other inappropriate articles may not be worn on school property.
5. Undergarments basic to good grooming must be worn. Undergarments must be covered up.
6. Clothing must cover the midriff. Tops should cover the waist when hands are raised over the head. No halter tops or dresses, tank tops, muscle shirts, short tops should be worn.
7. Shirts must be appropriately buttoned while on school property.

***Clothing, jewelry, or other ornamentation advertising or depicting drugs, alcohol, tobacco, group affiliations, gang symbols, profanity/obscenities, or that which is sexually suggestive is prohibited.**

**** All questions relating to the mandatory dress code shall be determined by the principal at each school site.****

CLOTHING CATEGORY	HUNTER GREEN	GOLD	NAVY BLUE	KHAKI	WHITE	BLACK	BROWN
Uniform Pants or Uniform Capris			X	X			
Shirts (no t-shirts)	X	X	X				
Sweaters (Long Sleeve) or Sweater Vests	X	X	X				
Undershirts (T-shirts)					X		
Skirts			X	X			
Shorts or Skorts			X	X			
Jumpers			X	X			
Belts	See Next	Page					
Shoes	See Next	Page					

*Logos must be school approved, designed and be located over the heart (on the left side).

CLOTHING	STYLE	FABRIC	SPECIFICATIONS
Uniform pants or Capri pants	Dress Or Casual	Cotton Or Twill	<ul style="list-style-type: none"> - Solid color with no logos, emblems, pins, or patches unless MCSD approved logo is used - Styles should NOT include low riders (will allow modest hip huggers) - No sweat suit, wind suit, baggy pants, cargo or carpenter pants - No pockets on sides of legs - No sagging, drooping, oversized, or extremely tight fitting pants. - No blousing. Example: Pants tucked into boots, socks, or rubber bands. - Must fit at the waist with a front waistband (may be pleated or unpleated; cuffed or uncuffed) - Length may not exceed the bottom of the shoe or be tucked into boots or socks.
Shirts	Pull Over/ Polo Type or Oxford Cloth (Button up)	Cotton or Poly Blend	<ul style="list-style-type: none"> - Solid color with no logos, emblems, pins, patches unless MCSD approved logo is used - Must have collar and may be long or short sleeve (with or without pockets) - No blousing - All students K-12 must have shirts tucked in (belt must be seen) - Button up shirts with collars (with or without button down collars) - MUST be long enough to tuck into pants
Sweaters and Sweatshirts	Pull Over (Long Sleeve Only)	Cotton, Wool or Poly Blend	<ul style="list-style-type: none"> - Solid color with no logos, emblems, pins, patches unless MCSD approved logo is used - Must be crew neck collar (round neck), Turtleneck, Mock Turtleneck, V-neck or cardigan - Uniform top must be worn underneath all outerwear - Long sleeve only with the exception of <i>Sweater VESTS</i> which must be worn over a long sleeve shirt in the appropriate colors - Must not fall more than 2" below belt - May not be worn tied around the neck, waist, or any other part of the body
Undershirt	T-shirt	Cotton	<ul style="list-style-type: none"> - Short sleeved and must be worn underneath and tucked in
Skirts, Shorts, or Skorts	Dress or Casual	Cotton or Twill	<ul style="list-style-type: none"> - Solid color with no logos, emblems, pins, patches unless MCSD approved logo is used - Styles should NOT include low riders (but will allow modest hip huggers) - No sweat suit, wind suit, baggy pants, cargo or carpenter pants - No sagging, oversized, or extremely tight fitting pants. - Must fit at the waist with a front waistband and belt loops (may be pleated or unpleated; cuffed or uncuffed) - Length shall come no higher than 2" from the top of the knee - Skirts must not have a slit higher than the top of the knee
Jumpers	Dress or Casual	Cotton or Twill	<ul style="list-style-type: none"> - Solid color with no logos, emblems, pins, or patches unless MCSD approved logo is used - Length shall come no higher than 2" from the top of the knee - Skirts must not have a slit higher than the top of the knee
Belts	Plain	Leather or Cloth	<ul style="list-style-type: none"> - Solid color with no logos, emblems, pins, patches unless MCSD approved logo is used - Simple and plain belt and buckle style (holes in belt are allowed) - Length cannot exceed the buckle by more than 6 inches - Must be worn with pants, shorts.
Shoes	Dress or Athletic	Leather, Cloth or Plastic	<ul style="list-style-type: none"> - Should not have heels higher than 2 inches - Must be worn at all times and laces and straps must be tied and attached to the shoes - No wheels on shoes - No flip-flops, house shoes, water shoes, shower shoes, or shoes with wheels - Slip on shoes (including sandals) must be enclosed in the back or have a strap to secure the shoe on the foot
Coats / Jackets / Raingear	Any	Any	<ul style="list-style-type: none"> - No logos, emblems, pins, patches unless MCSD approved logo is used - Coats / Jackets must be no longer than mid-thigh, <i>but must reach waist</i> - <i>Jackets must have sleeves that reach the wrist and may have hoods</i> - MUST zip, snap, or button all the way up the front. Only pullovers with MCSD school logo may be worn. - May not be worn tied around the neck, waist, or any other part of the body
Jewelry	Any	Any	<ul style="list-style-type: none"> - No large (over 2") jewelry on necklaces - No oversize earrings on girls (Hoops/dangles-no longer or wider than 2") - No embellishments in mouth or on teeth unless required by a doctor/dentist - No large or heavy chains, studded or spiked jewelry - No body piercings / jewelry on the face - <i>No Neck Ties, Hats, Scarves, or Caps of any kind in the building</i>

****** Clothing that is one or two sizes ABOVE or BELOW your normal size should not be worn. *****

Check with the Central Office and/or your child's school for information on where uniforms can be purchased. The following stores have agreed to sell uniforms; (Wal-mart)

Parents will be able to order jackets through the school with the school logo. Orders will be taken the month of August through Mid-September.

Violations of the general requirements of appropriate dress and good grooming and hygiene may result in disciplinary action.

Disciplinary Actions for Dress Code Violations

- 1st Offense: The parent/guardian will be notified to bring appropriate clothing before student will be allowed to return to class. Student will stay in ISS until parent/guardian brings appropriate clothing.
- 2nd Offense: Three days *in-school* suspension; parent/guardian must bring student to school the next day for a conference with the principal. If the parent/guardian does not attend the meeting, the student will be placed in ISS (In-School Suspension) until the parent/ guardian meets with the principal.
- 3rd Offense and all subsequent offenses: 5 days *in-school* suspension; parent/guardian must bring student to school the next day for a conference with the principal. If the parent/guardian does not attend the meeting, the student will be placed in ISS (In-School Suspension) until the parent/ guardian meets with the principal.

****Although these are guidelines for Montgomery County School District dress code, interpretation and enforcement rest with the principal of each school and the superintendent.****

SECTION V: GENERAL INFORMATION

Athletics

At all athletic contests there are three groups of people; the student body, the parents or supporters, and people from other schools and communities. Fair play and sportsmanship should be the rule for Montgomery County Schools. It is the responsibility of all spectators to conduct themselves in a proper manner.

The Mississippi High School Activities Association holds school officials, spectators, and students responsible for proper conduct at athletic contests. **STUDENTS AND PARENTS SHOULD REALIZE THAT THE SCHOOL'S ATHLETIC PROGRAM CAN BE PENALIZED FOR POOR SPECTATOR CONDUCT.**

The athletic program is one of the extracurricular activities of the total school program. It is recommended that both boys and girls take part in athletics. Students can help make teams much better and stronger by their participation, and educational viewpoints will be broadened by contact with students here and at other schools. The athletic program in the Montgomery County School System is set forth by the administration and the Board of Education.

