



**Montgomery Central High School**

*Home of the Timberwolves*

# **Student Handbook**

## **2023-2024**

770 Timberwolf Drive

Troy, North Carolina 27371

Phone: (910) 556-5500

Fax: (910) 236-6307

CTE Building: (910) 556-5400

*The policies, guidelines, and procedures in this handbook are designed to help you have a successful year.*

**KEEP IT AS A READY REFERENCE SHOULD A QUESTION ARISE.**

*You are the reason we are here. Let us know how we can help you to be and do your best.*

## ***Stronger Together***

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## **Administration**

**Anne McLean, Principal**

Toby McLaurin, Assistant Principal

Sabrena Moore, Assistant Principal

Leslie Thomas, Instructional Facilitator

Matthew Swain, Director Career & College Readiness

Dear Students and Parents,

At Montgomery Central, the opportunities which await you are endless. Not only is our facility equipped to offer you a unique high school experience, but it also provides the tools necessary for you to pursue every goal that you want to accomplish. The Montgomery Central High School Campus coupled with the CTE Building will afford you the opportunity to challenge yourself to realize all of your dreams and aspirations. Our proximity to Montgomery Community College also allows students to take college-level courses while in high school. We hope many of you will take advantage of that option and even graduate from high school with an Associate's degree, saving you and your families time and money that you would normally have to spend in a 4-year university or college. We owe a depth of gratitude to all who had a part in the vision of establishing this facility and its footprint which will positively impact students, parents, and community members for years to come.

Please take time to read and become familiar with all parts of this handbook. Here you will find the regulations, procedures, and expectations concerning student conduct and behavior. Many policies are listed, including those concerning electronic devices (which includes cell phone usage), expectations for student dress and attire at school, and attendance/tardy policies. Be sure to become familiar with the MCS Code of Conduct as well. Also included are all the extra-curricular opportunities which are available to you. We hope you'll be an active Timberwolf. Research shows that students involved in extra-curricular activities perform better academically.

Our goal is to provide you with all the necessary tools and study skills to help you be successful during your time at Montgomery Central. Always remember that help is just a question away, and we encourage you to take advantage of every challenge and opportunity which awaits you in the Wolf Den. We are #OnePack !

Have a great year!

Sincerely,

A handwritten signature in black ink, appearing to read 'Anne McLean', with a stylized flourish at the end.

Anne McLean, Principal



**441 Page Street • P.O. Box 427**  
**Troy, North Carolina 27371-0427**  
PHONE: (910) 576-6511 • FAX: (910) 576-2044

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August 4, 2023

Dear Parents,

In order to be career and college ready technical skills are a must. Technical skills and the drive to gain and improve upon those skills will shape everything in your child's future. As you know now, the plastic toys that we played with growing up do very little to engage today's children. These changes will become more evident with the passage of time. Nothing can prepare our students better for their future than access to the latest technology tools. The Montgomery County Schools Board of Education has made a commitment to make sure that all Montgomery County students have access to what they need to be prepared for a technologically driven future. However, that commitment does come at a significant cost. That cost approaches \$500,000 just for the software and related infrastructure alone, and the cost of the devices adds up from there.

The goal of the technology program has always been to maintain it for the students of today and tomorrow. Fees have been charged to help offset program costs and to make sure that everyone had some level of investment in the program. Fees have also been charged for damage. As was the case last year, the annual technology fee includes insurance for all devices. This insurance will cover accidental damage. It will not cover intentional damage or lost chargers, but it will cover most anything else that could happen. The Board of Education realizes that a minimal cost for the program can be a hardship for some families and they want to help. Please see your child's principal if you feel you qualify for this fee waiver.

We thank you for your continued support of our technology program. We will continue to work hard to make sure all of our students are prepared for college and/or a post-secondary workforce that is continually driven by further advances in technology.

Sincerely,

Dale Ellis, Ed. D  
Superintendent

# **Montgomery County Board of Education**

Steve DeBerry, Chairman

Bryan Dozier

Angela Smith

Tommy Blake, Vice-Chairman

Lynn Epps

Cindy Taylor

Anne Evans

## **GENERAL**

### **Disclaimer**

School-based administrators reserve the right to handle any incident that is not covered in this handbook and directly affects instruction. We expect students to follow reasonable rules to ensure a safe and orderly environment and not violate the rights of others. Students are required to follow all the rules and policies stated in this handbook as well as the Montgomery County Schools Student Code of Conduct for the safety and security of all stakeholders.

### **Montgomery Central Vision Statement**

Montgomery Central High School will provide a safe, caring, and rigorous learning environment conducive to preparing College and Career Ready students to become lifelong learners and responsible citizens with an appreciation for global perspective and diversity.

### **Montgomery Central Mission Statement**

Montgomery Central High School will graduate responsible citizens prepared to face and overcome the challenges of a rapidly changing world for the 21st century.

### **Montgomery Central Core Beliefs**

- We will MOTIVATE our students and staff through best practices, high-level engagement, and positive reinforcement.
- We will CELEBRATE our students' and staff's academic, artistic, athletic, and altruistic achievements.
- We will demonstrate HONOR and integrity in all our endeavors.
- We will be STRONGER together!

# Montgomery Central Faculty and Staff

(\*\*\* represents the 2023-2024 Department Chair)

## ADMINISTRATION

**Anne McLean, Principal**  
Toby McLaurin, Asst. Principal  
Sabrena Moore, Asst. Principal  
Leslie Thomas, Instr. Facilitator  
Matthew Swain, Dir. of Career & College Readiness

## FRONT OFFICE

Tamra Harris, Data Manager  
Jennifer Jernigan, Front Desk  
Toni Kellis, CTE Front Desk  
Jessica King, Bookkeeper  
Jennifer Loza, Translator

## CTE

Will Bowers, Entrepreneurship/EB  
Rebekah Callicutt, Agriculture  
Randy Chappell, Law & Justice  
Jodi Cole, Health Sciences  
Francisco Cortes, Culinary  
Casey Galloway, Fire Fighting \*\*\*  
Daniel Kern, Woodworking  
Jamie Lynthacum, EMT and HS

## CULTURAL ARTS

Madison Provines, Art/Yearbook  
Ravon Sheppard, Band  
Mia Todarello, Theater \*\*\*  
Patrick Wichowski, Chorus

## ENGLISH

Katie Kimrey  
David Nugent \*\*\*  
Richard Persin  
Amy Reynolds  
Leslie Shoffner  
Phil Spivey  
Alison Wilson

## HEALTH / PE

Damien Decatur  
Chris Metzger  
Spencer Shaw  
Eric Spencer  
Amanda Terry \*\*\*

## SOCIAL STUDIES

Seth Dunlap  
Ray Massey \*\*\*  
Daniel Norwood  
Jennifer Pieczynski  
Chesley Smith  
Eric Spencer

## MATH

Talitha Auman \*\*\*  
Maria Belotendos  
Henry Bustle  
Anita Deberry (PT)  
Crisselle Dover  
Sandy Lane  
Jay Myrick (PT)

## MISC

Brooke Chappell, Distance Learning  
Stefanie Panzer, Teacher Cadet

## ROTC

MSgt. Ryan Cushing

## SCIENCE

Amy Dahl  
Page Lassiter  
Brittany Smith  
Caroline Steed  
Sarah Talbert \*\*\*

## WORLD LANGUAGES

Iris Canul  
Adriana Persin \*\*\*

## EXCEPTIONAL CHILD

Kate Anundson  
Linda Anundson \*\*\*  
Sandy Byrd  
Mary Gilman (PT)  
Stephanie Harvell  
Dan Jones  
Jan Ray  
Ellen Roose (PT)  
Rachel Temple  
Nancy Williams  
Donna Brown, EC Asst.  
Stephanie Harrington, EC Asst.  
Crystal Johnson, EC Asst.  
Vanessa Moore, EC Asst.  
Debra Roberts, EC Asst.  
Sandy Sneed, EC Asst.  
Gavin Watts, EC Asst.

