

**Montgomery County
Middle School**



**Student Handbook
2011 – 2012**

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Dr. Tosha A. Middlebrooks, Principal
Mrs. Carla Coleman, Guidance Counselor

This Agenda Belongs to:

NAME _____
ADDRESS _____
CITY/STATE _____ ZIP CODE _____
PHONE _____

**Montgomery County Schools
2011 – 2012 Calendar**

August 9 – 11	Professional Learning Days
August 12	First Day for Students
September 5	Labor Day Holiday
September 15	Progress Report
October 12 – 14	First Nine Weeks Test
October 17	Fall Break
October 27	Report Cards
November 17	Progress Reports
November 21 – 25	Thanksgiving Holidays
December 14 - 16	First Semester Final Exams
December 19 – January 2	Christmas Holidays
January 3	Professional Learning Day
January 4	First Day of Second Semester
January 5	Report Cards
January 16	Martin Luther King Holiday
February 9	Progress Reports
February 17-20	Winter Break
March 9	Professional Learning Days
March 12	Student/Teacher Holiday
March 14 - 16	Third Nine Weeks Test
March 22	Report Cards
April 2 - 6	Spring Break
April 12	Progress Reports
May 16 -18	Second Semester Final Exams
May 18	Last Day for Students
May 18	Graduation
May 21 – 23	Professional Learning Days

VISION

The Montgomery County Middle School will foster a culture of excellence for all.

MISSION

The Montgomery County Middle School is committed to

- E – Educational Excellence**
- A – Academic Achievement**
- G – Good Citizenship**
- L – Life-long Learning**
- E – Extracurricular Excellence**
- S – Student Success**

MOTTO

- M – Motivating**
- C – Children**
- M – Mastering**
- S – Standards**

THEME

Together We Can Make A Difference!

MASCOT

Eagle

COLORS

Red, White and Blue

Welcome to Montgomery County Middle School, Home of the Soaring Eagles, where failure is not an option. Student success remains the focal point of our school and our school system. The faculty and staff here at Montgomery County Middle School offer the finest educational experience available. We believe that ambition, dedication, and determination are the tools for success. It is our expectation that each of you attain your full potential while aggressively pursuing your goals; we will accept nothing less. We are excited to have you as a member of our study body.

Our mission at the Montgomery County Middle School is to provide a learning environment that embodies academic instruction, social development and community partnership, while affording each student the opportunity to develop the skills needed to become successful and productive citizens within our community.

As a school administrator, I realize that our school cannot meet our MISSION without all stakeholders working together as a team. Therefore, I encourage you as parents and community members to get involved and find an avenue where you can be a TEAM PLAYER for the 2011- 2012 school year. I invite you to come learn with us, share with us, and grow with us as we move forward this school year, so Get Involved and get set to BE A TEAM PLAYER! GO EAGLES!

**With Eagle Pride,
Dr. Tosha A. Middlebrooks
Principal**

A NOTE TO PARENTS ABOUT TEACHER QUALIFICATIONS

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

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

NONDISCRIMINATION POLICY

The Montgomery County Board of Education does not discriminate on the basis of race, color, national origin, sex, or handicap/disability in education programs, activities, and employment. [34 CFR 104.8 and 38 CFR 35.107 (a)]

CODE OF CONDUCT

It is the purpose of the Montgomery County School District to operate each school in such a manner that will provide an orderly process of education. This will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy which requires all schools to adopt codes of conduct which requires students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

The school's primary goal is to educate, not punish; however, when behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in this Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds at any school activity, function or event and while traveling to and from such events;
- On vehicles provided for student transportation by the school system

In addition, students may be disciplined for conduct off campus which is felonious or which may pose a threat to the school's learning environment or the safety of students and employees.

The school administration reserves the right to administer disciplinary consequences based upon the incident's severity.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

STUDENT CODE OF ETHICS

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

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

SCHOOL-PARENT-STUDENT COMPACT

Dear Parent/Guardian:

We value your role in working to help your child achieve high academic standards. The following is an outline of some of the ways you and school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.

School's Responsibilities:

- Provide high quality curriculum and learning materials
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress
- Provide opportunities for on-going communication between you and teachers through, at a minimum:
 - Parent-teacher conferences
 - Frequent reports regarding your child's progress, and
 - Opportunities to talk with staff, volunteer in class, and observe activities.

Parent's Responsibilities:

- Encourage your child to show positive school behavior
- Review your child's homework
- Monitor television watching and encourage positive use of your child's extracurricular time
- Volunteer in your child's school and classroom if time or schedule permits
- Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of your child
- Active involvement in behavior support process designed to promote positive citizenship

Student's Responsibilities

- Uphold School Mission
- Be prepared for classes with all necessary materials
- Follow all class and school rules
- Concentrate on your class-work and complete all work on time
- Maintain a positive attitude – Put forth your best effort
- Show good citizenship toward others and our school

Please review the School-Parent-Student Compact with your child. This School-Parent-Student Compact may be discussed with you during a parent-teacher conference as it relates to your child's school progress,

Thank you for your support and involvement in your child's education.
Please contact the persons listed below for more information

Dr. Tosha A. Middlebrooks, Principal – tmiddlebrooks@montgomery.k12.ga.us

PARENTAL INVOLVEMENT

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communications through personal contacts are extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments.

Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

Georgia law states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500 on a parent or guardian who willfully disobeys an order of the court under this law.

ATTENDANCE

COMPULSORY SCHOOL ATTENDANCE LAW OF GEORGIA

Every parent, guardian, or other person residing within the State of Georgia, having control or charge of any child or children between their sixth and sixteenth birthdays, shall enroll and send such child or children to a public or private school and such child shall be responsible for enrolling in and attending a public or private school under such penalty for noncompliance herewith as is hereafter provided. (Ga. Code 20-2-6901)

Procedures to Reduce Unexcused Absences: Notification

1. The school system requires its schools to provide to the parent, guardian, or other person having control or charge, or each student enrolled in school, a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each year or within 30 days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of the student will be asked to sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local board policy; and
2. **The school system will notify the parent, guardian or other person who has control or charge of the student when such student has five unexcused absences.** The notice will outline the penalty and consequences of such absences, and that each subsequent absence will constitute a separate offense. After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the school system will send written notice via certified mail with return receipt requested.

3. The school system will use its best efforts including first class mail to notify a student age 14 or older when the student has only three absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. 40-5-2 regarding the denial of driver's permits and licenses.
4. Students shall be notified through the student codes of conduct of the definition of truancy and a summary of possible consequences and penalties for truancy, including possible dispositions for unruly children in accordance with O.C.G.A. 15-11-67 and the possible denial of or suspension of a driver's license.

HOURS

The student's school day begins whenever he/she arrives on campus and ends at 3:00 p.m. The student's instructional day is from 7:40 a.m. until 3:00 p.m. It is important that a student does not arrive at school before 7:30 a.m. as there will be no supervision prior to this time. The school will not assume responsibility for any student prior to 7:30 a.m. Furthermore, it is important that a student does not remain on the school campus after 3:30 p.m., unless the student is under the direct supervision of an adult (school personnel).

POLICY

Introduction:

In response to student attendance issues, the school system shall comply with all requirements of the state law, State Board of Education and the Student Attendance Protocol that has been developed by the county's *Student Attendance Protocol Committee*.

Students are expected to be in attendance in Montgomery County Schools in accordance with the compulsory attendance laws (O.C.G.A.20-2-690.1) and for the number of full-length days prescribed by law. Students are expected to arrive at school on time and remain at school until dismissed by the bell except for illness or other providential cause. Parents are expected to ensure that students arrive at school on time and remain at school until dismissed by the bell. Each school shall intervene early when students begin to accumulate unexcused/excused absences, early dismissals and/or tardies. Each school has consequences and penalties related to early dismissals and/or tardies that are available in the student handbook.

Absences and Excuses:

A student who is absent from school for an entire day or for one or more class periods must bring a signed note from his/her parent(s) or guardian(s) explaining the reason for the absence.

It is the policy of the board to excuse students from school for the following reasons:

1. When personally ill and when attendance in school would endanger their health or the health of others;
2. When in their immediate family there is a serious illness or death which would reasonably necessitate absence from school;
3. On special and recognized religious holidays observed by their faith;
4. When mandated by order of governmental agencies (examples: pre-induction physical examination for service in the armed forces or a court order);
5. Conditions rendering attendance impossible or hazardous to student health or safety;
6. When serving as Pages of the General Assembly;
7. In the event of a known extended absence, prior approval should be obtained from administration.

Excuses are to be written by the parent/guardian within three days of the absence and must include:

1. the date(s) of absence
2. detailed reason of absence
3. signature of parent or guardian

The school may require in certain circumstances students to present appropriate medical or other documentation upon return to school for the purposes of validating that absences are excused.

Tardy/Early Sign-Out:

Tardy is defined as failure to report to the assigned location by the proper time. A student who is late to school must report to the principal’s office before he will be admitted to class. A student is “tardy to class” when he/she arrives to class after the tardy bell. Students late to class more than five minutes will be promptly referred to the office for skipping.

Early sign-out is defined as signing out of school prior to the designated time of official school dismissal. Any student who is signed-out before 12:00 pm is considered absent for the entire day. Tardiness and early sign-out may result in a variety of intervention strategies, disciplinary actions and/or referral to the school social worker. We encourage students to be in attendance throughout the whole academic day.

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

1. A student who becomes ill may come to the nurse’s station, and the nurse will call his/her parent or legal guardian to check him/her out of school. The student will report to the office for dismissal.
2. If a parent needs to check out a student and has not written a permission slip, the parent or legal guardian must come to the office to check out the student. The student will report to the office. Failure to follow the proper procedure will be an improper check-out violation.

Procedures:

Montgomery County Schools shall work to enforce the compulsory attendance laws by referring students with excessive absences to the school social worker. The school social worker will work with the family to help resolve attendance problems. In cases where satisfactory resolution does not occur, it shall be the duty of the school social worker to make referrals to the Department of Family and Children Services and/or Department of Juvenile Justice.

1. Any Middle School student who has ten (10) or more unexcused absences for a year may not be promoted to the next grade. A promotion committee will review the retention of any student where there are extenuating circumstances affecting the retention.

Any student that is in danger of being retained must be referred to the student support team.

2. If a student is not ill, but visits a dentist, optometrist or other medical professional, then they are **required** to bring a note from the office where the visit was made.

Truancy is defined as “any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

3. Any student who is subject to compulsory attendance and has accumulated ten (10) excused absences and/or five (5) unexcused absences may be asked to meet with the Attendance Support Team to sign an agreement that states how the school system and the parent will work together to improve the child’s attendance. **Students who have a history of excessive absences may be referred earlier to the school social worker/attendance support team.**

Parents and children who enter into the agreement and break it may be referred to DJJ, DFCS, or directly to juvenile court. Also, parents who choose not to sign the agreement may be referred directly to juvenile court.