Junior High (7th and 8th Graders) Eligibility Requirements for Athletics

All MHSAA eligibility regulations apply for participation

A student must be promoted and have passed any four basic courses* with a 2.0 or "C" average the previous semester (computed numerically or by GPA). The year- end average of four basic courses will be used to determine eligibility for the fall semester. Students must be on track for promotion to be eligible. Summer school or extended school year grades will replace the grade for a failed course in the spring semester GPA. A pupil who is not eligible at the beginning of the school year may become eligible the second semester only once during the student's junior high school career by passing four basic courses with an overall average of 2.0.

**Basic courses – any subject that the student meets five days a week.*

Pupils in the 7th and 8th grades **participating at the high school level** for fall eligibility must: be promoted; have passed the four core courses (English, Math, Science, and Social Studies); and the average of those four courses must be a "C" or above. For spring semester eligibility, the student does not have to be passing all four core courses, but the average of those courses must be a "C" or above. Summer school or extended school year grades will the grade for a failed course in the spring semester GPA.

Students may not be held back for extracurricular purposes.

Senior High (9th – 12th Graders) Eligibility Requirements for Athletics

All MHSAA eligibility regulations apply for participation

Mississippi law requires a student to maintain a grade point average of 2.0 or a "C". This will be measured at the end of the first semester using the semester averages of all the courses the student is taking. Students who do not have a 2.0 or "C" average will be ineligible for the second semester. At the end of the school year, each student's grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final grade for each course. If the student does not have at least a 2.0 or "C" average he/she will be ineligible for the fall semester.

Students may attend summer school, extended school year, take correspondence classes, participate in credit recovery programs, and take advantage of other related options to establish a 2.0 or "C" average to regain eligibility. Programs must be completed prior to the first day of the next school year or the next semester.

A 2.0 or "C" average may be calculated in two ways: by grade point average or numerically. Grade Point Average: A=4, B=3, C=2, D=1, F=0. Numerical: Average all the semester or year-end averages and place the average in the local grading scale. If the overall average is a "C" or better the student is eligible.

A student may become eligible for the second semester only once during his/her high school career if he/she fails the year end average the previous year, by achieving 2.0 or "C" average at the end of the first semester. This will be done to keep the student on track for graduation.

Special education students will be academically eligible if they are making satisfactory progress according to the committees reviewing their Individual Education Plans (IEP).

Cameras (Video)

Cameras have been installed at both schools for safety purposes. Cameras are located both inside and outside of the facilities.

Change of Students' Address

It is the responsibility of the parent/guardian to notify the school of any change of address or telephone number. The parent/guardian should send a note to the student's homeroom teacher notifying them of the change in address or telephone number. When the homeroom teacher receives the note, he/she will report such changes to the school office.

Field Trips

Field trips may be arranged during the year. The principal must approve all field trips. All out of district field trip must be approved by the principal, superintendent, and school board prior to the day of the trip. Teachers/Sponsors are responsible for obtaining a bus driver for the field trip. The teacher/sponsor will notify the principal, the bus supervisor, and the food service supervisor **two weeks prior to the trip**. Only students properly enrolled and approved by the principal may go on a field trip. **Students must have signed permission forms and medical release forms from the parent/guardian to take part.** A follow-up activity may be required. **Any student going on a field trip will abide by all school rules.**

First Aid Procedures

All accidents should be reported to the supervising teacher. First aid will be administered when needed. The principal shall be notified if further medical attention is required. In emergencies, the student will be taken to the nearest emergency facility and the parents notified. All accidents should be logged and kept on file.

Lost and Found

Students should make every attempt to keep up with their personal belongings. All items brought to school should be clearly marked with the student's name and any other appropriate identifying information. The District assumes absolutely no responsibility for lost or stolen articles.

Items of special value, such as jewelry and large sums of money, should not be brought to school.

If an item is lost, stolen or found report it to the principal's office as soon as possible.

Narcotics and Other Controlled Substances

Students who are under the influence of any type narcotic or controlled substance or have possession of any type of narcotic or controlled substance will be turned over to legal authorities immediately and school authorities will take strict disciplinary action. A student's locker/possessions may be searched if suspicion warrants. Montgomery County School is a drug-free work place.

Parent Teacher Organizations

Parents are encouraged to participate and support their school through the P.T.O.

Parties

All parties must be approved in advance through the office of the principal.

Pets - Animals

Students may not bring pets or other animals to school without permission from the principal.

Telephone

Students **only in the case of an emergency** can use the telephone. In order for a student to use the telephone he/she must first obtain permission from the secretary or principal who has the authority to determine if the student's request to use the telephone is valid. Students should request family members and friends not to call them at school unless it is absolutely essential. Students will not be called to the telephone from a class unless it is an emergency. Any necessary long distance calls that are place are to be charged to the home telephone of the person making the call.

Parents/Guardians wishing to talk to a teacher will need to call the office and make an appointment. The school principal will set up your appointment during the teacher's planning period.

Tobacco Use on Educational Property

No person, student or adult, shall use any tobacco product on any educational property. Educational property means any public school building or bus, public school campus, grounds, recreational area athletics field, or other property owned, used, or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity. Any student who violates this policy is subject to suspension. Any Adult who violates this policy shall be subject to a fine and shall be liable as follows: a) for a first conviction, a warning; b) for a second conviction, a fine of seventy-five (\$75.00); c) for all subsequent convictions, a fine not to exceed one hundred fifty dollars (\$150.00) shall be imposed.

Transcripts

Upon request a pupil may be granted two transcripts without charge. Additional copies will cost \$5.00.

Visitation

During school hours, all visitors to the school must report to the principal's office, sign the visitation log and get a visitors pass. Students are not permitted to bring persons other than parents/guardians to school.

All employees must report any unauthorized visitors to the office.

Withdrawals

Any student withdrawing from school must have a parent/legal guardian contact the school and sign a record release form before withdrawal procedures will be initiated.

Students must return all books to the principal or homeroom teacher and receive their book card. Students should return all library books checked out in his/her name and pay all fees owed. All financial obligations of the student to the school such as lost books and workshop fees must be settled before the student is cleared.

Non-Discriminatory Policy

The Montgomery County School District does not discriminate on the basis of sex, race, religion, color, national origin, age, or handicapping conditions. The Montgomery County School District is an equal opportunity employer.

Title IX and Section 504 Coordinator

Mrs. Marsha Cummings
618 Summit Street
P O Box 687
Winona, MS 38967
(662) 283-4533

SECTION VII: PREVENTION OF SCHOOL VIOLENCE

School Discipline

1. Discipline Purposes and Objectives

Where people exist together it is necessary to have rules, laws, or understanding if confusion, chaos, and even violence are to be avoided. The public school is no exception. It is logical that when parents sent their children away from home for seven to eight hours daily that the institution entrusted with their care also receive the authority to regulate the conduct of each boy and girl for their good, and the welfare of the total group. This control of conduct denotes rules and regulations, and seeing that these rules and regulations are honored and respected could be referred to as school discipline.

In the educative process, good discipline must be maintained. The school that fails to recognize the problem fails to meet the responsibility of this important phase of the educative process. There is little or no learning when pupils are permitted to waste their own time and that of other pupils.

The basic objectives of discipline within the school and in each classroom are:

- To establish and maintain study conditions that are conducive to learning.
- To develop for each student the habits and skills that make him/her self-directive, self-disciplined, and more willing and able to assume responsibility for proper and acceptable behavior.

2. General Principles

All persons concerned are hereby placed on notice that the disciplinary actions and procedures established by the Board are to be conducted in accordance with applicable state and federal law and with any memoranda, bulletins or notices published and distributed by the Superintendent and are subject, in particular, to the following controlling principles:

1. Discipline should have the qualities of understanding, consistency, fairness, and firmness. Consideration should be given to the cause, nature, condition, and frequency of misconduct.
2. Discrimination based upon race, color, national origin, religion or sex and arbitrariness in the administration of discipline is strictly prohibited. Any charge of discrimination or arbitrariness shall be carefully examined under these regulations.
3. No convicted felon will be enrolled in Montgomery County Schools.
4. Students of the Montgomery County School System are totally under the authority of the principal of the school where they attend classes.
5. Any student elementary or high school going to the wrong campus without permission may be suspended from school
6. Students involved in any problem of the school campus where they do not attend may be expelled from school.