## MEDIA CENTER

Sharon Swanke

## CIS

Katie Hursey, Exec Director  
Paige Roberts, Assistant to Exec Dir.  
Tanisha Bowden, Student Coordinator

## GUIDANCE

Janet Blackmon \*\*\*  
Danasia Dumas  
Vera Richardson  
Rhonda Greene, Student Support Coord.

## ISS

Claudette Cuthrell

## SRO

Shetty Diggs  
Michael Glover

## TECHNOLOGY

Linda Sanders  
Nora Beasley, DLC  
Rebecca Shepherd, DLC

## CAFETERIA

Tiffany Batten  
Evoyne Davis  
Josephine Greene, Asst. Manager  
Renee Howell, Manager \*\*\*  
Telissa Hurley  
Annette Maness, Asst. Manager  
Kathy Munoz  
Alice Noah  
Stacy Tucker

## CUSTODIANS

Javier DePaz  
Rosa Hoyt  
Roger Little (PT)  
Markisha Martin (PT)  
Jimmy Medlin (PT)  
Kristin Moore  
Lilliana Morales-Lopez  
Jessica Proctor  
Ashley Tucker \*\*\*

## OTHER

Wanda Blue, Attendance Coordinator  
Marsha Chambers, School Nurse  
Jessica Horne, Mental Health  
Stefanie Panzer, Athletic Director  
Alison Wilson, ESL

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## **Campus Arrival and Departure**

Parents should drop off students at the main entrance of the school no earlier than 20 minutes prior to the start of school at 8:00 A.M. We respectfully ask that parents NOT park in the parking lots to drop off or pick up. Please follow the appropriate drop off and pick up route as is indicated by the signs. Upon arrival, no student may leave campus before the end of the day without prior, written request from the parent/guardian and approval from administration. **Students will not be allowed to leave campus based solely on a phone call.** A written note signed by parent for early dismissal must be presented and turned in to the office upon arrival to school in the morning. The note must have, in addition to parent signature, a phone number at which the parent can be reached for confirmation of early dismissal request.

## **Visitors**

All parents, resource staff, and visitors on campus must report to the office. Students are not allowed to bring or invite visitors during the school day. Unauthorized visitors may be charged with loitering and could face a charge for trespassing. **All guests will be required to wear a visitor's pass.** For the safety of students and staff, please notify the administration about anyone seen on the school grounds or in the school building that appears to be a non-student or behaves in a suspicious manner.

## **Student Drivers/Cyclists**

Parking tags must be visible at all times. Caution must be practiced upon arrival and departure. Students who fail to observe safe driving practices will have their driving privileges revoked. Driving privileges will also be denied if the student driver is loud or disruptive on campus. Students who ride bicycles to school must also purchase a parking permit at \$20 for the year. The sticker must be placed on the bicycle in a visible location. Student cyclists must follow laws for cyclists and will face same consequences for failure to abide by laws as auto drivers.

Students with excessive tardies to first period may lose their driving privileges. If a student driver leaves campus without permission, they may lose their driving privileges.

- 1st Offense: Revocation of driving privilege for ten (10) Calendar Days
- 2nd Offense: Revocation of driving privilege for twenty (20) Calendar Days
- 3rd Offense: Revocation of driving privilege for remainder of the semester or school year with no reimbursement of parking fee (and possible ISS/OSS)

## **Student Parking**

- All motor vehicles parked on campus must be registered with the school.
- The student must present a **valid driver's license** and pay the **fee of \$40** for the full year or \$20 for only the 2nd semester.
- The student and parent/guardian must also sign a parking agreement.
- The current permit **must** always be displayed with tag number facing front of car.
- Upon arrival at school, students are to leave their cars immediately, and they are not to return to their cars during the day without permission from administration.
- Posted speed limits will be enforced on MCHS campus.

- It is a privilege to park on school grounds. Suspension of driving privileges, towing, or other disciplinary action may occur if the agreement is violated. **No reimbursement of parking fee will be given if parking privilege is revoked.**

## **Bus Transportation**

**Bus Transportation is a privilege** that can be withdrawn for inappropriate behavior. Students are to ride the bus to which they are assigned. Any emergency request to ride a bus or a different bus must be requested in writing by the parent/guardian. **The request is to be submitted to the office by 8 A.M. each day.** Office staff will notify students of approval/disapproval of the request. Students will be allowed off the bus only at school, home, or other locations requested in writing by parents.

The bus driver is always in complete charge of the bus and its occupants. Students riding the bus must comply with the requests of the driver in order to maintain safety. Students shall not impede the orderly operation of a school bus by delaying the schedule, fighting, disobeying the driver, tampering with the bus, horse playing, being excessively loud, throwing objects, distracting the driver, consuming food or beverages, or any other behavior that could endanger the lives of those riding the bus. Discipline issues will be handled according to the information listed in the Code of Conduct.

## **Cafeteria**

- Students at lunch are restricted to the cafeteria and mezzanine, and if weather allows, the patio.
- There will be a tardy bell for lunch, and any student not in the appropriate areas after it rings will be counted as skipping and will be dealt with accordingly.
- All food and drink items must be consumed in the designated areas, and all trash must be disposed of properly.
- **Students may bring their own lunch from home, but no outside food (from a restaurant) or soft drinks are allowed in the cafeteria or designated dining areas.**
- **The school will not accept delivery of food/drink items on behalf of students.**

## **Medication**

In order for over-the-counter and prescription medications to be dispensed by school staff, the medications must be brought to the school nurse in the original container with an authorization form signed by both physician and legal guardian. In the case of a student who will self-medicate (i.e., inhaler, epi-pen, oral medication, etc.), a treatment plan along with a self-medication authorization form including physician and legal guardian signatures must be on file with the school nurse. Students who need to self-medicate with an over-the-counter medication must have written authorization of a legal guardian that includes date, time, and amount of medication to be self-administered. All medications must be in their original containers.

**Students requiring prescription medication must have the prescription bottle with the student's name and the dosage required, as well as a completed form filed in the nurse's office.**

**Students that are caught giving or selling any medication to another student or who are using any medication without proper documentation will be in violation of the school drug policy and will be dealt with accordingly.**



## **Illness and Injury**

If a student is injured or becomes ill at school, he/she is to report to his teacher or coach. If necessary, the parent will be contacted. The student will be evaluated immediately by at least one or more staff members who are trained in emergency care procedures. If a student is taking a prescription, the medicine must be left in the office. The students must notify the office if he/she is required to take medication at school. See the receptionist for these forms.

## **Club Sponsors**

AFJROTC .....	MSgt. Cushing
Anime & Video Game Club .....	M. Todarello / S. Swanke
Art .....	M. Provines
BETA Club / SAVE (Students Against Violence Everywhere) .....	C. Smith / L. Anundson
CIS (Communities in Schools) .....	T. Bowden
Color and Craft Club .....	A. Reynolds
Culinary Service.....	Francisco Cortes
Fellowship of Christian Athletes (FCA) .....	C. Metzger
Future Farmers of America (FAA) .....	R. Callicutt
Hunter Safety .....	D. Kern
Interact .....	J. Cole
Multicultural Club.....	TBD
Photography .....	M. Provines
Project Pals.....	S. Harvell
Prom.....	S. Talbert
Silent Study Hall .....	D. Nugent
SkillsUSA .....	D. Kern / C. Galloway / J. Cole / J. Lynthacum / R. Callicutt
Spanish Club .....	I. Canul / A. Persin
Sport Medicine.....	J. Lynthacum
Student Council.....	D. Norwood / J. Pieczyski
Super Pack Club.....	TBD

\* New clubs may be added throughout the school year as approved by the principal.