Morning Attendance Recovery Session (MARS)

It is mandatory for any student, who has missed 5 or more days, to attend a morning attendance recovery session from 7:00 am – 7:50 am, Mondays through Thursdays. Time will be consolidated to make-up missing days. (For example, 5 days of attending MARS will result in 1 made-up absence.)

Uniform Withdrawal Criteria:

For the purpose of accurately measuring the academic performance of students continuously enrolled in public schools, the Board adopts the following uniform criteria for withdrawing students:

Appropriate school personnel are authorized to withdraw a student who:

1. Has missed more than 10 consecutive days of unexcused absences;
2. Is not subject to compulsory attendance; and

3. Is not receiving instructional services through homebound instruction or instructional services required by federal Individual Disabilities Education Act (IDEA)
4. The superintendent or the superintendent's designee shall use his or her best efforts to notify the parent, guardian, or other person who has charge of a student if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance.

Appropriate school personnel is authorized to withdraw a student subject to compulsory attendance if the superintendent or superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.

Appropriate school personnel shall withdraw students retroactive to the first day of the consecutive absences.

Grades and Absences

Final course grades of students shall not be penalized because of absences if the following conditions are met:

- * Absences are justified and validated for excusable reasons;
- * Makeup work for excused absences was completely satisfactory; and
- * A grade average of 70 or above has been earned in the course work.
- * Committee Promotion/Retention Meeting

INCENTIVES

The Montgomery County Middle School administration and staff strongly encourage regular and prompt attendance at school. We will continue to strive for improved school attendance this year. In an effort to reward students for exemplary attendance, attendance incentives will be utilized. Certificates of perfect attendance will be given at Honor's Day for students who have not missed any school days for the nine weeks/year. It is our belief that improved student attendance will make a significant difference in the academic progress of our students and will result in improved learning and understanding in each class. This program is designed to give positive rewards to students with exemplary attendance.

Certificates of academic achievement will be given at Honor's Day for students who have Honor Roll or Honor Roll with Excellence.

Note: Incentives may be subject to change during the school year at the discretion of the MCMS administration.

DRESS CODE

The purpose of the dress code is to:

1. Improve the academic environment
2. Promote school pride
3. Instill school safety
4. Instill a work ethic by teaching students that conformity in the workplace is necessary for success.

GENERAL GUIDELINES: All clothing must be appropriately sized. (No tight or revealing clothing) All garments should cover the body in an appropriate manner and not reveal the anatomy of the person other than the head and neck or the lower extremities of the arms and legs. Only objects sponsored by the Montgomery County School System may be attached to the clothing (spirit ribbons, etc.). Clothing, jackets, jewelry, and accessories may not advertise anything associated with alcohol, tobacco, guns, violence, drugs or gang-related activity. They may not show anything of a sexual connotation or any item that creates a hostile or disruptive environment. **No bandanas or rubber bands are allowed anywhere on campus.** Cosmetics, including but not limited to eye makeup, nail polish and lipstick, can only be worn in a manner as to not draw excessive attention to the person. Clothing and/or jackets from other school systems are prohibited.

Hair:

Hair must be free of curlers, picks and combs at all times. It should be kept neat and combed and should not draw excessive attention to the individual.

Jewelry:

Chains hanging from pockets, dog collar-like necklaces, spiked collars, spiked bracelets, studded anklets or belts are not permitted. Industrial chain and heavy objects hanging around the neck are prohibited. Only studs or conventional earrings may be worn in the ear. No other visible body piercing is allowed. Belts must be flat.

Tattoos:

All permanent and temporary tattoos must be covered. Face decals or other types of body painting are not allowed, unless school related and approved by the administration.

Sunglasses:

Sunglasses are allowed outside the school building, but not inside.

Shoes:

All students must wear shoes. Shoes may be black, brown, or cordovan (burgundy) leather or black, white, brown, tan, navy canvas/fabric/synthetic “tennis”/“sneakers”/athletics styles shoes. Unusual or outstanding colors such as fluorescent or excessively bright colors or with print or patterns will not be acceptable.

Headgear (Hats, Caps, Hoods, etc.):

Students may wear hats outside the building, but must be removed before entering the school building. **Hats must be stored in a backpack or locker, out of sight.** All other types of headgear are forbidden anywhere on campus and will be confiscated immediately.

Jackets/Coats:

Trench coats will not be allowed under any circumstance. **Excessively large jackets are prohibited.** Hoods and hats are not to be worn inside the building.

Shirt:

Shirts will be polo style shirts without manufacturer or designer logos. The shirts may be worn as a solid shirt in the colors of red, navy, or royal blue. The only writing or insignia may be as sold through the school where the student attends and may only be provided by the school. The shirts may be long sleeved or short sleeved as desired by the individual student and her/his parents. Shirts may not be oversized and may not fit too tight (Any polo shirts received as incentives such as for CRCT Performance, etc. may be worn as part of the school uniform in accordance with the dress code.) **NO THERMAL SHIRTS SHOULD BE WORN AS AN UNDERSHIRT.**

Bottoms:

Girls: pants will be cotton or cotton/polyester khakis in the colors tan or navy. Pants must be worn with a belt or may be elastic waist-ed without belt loops/belt. Pants may only be worn at the natural waist. Pants leg will not be cuffed. Bottoms may not be oversized and may not fit too tight. Shorts must be knee-length and khakis (tan or navy). Skirts must also be khakis and knee length (tan or navy). **NO CARGO PANTS/SHORTS. NO ROLLING-UP OF PANTS, SHORTS OR CAPRIS.**

Boys: Pants/Slacks will be cotton or cotton/polyester khakis in the colors tan or navy. Pants/slacks must be worn with a belt or may be elastic waist-ed without belt loops/belt. Pants/slack may only be worn at the natural waist. Pants/slack legs will not be cuffed. Pants/slacks may not be oversized and may not fit too tight. **NO CARGO PANTS/SHORTS. NO PANTS MAY BE TUCKED IN SOCKS**

Belt:

Belts will be worn with pants that have belt loops and may be either brown, cordovan (burgundy), or black leather or tan or navy web with silver or brass colored buckles. Buckles may not be larger in size than a credit card.

Dress-down days may be utilized as seen fit by the administration of each school. Such days will be used as rewards for those students that follow rules of conduct and academic performance of as otherwise determined and/or authorized by the principal. Dress code for dress down days will be stipulated and will closely resemble existing dress code.

Dress Down Day Attire

- Collared shirt or Montgomery County Shirt (no plain white t-shirts)**
- Jeans or Knee Length Shorts, or appropriate knee length skirts**
- Belt**
- Tennis shoes or casual shoes – no open toe shoes, slides or heels**

Logos and Illustrations:
Only the school’s logo

Shirts must still be tucked in, belts worn and shoes tied. No tight or revealing clothing may be worn.

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

Students who do not adhere to the dress code due to easily correctable offenses(i.e. shirttail out, sagging pants, no belt, etc.) will be paddled up to three times (adding one lick for each offense) and then receive the same progressive disciplinary action as other dress code violations.

GRADING POLICIES, REPORT CARDS & SCHOOL RECORDS

PROGRESS REPORTS/REPORT CARDS

Progress reports will be issued to all students after four and one-half weeks of each nine-week grading period. The progress reports should be signed by the parent or guardian and returned to homeroom teachers within 3 days.

The student’s report card is sent home at the end of each nine weeks of school. The card is to be reviewed and signed by the parent or guardian and returned to the school within 3 days, each of the first three nine-week periods. At the end of the year, the report card is sent home for the student to keep. Students who owe fines, books and/or damages (books, equipment, and property) will not receive their final report card until payment has been made.

Failure to return progress report/report card may result in the student receiving silent lunch/break detention until it is returned.

Teachers will utilize notes, telephone calls, conferences, and home visits to communicate with parents. Parents or guardians are encouraged to call the middle school office to arrange a conference with a teacher whenever additional information is needed. It is not possible to call a teacher from class for a conference during the school day, so conferences will be by appointment. Parents or guardians who wish to confer with a teacher during school hours must request approval through the principal’s office.

GRADING SYSTEM

The following grading scale is observed:

Excellent	90 – 100	A
Good	80 – 89	B
Fair	70-79	C
Failure	69 and Below	F
Incomplete	I	
Satisfactory	S	
Unsatisfactory	U	

Students will be assigned a numerical grade for each nine weeks grading period. The semester average will be computed by averaging the two previous nine weeks grades. The yearly average will be computed by averaging the two semester grades. A grade of Satisfactory or Unsatisfactory may be given for Extended Learning Time (ELT) classes.

GRADING SCALE

20% Cumulative Nine Weeks Test

15% Projects/Tasks, AR (both AR average, & AR participation) – reports, essays, etc.

Each class will have at least ONE project/task each nine weeks.

10% Tests/Quizzes – unit, chapter, vocabulary, spelling, pop, daily, etc

55% Daily Grades – homework, class participation, class-work, notebook check, journal, bell-ringer, etc.

*Projects may carry over into the next nine weeks, or vary in nature due to cross curriculum planning. For example, students may begin their Science Fair Project in the First Nine Weeks, complete certain components the First Nine Weeks and then complete the whole project in the Second Nine Weeks.

HONOR ROLLS

In order to be named to the MCMS HONOR ROLL, the student must have a cumulative average of 90 or better in all subjects for the nine weeks.

In order to be named to the MCMS HONOR ROLL WITH EXCELLENCE, the student must have a 90 or better in each subject for the nine weeks.

PROMOTION AND RETENTION

1. Promotions: In order for your child to be promoted, he/she must pass (70 minimum passing score) a minimum of five subjects from the list of seven courses of instruction that will be offered (language arts, reading, math, science, social studies, and exploratory classes including health/P.E.). Furthermore, the student must pass four of the five academic subjects offered (language arts, reading, math, science, and social studies).

No eighth grade student shall be promoted to the ninth grade if the student does not achieve grade level on the Criterion-Referenced Competency Test in reading and the Criterion-Referenced Competency Test in mathematics and does not meet the promotion guidelines as stated above.

Students in the 7th grade may not be promoted if the student does not achieve grade level on the Criterion-Referenced Competency Test in reading and the Criterion-Referenced Competency Test in mathematics. A Placement Committee will determine whether each student shall be retained or promoted based on a review of the overall academic achievement of the student.

2. Administrative Placement ~ Students who do not meet promotion requirements may be considered for placement in the next grade based upon the following:

8th grade students - If your child passes four academic subjects, but fails the CRCT, he/she (depending on funding) will attend Montgomery County's remediation session, and if he/she successfully meets Montgomery County's placement criteria, the student will be enrolled in the next grade. All standardized tests results are utilized for placement purposes, including the retest of the CRCT, 8th Grade Writing Assessment, etc.