3. Disciplinary Action

The small routine instances of misconduct inherent in every classroom are the responsibility of the teacher. The teacher has the discretion to impose the type of disciplinary action he/she deems appropriate. The causes and treatment of misconduct should be fully investigated through faculty meetings and workshops where ideas may be freely exchanged as to the best solution for correction and prevention.

The school administrators are responsible for more serious misconduct as provided by District policy. Records will be kept of all disciplinary action. The principal and/or Superintendent have the discretion to impose the type of disciplinary action he/she deems appropriate. The categories of punishment available for serious misconduct include reprimands, suspensions of 10 days or less, suspension of 11 days or more and expulsions.

The following sections provide descriptions and procedures, where applicable, for various disciplinary tools available to the teacher and/or administrator.

4. Parent-Teacher Conferences

Parents should always be notified of any major discipline problem(s). At least one parent-teacher conference will be scheduled each semester. The teacher or principal shall arrange additional parent-teacher conferences when children are having learning or behavior problems. Parents are encouraged to contact the school at any time to arrange a conference as many misunderstandings can be avoided by simple direct communication. Procedures for parent-teacher conferences are as follows:

1. **Call the principal's office for an appointment. School phone numbers are in front of this handbook.**
2. **The teacher will see the parent at conference time only, not during class time.**

PUBLIC COMPLAINTS

Complaints Concerning School Policies and Practices

- A. Constructive comments and evaluations of the schools are welcome through whatever medium when they are motivated by a sincere desire to improve the quality of the education program and to equip the schools to perform their tasks more effectively.
- B. Persons and groups wishing to be placed on the agenda for a meeting of the school board shall file a written request with the superintendent seven (7) days in advance of the meeting. The request shall contain the following information:
 1. Name and address
 2. Organizations or persons represented
 3. Topic to be discussed
 4. Specific questions to be answered or specific action requested
- C. The superintendent shall answer in writing any person or group making such a request as to the date of the meeting and the place on the agenda assigned to them. In the event that the agenda for the next meeting is crowded, the superintendent shall place in order of time the hearing request for the following meeting; but in no event shall any request be postponed for longer than two meetings.
- D. The superintendent shall provide a copy of said complaint or request for information to each board member prior to the meeting involved.
- E. The superintendent is directed to have a report from the administration regarding the subject matter attached to the complaint and placed in the agenda of each board member at the meeting involved.
- F. No subject shall be allotted more than 30 minutes time of the board meeting. A maximum of 15 minutes shall be allotted to the proponent of the subject, of which 10 minutes may be used for presentation and the remaining five minutes for questions by the board. If there is more than one speaker on each side of the question, it is the responsibility of the chairman of each group to divide the 10-minute period.

Suspension and Expulsion

Any student expelled or suspended shall be denied any school honor and privilege, and will not be allowed to attend school activities such as ballgames during the suspension time.

It is the responsibility of the suspended student to obtain makeup work from his/her teacher(s). Upon the student's return to school, he/she will have two (2) days to complete makeup work. Highest grade possible on make-up work for suspended students will be a 100.

Corporal Punishment

Either principal or teacher may administer corporal punishment, but in either case, another staff member must be a witness. Such punishment should not be administered in the presence of other pupils or

in anger. A record shall be kept of all corporal punishments and parents will be notified. A student refusing corporal punishment will be suspended for 3 days.

Parents/guardians who do not wish their children to be administered corporal punishment must sign and return the form on the cover of this student handbook.

Due process

A student who has been suspended or expelled or otherwise denied admission to attend school has the right to due process. All aspects, circumstances and records of the student's case shall be confidential and available only to authorized school officials dealing directly with the student or to the student's parents, legal guardians or attorneys for the student or for the Board. The following procedures provide notice and opportunity to be heard in such matters.

Guidelines for Due Process

- I. SPECIAL EDUCATION STUDENTS. See "Policies and Procedures", Minute Book 6, page 262: Procedural Safeguards pp 9-13 thereof.
- II. REGULAR STUDENTS.
 - STEP 1: INITIAL INFORMAL HEARING WITH PRINCIPAL
Applies to: Suspensions of 10 days or less
Suspensions of 11 days or more
Recommendations of Expulsions
Denials of Admission
 - A. An initial informal hearing is required in each case where disciplinary action may be taken against a student and where an expelled student makes application of readmission following the conclusion of the expulsion period. After an initial investigation appropriate under the circumstances: the principal, superintendent or designee shall:
 1. Advise the student of the charges against him/her or reasons for non-admission;
 2. Afford the student of a full opportunity to respond; and
 3. If the student denies the charges or contests the reasons for non-admission, explain the evidence in support thereof.
 - B. After the informal hearing, the principal may take the following actions:
 1. SUSPENSION OF 10 DAYS OR LESS: The principal may issue to the student and legal guardian a notice of suspension not longer than 10 consecutive school days. The suspension is effective immediately and no further due process is required.
 2. IMMEDIATE REMOVAL: The principal may immediately dismiss the student from school for the day when such is necessary to restore order, to protect the safety of the student or others and/or to resume normal school functions but when an immediate suspension is not or may not be appropriate. A student sent home under these circumstances would be instructed to return the following day with his legal guardian. Should the student not return as instructed, the principal shall mail a "Notice of Suspension" for 10 days or less, as appropriate.
 3. IMMEDIATE SUSPENSION AND RECOMMENDATION OF EXPULSION: The principal or superintendent shall immediately suspend a student for 10 days or less and recommend expulsion when there is reason to believe that the student committed an unlawful or violent act, as defined or otherwise provided by District policy. The suspension shall be effective immediately, pending conclusion of due process on the recommendation of expulsion.
 4. IMMEDIATE SUSPENSION AND RECOMMENDATION OF SUSPENSION OF 11 DAYS OR MORE / EXPULSION: The principal or the superintendent may immediately suspend a student for 10 school days or less and recommend a suspension of 11 days or more or expulsion, as

appropriate under the circumstances. The suspension shall be effective immediately, pending the conclusion of due process on the recommendation of long-term suspension or expulsion.

5. DENIAL OF ADMISSION: The principal or superintendent may recommend a denial of admission, which shall be effective immediately, pending the conclusion of due process.

STEP 2: APPEAL
Applies to: Suspension of 11 days or more
Expulsions
Denials of admission

If after the initial hearing the principal or superintendent determines that a recommendation of suspension of 11 days or more, expulsion or other denial of admission is the appropriate disciplinary action:

1. The principal or superintendent shall give the student a written "Notice of Suspension and Recommendation of Expulsion/Non-admission and Statement of Rights" in a form provided by the superintendent for such purposes.
2. The notice shall contain a statement of the charges/reasons, advise the student of his/her rights to legal counsel, to present witnesses and to cross-examine witnesses presented against him/her and state the date, time and place for hearing. A copy of the notice will be hand-delivered to the student when possible and the original hand-delivered or mailed to the legal guardian.
3. A hearing before the School Hearing Committee shall automatically be scheduled no later than the tenth school day following the date of notice.
4. Pending the outcome of the hearing before the School Hearing Committee:
 - a. The student may be offered temporary placement in the alternative program when the counselor verifies the student's suitability for such program and, in such case, the hearing before the School Hearing Committee may be held at any appropriate time without application of the 10-day limitation. However, the District may not offer temporary placement when the offense upon which the action is based is gang or group-related fighting, violation of prohibitions against weapons or controlled substances, assault of a staff member or other unlawful or violent act.
 - b. The student may be allowed to remain in school if the principal or, in the case of non-admission, the superintendent determines that his continued presence is not detrimental to the normal functioning of the school program and, in such case, the hearing before the School Hearing Committee may be held at any appropriate time without application of the 10-day limitation.
 - c. The hearing will be before the School Hearing Committee comprised of 3 or more teachers/administrator, presided over by an impartial hearing officer/investigator.
 - d. The School Hearing Committee shall hear and consider all cases presented and is authorized to:
 - i. To concur or not concur in the suspension, expulsion or non-admission recommendation;
 - ii. To confirm or specify the duration of a suspension of eleven (11) days or more, to remove the suspension or expulsion or to recommend admission; and
 - iii. Subject to review and approval of the superintendent, to recommend limited or unlimited expulsion or non-admission to the board.
 - iv. The School Hearing Committee shall prepare a written summary of each case.
 - e. All expulsion and non-admission recommendations shall be subject to review by the superintendent and by the board.
 - f. After completing this appeal step, a parent, legal guardian or custodian aggrieved by a decision to suspend his/her child may request review of the decision by the board at next regular meeting. A request must be submitted to the board within 2 days after receiving a decision at this appeal step.