**Air Force Junior Reserve Officer Training Corps (AFJROTC) Club** - Being a member of the AFROTC Club will give you firsthand knowledge of Montgomery Central High School's AFJROTC program. Instructors and current cadets will involve you in an array of activities such as, launching rockets, flying drones, field games, keep you up to date on upcoming AFJROTC field trips/community service projects. Come join the Fun, "Aim High Air Force".

**Anime and Video Game Club** – In this club, you will be assigned an anime to watch, and then we'll come together as a group to talk about it. We will discuss and analyze the show, the different genres of Anime, and Japanese culture and its increasing popularity in the West. For the gamers, we will discuss new releases of games, share insight into our favorite games, and hold tournaments and events for popular games. Club Members are not required to pay any fees, but participation in tournaments/events will cost a small fee to support the club.

**Art Club** – The Art Club will offer students an opportunity to explore real life applications of their artistic expression. We'll create artworks for the school and possibly the community exploring positive symbolic and expressionist themes. Possible media could include mosaic tile installation (utilizing the school's pottery department) two- or three-dimensional extruded foam wall art, vinyl decals, banners, metal signs, plexiglass, and styrene artworks.

**BETA/SAVE** – Beta Club promotes the ideals of academic achievement, character, service and leadership among secondary school students. SAVE (Students Against Violence Everywhere) Promise Clubs are a place for young people across the country to show their leadership, creativity and passion for protecting their friends, schools and communities from violence BEFORE it happens.

**Communities in Schools Club** – CIS Club is a place where students will be surrounded with a community support empowering them to stay in school and achieve in life. Students will be able to participate in team-building activities, college tours, mentoring groups, community outreach, and hear motivational speakers. Students will also have the opportunity to be selected as CIS student-of-the-month voted on by their peers.

**Color and Craft Club** – This club is open to all students who enjoy coloring and crafting. Students will have opportunities to relax and unwind as they color anti-stress coloring pages; several choices will be provided each meeting. Occasionally, students will have opportunities to learn new crafting skills, such as cross stitching, crocheting, hand lettering, or other crafts. Students may have to pay a small fee for certain crafting supplies provided or may need to bring their own.

**Culinary Service Club** – Open to students who want to learn/practice cooking skills while giving back to the community through service initiatives, such as "Sadie Pops" to find a cure for Sanfillipo Syndrome, treats to first responders, and other projects of interest to the members.

**Fellowship of Christian Athletes** – Chris Metzger - FCA focuses on serving local communities around the globe by engaging, equipping and empowering coaches and athletes to unite, inspire and change the world through the gospel. Open to athletes in any sport.

**Future Farmers of America** – FFA is an agricultural club that helps all students develop leadership skills, personal growth, and career success. FFA holds monthly meetings, participates in career/leadership development events, gives back to the community, and attends a number of agriculture related events around the state.

**Hunter Safety** – HSC is a competitive team. North Carolina's Youth Hunter Education Skills Tournament (YHEST) is a statewide competition for middle and high-school-age youth. Participants compete in multiple events including shotgun, archery, rifle, orienteering and a written hunting skills exam.

**Interact** – Interact is a youth extension of Rotary club. The club helps young people develop leadership skills while discovering the power of service outside of self.

**MultiCultural Club** – The goal of the MultiCultural Club is to promote cultural awareness, diversity, and tolerance within Montgomery Central High School through the exploration of various cultural backgrounds.

**Photography Club** – Great photographs can capture historical moments and inspire others. Club members will learn how to use various photography techniques to create quality photographs. A maximum of 15 students will be accepted into the club. See Ms. Provines if interested.

**Project Pals** – Project Pals allows students in the self-contained classroom to create friendships, experience inclusion, and build independence. This club is open to Juniors and Seniors with passing grades. It is a great program for students interested in a profession in the education field, especially if interested in special education.

**Prom Committee** – Any student interested in participating in the planning and designing of props and decorations for the junior-senior prom are welcome to join.

**Silent Study Hall** – Students who prefer a quieter place are invited to join Mr. Nugent during club time to read, work on puzzles, complete schoolwork, etc...

**SkillsUSA** – SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce.

**Spanish Club** – The Spanish Club is geared towards students taking any level of Spanish who would like opportunities to speak Spanish outside the classroom as well as learn more about the various Hispanic cultures.

Possible activities include cooking and sampling foods of Latin America and Spain, viewing films, dancing, fundraising, corresponding with pen pals, taking mini excursions, playing games, and most importantly, having fun!

**Sports Medicine Club (this club is a division of SkillsUSA)** – Club members will learn the basic aspects of first aid and treatment of sports-related injuries. Students should have taken or be currently enrolled in a Health Science class. Students should expect to meet several times a month as well as serve as “Student Trainers,” (under the direct supervision of the Head Athletic Trainer), during sporting events. Members will participate in the Skills USA competition in April. Dues for the club are \$35 which covers all state and national dues.

**Student Council** – Students elected by their peers to represent them will support the school’s initiatives and have a place at the decision-making table with the administration.

**Super Pack Club** – Open to students in grades 9-12 who want to support all MCHS sports and other teams (sports, band, chorus, academic teams...). The Super Pack members will be expected to attend at least three sporting/academic/community service events each semester. Dues: \$5 per year; free t-shirt; discount admission prices to events.

Tentative Club Dates for 2023-2024:

TBD ##

TBD ##

TBD ##

TBD ##

## **Academic Teams**

**Battle of the Books** – Sharon Swanke - This will be a team of 12 students which will compete in the NCSLMA HS BOB competition. Students on the team will be expected to read from the NCSLMA HS BOB list: <https://ncslma.wildapricot.org/resources/Documents/2023-2024%20High%20School%20Battle%20of%20the%20Books%20List.pdf> and be ready to answer questions in a quiz bowl style competition. HS BOB team members will be chosen by competitive tryouts which will take place in early October. At this point, MCHS will be the only HS in Montgomery County with a HS BOB team that has a qualifying Certified Librarian working at least 20 hours per week in the library, so that means MCHS BOB will go to regional competition. Fundraising may be required to help pay for travel to competitions.

## **Student Government**

Student Government is an important aspect of any high school. Student officers/representatives will be elected by their peers to represent them and will work with administration to make decisions in terms of activities, events, rules, policies, etc. Students will follow campaign and election guidelines set forth by Student Government procedures and its advisors, Mr. Norwood and Ms. Pieczynski. Elections for 2023-2024 offices will take place in early fall. Students who choose to seek office must be able to commit to attending monthly meetings, sometimes after school, and to participate in school- and organization-sponsored activities. Some of the activities might take place on weekends.

The following offices will be available for 2023-2024:

## Class Officers

### Senior Class

President – TBD.....

Vice-President – TBD.....

Secretary – TBD.....

### Sophomore Class

President – TBD.....

Vice-President – TBD.....

Secretary – TBD.....

### Junior Class

President – TBD.....

Vice-President – TBD.....

Secretary – TBD.....

### Freshman Class

President – TBD.....

Vice-President – TBD.....

Secretary – TBD.....

## Student Government Officers

President – TBD.....

Vice President – TBD.....

Secretary – TBD.....

## ACADEMICS

### Grading System

A → 90 – 100

B → 80 – 89

C → 70 – 79

D → 60 – 69

F → 0 – 59

### Promotion Credits

To Grade	Credits
10	6 credits
11	12 credits
12	20 credits

### Interim Reports/Report Cards

- Interim reports will be available in Power School or in hard copy format if requested mid-way through each grading period. Those dates are as follows:
  - ◇ 1st Semester (Sept. 14, Oct. 20, Dec 1)
  - ◇ 2nd Semester (Feb. 1, Mar. 21, May 15)
- Report cards will be available online via Power School at the end of each grading period.
- ALL students must complete **twenty-eight (28) credits** to graduate from Montgomery Central High School with a traditional diploma.