7th Grade students - A Placement Committee will determine whether each student shall be retained or promoted based on a review of the overall academic achievement of the student. **Students, who are placed in the next grade and/or scored within the range of 785-815 on CRCT, are required to attend the Open Lab, After-School Program and Study Hall for remediation.**

3. Retention: If your child fails two or more subjects, he/she will be retained. If a student is retained, we will place that student in the RTI process. **Students who are retained are required to attend the Open Lab, After-school and Study Hall program for remediation.**

PERMANENT RECORDS

Permanent records are kept on file in the office. Records carry personal data, all semester grades and credits earned, attendance, special information regarding health and physical handicaps, activities, etc. When a student graduates, information pertinent to graduation (date, diploma or certificate, rank in class, grade point average) is added. The permanent record is copied and submitted to other institutions as a valid transcript of the work done at Montgomery County Middle School, at the written request of the student or the receiving school.

TRANSCRIPTS

Transcripts of grades and credits earned will be forwarded to other institutions upon receiving the written request of a student or parent. The transcript consists of a copy of the student's permanent record, which has been certified by the school counselor, each student will be entitled to one transcript free of cost. However, after the first copy of a fee of \$1.00 will be assessed to cover the cost of materials.

WITHDRAWALS AND TRANSFER

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

SCHEDULE CHANGE POLICY

It is very important that students are aware of the schedule change policy. A student's schedule may be changed under the following conditions:

1. Student is missing-scheduled as a result of inadequate or erroneous information.
2. Administrative action becomes necessary as a result of imbalance of class loads, loss of teaching unit, etc.
3. The instructional team feels that it is in the best interest of the student.
4. A schedule adjustment is required due to credits earned in summer school.

ATHLETICS

CONDUCT

Athletes are expected to dress and groom in such a way as to bring honor to themselves and Montgomery County Middle School. Hair will be groomed. Any incidents, which occur that are not covered by the athletic policies, will be ruled upon by a joint meeting of the athletic director and principal.

MAJOR SPORTS

Middle School Basketball; Middle School Baseball; Middle School Football; Middle School Cheerleading; Middle School Softball; Middle School Track

CLUBS AND ORGANIZATIONS

Local Club Dues are \$10.00. However, if a club is affiliated with a national organization club (BETA, FBLA, FCA, FFA, and Y-Club) dues may vary.

ART CLUB: The purpose of the Art Club is to enhance the creativity of middle school students and to provide extra opportunities for students to experience art activities that go beyond the regular classroom curriculum.

BETA CLUB: The Beta Club is an honor group whose purposes are to stimulate effort, reward achievement, recognize leadership, and promote higher scholarship. Students must meet academic requirements to receive an invitation for membership. Upon membership, students must maintain a credible scholastic record. A student must meet and maintain the following qualifications:

1. Have the approval of his/her teachers.
2. Have good character and a commendable attitude.
3. Have the approval of the principal and the National Beta Club.
4. Have a scholastic average of 90 or above.

If at any time a member does not maintain one of the above qualifications, the member will have one nine weeks grading period in which to meet that qualification. If that qualification is not met, after that nine weeks grading period, the member will not be allowed to participate in any Beta Club activities.

BIBLE CLUB: This club began through student initiation in 2008-2009 school year; continuation is dependent upon student initiation and request

CHESS and CHECKERS CLUB: This club allows students to learn the fundamentals of the games. This allows the students to build higher order thinking skills through the use of strategies.

EAGLE BAND: For information concerning the band at Montgomery County Middle School, refer to the band website or call the band room at 583-2867

EAGLE PRIDE: This club promotes school spirit.

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA): The Fellowship of Christian Athletes is a service organization whose purpose is to encourage Christian athletes in their faith and witness by working together on various projects. It is a campus ministry led by students, athletes, and sponsors to bring about a positive change in the school environment. Membership is open to all middle school athletes.

FUTURE BUSINESS LEADERS OF AMERICA (FBLA): This club is a nonprofit educational association of students preparing for careers in business and business-related fields.

The GENTLEMEN'S CLUB: The Gentlemen's Club focuses behavior, character building, etiquette, leadership, and self-esteem. Students must be in the 8th grade to participate in this club. This program has a dress code. All members must wear a white dress shirt, tie, and dark trousers on meeting days.

NATIONAL FFA: The National FFA organization is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education.

The ROYAL LADIES CLUB: The Royal Ladies Club is for 8th grade girls only who are endeavoring to make the transition from middle to high school. This club is designed to teach girls how to conduct themselves like young ladies, as well as, to help build positive self-esteem. This program has a dress code. All members must wear professional attire on meeting days.

SCIENCE CLUB: The science club offers a fun opportunity to explore and investigate familiar phenomena, and learn about how the world really works. The Science Club fuels the wonder and joy of learning, through school assemblies, parent-teacher conferences, and take-home projects. Any sixth, seventh, or eighth grade student with an average of 80 or above in science may join.

STUDENT COUNCIL: Representatives from each grade level campaign and are elected. The council gives suggestions to administration based upon student needs. Student Council serves to engage students in learning about democracy and leadership.

THE "Y" CLUB: The "Y" club is a YMCA organization for both boys and girls. The club stands for all-around development of its members. The club strives to create, maintain, and extend through the home school community high standards of Christian character. The club is composed of students who subscribe to this high purpose and who earnestly try in their daily living through their club activities to live up to their goals. Students are required to participate in community service projects.

4-H CLUB: The 4-H Club is the Youth Organization of the University of Georgia Cooperative Extension Service. The Montgomery County 4-H Club teaches leadership and offers learning experiences in a variety of county, district, and statewide projects, activities, and judging events. Membership is open to anyone in grades 5-12.

GENERAL INFORMATION

ACCIDENTS AND MEDICINE: Accidents requiring first aid are handled by the School Nurse. Emergencies requiring hospital treatment will be carried to the nearest hospital and parents will be notified as soon as possible. School officials are not licensed to practice medicine and will not administer medicines of any kind. If a student is too sick to attend class, the student must go or be taken to the office or school nurse and appropriate measures will be taken. Students are not to remain in the bathrooms or other campus areas while ill. Students are not permitted to leave class in order to take medicine unless under the direction of the school nurse. All medicine to be taken at school is to be left in the nurse's office during the day. The only exception is for students who have asthma and are required by their doctor to carry an asthma inhaler. In this case, the student must notify the school nurse that he/she has an inhaler.

ACQUIRED IMMUNODEFICIENCY SYNDROME (AIDS): If a school principal or the system superintendent has reasonable cause to believe a student is infected with AIDS or ARC (AIDS - related complex), the Superintendent, after consultation with and approval of the chairman of the Montgomery County Board of Education can require the individual to be tested.

No infected student will be denied an education solely by reason of his or her infection with AIDS or ARC. Parents or guardians of infected students must inform appropriate school officials of the infection so that proper precautions for the protection of other students, employees and the infected student can be taken.

Infected students who lack control of their body secretions and those who display behavior such as biting and spitting will be educated in settings that minimize exposure of others to their body fluids.

AGENDA/HANDBOOK: Each student will be given an agenda/handbook (1) at the beginning of the year, or upon enrollment. The agenda contains the student handbook; a calendar, other classroom resources, and a hall pass section. Each student is required to keep, and use the agenda for listing homework, daily assignments, and passes for movement during the school day. Each student is required to have the agenda with him/her daily. If lost or stolen, it is the student's responsibility to purchase a new agenda from the office at the cost of \$5.00.

ANNOUNCEMENTS: Announcements will be made at the beginning and end of the school day. The announcement should be written and should be worded as it is to be read. Announcements will be made over the inter-communication system. There will be no announcements made during the school day unless an extreme circumstance prevents them from being made at the regular time. All announcements must be presented to the principal for approval before they are publicized.

AUTOMOBILE: Middle school students are not allowed to park cars on campus.

BOOK BAGS: In an effort to promote student mobility both to, during and from school, all student book bags must be traditional in function and design. Therefore, the purpose of the book bag must be to carry books and school supplies and the design must include two shoulder straps that allow the student to carry the book bag if he/she so desires a book bag may have wheels and a telescoping handle as long as there are straps built into the design. Furthermore, all book bags must be small enough to remain out of the bus aisle.

BOY AND GIRL RELATIONSHIPS: It is the desire of the school that student morals are kept at a high level. If this is to be attained, there must be mutual respect among all boys and girls for each other. Therefore, all students are expected to conduct themselves as ladies and gentlemen at all times. ALWAYS OBSERVE THE HANDS-OFF POLICY.

CAFETERIA AND LUNCHES: The cafeteria is a non-profit service for student's convenience and benefit. Students may bring their lunches from home.

All students will receive an application for free and reduced price meals on the first day of school. In order to receive free or reduced price meals, the student must have an approved, application on file. Breakfast is free of charge for all students. The cost for student lunch is \$1.65, including milk. The reduced price for student's lunch is 40 cents. Extra milk may be purchased for 40 cents. **Students CANNOT accumulate more than 3 charges for their lunches.** An adult price for breakfast is \$1.75, and for lunch is \$3.00.

The Montgomery County Board of Education does not discriminate on the basis of race, color, national origin, sex, or handicap/disability in education programs, activities, and employment. [34 CFR 104.8 and 38 CFR 35.107 (a)]

CALENDAR OF ACTIVITIES: A calendar of activities is prepared monthly in the office. Teachers, students, and organization officers should consult this calendar and the principal when planning activities, so that activities will not be planned on conflicting dates.

CARE OF THE BUILDING AND GROUNDS: The care of the building and grounds is the responsibility of the students as well as the teachers and custodians. Each can help by taking pride in the appearance of the building and grounds:

- by helping to maintain clean restrooms.
- by taking care of all school equipment.
- by encouraging students who fail in these respects to cooperate.

A student will be required to pay for any damages. A shoddy, unkempt school is a reflection upon the whole student body. By your disapproval, you can discourage this condition.

DRUG-FREE SCHOOL POLICY COMPLIANCE:

- The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
- Disciplinary sanctions up to and including expulsion and referral for prosecution will be imposed if the standards of conduct are violated. The sanctions to be imposed for violations may include conferences, suspension, to expulsion.
- Information concerning drug and alcohol counseling, rehabilitation, and re-entry programs may be obtained from the school counselor or administrative staff.
- Compliance with the standards of conduct is mandatory.
- Parents or students wishing to receive or review the entire board policy on student or employee drug use and/or possession may receive a copy of this policy upon request.

EAGLE BAND: For information concerning the band at Montgomery County Middle School, refer to the band website or call the band room at 583-2867.

ELIGIBILITY: Eligibility for students representing the school in any activity includes the maintaining of passing grades in at least five academic subjects during the preceding semester. In addition to be eligible to participate in any extra-curricular activity, a student must be present in school the entire day on the day; he/she is to participate. Any exception to this rule must be approved by the principal.