Threats of Violence

- A. Any person who makes potentially life-threatening statements concerning students, teachers, administrators, or staff members of this school district will be arrested, suspended from the school district, and prosecuted to the fullest extent of the law. Every person associated with this school district has the inherent right to attend Montgomery County Schools without fear of bodily harm. Therefore, the administration will make every effort possible to ensure a safe and orderly environment for students and all school employees. There will be zero tolerance allowed for making playful, unintended life-threatening remarks. Any remark of this nature cannot and will not be tolerated.
- B. Bomb threats or other life-threatening actions made to the school are in violation of Federal Code 844. The penalty for making such threats is five years in prison and a \$250,000 fine. Anyone, whether student or adult, caught making such threats to the school will be prosecuted to the fullest. If the caller is a student, the student will be suspended from the school district.

Bullying Policy (Student)

Student Complaints of Bullying or Harassing Behavior

Students and employees in the Montgomery County School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment free from bullying and harassing behavior. This complaint procedure provides a process for filing, processing and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

I. DEFINITIONS

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunity or benefits.

A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

II. PROCEDURES FOR PROCESSING A COMPLAINT

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor, or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or act occurred. The school official shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victims of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The Report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman.

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meeting as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days.

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's appearance before the Board.

Student Abuse, Sexual/Verbal Harassment

- A. Every student has a right to attend school without fear of being abused, harassed, or threatened by other students. Therefore, students should be aware that verbal or physical abuse, verbal harassment, sexual harassment, verbal threats, or racial remarks of any type would not be tolerated.
- B. The student making these threats will be suspended for 3 days and a parent/guardian must come to the school for a conference with the principal before the student can reenter.
- C. Students involved in a second (2nd) offense of the above threats will be suspended for 5 days.
- D. After a third (3rd) offense, students will be suspended for the remainder of the school year.

Abuse, Harassment, or Threats Against Employees

- A. Any student who harasses, or threatens a teacher, administrator, bus driver or any staff member with intent of bodily harm during school hours or after school hours will be **immediately suspended from school**, and legal action will be taken against the student. (Sec. 37-11-21)
- B. Any student who strikes a teacher, administrator, or any staff member will be immediately suspended pending expulsion hearing and legal action will be taken against the student.
- C. Any student who disturbs or harasses a teacher, administrator, or staff member off the school campus with threatening, abusive-vulgar telephone calls, throwing items in their yards, inflicting property damage or demonstrating any other unacceptable conduct will be suspended for 5 days.
- D. After a third offense, students will be suspended pending expulsion hearing.

Vandalism

Beauty and practical use of school property depends upon the care given. Students should be taught responsibility for both private and public property. The care of furniture, books, playground equipment and all other school properties must be considered a public responsibility. The offending parties must compensate for deliberate destruction.

Any student destroying, defacing, or marring school property will be liable for payment of the cost of repairs or replacement. A student participating in the vandalism of school property and/or failing to pay these costs may be suspended or expelled. Parents shall be held legally responsible for paying the costs of the destructive acts of their minor children.

Gun-Free Schools

The Montgomery County Public School District operates in compliance with the Gun-free Schools Acts, Title VIII of the Elementary and Secondary Education Act of 1965. Therefore, all policies and procedures adopted

by this Board, which affect the conduct and/or discipline of students, are supplemented by the requirements of this act, as follows:

I. Firearms Prohibited

No Student is permitted to bring a firearm on school property.

II. Definitions

A “firearm” means any type of weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device, including any explosive, firecracker, incendiary, poison gas, bomb, grenade, rocket, missile, mine or other similar device; and any type of weapon; an any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled or as otherwise defined by federal law.

“School property” includes any school building, bus, campus, grounds, recreational area, athletic field, or other property owned, used, or operated by the District.

III. Disciplinary Action

The penalty for bring a firearm on school property shall be expulsion from the school program and all of its activities for a minimum period of one (1) calendar year.

Any student who is charged with bringing a firearm on school property shall be automatically expelled for a minimum period of one (1) calendar year by the principal. The suspension shall take effect immediately following the provision of initial due process and pending the conclusion of due process on the recommendation of expulsion, all in accordance with policies JDD, JDE, and JDF.

The superintendent who receives a recommendation for expulsion may determine, based upon the particular circumstances of a given case, that other disciplinary action or alternative placement is appropriate and may make such recommendation to the board.

IV. Readmission

A student who is expelled for bringing a firearm on school property must apply to the Board for readmission to the regular school program. Readmission may be granted by the Board upon a documented showing that the student has participated in successful rehabilitative efforts including but not limited in progress in an alternative school or similar program.

Weapons / Prevention of School Violence

The Montgomery County School District complies with the Mississippi Prevention of School Violence Act.

Weapons Not Allowed

No student may possess a weapon on school property, which includes school buildings, grounds, athletic fields or any other property used for school purposes. This prohibition includes all weapons except those used only for educational or school-sanctioned ceremonies, carried by governmental agents such as policemen or in other very limited circumstances permitted by law.

A person may be guilty of a felony and subject to a \$5000 fine and/or 6 months in a jail for possession on school property/ at school-related events of a BB gun, air rifle, other firearm, dynamite cartridge, bomb, grenade, mine, powerful explosive, or for causing, encouraging or aiding a minor to possess same.

A person may be guilty of a misdemeanor and subject to a \$1000 fine and/or 6 months in jail for possession on school property, at school related events of a BB gun, air rifle, air pistol, bowie knife, dirk, dagger,

slingshot, leaded cane, switchblade, blackjack, metallic knuckles, razors and razor blades (except for shaving only), any sharp-pointed or edged instrument (except instruction supplies, unaltered nail files and clips and tools used only to prepare food, instruction and maintenance of school property, or for causing, encouraging, or aiding a minor to possess same. Stun guns and fireworks are also prohibited.

Miss. Code Ann. Section 97-37-17

A student of any college, university, or school, who shall carry, bring, receive, own, or have on the campus, college or school grounds, or within two (2) miles thereof, any weapon the carrying of which concealed is prohibited, or a teacher, instructor, or professor who shall knowingly suffer or permit any such weapon to be carried or so brought, received, owned, or had by a student or pupil, shall be guilty of a misdemeanor, and, on conviction, be fined not exceeding three hundred dollars (\$300) or imprisoned in the county jail not exceeding three (3) months, or both.

Reporting Requirements

The District will be notified within 1 week whenever a student is arrested for, lawfully charged with or convicted of a crime. The District will take whatever disciplinary or other action is deemed necessary under the circumstances, in the discretion of the Superintendent and/or principal, if so designated.