### Dropout Prevention/Driver's License

Adequate academic progress will be evaluated at the end of each grading period. A student must pass three out of four courses each semester to remain eligible for a NC driver's license. Students who do not meet this standard

will be reported to NC DMV and could have their permit or license revoked. A student who drops out of school will lose his/her eligibility to have a driver's license.

## **MCHS Exam Exemption Policy for Teacher Made Exams ONLY:**

Students may exempt teacher-made exams based on the following criteria:

- Students may only miss three (3) or fewer days during the semester in the given class.
- Students must have an overall final average in the given class of "B" (80) or better.
- Students may NOT make up time to decrease their total number of absences for exam exemption.
- Students may not have more than five (5) tardies.

## **High School Graduate Recognition**

Student graduation recognitions will be based on the following:

Weighted GPA	Designation
4.6	Summa Cum Laude
4.4	Magna Cum Laude
4.2	Cum Laude

- In order to be considered for Latin Honors designation for graduation, a senior must have been enrolled at MCHS during the full fall semester of his/her senior year in addition to meeting the other requirements.

## **Graduation Exercises**

In order for a senior to participate in the graduation exercises at the end of the academic school year, he/she must meet the following requirements:

1. Completion of the minimum of twenty-eight (28) credits, meeting all Montgomery County Schools and/or state requirements for a traditional diploma.
2. Completion of the English IV research paper.
3. Pay all outstanding high school, cafeteria, and MCC (if applicable) fees.
4. **MUST ATTEND GRADUATION REHEARSAL.**
5. Must abide by the dress code for practices and the actual graduation exercises.
6. Only MCHS regalia may be worn at Graduation exercises.

## **Junior Marshals for Graduation**

To identify junior marshals for graduation exercises, the top ten (10) percent (approximate) of students in the junior class will serve as marshals at graduation. Class rank/GPA at the end of the first semester of the junior year will determine which juniors are eligible to serve as marshals at graduation exercises. They must also be passing all classes at the time marshals are selected. The school leadership team will consider all the names that are eligible and name the Junior Marshals from that list. To be named a Junior Marshal, a student must have been enrolled during the full fall semester of the junior year and meet other requirements. GPA is not the exclusive indicator for this honorary position. If a student within the top ten (10) percent in the class exemplifies poor citizenship, which includes OSS, as determined by the principal, that student can be denied the privilege of being

a marshal. Class rank is calculated on a cumulative grade point average based on the **weighted** grading scale. Junior Marshals must adhere to the Junior Marshal dress code which will be given prior to graduation.

## **Weighting of Advanced Courses**

Academic course levels and associated weights are defined as follows:

- **Honors courses** shall earn an additional one-half (.5) quality point.
- **College courses (“dual enrollment”)** shall earn an additional one (1) quality point.

## **Schedule Change Policy**

A student may request a schedule change for an elective by completing the Permission for Schedule Change Form. The form is available in the Guidance Department. All schedule changes must be submitted and completed by the **fifth day** of the semester. Due to scheduling conflicts, some schedule changes may not be possible. Schedule requests due to teacher or lunch preference **WILL NOT** be granted. **A student must remain in the class listed on his/her schedule until the student receives an approved change.** If a student is granted a schedule change by the principal, the grades from the previous class will be averaged in with grades from the new class in proportion to the amount of time the student spent in class. The student is, however, responsible for the material that was presented previously in the new class. Students enrolled in Distance Learning courses should refer to the MCS Board of Education policy #3105 concerning dropping a course.

# **ATTENDANCE**

## **Compulsory Attendance Rules**

North Carolina Public Law requires students under sixteen (16) years of age to attend school. Parents of students under sixteen have a legal obligation to ensure that their students attend school. **The school has a legal obligation to file a petition with the courts when a student has excessive unlawful absences.**

## **Montgomery County Schools High School Attendance Policy**

**High school students are allowed to have no more than eight (8) total (excused or unexcused) absences in a class during a semester. Absences in excess of this amount will result in the student not receiving credit for the class.** The high school will have a Student Attendance Team that meets bi-monthly to review attendance data, contact students and parents, and intervene as necessary to ensure success for all students. Violations of the North Carolina Compulsory Attendance Law will be reported as required by NC General Statutes. High school students must make up time for absences more than eight (8). Make-up times will be arranged at the discretion of the principal, based upon the individual needs and resources of the school. Montgomery County Schools recognizes that tardiness and early departures to and from school and individual classes are major disruptions to school operations and distract from the learning environment. Persistent tardiness may result in disciplinary consequences and will be reviewed by the Attendance Team and reported to parents/guardians. Toward the end of each semester, high school students may request a waiver of the attendance requirement due to extraordinary, extenuating circumstances. The Attendance Team will review the request for waiver and decide to grant or deny the request. If the request is denied, the student will receive a grade of fifty-nine (59) (or lower, if applicable) in the course and will need to attend Summer School to recover the credit.



## **MCHS Attendance Policy**

Teachers will take attendance each period. The teacher's attendance record is the official record for that class. Accurate records are important for report cards, appeals, and exam exemptions. The daily attendance report to teachers will list late arrivals and check-outs. ISS lists will be e-mailed to faculty daily by the ISS Coordinator. Any student failing to attend a REQUIRED ISS session will be considered as skipping. Absences should be monitored as follows:

**A student may not participate in any extracurricular activities such as field trips, dances, or athletic events if they have not been in attendance for two periods on the day of the event.** It is the student's responsibility to turn in notes for absences to front office upon return to school. (Athletes, per MCS Athletics Handbook, may not miss more than fifteen (15) percent of possible days in a semester in order to be eligible to play a sport the following semester.)

The student is to submit a note within three (3) days of the return to school with the following information: Date(s) of absence(s), Reason for absence, Parent/Guardian signature. **Only parents or guardians can sign notes.** If a student was **under a doctor's care**, a doctor's note specifying the dates the student was under a doctor's care should be provided.

Students may request homework when they are absent for three (3) or more consecutive days. The office should be contacted by 10:00 A.M. to receive work by 4:00 P.M. the same day.

## **Excused Absences**

All absences require a written note from the parent or guardian explaining the absence(s). The student should deliver the note to school authorities (front office) as soon as possible upon his/her return to school. Failure to submit such notes **within three (3) days after returning to school** will result in an unexcused absence being recorded. Absences due to extended illness may require a statement from a physician. The following are excusable absences permitted by the North Carolina State Board of Education attendance rules:

1. illness or injury
2. quarantine
3. death in immediate family
4. medical/dental appointments
5. court or administrative proceedings
6. religious observances
7. educational opportunity (if approved by the principal in advance)
8. illness or medical appointment during school hours of a child when the student is the custodial parent
9. absence related to deployment activities

**\* It is important to remember that ALL absences over eight (8) must be made up, even absences that are excused.**

## **Unexcused Absences**

Unlawful (unexcused) absences are defined as:

1. the student's willful absence from school without the knowledge of the parents or guardians
2. the student's absence from school without justifiable causes with the knowledge of parents or guardians.

All absences not classified as lawful are deemed unlawful. An absence also will be deemed unlawful unless the

student's parent, guardian, or custodian provides written documentation of the reason(s) for the absence to the principal or designee **within three (3) school days of the student's return to school.**

## **Make-up Work**

Whether absences are lawful, unlawful or due to suspension, the student will be permitted to make up his/her work. Students are responsible for all work missed when absent from school. Immediately upon returning to school, and within three (3) days of return, a student must make arrangements with his/her teachers to make up and turn in all work (assignments, test, projects, etc.) missed while absent.