EXTRA-CURRICULAR ACTIVITIES: The school's extra-curricular program is an integral part of the curriculum, and the school personnel have devoted great effort to assure that participating students are protected in every way possible. It is the responsibility of parents, students and school personnel to help reduce possible problems. Therefore, it has become necessary for the school to develop certain guidelines for student participation to which students must adhere. The students will be transported to and from all events in school approved vehicles. Parents wishing to have their son/daughter with them when returning from an event must make arrangements with the sponsor. At no time will a student be allowed to ride with anyone other than his or her parents.

GEORGIA SPECIAL NEEDS SCHOLARSHIP PROGRAM

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

GIFTED: The Montgomery County School System offers a gifted education program for students in grades K – 12. A student may be referred for evaluation by other students, parents, teachers, self or any other person having knowledge of the student's exceptional characteristics. Once referred, students will be evaluated in the following four areas: achievement, mental ability, creativity, and motivation. In order to qualify for gifted services the student must meet eligibility requirement in at least three of the four areas. Local guidelines for eligibility, continuation, withdrawal, and re-entry are outlined on a separate form.

GUIDANCE DEPARTMENT: The school counselor is available to assist students in a number of areas. These areas include: career/vocational decision-making, educational decision-making, personal counseling, test interpretation, and making schedule adjustments. A student who has a problem to discuss with the counselor should arrange a conference at any convenient time. Conferences with parents are welcomed.

HALLWAYS: The hallways are our school highways.

- Traffic should be single file; keep to the right and move steadily.
- There should be no talking.
- Running, jumping, etc. in the halls is strictly forbidden.
- Students are not to be in the halls except during change of classes, unless they have a signed agenda from their classroom teacher.
- No books, book-bags or other belongings shall be left in the hallway. If belongings are left in the hallway, they will be taken to the front office and placed in lost and found.

The Montgomery County School District is not responsible for the loss, theft, damage or destruction of any property.

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

LOCKS AND LOCKERS: School lockers will be available to all students for the following price: \$3.00 rental fee each year, for each grade. A replacement fee of \$5.00 will be charged for each lost lock. The principal has authority to check lockers at his/her discretion.

- Students will be responsible for keeping the locker neat and uncluttered.
- All locks and lockers should be locked at all times.
- Locker schedule should be followed by all students, according to the student's grade level.
- Follow hallway rules while at locker.

LOST AND FOUND: Articles, which have been lost, should be reported to the office secretary. She will be the central clearing agent for all such articles, but her effectiveness is limited by the cooperation of students and teachers in seeing that all "found" articles reach her. Students should turn in found articles to the secretary. Lost articles may be claimed by identifying them. Although the school maintains a lost and found service, pupils must assume responsibility for personal belongings, textbooks, and other school property.

MEDIA CENTER: The media center is for the use of all students for reading, studying, and research. A trained media specialist and paraprofessional are available to assist in any way and welcome all questions. Reference volumes, periodicals, non-fiction, fiction, Internet services, printing, and copying are available for students' use. While in the media center, students are requested to be considerate of other students by refraining from social talk and playing.

Media Center Rules:

1. Students must have an agenda to enter the media center quietly and orderly.
2. Books are checked out using the agenda.
3. Students are responsible for returning books on or before the due date.
4. All books and materials taken from the media center must be checked out at the circulation desk. Books are checked out for two weeks but can be renewed as many times as needed.
5. A fine of five cents a day will be charged for overdue books. Students who have overdue materials will not be able to check out other materials until the overdue material is returned. Lost or damaged books/materials will be the responsibility of the student checking out the book/material. All fines and lost books must be taken care of before the last day of school. Failure to do so will result in holding of report cards.
6. The Internet service is available for students who have signed permission forms on file at the school. Internet use must be accompanied by a teacher's permission request and use must be limited to educational purposes only. There will be no checking of personal e-mails, going into chat rooms, or playing games on the media computers. Failure to comply will result in loss of privileges. No floppy disks may be brought in from home, and disks provided students by a teacher must be scanned for viruses before using on media computers.
7. Printing and copying are available to students at a cost of ten cents per page.
8. Students may not leave the media center without approval or a signed pass from the media staff.

PARENT TEACHER ASSOCIATION (PTA): MCMS PTA is a member of the National Parent Teacher Association, which works in cooperation with many national education, health, safety, and child advocacy groups and federal agencies. Our local MCMS PTA collaborates on projects that benefit children and that bring valuable resources to its members. We encourage all parents/guardians to become actively involved. Meetings are held quarterly.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE: The Pledge of Allegiance is a statement of loyalty and support for this nation of which we are all a part. It says that we believe in liberty, justice and equality for everyone, regardless of race, color or creed. These ideas are our nation's foundation. Law requires every public school in the state of Georgia to have a ceremony of pledging allegiance each day. All students at MCMS are expected to participate in the Pledge of Allegiance. A moment of silence will be observed by everyone at the beginning of each day.

RETURNED CHECKS: All returned checks, regardless of the reason, will carry a \$30.00 service charge. When a check is returned, the person responsible will be notified and expected to replace the amount of the check with cash plus the \$30.00 service charge.

ROUTINE PROCEDURES: Discipline in the classroom and in the hall adjacent to the classroom is the responsibility of the teacher. As a general rule, the student will be sent directly to the principal's office when a behavior problem occurs during a class, which would disturb the entire class.

1. Students may go to the auditorium and gymnasium only when accompanied by a teacher for a specific purpose related to the school program.
2. Students who borrow school equipment or supplies are personally responsible for their prompt return.
3. Weather permitting, students should be outside the building when not in class. No student is to be in a classroom unless the teacher is present.
4. Students should come to the school secretary's office only for specific purposes. Random visits interfere with the business of the office.
5. Students are required to have a hall pass (located in the back of this agenda) when in the halls.

SAFE SCHOOLS AND HEALTHY STUDENTS: The Montgomery County Middle School has a safety committee that reports to our local Board of Education Safety Committee. Any school related concerns are addressed at the school level and then forwarded to the district level.

SAFETY DRILLS: Fire, tornado and disaster drills will be practiced at different times during the year. In cases of extreme emergency, when less than 1 hour of warning time is known, students and faculty will remain at school. However, parents may come to the school to pick up their child/children. In instances of severe weather, buses will not be loaded until conditions improve. Fire drills are held at monthly intervals throughout the year, as required by state law. In the event of an alarm, students should walk as quickly as possible to the designated exit. No talking is permitted since unnecessary noise may obscure directions, which would have been given in the event of a real fire.

STUDENT COMPLAINTS AND GRIEVANCES: It is the belief of the Montgomery County Board of Education that students have both the right and responsibility to express school related concerns and grievances to the faculty and administration. Therefore, students shall be assured the opportunity for an orderly presentation and review of grievances. A copy of the proper procedure to follow is available in your principal's office or the board of education. For the discussion and consideration of a grievance, any student or group of students should request a meeting time and place which will not interfere with regular scheduled classes or school related activities. The faculty and administration shall make an honest effort to resolve student grievances as quickly as possible at the most immediate level of supervising.

SCHOOL INSURANCE: Group accident insurance is available to all students and staff members. This group policy provides limited coverage for accidents taking place on the school campus, on school-sponsored activities away from the campus, or en route to and from school. (Twenty-four hour coverage can also be obtained).

The school assumes no responsibility with regard to the insurance except to collect the enrollment fee, certify those students enrolled, and certify all accidents, which have been reported to staff members. The filing of a claim must be done by the doctor at the student's or parent's direction. No doctor's fee should ever be billed to the school; they are the parent's responsibility.

The school is not liable under any circumstances for any accidents or any costs resulting from such accidents. THE SCHOOL GROUP INSURANCE IS AVAILABLE ONLY AS A SERVICE WHEREBY A STUDENT MAY HAVE INSURANCE AT A LOW COST.

A student enrolled in agriculture classes and/or athletics is required to carry school insurance.

STUDENT INTERVENTION PROCESS: The Montgomery County Board of Education provides a variety of resources, which are available at every school within the district to help address student behavioral and academic problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams, school counselors, chronic disciplinary problem student plans, and student instructional plans. All of these are a part of Response to Intervention (RTI). These resources are listed in a graphic organizer that illustrates the layers of instructional efforts that can be provided to students according to their individual needs. The Pyramid of Interventions (POI) represents the process of continually implementing "progress monitoring" and then providing layers of more and more intensive interventions so that students can be successful and progress in their learning.

SCHOOL RELATED TRIPS: All school-related trips must be cleared through the principal's office at least 5 days in advance and submitted on a Student Activity Form. Students missing classes because of such trips will make up the work in a prescribed manner.

A pupil who plans to leave school for a school activity such as a club convention, science fair, or field trip, should, prior to the activity, bring a note signed by his parents giving him/her permission to attend.

A student who has accumulated 10 or more absences (excused or unexcused) during the current school year will not be allowed to participate in a school related trip. A student who has accumulated 5 or more discipline referrals during the current school year will not be allowed to participate in a school related trip.

TELEPHONE: No calls are to be made or received by students on school telephones during school hours. Students will not be called to the phone unless an emergency is explained to the person answering the telephone. The office will take a message, which is important, and deliver it to the student during the day. In the event of an emergency, a phone is available for student use after school hours.

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

TWENTY-FIVE BOOK CAMPAIGN: The 25-Book Campaign is a component of the Georgia Performance Standards. Each student is required to read 25 or more books (which are on the student's individual reading level) during the school year. Each student will be required to keep a book log, which will be monitored by his or her reading teacher.

VISITORS: All persons visiting on the school campus including parents, relatives and friends must report to the front office first and sign in. Visitors will be expected to wear a Visitor's pass at all times that they are in the building or on campus.

ZERO'S AREN'T PERMITTED (Z.A.P.): This program is setup to help insure student success. The program is designed for students to make-up assignments they are missing. ZAPP is from 7:00 am – 7:50 am. **Students are assigned ZAP by their teachers; if they do not report as assigned, students will be placed in ISS (minimum of 1 day). Repeat offenders may receive Out of School Suspension (O.S.S.) at administrator discretion.**

STUDENT CONDUCT AND DISCIPLINE

BEHAVIOR CODE

Proper behavior is the student's responsibility. Teachers have the responsibility of maintaining a conducive learning environment in their classrooms for the benefit of all students. When a teacher feels assistance is needed in correcting deviant behavior, the teacher may send the student to the office. If a student is sent to the office, he/she will get a fair hearing and any action taken will be based on facts. The rules and actions apply equally to all students. No one will be singled out for special treatment.