When a violent act occurs on school property or during a school activity, the following reports will be made:

- School employees will notify the principal when they have knowledge of unlawful or violent acts, which have occurred or may have occurred.
- The principal will immediately notify law enforcement when he/she has a reasonable belief that a violent crime has occurred. Law enforcement must immediately dispatch an officer and arrests may be made with probable cause.
- The Superintendent will notify the youth court and law enforcement officials of a crime committed by a student.

The Superintendent and/or principal will notify the district attorney of an accusation of fondling or sexual involvement with a minor student (under 18) by a school employee (18 or older) where there is a reasonable basis to believe that the accusation is true.

Searches

Circumstances may arise which require searches of students' persons, possessions, lockers, desks or vehicles. Administrators have the authority and obligation to exercise discretion in conducting searches. Teachers should not conduct any searches, except under cases of little intrusion, without consultation with the principal. Any weapons or other dangerous objects found on the student's person or in the student's possession should be immediately confiscated and appropriate disciplinary action should be instituted.

1. Desk Searches

Desks are District property and remain at all times under the control of the District. No prior approval is required to search desks. Searches of lockers and/or desks may be conducted without notice to or consent of the student when reasonable cause exists to suspect a violation of a law or school rule.

2. Vehicles

Vehicles driven to school by or for students are subject to searches without notice to or consent of the student. No individualized suspicion is required for vehicle searches. **However, when a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside a vehicle, the student may be required to open the vehicle, including the trunk, for further inspection.**

3. Students

A student's person and/or personal effects may be searched whenever a school authority has a reasonable suspicion that the student is in possession of illegal or unauthorized materials. A school official of the same sex must conduct a pat down in private with an adult witness present.

4. Metal Detectors

When a school administrator has reasonable suspicion to believe a student is in possession of a weapon or other dangerous object, the administrator may conduct a metal detector search of the student and the student's personal effects. Such a search shall comply with the guidelines set forth by Board Policy.

5. Further Information

For further information on searches, please contact the principal.

SECTION VIII: SCHOOL FACILITIES

Auditorium

In the auditorium and group assemblies students should give their undivided attention to the program. Avoid disturbing those around you with comments or noise. Refrain from unmannerly demonstrations such as booing, whistling, stomping, inappropriate clapping, and enter and leave in a quiet and orderly manner. No food is to be taken into the auditorium. Each principal will stay as long as necessary after graduation exercises for pictures to be made.

The auditorium may be used before or after school hours only under direct supervision of a teacher.

Cafeteria

The school cafeteria is operated on a non-profit plan in cooperation with the State and Federal School Lunch Programs. The meals served each day will be nutritious and well balanced, more than meeting State and Federal requirements. "Offer versus Serve" is implemented in grades K-12. Students do not have to take all 5 components but must take at least 3 to be counted as a reimbursable meal. **Can or bottle drinks are not allowed by staff or students in the cafeteria. Vending machines will be turned off one hour before lunch until one hour after lunch. Student in grades Pre-K – 12 will be allowed to eat free for the 2017-2018 school year according to our Community Eligibility Provision (CEP) Program.**

Lunch prices: Adults - \$3.25

Breakfast prices: Adults - \$2.25

The employee who is assigned to bring students into the cafeteria for meals is responsible for the students during the time they are in the cafeteria. Students are requested to take his/her place in line without excessive haste and to wait their turn to be served. Students should use correct table manners, and avoid making unnecessary noise. Trays, dishes, silverware, and trash must be placed in designated areas. In order to avoid confusion, students are asked to enter and leave by designated doors. **Students are not to bring gum into the cafeteria.**

No food will be carried or eaten outside of the cafeteria. Should a student take food out of the cafeteria, the homeroom teacher on duty will keep the student in for a minimum of thirty minutes during that student's break time. The homeroom teacher, teacher on duty or the principal will discipline any student leaving his/her tray on the table.

Library

The library media center is not used for scheduled study halls as this practice limits access to resources and staff. Teachers will issue student passes to use the library for specific purposes.

The students are encouraged to use the library for reading or studying. The librarian will welcome the opportunity to assist students. At all times take good care of library books so that others may enjoy reading them. A fine of 10¢ a day for over-due books will be charged and students will be charged for lost books and defaced materials.

Gymnasium

Use of the gymnasium by students must not interfere with regular school activities and direct supervision of a teacher is required at all times.

Restrooms

It is the intent of school officials to furnish clean, attractive, enclosed restrooms. Students also play an important part in keeping restrooms clean and in working order. Report any uncleanness, writing on the walls, and any part of the restrooms that are broken or do not operate properly to the teacher.

SECTION IX: TRANSPORTATION

Student behavior will be monitored on a random basis through video recording equipment (cameras) installed on district buses. **Students found to be continually disruptive or threatening to the safety of other students will be immediately removed from the bus and will be suspended from bus transportation.**

ANY SURVEILLANCE EQUIPMENT ON BUSES USED TO PROVE MISCONDUCT OR NEGLIGENCE COULD BE USED AS EVIDENCE.

Penalty for fighting on the school bus is as follows:

Grades K – 6

- 1st offense – 3 days out of school suspension and student must go before the disciplinary committee before being allowed to ride the bus or return to class.
- 2nd offense – 5 days out of school suspension and student must go before the disciplinary committee before being allowed to ride the bus or return to class.
- 3rd offense – Bus suspension for remainder of the school year and 10 days out of school suspension

Grades 7 – 12

- 1st offense – 3 days out of school suspension and student must go before the disciplinary committee before being allowed to ride the bus or return to class.
- 2nd offense – Bus suspension for remainder of the school year and 5 days out of school suspension

Students suspended for fighting must have parent/guardian pick them up. The student will not be allowed to ride the bus home.

Balloons, floral deliveries/gifts, etc.

The delivery of balloons, floral arrangements or other gifts **will not** be allowed for students.

School Bus Transportation

MONEY AVENUE, THE STREET IN FRONT OF MONTGOMERY COUNTY HIGH SCHOOL, IS ONE WAY GOING WEST FROM 3:00 p.m. – 3:15 p.m. WHEN SCHOOL IS IN SESSION.

Children who live one (1) mile or more from the school may ride a school bus.

Riding the bus is a privilege.

Pupils riding the school bus shall:

1. **BE READY AT THE BUS STOP AT THE TIME DESIGNATED FOR THE BUS TO ARRIVE. STUDENTS WAIT ON THE BUS, THE BUS DOES NOT WAIT ON STUDENTS.**
2. Be assigned seats, if the deemed necessary by the bus driver.
3. Obey the bus driver at all times while on the bus.
4. Ride his/her regular bus at all times unless he/she has permission from the principal to ride a different bus.
5. Depart from the bus in the afternoon at the same stop that he/she boarded the bus in the morning.
6. Practice the same conduct on all extracurricular trips as in school activities.

Pupils riding the school bus SHALL NOT:

1. Use drugs, alcohol, or tobacco.
2. Smoke, use profane language, quarrel, or commit any other act of misconduct.
3. Stand up if seats are available.
4. **Eat, drink, or bring any foodstuffs on the bus except his/her lunch. (Students bringing their lunch must not open the container at any time on the bus.) This pertains to all school functions.**
5. Put hands or head out of the bus window.
6. Enter or exit through the emergency door, except in emergency situations.
7. Mar or deface the bus.
8. Throw things out the bus window or litter the bus.
9. Shout at anyone through the bus window.
10. Cross the road behind the school bus.
11. Make excessive noise.
12. Bring a visitor on the bus.
13. Fight. Students fighting on the bus may be transported to the nearest school to be dealt with by that school administrator.

Riding a School Bus Other Than the Regular Bus

If a student wishes to get off his/her regular bus other than at the regular stop, he/she must have a note from his/her parent or guardian. **The note must have the physical address of where the student needs to be dropped off.** All notes are to be approved in the principal's office. Do not ask to ride a bus other than your regular bus for any reason other than extreme circumstances. **No one**, other than students enrolled in the Montgomery County School System will be allowed to ride a bus for any reason. The bus driver must concur with this procedure. Students must have a phone call following the note from parents or guardians.