## **Attendance Recovery**

- Attendance is taken every day in every class period. Any absences over eight (8) in any class must be made up, whether the absences are excused or unexcused.
  - Sports Practices cannot be used to make up time.
  - **Students may not make up time on the same day they are absent.**
  - Students will not be able to bank time for future absences.
  - The dates for attendance recovery will be announced during each semester. The attendance recovery sessions, once they begin, will be held Monday-Thursday from 3:00-4:00.
  - Athletes cannot miss more than thirteen (13) days each semester to be eligible to play the following semester.
- This is a Montgomery County Schools policy.**

## **Attendance Appeals**

After three (3), six (6), and ten (10) unexcused absences in a course, a letter shall be completed by the Data Manager in order to inform the parent(s)/guardian(s) of the absences, and to notify them that eight (8) absences shall constitute failure for the course in which the absences occur.

Students will have the opportunity to participate in the attendance appeals process at the end of the semester. They must provide evidence of extenuating circumstances with documentation (i.e., doctor's notes, subpoenas) that will verify that absences were beyond the student's control in order for the Principal and/or the Student Assistance Team to consider allowing course credit. Appeal procedures are announced before the end of each semester so that students can prepare and complete required forms (and make an appointment to be heard if necessary). The Student Assistance Team will consider all filed appeals. Students who have not made up their time and who do not submit the required Attendance Waiver Request forms will automatically receive a fifty-nine (59) (or lower) in each course for which they have over eight (8) absences.

## **Early Dismissal**

Once students arrive on school grounds, they may not legally leave until the school day is complete or without getting approval from the administration. If a student leaves without permission for any reason, his/her absence will automatically be considered truant. **Students must have a written note to check out of school.** All notes must be presented to the front office prior to beginning the school day and must contain the parent/guardian's signature and a phone number for verification.

## **College Days**

Juniors & Seniors will be allowed to take **ONE** College Day per semester **IF** they meet all eligibility conditions...

- All teachers and a parent/guardian must give signed approval **PRIOR** to College Day.
- Student must be passing ALL classes in order to take a College Day.
- Student must have no more than four (4) absences in any class.
- College Day forms are in guidance. Guidance will schedule appointments, if necessary.
- Must be approved by principal in advance.

## **Flexing**

Only seniors are allowed to flex and only during 1st or 4th periods. There are criteria that also must be met in order for a senior to be able to flex. Students must be on track to graduate with at least twenty-eight (28) credits. Students must maintain good attendance, be on time for school and all classes, and maintain passing grades in all classes. Students who miss more than eight (8) days and/or who are tardy more than five (5) times and/or who start failing a class will have their Flex rights repealed. This is a privilege, not a right.

## **STUDENT BEHAVIOR/DISCIPLINE**

### **Leaving Campus Without Permission**

Student may not leave campus without permission. **This is a safety issue.** Consequences for leaving campus are as follows:

- 1st Offense: ISS for one (1) day
- 2nd Offense: ISS for two (2) days
- 3rd Offense: Up to three (3) days ISS / ASP.

If a student is not a driver and leaves campus without permission s/he is considered skipping school and will receive consequences per policy.

### **Tardy Policy**

All late students (excused or unexcused) to 1st period must sign in through IdentiKid in the office. Tardies to 2nd, 3rd, and 4th period will be marked by teacher. We will intermittently and randomly choose students without tardies to receive special rewards, such as gift cards. Consequences for tardies are as follows:

- 3rd tardy: Loss of driving privileges for one (1) week (or if student does not drive him/herself to school, one (1) full day of ISS)
- 5th tardy: Loss of driving privileges for two (2) weeks (or if student does not drive him/herself to school, three (3) full days of ISS)
- 8<sup>th</sup> tardy: Loss of driving privileges for remainder of semester (or if student does not drive him/herself to school, one (1) full week of ISS)
- Continued tardies will result in loss of driving privileges for the semester/year and/or possible referral to ALP.

**Incentives for being on time for all classes:** On intermittent occasions, students who have consistently

been on time for classes (for a determined amount of days/weeks) will have their names entered into drawings for prizes. Prizes will include things such as gift cards, free passes to games/events, free Timberwolf apparel, etc.

## **Loitering**

Students are not permitted to loiter on school property during non-school hours. Students are required to come directly to school and go directly home upon dismissal unless they are under supervision of school personnel. Those who remain on school campus with a staff member must remain in the assigned area.

## **Student Expectations**

Montgomery Central High School is committed to providing an atmosphere of respect. Respect is a high regard for other people, for self, for all staff members, and for property. Students should understand that all people have dignity as human beings. Students are expected to act with integrity which is acting justly and honorably. Self-discipline is another expectation. This includes regulating oneself for improvement and refraining from inappropriate behaviors. Students are expected to be in control of one's words, actions, impulses and desires. Students are expected to be considerate and courteous to all members of our community. Students who do not follow expectations will be addressed by administration. These are our non-negotiable rules that **MUST** be followed by ALL students/teachers...

1. Attend School daily and arrive for each class on time.
2. Be prepared to work every day and come to class prepared to learn.
3. Learn to disagree without being disagreeable. **DO NOT FIGHT, BULLY, HORSEPLAY OR ENGAGE IN VERBAL ASSAULTS.**
4. Respect the building. Pick up trash, do not deface any part of the building.
5. Show respect to any visitor and adult in the building.
6. Avoid Public Displays of Affection.
7. Do not go into unauthorized areas/places (i.e., to places/areas that you are not assigned).

**All Students are responsible for reading the 2023-2024 MCS STUDENT CODE OF CONDUCT**

[English Version](#)

[Spanish Version](#)

## **Hall Passes**

Any student in the hall during class time must have a hall pass at all times. Students should not be allowed to leave the first fifteen (15) minutes or last fifteen (15) minutes of class. Teachers will notify students of the appropriate bathroom to use. Passes should **NOT** be used to go to the office to make phone calls. Calls can be made from teacher classrooms.

## **In-School Suspension**

Students may be assigned to ISS due to failure to follow school rules and/or school policies. All academic assignments will be sent to ISS. If the student does not complete his or her work, s/he will receive a zero for that assignment. If a student leaves early or comes in late, s/he will be assigned to ISS again until the student has served the full assignment to ISS.

## **Out of School Suspensions**

The absence of a child from school as a result of suspension or expulsion is an excused absence. Students

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suspended from school for ten (10) or fewer school days will have the opportunity to take any quarterly, semester, or other grading period examination missed during the period of suspension. Students suspended during the school day will be required to go home or kept from returning to any class during the remainder of the day. Parents/guardians will be called to come to the school for a conference and will be asked to take the student home. During out of school suspension, a student is not allowed to be on any Montgomery County School campus during the day or night.

## **Care of School Property**

A student is required to take appropriate care of and not damage or deface school property, such as, but not limited to lockers, books, furniture, tools, computers, cabinets, etc... A student who loses or damages school property or equipment will be required to pay to repair or replace lost or damaged items. That student will also be subject to Montgomery Central High School discipline guidelines. Specific examples of caring for school property would be picking up trash; not writing on desks, doors, or walls; taking care of student devices; and returning items to their assigned places (books in media center, for example).

## **Zero Tolerance Behaviors**

These behaviors are considered to be serious violations of rules which result in an immediate threat to the safety and/or the effectiveness of the educational environment. Teachers will immediately make an office referral and/or ask for administrative assistance under these circumstances. Examples of zero (0) tolerance behaviors include (but are not limited to): fighting, physical aggression, communicating threats, inappropriate language, severe disrespect, possession of inappropriate materials (including vapes and vaping products), intentional damage to school property, defiance to authority, indecent acts, and theft.

## **Student Dress Code**

A student's choice of dress style or appearance is an expression of individuality; however, that expression should not measurably detract from the orderly operation of learning activities or school events. Prohibited clothing items for all students shall include, but not be limited to, the following guidelines.