Certain forms of misconduct and disobedience of school rules by students who are at school, on the way to or from school, or at school activities call for action by the school administration. Such action is intended to correct the student's behavior and to inform his or her parents of the misconduct. The administration may use a variety of methods; student conferences, parent conferences, silent lunch, in-school suspension, out-of-school suspension, corporal punishment, expulsion, or detention. **The following must be obeyed (a) on school grounds at any time; (b) off the school grounds at a school activity, function, or event; or (c) en route to and from school when the school's responsibility exists**

GENERAL CLASSROOM RULES

1. Be in class and seated, ready to begin work immediately upon entering the classroom.
2. Bring all necessary materials to class: textbook, notebooks, assignments, paper, pencils, pens and student agendas.
3. Follow ALL handbook regulations.
4. Follow ALL directions the first time given.
5. Be alert and on task at all times.

GENERAL CLASSROOM CONSEQUENCES

1. Verbal Warning
2. Silent Lunch and/or After – School Detention Assigned
3. Parent and Student Conference (face-to-face, telephone, email, etc.)
4. Office Referral

*(Individual teachers may expand the rules and consequences.)

ORGANIZATIONAL SKILLS

The learning process includes parents, school personnel, students, books, materials, among others. The students will be required to keep a three-ring notebook. This notebook will be divided into sections to house each subject. Utilizing this approach in grades 6-8 will better prepare the student for future studies. This approach will also help the parents by letting them know each day what the students are doing in each class. Teachers will give the student guidelines and an example of a properly headed page in their notebook and other assignments. It will be the student's responsibility to carry each day:

(1) Agenda, (2) Notebook, (3) Textbook, (4) Pen/pencil.

SUPPLIES NEEDED

1. Three-ring notebooks
2. Supply of notebook paper wide-ruled.
3. 5 - 2 pocket, 3-pronged folders.
4. Pencil Bag
5. Supply of pencils - at least three sharpened pencils for class each day. (NO MECHANICAL PENCILS)
6. One yellow and one pink high lighter
7. One pack of markers or colored pencils.
8. At least one blue pen and/or black pen.
9. Extra pack of tabs.

*(Individual teachers may amend this list.)

AUTHORITY OF THE PRINCIPAL

The principal is the designated leader of the school and, in concert with the staff is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in the Code of Conduct and handbook, the principal may undertake corrective measures, which he or she believes to be in the best interest of the student, and the school provided any such action does not violate school board policy or procedures.

THE RESERVE CLAUSE

The school system reserves the right to punish behavior, which is subversive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules. Furthermore, the school administration reserves the right to offer corporal punishment in lieu of other discipline measures as the need arises.

Parents must communicate in writing that it is not permissible for their child to be subject to corporal punishment.

AMENDMENTS

During the school year, it may become necessary to change or add to the policies, rules and regulations found in this handbook. The principal, the superintendent, and the board of education, reserve the right to amend or modify the policies, rules, and regulations at any time.

If situations occur which are not covered in this handbook, the principal will make decisions based on the merits of the individual situation. The primary purpose of these policies, rules, and regulations is to foster a safe atmosphere conducive to learning and to increase student responsibility at Montgomery County Middle School.

PROGRESSIVE DISCIPLINE PROCEDURES

When it is necessary to impose discipline, school administrators and teachers will follow a **progressive discipline process**. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors. The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

The following disciplinary actions may be imposed for any violation of the Code of Conduct:

- Loss of Privileges
- Isolation or Time Out
- Temporary Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Corporal Punishment
- Detention/Saturday School

- Temporary Placement in an Alternative Education Program
- Short-term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The School will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Montgomery County Board of Education policies.

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy.

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior.

If the student is suspended, the student's parents will be notified if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported. School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus; student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities, which occur outside normal school hours or off the school campus at the discretion of administrators.

A student shall not urge, encourage or counsel students to violate school rules.

Cumulative offenses are behaviors identified because of severity and tracked for the offending student's entire middle school career. These offenses include fighting, possession of weapons, drugs, alcohol, or tobacco, and assault on school personnel.

DISCIPLINARY PROGRAMS

After School Detention

A student will be assigned to the media center and will remain there for the duration of 3:05 – 4:05. After School Detention is Monday – Thursday only. The student may be assigned after school detention from the classroom teacher, or administration. If the student does not serve the assigned time in detention he/she will face other alternatives of punishment, which may include suspension from school.

Silent Lunch

A student will be assigned to a designated area and will remain there during his/her entire lunch period. The student will be supervised and will not be permitted to socialize with others during the lunch period. Students who fail to attend may receive additional silent lunch assignments, after-school detention, or in-school suspension.

In-School Suspension (ISS)

In-school suspension will be used as one method of dealing with disruptive behavior. Students are assigned to ISS by an administrator. Notification to parents is made for each assignment for ISS punishment. This disciplinary procedure allows students to be counted present in school but isolates them from daily school activities. Students follow a strict classroom work schedule in which they are required to complete assignments from their regular classroom teachers and the in-school suspension teacher. Students are isolated from all other students throughout the school day and are restricted from participating in all athletic and other extra-curricular activities. ISS class begins at homeroom. Students must obey all ISS rules or additional ISS time or out-of-school suspension will be assigned.

Days absent from in-school-suspension do not count as part of the ISS term. Students who check out or are tardy will be required to serve an additional day in ISS. A student who is assigned to ISS for 15 days (cumulative) will receive out-of-school (OSS) or placement in the Achievement Center.

Out-Of-School Suspension (OSS)

A student is assigned OSS by an administrator for serious or frequent rule violations. Out-of-school-suspension is the most serious punishment that can be assigned by the administration. It is our intention to use it with great care. Students who involve themselves in activities, which are considered to be willful disobedience, open defiance of authority or of a profane or obscene nature, are subject to immediate suspension. Students whose misconduct has not been corrected by lesser means are subject to suspension.

The following procedures will be followed:

1. Notification of parents is required for OSS punishment.
2. The student is prohibited from taking part in any school-sponsored activity during the time of the suspension.
3. The student may not participate as a member of an extracurricular team or group during the suspension. Suspensions will end at the beginning of the next school day after the last day suspension is served. Students whose suspension ends on the last school day of the week will not participate in school activities until the beginning of the first school day of the next week.
4. The student may not return to school or the campus until after the suspension period.
5. The student, accompanied by a parent, must report to the principal before being re-admitted to school.
6. Students suspended out-of-school may not be allowed to make-up work missed. All missed assignments, including daily work, quizzes, tests and nine weeks tests/semester exams will result in a ZERO.

Tribunal

Montgomery County Board of Education will appoint a tribunal, consisting of three teachers or certified education personnel, to determine all issues of fact and intent relative to incidents. The tribunal shall submit its findings and recommendations to the local board for imposition of punishment in accordance with the requirements of the law. A student found by a tribunal to be guilty shall be disciplined by expulsion, long-term suspension, short-term suspension, or assignment to Achievement Center. In cases where physical violence involves intentionally making physical contact that causes physical harm (unless such contact is in self-defense), the student shall be expelled from the public school system for the remainder of the student's eligibility to attend public school. It is further mandated that students who are found guilty of the "causing physical harm" variety of physical violence be referred to juvenile court with a request for a petition alleging delinquent behavior.

For grades 6 - 12, the Montgomery County Board of Education may, at its discretion, permit the student found guilty of either type of physical violence to attend an alternative education program for the period of the student's expulsion. If an act of such violence is committed by a student in kindergarten through grade eight, the Montgomery County Board of Education may, in its discretion and on the recommendation of the tribunal, permit the student to re-enroll in the regular public school program for grades nine through twelve.

A parent or guardian may sign a waiver for their child to attend the Achievement Center in lieu of going before a tribunal committee and attending a tribunal hearing.

DEFINITION OF TERMS

Abusive language, obscene words, gestures, or materials (including written or spoken words): Language, writings, drawings, and gestures that are considered abusive, obscene, profane or vulgar will not be tolerated. This includes cursing.

Alcohol and Drugs: Possession, sell, use, transfer, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. This includes prescription medications that are given to others or are otherwise used illegally. The term drug does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs.

Activating a fire alarm/making a bomb threat: Any threat that is made concerning the welfare of the student body including activating an emergency fire alarm when no fire is present, or threatening to use explosives of any kind.

Assault: Any threat or attempt to physically harm another person or any act, which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike) **Assault, including threats of bodily harm and/or sexual assault, of teachers, administrators, other school personnel, other students, or persons attending school-related functions.**

Battery: Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. (Example: fighting) **Battery, including sexual battery, of teachers, administrators, other school personnel, other students, or persons attending school-related functions.**

(Students shall be prohibited from acts of physical violence, bullying, physical assault, or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the bus driver or other persons on the school bus and other unruly behavior. A meeting between appropriate school district officials and the parent or guardian of any student found to have engaged in bullying, physical assault or battery on a school bus for the purpose of forming a school bus behavior contract for the student. The contract must provide for progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the school bus. These provisions are not to be construed to limit the instances when a school code of conduct or local board of education may require use of a student bus behavior contract.)

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

Cheating: giving or receiving unauthorized help or assistance on work that is intended to be an individual effort whether it is on tests, projects, class-work or homework.

Chronic Disciplinary Problem Student: A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

Classroom and school disruptions: Any action that is deemed inappropriate by the teacher or administrator that disrupts the learning environment.

Corporal Punishment: Physical punishment of a student by a school official in the presence of another school official.

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

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

Disregard for directions and commands/Insubordination and/or Lack of Student Effort: Insubordination, disobeying school rules, regulations, or directives given by teachers, administrators, or other school staff, and/or refusal to complete assigned task.

Dress Code: The current dress code is explained in the student handbook.

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

Falsifying information to school officials: Intentionally providing false or incorrect information which may include name, parent name, address, phone number or any other relevant information.

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

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

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

Harassment: Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact.

Racial Harassment: It is the policy of the Board of Education to maintain a learning environment that is free from racial harassment. It shall be a violation of this policy for any member of the staff to harass a student or other staff member through racially disparaging conduct or communications. It shall also be a violation of this policy for students to harass other students or any school employee through racially disparaging conduct or communication.

Racial harassment may include:

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

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

Sexual Harassment: Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. If a student perceives comments, gestures or actions from persons in the school facility, the student should notify the principal, the counselor or a faculty member. Designated personnel will take the appropriate action to resolve complaints of sexual harassment. Persons found to be responsible for sexual harassment will be subject to the appropriate discipline.

Horse-playing: Inappropriate actions that may include pushing, shoving, hitting, slapping, scratching, kicking, spitting, jumping on each other, throwing objects at/to each other, wrestling, verbal taunting (name calling), etc.

*Kicking/Hitting, etc, in the private areas will result in more severe consequences.

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

Indecent Exposure: Revealing any male or female anatomy.

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

Physical Violence: (1) Intentionally making *physical contact of an insulting or provoking nature* with the person of another; or (2) intentionally making *physical contact which causes physical harm* to another unless such physical contacts or physical harms were in defense of himself or herself.