Interference With School Buses

It is unlawful for any individual other than a member of the public school administration or faculty or a law enforcement official to interfere in any way with the operation of a school bus. State law prohibits unauthorized boarding of school buses or interference with passenger boarding or leaving, under penalties of fine and/or imprisonment.

Automobiles

Students' cars may be used for transportation. Remember:

1. Students will not be permitted to loiter in any automobile on campus.
2. All students bringing automobiles must park on campus in designated areas only.
3. Automobiles cannot be moved on school grounds during the school day except with administrative permission.
4. Students will not be allowed to go back after items left in car without administrative permission.
5. **Students will not be allowed to drive in a careless or wreckless manner on campus or street adjoining the campus.**
6. Students may not leave the campus during the school day in an automobile for any reason without administrative permission.
7. **No student without a license and liability insurance may bring any motorized unlicensed vehicle on the school campus. (These include motorcycles, three/four wheelers, go carts, etc.)**
8. **These regulations apply to any other means of transportation furnished by the student. Violation of the above regulations will warrant severe disciplinary action and may result in the student not being allowed to bring automobiles on the campus.**

Walking Students

As students walk to and from school, they are expected to observe the same disciplinary standards as when on the school grounds. In relation to passing citizens, students should be courteous and respectful. Safety practices to and from school should be strictly observed. Students should look cautiously for passing vehicles before attempting to cross from one side of the street or road to the other.

Bicycles

Students may ride bicycles to and from school. However, they must be parked in a designated area and must not be moved until the student is leaving for home.

The school will not be responsible for stolen or damaged bicycles.

SECTION IX: EMERGENCY / DISASTER

Nine (9) fire drills will be conducted per school year (one per month). Four (4) tornado drill per school year (1 per 9 weeks).

To cope successfully with an emergency, it is essential that you be completely knowledgeable of your school's emergency procedures and that you remain calm throughout the emergency.

Tornado or Severe Weather:

A tornado watch means weather conditions are favorable for a tornado. A warning means a tornado or severe weather is in the immediate area.

THREE SHORT RINGS of the bell indicate a TORNADO/SEVERE WEATHER WARNING. All pupils are to move to the school halls. While in the halls, the pupils will be on the floor near the walls, with their heads covered. At all times during the tornado or severe weather, the pupils are to be kept away from open windows or doorways.

Fire and Explosion:

The standard warning for fire and explosion is **FIVE SHORT RINGS** of the bell.

Fire - In case of fire, pupils are to be immediately instructed to go to a designated area, under the supervision of the teacher, away from the building. If feasible, all windows and blinds are to be closed and the door is to be closed on the way out of the classroom. Students are to proceed in an orderly yet rapid manner to the designated area. No student is to open a locker for any reason.

Explosion – In case of an explosion, pupils will be directed out of the building to a safe place. First aid will be administered as needed.

School Bus Emergency Evacuation: Emergency school bus evacuation drills are conducted at least twice annually.

NOTE: Safety of a pupil becomes a school responsibility only when the pupil is on the bus, entering or leaving the bus, or at school – Not when pupils are waiting in the morning on private property or after departing from the bus in the evening on private property.

Asbestos Hazard Emergency Response Act (AHERA)

The Montgomery County School District had its three-year re-inspection in May 2015. There were no problems associated with asbestos in our school district. The Asbestos Management Plan can be reviewed by anyone.

Emergency Weather Procedures

In the event of severe weather or other emergencies, the Superintendent may be required to dismiss school early. Parents/guardians are strongly urged to have a plan for early dismissal in case a parent/guardian cannot be home. A student should know what to do and where to go. Announcements of early dismissal will be made over radio stations as soon as possible to notify parents/guardians that school is to be dismissed early or cancelled.

For complete emergency procedures see your child's principal for a copy of the School Crisis Management Plan.

SECTION XI: STUDENT RECORDS

Privacy Right of Parents and Students

In compliance with Public Law 93-579, Montgomery County Public Schools will not, except for "directory information", disclose personally identifiable information from the education records of a student without the prior written consent from the parent/guardian of the student or the eligible student, except prior consent of the parent/guardian or eligible student is not required when the school releases such information to:

- a. Other school officials including teachers
- b. Officials of another school in a school system in which the student seeks to enroll
- c. Other state, federal, and educational agencies as enumerated in Public Law 93-579

Parents/guardians or eligible students have the right to inspect all personal data that is collected and to appeal the accuracy of such information. A parent/ guardian of a student or an eligible student may not contest the assignment of a grade; however, they may question whether or not the assigned grade was recorded accurately.

Records requested for review will be made available, at the school of attendance at the earliest convenient time, but not more than 20 days after receipt of the request. The school will provide parents/guardians with explanations or interpretations of the educational data.

Appeals to the decisions of school principals regarding educational records may be made to the Superintendent of Education, Montgomery County School System, Winona, Mississippi.

The schools of the Montgomery County School District will from time to time use personally identifiable directory information including honor rolls, school annuals, athletic rosters, class rolls, and school sponsored club and activity rosters. If you do not wish such personally identifiable information to include your child, you must advise, in writing, the principal of the school or schools, which your child attends not later than seven (7) days after his/her enrollment in the school year.

Destruction of Data:

The school district will adhere to the following destruction of data procedures: Confidentiality officers will periodically inform parents/guardians of all personally identifiable data that is no longer needed for providing educational services to their child. At parents'/guardians' request, this data will be destroyed, except that data which the law requires the school to keep will be kept in accordance with said law(s).

Student Records

A parent of a child enrolled in the District has access to school records and information pertaining to the child, whether or not the parent is the custodial parent. The non-custodial parent may demonstrate that he/she is the parent of the child and have access to the child's records, including any forwarding information.¹ The district will follow this policy unless a court orders the District not to provide access to such records.

Under Mississippi law, the parent having legal custody of the child is responsible for making educational decisions for the child.² Under state law, if parents are awarded joint legal custody, the parents are obligated to exchange information concerning the health, education, and welfare of a minor child and to confer with one another in the exercise of decision-making rights, responsibilities and authority.³ If parents have been awarded joint custody and they have differences in opinion as to the education of their child, parents are required by statute to confer with one another and make a decision. The District cannot serve as an arbiter between parents of a child enrolled in the District.

The records of the school concerning an individual student shall be used for the promotion of the student's welfare. School officials shall release a student's record upon receipt of the written request of a parent, guardian, or a student 18 years of age or older.

Policy: JR-1 Issued: February 15, 2000

¹ Mississippi Code Annotated, Section 93-5-24(7)

² Mississippi Code Annotated, Section 93-5-24(5)(e)

³ Mississippi Code Annotated, Section 93-5-24(5)(e)

SECTION XII: SPECIAL EDUCATION POLICIES AND PROCEDURES

Full Service Goal Policy

The Montgomery County School District is committed to serving handicapped children. The District hereby sets a goal of providing full educational opportunities to all handicapped children under age twenty-one (21) by 1985 and through age twenty-one (21) by the year 2000. The opportunities will be provided in accordance with applicable state and federal laws and court decisions. At this point Mississippi Law does not allow public school to provide educational opportunities to handicapped children over the age of twenty (20).

Free Appropriate Public Education Policy

The Montgomery County School District will provide free appropriate public educational programming for handicapped children aged six through twenty.

Child Find Policy

Each year the Montgomery County School District will have an awareness campaign aimed at finding unserved handicapped children ages birth through twenty-one. When a child who is suspected of being handicapped is referred, he/she will be evaluated and, if he/she is found to be eligible, either placed in an existing class or placed on a waiting list with plans being made for the provision of a free appropriate public education to him/her in accordance with applicable state and federal laws and court decisions.