1. Clothing which contains messages that distract from the learning environment. Examples of these would include but not be limited to advertisements for tobacco, alcohol, drugs, or weapons; pictures or graphics of nudity; profane words or images
2. Exposed undergarments (includes sagging pants)
3. Hats/Caps, durags, hoodies, or any other head covering
4. Pajamas and joggers or any clothing that resembles such
5. Sunglasses (unless given direct permission from administration - a doctor's note will be required)
6. Items which are potentially dangerous such as fishhooks, chains, spiked objects
7. Bare feet or bedroom shoes
8. Symbols, styles, or attire worn with the intent to convey affiliation in a gang
9. Halter tops, crop tops, tank tops, spaghetti straps, strapless tops
10. Short shorts or excessively short dresses or skirts (length should be no shorter than mid-thigh)
11. Jeans with tears, rips, or holes above mid-thigh
12. Blankets should not be brought to campus. If you have a tendency to get cold, please wear a jacket or coat

### **Student Dress Consequences:**

1st Offense: Mandatory Change of Clothes / Warning

2nd Offense: Mandatory Change of Clothes / one (1) day ISS / Parental Involvement

3rd Offense: Mandatory Change of Clothes / Parental Involvement / three (3) days ALP

4th Offense: OSS / Parental Involvement

## **Cheating, Profanity, and Bullying**

According to the MCS Student Code of Conduct Policy on Integrity and Civility (Policy #4310), all students are expected to demonstrate integrity, civility, responsibility and self-control. This expectation is directly related to the board's educational objectives for students to learn to be responsible for and accept the consequences of their behavior and for students to respect cultural diversity and ideological differences. Integrity, civility, responsibility and self-control also are critical for establishing and maintaining a safe, orderly and inviting environment.

In addition to any standards or rules established by the schools, the following behaviors are in violation of the standards of integrity and civility and are specifically prohibited:

1. Cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of work.
2. Plagiarizing, including copying the language, structure, idea and/or thought of another and representing it as one's own original work. This includes the use of ChatGPT.
3. Violating copyright laws, including the unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material.
4. Cursing or using vulgar, abusive, or demeaning language towards another person.
5. Playing abusive or dangerous tricks or otherwise subjecting a student or employee to personal indignity.

### **Consequences of Cheating:**

- 1st Offense: warning and alternative assignment, parent notification
- 2nd Offense: zero (0) grade, parent notification
- 3rd Offense: zero (0) grade, parent notification, up to three (3) days ISS / ALP (subsequent offenses could result in OSS or referral to MLA)



## Discipline Policy

Infraction	1st Offense	2nd Offense	3rd Offense
Public Display of Affection	Warning	Up to one (1) full day ISS & Parent Contact	Up to three (3) days ISS & Parent Contact
Dress Code Violation	Change of clothes & warning	Change of clothes & Parent Contact	Change of clothes & up to three (3) days ISS
Bus Misconduct	Up to one (1) day Bus Suspension & Parent Contact	Up to five (5) days Bus Suspension & Parent Contact	Up to ten (10) days Bus Suspension & Parent Contact
Cutting Class	ISS one (1) period & Parent Contact	ISS one (1) day & Parent Contact	Up to three (3) days ISS / ASP & Parent Contact
Leaving Class without Permission	One (1) period ISS	Two (2) days of one (1) period ISS & Parent Contact	All day ISS & Parent Contact
Plagiarism / Cheating	Warning, alternate assignment, & Parent Contact	Student receives zero (0) & Parent Contact	Student receives zero (0), up to three (3) days ISS, & Parent Contact
Skipping School	Up to one (1) day of ISS	Up to two (2) days of ISS	Up to three (3) days ISS / ALP
Plagiarism or Cheating	Warning, alternate assignment, & Parent Contact	Student receives zero (0) & Parent Contact	Student receives zero (0), up to three (3) days ISS, & Parent Contact
Tardies to School / Class	Three (3) tardies = one (1) full day ISS	Four (4) tardies = Teacher documents in E.H. as office referral. One (1) day ALP	Six (6) tardies = loss of driving privileges for two (2) weeks or one (1) week ALP (whichever is applicable)
Inappropriate Language Disrespect to Student Classroom Disruption	ISS one (1) period, Parent Contact, & Facilitative Dialogues	ISS one (1) day, Parent Contact, & Facilitative Dialogues	Up to three (3) days OSS / ASP, Parent Contact, & Facilitative Dialogues
Disruptive or Inappropriate Behavior (not physical altercation)	Full day ISS	Up to three (3) days ISS	Up to three (3) days OSS & possible MLA referral
Inappropriate Language (may include profanity) or Disrespect Staff	ISS one (1) day or one (1) day OSS (profanity) & Parent Contact	ISS three (3) days or up to three (3) days OSS (profanity) & Parent Contact	Three (3) – five (5) days OSS / ASP & Parent Contact
Insubordination or Noncompliance	ISS one (1) period & Parent Contact	ISS one (1) day & Parent Contact	Up to three (3) days OSS / ASP & Parent Contact
Misuse of Electronic Device, Student Laptop, or Internet	Up to three (3) days of ISS, Possible loss of device privileges/confiscation of phone by teacher, & Parent Contact	Up to three (3) days OSS / ASP, day user, or confiscation of phone by administrator, & Parent Contact	Up to five (5) days OSS / ASP, loss of device, or confiscation of phone by administrator (parent pick-up), & Parent Contact
Cell Phone Violation	Warning to put up phone	Teacher takes phone for remainder of class	Teacher turns in phone to office for pick-up by student at end of day. Next offense = parent pick-up
Bullying (including cyberbullying) or Harassment	Up to three (3) days ISS, investigation by administration, & Parent Contact	Up to three (3) days OSS / ASP, Facilitative Dialogues, investigation referral to SRO, & Parent Contact	Up to ten (10) days OSS / ASP, investigation referral to SRO, referral to MLA, & Parent Contact
Theft or Destruction of Property	Up to three (3) days OSS / ASP, SRO referral, & Parent Contact	Five (5) days OSS / ASP, SRO referral, & Parent Contact	Up to ten (10) days OSS / ASP, SRO referral, & Parent Contact
Possession / Use of Tobacco Products (including vaping products)	Confiscation, anti-vaping video, up to three (3) days ISS, SW assessment, & Parent Contact	Confiscation, up to three (3) days OSS / ASP, SW assessment, & Parent Contact	Confiscation, up to five (5) days OSS / ASP, SW assessment, & Parent Contact
Possession / Use / Under the Influence / Distribution of THC-laced vaping products or alcohol	Up to ten (10) days OSS / ASP, referral to SRO, referral to MLA, & Parent Contact		
Possession / Use / Under the Influence or Distribution of Drugs or Drug Paraphernalia	Referral to SRO, ten (10) days OSS, MLA referral, & Parent Contact		
Fighting, Physical Aggression (for students who engage) or instigating	Five (5) days OSS & five (5) days ASP or Facilitative Dialogues & 2/3, referral to SRO, & Parent Contact	Ten (10) days OSS, referral to MLA, referral to SRO, & Parent Contact	
Assault on Student	Five (5) days OSS & five (5) days ASP, referral to SRO, & Parent Contact	Referral to MLA, referral to SRO, & Parent Contact	
Assault on Staff	Referral to SRO, ten (10) days OSS, referral to MLA, possible LTS, & Parent Contact		
Sexual Contact between Students (consensual)	Up to ten (10) days OSS / ASP, SW assessment, & Parent Contact	Up to ten (10) days OSS / ASP, SW assessment, possible MLA referral, & Parent Contact	Ten (10) days OSS, MLA referral, & Parent Contact
Sexual Harassment / Assault (Title IX)	Up to ten (10) days OSS / ASP, investigation, SRO referral, possible LTS, & Parent Contact	Up to ten (10) days OSS, investigation, SRO referral, possible LTS, & Parent Contact	MLA referral, investigation, SRO referral, possible LTS, & Parent Contact
Gang Related Activities or Gang Affiliation	Up to ten (10) days OSS / ASP, possible MLA referral, SRO referral, possible LTS, & Parent Contact	Up to ten (10) days OSS, MLA referral, SRO referral, possible LTS, & Parent Contact	
Threats (true or false) or Acts of Terror	Up to ten (10) days OSS / ASP, SRO referral, MLA referral, possible LTS, & Parent Contact		
Possession of a Firearm / Weapon	SRO referral, recommended 365 OSS, & Parent Contact		
Violation of NC GS	Administrative Review	Administrative Review	Administrative Review