Possession and/or use of fireworks, ammunition (Live Shells), dummy device or any explosives: Students shall not possess or bring onto school property any form of fireworks, ammunition (Live Shells), explosives, or any device, whether a true explosive device or not, that may be reasonably interpreted to be an explosive device.

Skipping: Being tardy to class more than five minutes through up to not showing at all.

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

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

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

Theft and Extortion: The offense of taking or misappropriating any property, of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated. **Extortion:** Obtaining money or goods from another student by violence, threats, or misuse of authority.

Tobacco (in any form): No tobacco products in any form or matches, lighters are permitted on school grounds, or at any school related function.

Vandalism: Damaging or defacing personal property or school property

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

Weapons: The term weapon is defined as any object which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun or taser, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

DISCIPLINE AND DISPOSITION POLICIES

REMINDER: STUDENTS SUSPENDED OUT-OF-SCHOOL (O.S.S.) MAY NOT BE ALLOWED TO MAKE-UP WORK MISSED. ALL MISSED ASSIGNMENTS, INCLUDING DAILY WORK, QUIZZES, TESTS AND NINE WEEKS TESTS/SEMESTER EXAMS WILL RESULT IN A ZERO.

Abusive language, obscene words, gestures, or materials (including written or spoken words): Language, writings, drawings, and gestures that are considered abusive, obscene, or profane will not be tolerated. This includes cursing. The parent/guardian and student may be required to meet with the school principal or his/her designee before the student will be allowed to resume his/her regular schedule. Chronic offenses will result in additional suspensions and/or placement in the Ombudsman Program.

First Offense: Corporal Punishment and/or 1 day ISS, parent notified

Second Offense: 3 days ISS, parent notified

Third Offense: 2 days OSS, parent notified

Activating a fire alarm under false pretenses or making a bomb threat:

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

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

Depending on the severity of the incident, the student at anytime may be referred to the Disciplinary Tribunal for placement in the alternative school or expulsion from school. Law enforcement will be contacted.

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

Alcohol

First Offense: 5 days OSS or 10 days ISS

Second Offense: 5 days OSS and tribunal hearing and/or placement in the Achievement Center. Notify law enforcement after each incident and involve parents/guardian. Students may be required to take a sobriety test.

Drugs

First Offense: 5 days OSS and tribunal hearing and/or placement in the Achievement Center. Notify law enforcement and involve parents/guardians.

Altering School Documents or Presenting False Information: Any information presented to school staff that is altered or falsified.

First Offense: Minimum of 3 days ISS.

Additional Offenses: 3 days OSS.

Assault and Battery (on a school personnel) : No student shall cause or attempt to cause physical injury or behave in such a way as could reasonably cause injury to a school employee or make physical contact of an insulting or provocative nature will result in 10 days OSS. Student referral to a disciplinary tribunal if the student is alleged to have committed an assault upon a teacher or other school personnel, or upon a person attending a school-related function.

**Because assaults vary in severity, the administration has the right to use discretion in handling assault offenses.
(Law enforcement agencies will be contacted)**

Bullying: Bullying is defined as any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

First Offense: 5 days ISS.

Second Offense: 5 days OSS.

Third Offense: Achievement Center.

Cheating: Giving or receiving unauthorized help or assistance on work that is intended to be an individual effort whether it is on tests, projects, class-work or homework.

First Offense: Grade of zero on assignment, parent contact, and after-school detention

Second Offense: Grade of zero on assignment, parent contact and 1 day of ISS

Third Offense: Grade of zero on assignment, parent contact and 1 day OSS

Class or School Disruptions: No student shall disrupt any class in any manner or occupy any school building with the intent to deprive others of its intended use.

First Offense: Corporal punishment, or minimum of 1 day ISS.

Second Offense: Corporal punishment, or minimum of 2 days ISS.

Third Offense: 3 days ISS.

Display of Affection or Sexual Misconduct: It is the desire of the school that student morals are kept at a high level. If this is to be attained, there must be mutual respect among all boys and girls for each other. Therefore, all students are expected to conduct themselves as ladies and gentlemen at all times. ALWAYS OBSERVE THE HANDS-OFF POLICY. Overt displays of affection are in poor taste and students shall refrain from kissing, embracing, and similar gestures on school property or during any school function.

First Offense: Parent contacted, and corporal punishment, 1 day of ISS or 1 day of OSS

Second Offense: Parent contacted and corporal punishment, 2 days ISS or 2 days OSS.

Third Offense: Parent contacted and 5-10 days OSS with a tribunal hearing

Because displays of affection vary in severity, the administration has the right to use discretion in handling display of affection offenses.

Disregard for Directions and Commands/Insubordination and/or Lack of Student Effort: A student must comply with reasonable directions or commands of teachers, substitute teachers, teacher aides, administrators, school bus drivers, or other authorized personnel.

First Offense: Parent contacted, corporal punishment or 1 day of ISS

Second Offense: Parents contacted, corporal punishment or 2 days ISS

Third Offense: Parent contacted, 3 days ISS

DRESS CODE: Consequences for violation of the dress code:

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

First Offense: Parent will be called to bring appropriate clothing, or students will be placed in ISS.

Second Offense: Parent will be called to bring appropriate clothing and student will be placed in ISS for 3 days.

Subsequent offenses: Parent call to pick-up student and student will receive 1 days OSS

Headgear Consequences (hats, caps, hoods, bandanas, du-rags, etc)

First Offense: Headgear will be taken and returned to student at the end of the day

Second Offense: Parent contacted, headgear will be taken for 5 school days

Third Offense: Parent contacted, headgear will be taken for remainder of the year.

Students who do not adhere to the dress code due to easily correctable offenses (i.e. shirttail out, sagging pants, no belt, etc.) will be paddled up to three times (adding one lick for each offense) and then receive the same progressive disciplinary action as other dress code violations.

The Montgomery County District is not responsible for the loss, theft, damage or destruction of any personal property.

Fighting, or physical abuse (with another student): Fighting is defined as pushing, shoving, hitting or instigating by carrying negative information that leads to a fight.

First Offense: Minimum of 3 days OSS and parent contacted and law enforcement will be contacted.

Second Offense: Minimum 5 days OSS, parent contacted and law enforcement will be contacted.

Third Offense: 10 days OSS Referral to tribunal hearing and/or Achievement Center

Any multiple participant fight (two or more students fighting against another student) will be categorized as Gang Style Fighting. Participants will receive 10 days OSS and be referred to the disciplinary tribunal and local law enforcement.

****Fighting offenses are cumulative and law enforcement agencies may be contacted at any time. Because fights vary in intensity, the administration has the right to use broad discretion in handling fighting offenses.**

Food, Drink and Gum: Eating or drinking in the buildings or classrooms is prohibited. **Gum is not allowed on school property or on school sponsored transportation.** Students who refuse the discipline measure offered by the teacher will be referred to the principal. **Appropriate action may be taken, but is not limited to corporal punishment, and/or after school detention. Sub-sequential violation of this policy may result in ISS or OSS.**

Gambling or possession of gambling devices:

First Offense: 3 days ISS and parent/guardian will be contacted.

Second Offense: 5 days ISS and parent/guardian will be contacted.

Third Offense: 3 days OSS and possible referral to discipline tribunal and/or Achievement Center.

Gang Activity: The Montgomery County Board of Education will not tolerate gang activity in any form on school property. This includes symbols, actions, or graffiti.

First Offense: 5 days OSS

Second Offense: 5 days OSS

Third Offense: 10 days OSS and referral to the discipline tribunal and/or Achievement Center.

Harassment of Other Students: Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting. (This is interpreted as meaning no obscene words or materials.)

First Offense: Corporal Punishment or ISS.

Second Offense: Minimum of 3 days ISS.

Third Offense: Minimum of 3 days OSS.

Because harassment varies in severity, the administration has the right to use discretion in handling harassment offenses.

Horse-playing:

First Offense: 3 days of ISS.

Second Offense: Minimum 5 days ISS.

Third Offense: Minimum of 3 days OSS.

Because horse-playing varies in severity, the administration has the right to use discretion in handling horse-playing offenses.

Kicking/Hitting in the private areas will automatically result in OSS.

Improper check-out, leaving campus without permission, skipping school or skipping class:

First Offense: Minimum of 3 days ISS, parent contacted and possible notification of law enforcement.

Second Offense: Minimum of 5 days ISS. parent contacted and possible notification of law enforcement.

Third Offense: 3 days OSS. parent contacted and possible notification of law enforcement.

Indecent Exposure:

First Offense: Parents contacted and referral to the Achievement Center.

Possession and/or use of fireworks, ammunition (Live Shells), dummy device or any explosives: Students shall not possess or bring onto school property any form of fireworks, ammunition (Live Shells), explosives, or any device, whether a true explosive device or not, that may be reasonably interpreted to be an explosive device.

First Offense: A minimum of 1 to 10 days OSS.

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

Third Offense: A minimum of 5 to 10 days OSS.

Depending on the severity of the incident, the student at anytime may be referred to the Disciplinary Tribunal for placement in the Achievement Center or expulsion from school. Law enforcement may be contacted.

Possession of Electronic Devices including: radios, tape/CD/DVD players, computer games, beepers, CELLULAR PHONES, links, MP3 players, Ipods, tapes/CD's/DVD's, cameras, etc.: A student shall not utilize any function of a paging device, beeper, cellular telephone, or other electronic communications device, or of any audio or video device (such as digital music players, CD players, DVD players, etc.), or of any laptop computer for any audio, video, communication, or entertainment purposes during the school day except for specific and direct instructional purposes under the direction of a teacher, Principal or other School Administrator; or health emergency, or other unusual reasons approved by the Principal or School Administrator.

Cell phone/Link Consequences:

No cell phones will be allowed at school by students during school hours or on the school bus. Any Cell phones found will be confiscated when found and returned to the parent or guardian only. Students that have a legitimate need to have a cell phone after school may leave their cell phones with the principal all day as a mean to avoid violation of this provision. However, the school assumes **No liability for lost, or damaged phones.**

First Offense: One day ISS, with the cell phone being confiscated and returned to parent/guardian after three school days.

Second Offense: Two days ISS, phone confiscated and returned to parent/guardian after one month or at the end of the semester, whichever is longer.

All Other Offense: One day OSS, with the cell phone being confiscated and returned to student at the end of the school year.

Other Electronic Device Consequences

First Offense: Confiscation of item and the parent will need to pick up item from the school after 3:15 p.m.

Second Offense: Item will be confiscated and returned at the end of the year.

The Montgomery County District is not responsible for the loss, theft, damage or destruction of any personal electronic device.

No local board of education shall permit any pupil to carry a pocket pager or electronic communication device in school except for health or other unusual reasons approved by the board of education. (O.C.G.A. 20-2-1183)

Search and Seizure (Students): School officials may, according to law and board policy, have access to student lockers, automobiles, and personal belongings when there is reason to suspect that the welfare of students and other personnel may be threatened. Discovery of dangerous or illegal materials shall be reported to proper authorities. Any student who fails to comply with this rule will be suspended for (7) days OSS and subject to arrest. This may result in loss of credit for the present semester.