Child Find Procedures

Awareness. Each year during the two months prior to the closing of school and the month prior to the opening of school, a publicity campaign consisting of new articles and letters to all parents will be conducted. This publicity will include information about the kinds of handicapped children, the school district program, and parents' rights.

Mississippi Occupational Diploma Option for Students with Disabilities

In addition to the options of working to obtain a regular high school diploma, a certificate of graduation, or a GED certificate, students with disabilities as defined by Mississippi Code, Section 37-16-11(1), and by the Individuals with Disabilities Act (Public Law 101-476) now have the option to aim for an occupational diploma.

Students choosing to participate in an occupational course of study must have **21 course credits, career/technical requirements, and an approved portfolio** containing a collection of evidence of the student's knowledge, skill, and abilities reviewed annually by the IEP team and revisions made as necessary.

Required Course Credits (21)

English Language Arts	4 credits
Employment English I	
Employment English II	
Employment English III	
Applied Employment English IV (on the job)*	
Mathematics	4 credits
Job Skills Math I	
Job Skills Math II	
Job Skills Math III	
Applied Job Skills Math IV (on the job)*	
Science	4 credits
Life Skills Science I	
Life Skills Science II	
Life Skills Science III	
Applied Life Skills Science IV (on the job)*	

Social Studies	4 credits
<hr/>	
Career Preparation I	
Career Preparation II	
Career Preparation III	
Applied Career Preparation IV (on the job)*	
Career/Technical (Not in 2-year Vocational Program)	2 credits
<hr/>	
Career/Technical Education Grade 10 (School-based Work Assessment 30 hours)	
Career/Technical Education Grade 11 (Community-based Work Assessment 30 hours)	

* In lieu of on the job training – completion of two year Vocational Program

Optional Course Credits (determined by the IEP Committee) **2 credits**

For additional information about the Occupational Diploma contact a member of the IEP Committee.

SECTION XIII: IN-SCHOOL SUSPENSION

A paraprofessional to work with students on in-school suspension will be employed. The ALC will insure these students continued education.

Rules for In-School Suspension

ISS is mandatory and a student will not return to the regular classroom until he/she serves his/her days in ISS. OSS will not take the place of ISS.

1. Students must have all work assignments with them when they enter the ISS room.
2. Students must go directly to their seats.
3. Students must raise their hands for permission to speak, sharpen their pencils, or get out of their seats.
4. There will be **NO** talking from the time students enter ISS until they are dismissed.
5. There will be restroom breaks in the morning and in the afternoon.
6. Students will not be allowed to sleep, chew gum, eat candy or make any unnecessary noises.
7. Students will keep their hands to themselves and not disturb other students in any respect.
8. **NO INSUBORDINATION WILL BE PERMITTED.**
9. Students must dress according to the dress code.
10. Students will not turn around in their seats, pass notes, or make any type of gestures.
11. There will be no grooming of face or hair.
12. No sunglasses, hats, or radios will be permitted.
13. Students will maintain good posture.
14. Students will be accountable for any writing on or destruction of school property.
15. All regular school rules will be enforced.
16. If any of the above rules are violated, additional days in ISS will be given or out of school suspension.
17. Students must sign this sheet indicating they know and understand all of the above rules.

SECTION XIV: MONTGOMERY COUNTY SCHOOLS

ALTERNATIVE LEARNING CENTER

Committees:

DISTRICT WIDE COMMITTEE

Mr. Lewis Zeigler, Chairman
Mr. Michael Hood, Superintendent
Mrs. Patricia Cox, Principal
Mr. Tommy Atkins, Instructor

MONTGOMERY COUNTY ELEMENTARY SCHOOL

Mrs. Patricia Cox, Chairperson
Mr. Lane Townsend
Mrs. Rena Hammond

MONTGOMERY COUNTY HIGH SCHOOL

Mr. Lewis Zeigler, Coordinator
Mr. Lane Townsend
Mrs. Annette Kilburn
Mr. Michael Guttuso
Mr. Tommy Atkins, ALC Instructor

The ALC District Wide Committee will meet at the end of each nine-week grading period. Other meetings will be scheduled on an as need basis.

The Chairman of the ALC District Wide Committee is responsible for keeping a list of all referrals to the ALC.

Students targeted for the ALC are at the 7th and 8th grade levels that are two or more years behind academically. Our goal is to bring these students up to grade level and return them to the regular classroom to earn Carnegie Units for completion of high school. Another option is GED for the really overage student. We also serve 7th through 12th grades.

Our program focus is academics and behavior modification for students who are unable to function well in the regular classroom setting.

Referral to the ALC

A student is referred to the ALC through the principal. The referral is made by school personnel, parents, the student, community agencies, or in some instances, the youth courts. A referral must meet the ALC guidelines. The student must be two or more grades behind academically, be in grade 5-12, and be willing to follow the rules in the ALC. Class size is limited to 10 – 12 students.

The school principal and/or counselor will complete the files, disciplinary records, attendance records, academic records, interventions, etc. in the Student Referral Packet (SRP). No student will be admitted to the ALC until the SRP is completed. The ALC Committee at the local school will review the SRP. If the student referred is a Special Education student, the schools' Local Survey Committee/IEP Committee also serves on the ALC Committee. The ALC Committee will review the SRP and make one of the following recommendations:

- a. Remain in the regular classroom with modification,
- b. Attempt another intervention,
- c. Refer to Special Education,

d. Refer to Alternative Learning Center (ALC).

The SRP is then sent to the district ALC Committee (Superintendent, ALC Coordinator, ALC Instructor and the School Principal) for final approval.

If the District ALC Committee recommends a referral to ALC, the principal and/or counselor will schedule a conference with the student's parent/guardian and the ALC instructor and/or the ALC Coordinator. The referral and the ALC policies are then explained to the student and parent/guardian. Parental permission is then obtained, but not necessary especially if the referral is from youth court. The SRP is then forwarded to the ALC instructor.

Upon final approval of all committees, the building principal will send the student's parent/guardian a letter providing information about the student transfer to ALC. The Food Service Supervisor will be notified of KES and DHES student placements so that meal counts at MCHS can be accurate.

Regular classroom and SPED teachers (when applicable) must develop an Individualized Instruction Plan (IIP) for each student placed in ALC.

The ALC instructor uses the PACE Program. This program allows students to work on their own level.

Students will enter and leave the ALC as outlined in the guidelines set forth in the ALC Policy and the ALC Referral Packet.

Curriculum

Each student in ALC has his/her own education plan (IIP). The IIP is developed by the student's teacher(s). The IIP is the same core curriculum in use by the regular classroom teachers in the district. The ALC instructor acts in a tutorial capacity. Small class size (10-12 students), individualized help, peer tutoring, cooperative learning computers, and other instructional strategies help ALC students to be successful. All ALC students receive instruction in Math, English, Science, Social Studies, Reading, and Vocabulary. However, the most emphasis is placed in the area of deficiency identified in each student's IIP.

ALC Goal of Self Sufficiency

The ultimate goal of ALC is to create self-sufficient learners who can return to the regular classroom and successfully complete the core curriculum. Learning how to learn, knowing that choices and consequences are a part of everyday life and preparing for a career, leads to self-sufficiency. The ALC is helping students to become successful in each of these areas. Strong school, community, and parental support help students achieve these goals.

Classroom Rules for ALC:

Enrollment in ALC is a privilege, not a punishment. The following rules apply for all ALC students.