***There are minimum consequences to be assigned by the administrator. Depending on the severity, the administrator reserves the right to administer a harsher consequence than listed for a given offense. Facilitative Dialogues will also be used whenever appropriate to mitigate OSS.***

## TECHNOLOGY

### **Cell Phones/Electronic Devices**

During the instructional day, cell phones/electronic devices/speakers should not be visible/used in classrooms or gyms/weight room without teacher permission. Students are permitted to use cell phones before school, at break, during their lunch time and after school. Refusal to give up cell phones/electronic devices/speakers if requested by an MCS employee will result in OSS for the remainder of the day and be assigned to a full day of ISS upon returning.

1st Offense: Warning

2nd Offense: Teacher takes phone for remainder of class

3rd Offense: Teacher turns in phone to administration

4th Offense: Parent pick-up

5th Offense: OSS/Possible MLA

Bringing a cell phone (or ear buds or any other technology) to school is a liability the students and his/her family accept. If a student loses a phone/tech product due to his/her own negligence or theft, the school is not obligated to investigate. We highly suggest keeping your tech items on your person at all times if you do bring them to school. Do not leave them on a desk, on a bench in the gym, on a table in the cafeteria...keep all such items on your person.

### **Student Devices and Disciplinary Actions**

Montgomery Central High School Students are provided devices which are supported through the Montgomery County Schools system. Students are required to pay a technology use fee even if they do not use a MCS issued device. Devices not issued through Montgomery County Schools are not supported or allowed for instructional purpose. Violation of the student use agreement will be addressed through the school administration in the manner they feel is the most appropriate. Technology discipline offenses will result in the restricted use of personal mobile computing devices while on school grounds.

Behaviors that lead to disciplinary action:

- Use of devices that are disruptive to the classroom learning environment or the total school environment.
- The viewing, downloading or distribution of material that is obscene, offensive, profane, threatening, cyberbullying, sexually explicit, or other materials that have harmful intent or demeans staff or students.
- Any use of the device that violates local, state, and/or federal laws or regulations.
- Acts of vandalism that damage the device or void the device service agreement, software license or warranty such as, but not limited to jailbreaking or rooting (hacking a device to bypass digital rights management software.)
- Failure to bring a fully charged device to school.

Potential consequences include: verbal warning, written warning, suspension from device use, ISS, OSS and termination of the use of devices.

### **Check-in and Check-out Policy for Laptops**

Students needing to check-out a laptop for the day must notify their 1<sup>st</sup> Period teacher, who will then call Mrs. Sanders at the beginning of the day. Students will receive a pass from the IT designee with the check-out time in order to return to class.

- Students are not allowed to check-out computers after 8:30 A.M.
- Students will return borrowed laptops to Mrs. Sanders at the end of the day shortly before the bell rings.
- When checking in laptops, the computer needs to be open for inspection.
- Students are responsible for all material that was checked out at the beginning of the day.
- If the device is not returned at the end of the day, the student is responsible for the device/accessories and/or payment.

Level 1 Behaviors	Possible Consequences	Teacher Action	Administrative Action
Unauthorized or inappropriate written/oral communication, use of E-mail, websites, or apps.	Private Statement	Privately redirect behavior	None
Unauthorized use of internet or computer games	Restating of rule/expectation	Re-emphasize rule/expectation	None
Activities that may be disruptive to the school environment	Warning		None
Negligent Care of Device (minor)	Warning/Restating of rule/expectation	Parent Contact/Re-emphasize rule/expectation	None
Level 2 Behaviors	Possible Consequences	Teacher Action	Administrative Action
Repeated level one (1) offenses.		Referral to office	
Negligent care of device resulting in damage (major)	Loss of device privilege	Referral to office	Suspension of device use. (Possible fee)
Loading/storing/creating unauthorized files, images, video, music, apps, data, programs, or viruses	Teacher-led after school detention	Referral to office. Parent contact required	Assign disciplinary action
Sending, transmitting, accessing, uploading downloading, minor forms of distributing obscene, offensive, profane, threatening, cyberbullying, obscene, or sexually explicit materials intended to harm or demean staff or students	Administrative conference, ISS, or Suspension	Referral to office, Send student to office, Parent contact	Assign disciplinary action.
Activities that may be disruptive to the school environment.	ISS, After school detention	Re-emphasize expectations, Referral to office, Parent contact	Assign Disciplinary Action
Level 3 Behaviors (Automatic Removal from Classroom)	Possible Consequences	Teacher Action	Administrative Action
Repeated level two (2) offenses		Referral to office	
Any activity that voids the device, service agreement, software license or warranty such as, but not limited to jailbreaking or rooting (process of hacking a device to bypass digital rights management software)	Loss of device privilege, Administrative conference	Complete and submit referral, Parent contact	Administrative conference, Assign disciplinary action
Pornography, Cyberbullying	Administrative conference, ISS, Suspension, Loss of device privilege	Referral to office, Parent Contact	Assign disciplinary action

## **Technology Fees**

There will be a \$40.00 technology fee per student per school year. This fee provides students with access to digital tools such as online subscriptions for curricular content, additional staffing for technical and instructional support, and other enhancements to the MCS network. A device may not be issued to a student until the fee is paid. If a parent does not want to take part in the take-home device program, s/he will still be billed the annual technology fee.

### **A. Payment Plans and Assistance**

- There will be a payment plan available for families that need that option. MCHS will accept a \$5 down payment with the balance due by the end of the school year.
- There is no price reduction for multiple students in the school system due to the fact that the fee is used for technology services and subscriptions, not just the device itself.
- Checks may be made out to Montgomery County Schools. No checks will be accepted after May 1st.

### **B. Insurance and Damages**

- The \$40 technology fee does not include lost, stolen, or intentionally damaged items. However, the fee does include student insurance that will help should accidental damage occur.
- There will also be a \$5 replacement fee for any barcodes that are missing on the laptop, charger, or case.
- To avoid repair wait times:
  1. Always carry your laptop in a protective case.
  2. Do not sit your laptop on a slanted surface like a binder or an uneven stack of books where it might slide to the floor.
  3. Never put an open drink on the same table as your laptop. Always sit the drink on the floor or on another surface.
  4. Do not draw on the laptop or push in the corner of the mousepad.
  5. Pick up the laptop by the base of the device, not the screen. If you pick it up by the screen, it can strain your hinges and other internal hardware.
  6. Clearly label chargers, cases, and laptops with removable tape, especially if charger is loaned to another student or there is a sibling in the home.

### **C. Fee Balance and Rollover**

- Please remember that fees follow students as they move to the next grade level.
- Students may also be prevented from attending the end of the year events, non-academic field trips, dances, or other school-sponsored events if they show a remaining balance on their fees.
- Students who have not paid their fees by the end of their senior year will not be allowed to walk at graduation.
- No checks will be accepted after May 1st.