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

Sexual Misconduct: No student shall have in their possession any nude or sexually explicit picture(s) including cell phone pictures. Also, no student shall in their possession sexually explicit or suggestive writing.

Punishment /Consequences: Minimum one day ISS to expulsion – depending on the severity of the offense.

Sexual Harassment: Sexual harassment has no place at school and is illegal (Federal Register, Vol. 62, No. 49). If a student believes he/she has been sexually harassed, he/she should report such behavior to the school principal. The principal or his designee will begin a prompt investigation of the complaint. Upon completing a thorough investigation, the administration will take appropriate action. **Students making false charges and students retaliating for being reported will be disciplined as warranted.**

Punishment /Consequences: Suspension from school, notification of parents and/or law enforcement. Depending on the severity of the act, placement in the Achievement Center and/or recommendation of expulsion may be warranted.

Skipping: being late to class more than 5 minutes or not coming to class at all

First Offense: Corporal Punishment and/or 1 day ISS

Second Offense: 3 days ISS

Third Offense: 3 days OSS

Students in unauthorized areas:

No student will be permitted in any of these areas during the day:

1. Teacher's lounges
2. Student parking lot
3. Halls in building during lunch and before school
4. Gymnasium, except during assigned classes
5. Storage rooms
6. Behind teacher's desk
7. Upper end of the building during lunch
8. High school students in middle school areas
9. Middle school students in high school areas, including vending area outside of High School Gym
10. Faculty parking lots
11. Auditorium
12. Band room
13. Bleachers in gym and football stadium
14. Copy room

First Offense: Corporal punishment and/or 3 days ISS

Second Offense: Corporal punishment and/or 5 days ISS

Tardies: It is important not only to attend classes but also to arrive on time. Students late to class more than five minutes will be promptly referred to the office for skipping.

First Tardy – 1 day of silent lunch

Second Tardy – 1 day of break detention

Third Tardy – parent contacted and 2 days of after-school detention

Fourth Tardy – parent contacted and corporal punishment, or 1 day ISS

Fifth Tardy – parent contacted and 3 days ISS

Subsequent Tardies – parent contacted, 5 days ISS or 1 day OSS if ISS placement limitations have been met.

Theft and Extortion: A student shall not steal private or school property. A student may not threaten or force another person to hand over money or property.

First Offense: 5 days OSS, parent contacted and possible notification of law enforcement.

Second Offense: 10 days OSS, parent contacted and assigned to the Achievement Center. Law enforcement will be notified.

Depending on the severity of the incident, Second offense discipline measures may be used for first time offenders.

Tobacco: A student shall not possess or use tobacco in any form or related paraphernalia (matches, lighter, papers, pipes, etc.) in any school buildings, on the school campus, on school buses, or off the school grounds at a school activity, function or event.

First Offense: 1 days OSS, parent contacted and possible notification of law enforcement.

Second Offense: 3 days OSS, parent contacted and possible notification of law enforcement.

Third Offense: 5 days OSS, parent contacted and possible notification of law enforcement.

Vandalism: Intentional damage or destruction of private property or public property (Non-contraband items) or property at school or at a school activity.

First Offense: 3 days OSS, parent contacted and possible notification of law enforcement.

Second Offense: 5 days OSS, parent contacted and possible notification of law enforcement.

Third Offense: 10 days OSS, parent contacted and possible notification of law enforcement.

Punishment will be noted and law enforcement will be contacted if necessary. Retribution will be required.

Weapons possession or other dangerous objects: It is unlawful for any person to carry, possess or have under control any weapon at a school building, school function, or on school property or on a bus or other transportation furnished by the school. The term “weapon” means and includes any firearm, or pistol, revolver, or any weapon designed or intended to propel a missile of any kind: any dirk, Bowie knife, switchblade knife, ballistic knife, and other knife having a blade of two or more inches; a straight-edge razor, spring stick, metal knucks, blackjack, any bat, club or other bludgeon-type weapon; any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nunchaku or fighting chain; a throwing star or oriental dart; or any weapon of any kind.

PUNISHMENT: A fine of not more than \$5,000; imprisonment for not more than five years, (O.C.G.A. 16-11-127.1)

A student who violates the state law regarding weapons will be suspended from school and turned over to the police. The student will be referred to the Montgomery County Board of Education with the recommendation that the student be expelled from school for one calendar year. Furthermore, any student found possessing a knife will be suspended out-of-school (OSS) and then placed in the Achievement Center. It doesn't matter if said knife is in a pocket, pocketbook, book bag, other personal belongings, or in a student vehicle. There will be no exceptions to this rule.

NOTICE: The Gun Free Schools Act of 1994 (20USC3351) requires school systems to expel students for NOT LESS THAN ONE YEAR for the possession of a firearm.

CONDUCT AT ATHLETIC EVENTS

Athletic events are perhaps the primary public relations vehicle for our school. Good conduct at these events is of utmost importance. Good sportsmanship should be shown to all members of any visiting team or staff. “Booing” and catcalls have no place as a part of any athletic event in which MCMS students are involved.

CONDUCT AT AND DURING ASSEMBLIES

School assemblies are limited in number. The same standards of conduct are expected in assemblies as those in the classroom.

- Enter quietly and orderly with your teacher.
- Sit properly and be attentive to the speaker/s.
- No talking, and/or disruptive behavior.

Appropriate behavior should be displayed at all times.

LUNCHROOM BEHAVIOR

Students should follow the same standards of conduct as in the classroom. Respect should be shown to the lunchroom staff and their directions followed.

- Students should walk, not run to the lunchroom.
- Students should not break in line or allow others to break in front of them. (No pushing or shoving)
- Students should use good table manners and keep their voices in low conversational tones.
- Students will sit on one side of the tables only, rather than face-to-face.
- The table should be left clean and orderly.
- Each student should take his tray and utensils to the disposal window.
- No food, ice cream or opened drink may be taken from the lunchroom.
- After finishing breakfast or lunch, students must report to the blacktop and remain outside the building.

OFF CAMPUS CODE OF CONDUCT

A student who commits any act or exhibits conduct outside of school hours or away from school, which may adversely affect the educational process or endanger the health, property, safety, morals, or well being of other students, teachers, or employees within the school system will be disciplined according to the severity of the act.

Punishment can range from ISS to expulsion.

Bus Safety & Code of Conduct

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the day.

Once a child boards the bus – and only at that time – does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the Board shall require children to conduct themselves in the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct himself properly on a bus, such instances are to be brought to the attention of the Building Principal by the bus driver. The Building Principal will inform the parents of the misconduct and request their cooperation in checking the child's behavior.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

BUS RULES OF CONDUCT

- 1) Students shall be prohibited from acts of physical violence, bullying, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior.
- 2) Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.
- 3) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
- 4) As the bus is arriving at your designated stop, DO NOT MOVE toward the bus until it has completely STOPPED and the door is OPEN. Always enter/depart the bus at your designated stop; administrative and driver approval is required prior to any exceptions.
- 5) To cross a street to board the bus, DO NOT cross until the bus stops, the flashers are activated, and the stop arm is extended. Care should be taken to check any oncoming traffic before crossing.
- 6) While waiting for the bus, stand away from streets where vehicles travel and respect the property and persons of residents of the area. DO NOT fight, harass others, or roughhouse while waiting.
- 7) DO NOT use profanity, threats, intimidation of others, obscene gestures, obscenity, or disrespectful language while waiting for the bus, riding on the bus, or leaving the bus.
- 8) Show consideration and respect for the driver and fellow students by refraining from noisy conversation or other distracting acts, including harassing other students, disobeying driver directives, or showing disrespect for the driver.
- 9) Students MUST NOT litter, deface or cause damage to the bus in any way. The cost to repair defacing or damages must be paid for by the student or the parent/guardian of the student.
- 10) STUDENTS MUST REMAIN SEATED FOR THE DURATION OF THEIR RIDE TO AND FROM SCHOOL. MOVEMENT CAUSES DISTRACTIONS; DISTRACTIONS CAUSE ACCIDENTS.
- 11) The consumption of food or drinks on the bus is PROHIBITED.
- 12) Students MUST NOT extend body parts or other objects out the windows at any time.
- 13) Students must stay clear of and not tamper with the emergency door or the emergency equipment.
- 14) The use of tobacco, alcohol, or drugs in any form is prohibited.
- 15) Glass objects, pets or other animals, or any objects posing a potential danger to students or distraction to the driver are prohibited. **Flowers and other gifts may not be taken on the school bus unless they are placed inside of a book bag. Arrangements must be made by parents to get items such as these home.**
- 16) Emergency exits and aisles must be kept free of any obstruction that would impede exiting or entering the bus quickly and safely.
- 17) Band instruments and book bags must not be left in the aisle or in the door area of the bus. They must be in the seat area.
- 18) Playing with pointed objects (pens, pencils, compasses, etc.) is prohibited.
- 19) No fuel, explosives, or incendiary devices (matches, lighters, fireworks, gunpowder, ammunition, etc.) are allowed on the bus.
- 20) Students may not have in their possession firearms, knives, or any object that can be used as a weapon. This includes any object that is commonly or not commonly accepted as a weapon.
- 21) The playing of student radios or music producing devices of any form is prohibited.
- 22) Students must be silent when the bus is approaching a railroad crossing.
- 23) The "hands-off" policy is in effect. This includes affectionate displays, hand holding, harassing, etc., with/of other students.
- 24) Throwing any objects on the bus is prohibited, including paper, books, coats, etc.
- 25) As in all areas under school authority, stealing will not be tolerated while on the bus.

- 26) This list highlights many observed violations, recommended behaviors, and safety concerns from the past experiences of drivers and administrators. The list is not meant to be all-inclusive. Situations may dictate the enforcement of stipulations on conduct not listed here.

Disciplinary Action and Progression:

A student found by a tribunal to have committed an act of physical violence against a teacher, school bus driver, school official, or school employee involving intentional physical contact of an insulting or provoking nature shall be disciplined by expulsion, long-term suspension, or short-term suspension. In cases where the physical violence involves intentionally making physical contact that causes physical harm (unless such contact is in self-defense), the student shall be expelled from the public school system for the remainder of the student's eligibility to attend public school. It is further mandated that students who are found guilty of the "causing physical harm" variety of physical violence be referred to juvenile court with a request for a petition alleging delinquent behavior.

For grades 6 – 12, the Montgomery County Board of Education may, at its discretion, permit the student found guilty of either type of physical violence to attend an alternative education program for the period of the student's expulsion. If an act of such violence is committed by a student in kindergarten through grade eight, the Montgomery County Board of Education may, in its discretion and on the recommendation of the tribunal, permit the student to re-enroll in the regular public school program for grades nine through twelve.