1. Attendance – If a student accumulates 15 unexcused absences per grading period, he/she will receive no grade for that grading period.
2. Disrespectful/Abusive Behavior – Abusive behavior and disrespect toward the teacher and peers is not acceptable. The following actions apply to this conduct: First Offence-Conference with the principal and parent/guardian to solve the problem: Second Offence-Placement back into the regular classroom.
3. Refusal to Complete Daily Assignments – If a student refuses to complete daily work assignments on a regular basis, he/she will be returned to the regular classroom.
4. Tardies – Students who fail to report to ALC on time will report to the principal's office.
5. Fighting – Fighting will not be tolerated in ALC. A student who instigates a fight will be returned to the regular classroom. Disciplinary actions prescribed in the Student Handbook will apply.
6. Dress Code – ALC students will follow the dress code in the Student Handbook.
7. Destruction/Defacement of School Property/Equipment – If a student willfully destroys or defaces school property/equipment, he/she will be returned to the regular classroom and will be subject to the rules in the Student Handbook.

8. School Activities – All ALC students will participate in school activities according to their eligibility.
9. Student Handbook Rules – All Montgomery County Schools students, including ALC students, will abide by the rules in the Student Handbook.

General Information

Students in grades 8-12 will report to ALC each morning. The bus will drop them off in the morning and pick them up in the afternoon from ALC. Breakfast and lunch is carried to them in the ALC. Students in grades 5-7 will report directly to ALC when they get off their bus.

The ALC teacher will set class schedules, lunch periods, breaks, and policy regarding use of the telephone, early dismissals, and illnesses.

Guidelines for Alternative Programs

1. The alternative program is defined through written board-approved policies and procedures that define and provide appropriate educational opportunities for the categories of students to be served. Further, the program must meet the requirements of Mississippi Code Section 37-13-92.
2. The district has and follows written procedures, which meet Goss vs. Lopez due process requirements for removal of a student from school for disciplinary reasons.
3. The curriculum and instructional methodology address the needs of students through an Individual Instructional Plan, which emphasizes academic performance, behavior modification, functional skills, and career orientation.
4. The student/teacher ratio in each classroom is no greater than 18:1 with a process for approving exceptions by the State Department of Education.
5. Adequate instructional staff is assigned to ensure the continuing education of students and classroom supervision at all times.
6. Certified teaching staff and other staff assigned to the alternative program have adequate credentials to achieve the stated mission of the program. Further, students assigned for a grading period or longer and receiving Carnegie unit credits will receive instruction from appropriately certified teachers.
7. When the alternative school program is housed in a freestanding facility separate from the regular school program, there is a certified administrator assigned to supervise the program.
8. When the alternative school program is housed in an existing school, the safety of regular staff and students will be insured by appropriate supervision and isolation as necessary.
9. When an alternative program is operated by two or more school districts, pursuant to a contract approved by the State Department of Education, the contract will indicate which school district will house and which district will operate the alternative education program.
10. Rules and regulations, which address the unique needs of alternative program students, have been developed and disseminated to parents and students.
11. The alternative program facilities are clean, safe, and functional, and commensurate with facilities provided to other students by the local school district.
12. The school district is in compliance with applicable laws and State Department of Education guidelines for reporting information relating to the alternative program.
13. Cumulative records on each student placed in an alternative program remain at and are maintained by the sending school.
14. Personnel assigned to an alternative program will report any criminal activity or other unlawful activity committed on school property to the appropriate authority.
15. Students enrolled in alternative program/schools, including those provided through contractual agreements among multi-districts will participate in the Mississippi Assessment System at sites determined by school district officials and in accordance with established guidelines regarding student grade levels and eligibility. Test results for these students will be reported in the home school district.
16. Evaluation of the student's progress will be conducted at regular intervals according to district policy and the appropriate records will be maintained and subject to the State Department of Education review.
17. The Individual Instruction Plan will provide for full-day attendance with a rigorous workload and minimal non-instructional time.
18. Districts may select programs from options provided by the local school district, the Mississippi Department of Human Services (Division of Youth Services) or the youth court, and/or transfer to a community-based alternative school.

19. Alternative programs will provide:
 - a. A motivated and culturally diverse staff
 - b. Counseling for parents and students
 - c. Administrative and community support for the program.
20. The district will complete an annual alternative program review and evaluation as directed by the State Department of Education.

SECTION XV: INTERNET ACCEPTABLE USE POLICY FOR STUDENTS AND STAFF

PLEASE NOTE: ALL INFORMATION THAT IS PUT ON THE STATE SERVER MAY BE READ BY OTHERS.

The following agreement covers the **student and staff's** use of Internet, Intranet, portal, network and e-mail. Montgomery County School District provides all students enrolled at the school with information about technology facilities for educational use.

Because access to the internet provides connections to other computer systems located all over the world, users (and parents of users who are students) must understand that neither the Montgomery County School District nor any MCSD staff member controls the content of the information available on these systems. Some of the information available is controversial and sometimes may be offensive. The MCSD **DOES NOT** condone the use of such materials. For this reason, MCSD is undertaking actions to comply with the Technology Protection Measure of the Children's Internet Protection Act.

Students may use these facilities for class work, research, and the preparation of assignments and limited communication as assigned by a teacher. The resources provided include computers and peripherals, access to network resources, supervised e-mail and the Internet. Care must be taken to ensure the resources are protected from harm and that no users are exposed to materials considered offensive or illegal. Students and parents should carefully read the conditions below. To have access to the school's Internet resources, students and staff must agree to abide by the school's ACCEPTABLE USE AGREEMENT.

1. Only software purchased or approved by the school, and installed by the school, can be used on school equipment.
2. Software copyright is to be observed at all times. It is illegal to copy or distribute school software. Illegal software from other sources is not to be copied or installed on the school equipment.
3. Copyright of materials from electronic resources is to be observed at all times.
4. Students must follow the rules for the use and care of the computer equipment at all times.
5. Students using the schools facilities may only do so under the supervision of school staff. Any students not following staff instructions may have further access restricted or denied.
6. Privacy and network security is to be observed. Students must not under any circumstances access personal files belonging to others, software or areas of the network which are not designated for their use.
7. The sharing of passwords is a security risk and students must not-under any circumstance-give their passwords to other students or log in with another users name.
8. All users must log off when leaving a computer.
9. Virus protection is very important. If students or teachers use floppy disks to transfer work between the school network computers and computers outside the network, disks should be scanned for viruses prior to use on the school network. Virus checking software will be made available on school computers for this purpose.
10. Printing of materials of a personal nature or unassociated with school activities is not permitted unless approval is sought from a school staff member. A charge may be levied to cover ink and paper.
11. The use of the Internet is for educational and research purposes only. Deliberate attempts to look for or download and use material that is illegal or could be considered offensive is not allowed "instant messenger, casino games, trial subscriptions, webshots, AOL adapter, upgrades, etc.". Only materials required for school activities as directed by teachers may be downloaded. This includes downloading of MP3, MPEGS's and other large files. Violation of this policy will result in disciplinary action. If a student should unknowingly navigate to an illegal or offensive website, he/she must clear the screen immediately and notify the teacher. All Internet activity will be monitored by the Technology Department.
12. Music is not to be downloaded.
13. The use of direct communications such as on-line chat facilities must only be carried out under the supervision of a staff member and must only be as a part of EDUCATIONAL ONLINE ACTIVITIES.
14. This agreement acknowledges that there are times where a student may be required to provide personal details. Such details are not to be provided by the student (such as physical address, phone number, etc.) at any time.
15. Use of impolite or abusive language, profanity, obscenity, gang signs, gang language, Nazi signs, remarks of racism, swearing, or other inappropriate language is prohibited.

NOTE ** Deliberate misuse of computer equipment and software or deliberate breaches of the conditions of this agreement may result in access restrictions to computer facilities by the student(s) involved and result in discipline by school administration.**

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- NOTES -

STUDENT HANDBOOK COMMITTEE

Faculty / Staff

Mr. Michael Hood

Mr. Lewis Zeigler

Mrs. Patricia Cox

Ms. Lynea Watson

Ms. Wendy Hubbard

Mr. Lane Townsend

Mrs. Marsha Cummings

Parent

Ms. Pauline Hall

Student

Ms. Jasmine Salley

Ms. Jakyra Forrest

Mr. William Georgia