In the case of an act of physical violence committed by a student in kindergarten through grade five, the local board may permit the student to re-enroll in the public school system.

For other offenses, the following actions and progressions will be in force.

First Offense: Corporal punishment, or After-School Detention.

Second Offense: 1 day bus suspension, corporal punishment or ISS.

Third Offense: 3 days bus suspension or ISS.

Fourth Offense: 5 days bus suspension.

Fifth Offense: 10 days bus suspension.

Sixth Offense: Bus suspension until parents meets with Superintendent and BOE.

Seventh Offense: Permanent bus suspension.

NOTE: SERIOUS OFFENSES MAY RESULT IN IMMEDIATE BUS SUSPENSION.

MONTGOMERY COUNTY BOARD OF EDUCATION TECHNOLOGY

SAFETY AND ACCEPTABLE USE POLICY IFBI

The Montgomery County School System will be offering access to the Internet. To gain access, each student must obtain parental permission as verified by the signatures on the Internet Acceptable Use Policy Form, a tear out sheet in the new Student Handbook, which is now available at all schools.

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

There should be no inappropriate materials or language--no profane, abusive or impolite language used to communicate nor should materials be accessed which are not in line with the rules of school behavior. No student or adult shall attempt to access an unacceptable site on the Internet, send objectionable or threatening messages to another employee, student, or anyone else, sign on using another person's password, change settings or addresses, or attempt to access another person's files.

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

All students under the age of 18 must provide a signed parental permission form as a part of their acknowledgment of the Acceptable Use Policy. It is the parent's right to decide whether or not to allow their child access to the Internet and electronic mail. Students who violate this policy will be disciplined in keeping with the Code of Conduct.

No radios are to be run through the Internet. Radios use a large amount of bandwidth which slows the speed of Internet access. There is a tremendous amount of activity on the system network during school hours.

All employees and others permitted access to the Internet through school computers must sign the Acceptable Use Policy. Violations of this policy may result in a loss of access as well as other disciplinary or legal action. Students nor adults are to delete/change network settings for any reason without permission from the Technology Department. When problems occur, a technician will be assigned. The Board reserves the right to remove users' access or records without warning. The Board reserves the right to amend this policy.

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

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

All students under the age of 18 must provide a signed parental permission form as a part of their acknowledgment of the Safety and Acceptable Use Policy. It is the right of the parents or guardians to decide whether or not to allow their children access to the Internet and electronic mail. Lesson plans will allow for non-users so that students will not be prevented from using a computer and the network resources such as Accelerated Reader and other related educational resources. Students who violate these policies will be disciplined in keeping with the Montgomery County Code of Conduct.

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

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

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

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

What is expected?

Students, staff and guests are responsible for appropriate behavior while using the Internet and the World Wide Web. Additionally, all users are responsible for their actions while using the equipment and the resources. Use is a privilege, not a right, and may be revoked if abused. Vandalism of equipment or programs will result in punishment as defined in system's conduct policies or the law.

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

E-Mail - Employees will be provided with an individual e-mail account after approval of the principal and technology contact and upon demonstration of ability to operate within the network. Users will check their e-mail frequently and delete unwanted messages promptly.

Students - E-mail/Hot Mail accounts will not be established without a written lesson plan that clearly states the purpose and valid educational reason for the account. Accounts will be opened by the technology staff when requested and approved.

Guest Accounts will be temporary, approved by teacher and principal, and removed at the earliest possible time.

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

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

established are not considered official or representative of the school system and must be removed. Student identification is not permitted on Web sites.

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

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

Due Process - The school system will filter and monitor network access and will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the system's network.

In the event there is an allegation or report which indicates that a student or adult has violated these policies, written notice will be provided and the individuals involved given an opportunity to present an explanation as outlined in the Student Code of Conduct and the Policies and Procedures handbooks.

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

Respect for Privacy - Users will not repost a message that was sent to them privately without permission of the person who sent the message. (Exceptions would be requests for technical assistance addressed to the technology administrator or communications between technical staff.)

There shall be no unauthorized disclosure of information on students. Adults must maintain confidentiality of student records and other information.

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

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

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

Plagiarism and Copyright Infringement - Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Teachers, librarians, etc., will instruct students in appropriate research and citation practices.

Users will respect the rights of copyright owners. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement unless the article states it is public domain.

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

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

Inappropriate materials or language - No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior.

Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

Users will not view, send or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, pictures, etc.

Users will not post information that, if acted upon, could cause damage or a danger of disruption.

Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

Users will not use a computer or the Internet to hurt, harass, attack, or harm other people or their work. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending those messages, they must stop.

Users will not knowingly or recklessly post false or defamatory information about a person or organization.

Users shall be held accountable for their actions. Exemplary behavior is expected from all users at all times.

Selection of Material - When using the Internet for class activities, teachers will select material that is age appropriate for the students and that is relevant to the course objectives. Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material. Teachers will provide guidelines and lists of resources to assist their students in research activities.

If it becomes necessary to limit or designate certain selections from the Internet for accessibility to students, determination

will be made by a committee and the administration.

Software - All proposed software purchases to be made by individuals or schools must have prior approval of the Technology Administrator if said software is intended to be placed on servers even if software is free. Some operating systems might not be compatible with the network. Software shall not be placed on servers without approval of the technology administrator.

It is strongly suggested that employees, when purchasing software, double check with vendors regarding compatibility of software and contact technology staff for a check of their computer capacity if in doubt.

All software scheduled to be placed on multiple computers or network servers must include the necessary site license. Caution shall be taken to insure that no software piracy takes place. A site license should be obtained as necessary.

Penalties for software piracy are severe.

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

Illegal Activities - Users will not attempt to gain unauthorized access to the system network or to any other computer system, or go beyond their authorized access. This includes attempting to log on through another person's account or access another person's files.

There shall be no malicious or negligent damage to computers, computer systems, or networks. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Users will not attempt to access pornography, seek illegal information from the Internet on any other illegal act such as hacking, instructions on how to perform an illegal act, child pornography, threatening the safety of a person or engaging in any type of criminal gang activity or illegal sales.

School officials are required to report any threats, communications or access that appears to be a potential threat to the safety of students and staff.

System Security - Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from using their account. Under no conditions shall a user provide his/her password to another person.

Users will immediately notify the Technology Administrator if they have identified a possible security problem. Users are not authorized to "search for" security problems. This action may be construed as an illegal attempt to gain access.

Users will avoid the inadvertent spread of computer viruses and should be cautious when opening e-mail from an unknown source or downloading of files from the Internet.

School officials are required to report any threats, communications or access that appear to be a potential threat to the safety of the students and staff.

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

Respecting Resource Limits - Student users will not download any file unless under the direct supervision of a teacher. Caution shall be taken by employees when downloading large files including but not limited to free program files without authorization from the Network Administrator. Users will not install unauthorized software, files, games, programs or other electronic media on the network.

Downloaded documents and images shall be educational and in line with lesson plans. Note that images take up a great deal of memory. The network provides the administration with a means of checking on downloads, date of download, source of download, and the user account.

No radios/real players are to be run through the network unless specified in a lesson plan and then removed following completion of lesson. Radios/real players use a large amount of bandwidth which slows the speed of Internet access. The school system has a tremendous amount of activity on the system network during school hours.

Unblocking of certain sites, if requested by teacher and principal, may be allowed for short periods of time, upon approval of Technology Department. The merits of unblocking an unacceptable site should be weighed carefully when considering such action.

Temporary Internet files should be deleted at least once every thirty days or more often if necessary.

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

Protection of Equipment - No food or drink shall be permitted in business or computer labs or around classroom computers.

No software or CDs, games, etc. are to be brought from home or elsewhere for installation on school computers without approval of the school's technology contact or the system's technology staff.

If someone installs software without prior approval of technology staff, and this causes a problem or damage, then the technology staff is only responsible for wiping the hard drive clean, reloading the operating system and any system software. Repair expense caused by damage to the network or to system software as a result of negligence or failure to follow instructions shall be the responsibility of the person/s contributing to such damage.

Each individual adult employee is responsible for the computers placed in his/her charge.

Students nor adults are to delete/change network settings for any reason without permission from the Technology Department. When problems occur, an e-mail message, fax, or phone call should be made to the Technology Administrator. A technician will then be assigned on a priority basis.

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

The Board reserves the right to remove users' access or records without warning.

The Board reserves the right to amend this policy.

Students and staff will be required to sign Internet Policy at beginning of term, or upon enrollment.

Student Handbook contains forms to sign in acknowledgement of policy.

Permission to Display Student Photograph/Work

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

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

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

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

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

_____ Name of Student	_____ Name of Parent/Guardian
_____ Signature of Student	_____ Signature of Parent/Guardian
_____ Date	_____ Date

.....
As the parent/guardian of _____, I grant permission for my child’s photograph or student work to be displayed on a website.

_____ Name of Student	_____ Name of Parent/Guardian
_____ Signature of Student	_____ Signature of Parent/Guardian
_____ Date	_____ Date

.....

Name of Parent or Guardian: _____
 Current Mailing Address: _____
 Current Physical Address: _____
 Phone Number: Home ~ _____ Work ~ _____
 Cell Number: _____ Email Address: _____

Please include City and Zip Code in address information

**Notification to Parents and Students
Of Changes in Georgia School Attendance Law**

Dear Parents/Student,

Georgia Law (O.C.G.A. 20-2-690.1) has been amended and contains important new penalties for violation of this law and new provisions for the number of absences, which constitute a violation of law. School systems are required to notify parents of possible consequences for violations of this law.

- **Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and sixteenth birthdays shall enroll and send such child or children to a public school, a private school, or a home study program.**

- **Penalties for parents/guardians who violate this law may be: fines between \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service or any combination or such penalties at the discretion of the court having jurisdiction. Students in violation of this law may be subject to Juvenile Court action and/or loss of eligibility to obtain or keep a driver's license.**

- **A violation is defined as: After the school system has informed a parent/guardian their child has 5 unexcused absences during a school year, each additional unexcused absence by the child is a violation of the law.**

There are other laws and local school board policies related to tardies, early sign outs, and excused/unexcused absences. You may call the school social worker at the Board of Education Office (583-2301) if you have questions about school attendance requirements.

Your signature and your child's signature (if he/she is 10 years old or older) are required acknowledging receipt of this information. Please return the signed notification to your child's school where it will be kept on file throughout the school year.

Parent's Signature

Date

Student's Name/ Signature

Required Handbook Signature

I have read and discussed with my child _____ the contents of the Montgomery County Middle School Handbook. I understand that it is my responsibility and my child's responsibility to adhere to the rules, regulations, and policies prescribed therein.

Student's Signature

Parent's Signature

Parents must communicate in writing that it is not permissible for their child to be subject to corporal punishment.