## ATHLETICS

### Coaching Assignments

Athletic Director .....	Stefanie Panzer
Athletic Trainer.....	Indya Douglas
Football .....	Chris Metzger
Volleyball.....	Stefanie Panzer (Varsity/JV)
Cross Country .....	Rhonda Green (Girls) / Dan Jones (Boys)
Tennis.....	Delana Cagle
Cheerleading .....	Jasmine Goins (Varsity/JV)
Basketball (Boys).....	Damien Decatur (Varsity) / <b>TBD</b> (JV)
Basketball (Girls).....	Danasia Dumas (Varsity/JV)
Swimming .....	Laura Richardson (Girls) / Scott Richardson (Boys)
Wrestling.....	Mike Maness
Baseball.....	Sean Hassell (Varsity/JV)
Golf .....	Laura Richardson (Girls) / Will Bowers (Boys)
Softball.....	Spencer Shaw (Varsity) / Jon Hancock (JV)
Soccer.....	Madison Provines (Girls) / Henry Bustle (Boys)
Track .....	Henry Bustle (Girls/Boys)

### Sports Program

To be eligible to participate on a school sports team, a student must have passed three (3) out of their four (4) courses from the previous semester and have been present eighty-five (85) percent of the days in the previous semester. To participate on a given day, a student must have been present in two complete blocks (classes) during the day. Athletes will be excused from classes and not counted absent when extra time is needed for reaching an athletic event. Students are responsible for making up all class work. On the first offense, students assigned to ISS may be allowed to participate in athletic practices and/or games. Subsequent offenses will result in the denial of the privilege to play or practice on that calendar day. Students assigned to out-of-school suspension during the athlete's sports season automatically forfeit his/her rights to be a part of that sports team for the remainder of that season. He/she may not participate, including attend practice, for that season's duration.

The NCHSAA Board passed an eligibility rule related to those convicted of a felony, which goes into effect immediately. Any student subject to the NCHSAA eight-semester rule who (1) is convicted of a crime classified as a felony under North Carolina and federal law, OR (2) is adjudicated delinquent for an offense that would be a felony if committed by an adult, is not eligible to participate in the North Carolina High School Athletic Association sports program. Such ineligibility shall be immediate and shall prohibit participation in the NCHSAA sports program from the date of conviction or adjudication of delinquency through the end of the student's high school career.

Please remember that in order for students to be eligible to participate they must meet the following requirements...

- **MUST** be currently enrolled at MCHS
- **MUST NOT** turn nineteen (19) years of age on or before August 31, 2023
- **MUST** have a current physical on file with the school
- **MUST** be registered in DragonFly

- **MUST** have passed at least three (3) out of four (4) classes from the spring semester 2023 (9th grade students are automatically eligible if they were promoted) or three (3) out of four (4) classes from the fall semester if playing Spring 2024 sports.
- **MUST** have been present eighty-five (85) percent of days the previous semester (equates to no more than thirteen (13) absences)
- **MUST** have met Montgomery County's Schools local promotion standard
- **MUST** live in the school's assigned district **OR** have attended MCHS the previous two (2) semesters **OR** have a waiver on file

## **Discipline at Athletic Events and School Functions**

Students are governed by the same school discipline code when attending school sponsored athletic or other related activities. This includes school-sponsored events that do not take place directly on the MCHS campuses.

Students not conducting themselves in accordance with the Montgomery Central High School expectations will face the appropriate disciplinary action.

During out-of-school suspension or MLA discipline placement, a student is not allowed to be on any Montgomery County Campus during the day or night. He/she may not attend any school event at Montgomery Central High School or at any other school in the district.

## **Random Drug Testing Program**

MCHS will adhere to the [Random Drug Testing Program Policy #4326](#) adopted by the Montgomery County Schools Board of Education. Please refer to this policy for full information regarding the process.

## **Athletic Awards and Honors**

Athlete of the Year (Male and Female): To be awarded these honors, an athlete must participate in at least two (2) sports. Athletes must be well-rounded students, be involved in their community, demonstrate high moral character, and achieve academically at a high level with a GPA of no less than a 3.0 (unweighted). No athlete who quits any sport during the year will be considered for this honor. Grade level (9, 10, 11, 12) is not a consideration. Each head coach gets one vote for the male AOY and one vote for the female AOY.

### Coach of the Year:

This award will be voted on by all head coaches. It is open to both Varsity and JV head coaches. Coaches must show a commitment to the overall athletic program and their respective sport(s) and demonstrate positive relationships with the student athletes they serve.

### Speeches for Athletic Awards Ceremonies:

For the Athletic Awards Ceremony, one senior athlete will be chosen to deliver the Welcome Address, and one senior athlete will be chosen to deliver the Closing Address. Whenever possible, diversity in selections should be considered. Selected students should demonstrate high moral character, good attendance in school, and good academic performance.



# FORMS



# Montgomery County Schools Innovative Calendar | 2023 - 2024

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	O	19
20	W	W	W	W	O	26
27	28	29	30	31		

August 18 Optional Workday  
 August 21 – 24 Required Workdays  
 August 25 Optional Workday  
 August 28 First Day for Students

September 2023						
S	M	T	W	T	F	S
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	X	30

September 4 Labor Day Holiday  
 September 14 Interims for High Schools  
 September 22 Interims for Elementary/MS  
 September 29 Professional Development

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	C	X	21
22	23	24	25	26	27	28
29	30	31				

October 3 End of 1<sup>st</sup> Grading Period (HS)  
 October 19 Conferences End at 7 pm (All Grades)  
 October 20 End of 1<sup>st</sup> Grading Period (Elem./MS)  
 October 20 Interims for High Schools  
 October 20 Professional Development

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	H	11
12	13	14	15	16	X	18
19	20	21	N	H	H	25
26	27	28	29	30		

November 8 End of 2<sup>nd</sup> Grading Period (HS)  
 November 17 Interims for Elementary/MS  
 November 10 Veteran's Day Holiday  
 November 17 Professional Development  
 November 22 No Day  
 November 23, 24 Thanksgiving Holiday

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	X	H	23
24	H	AL	AL	AL	H	30
31						

Dec. 1 Interims for High School  
 Dec. 21 End of 3<sup>rd</sup> Grading Period (HS)  
 Dec. 21 End of 2<sup>nd</sup> Grading Period (Elem./MS)  
 Dec. 21 3 Hour Early Release  
 Dec. 22, 25 Christmas Holiday  
 Dec. 26-28 Annual Leave  
 Dec. 29 Christmas Holiday

January 2024						
S	M	T	W	T	F	S
	H	AL	AL	AL	O	6
7	W	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 1 New Year's Holiday  
 January 2-4 Annual Leave  
 January 5 Optional Workday  
 January 8 Required Workday  
 January 9 First Day 2<sup>nd</sup> Semester  
 January 15 MLK Jr. Holiday

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	X	10
11	N	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

February 1 Interims for High School  
 February 9 Professional Development  
 February 12 No Day  
 February 24 Interims for Elementary/MS  
 February 26 End of 4<sup>th</sup> Grading Period (HS)

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	C	N	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	N	30 <sup>2023</sup>

March 7 Conferences End at 7 pm (All Grades)  
 March 8 No Day  
 March 20 End of 3<sup>rd</sup> Grading Period (Elem./MS)  
 March 21 Interims for High School  
 March 29 No Day

April 2024						
S	M	T	W	T	F	S
	H	AL	AL	AL	AL	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 1 Easter Holiday  
 April 2-5 Annual Leave  
 April 22 End of 5<sup>th</sup> Grading Period (HS)

May 2024						
S	M	T	W	T	F	S
			1	2	X	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	31	

May 2 Interims for Elementary/MS  
 May 3 Professional Development  
 May 15 Interims High School  
 May 27 Memorial Day Holiday

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	X	8
9	N	W	O	O	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 7 Last Day for Students  
 June 10 No Day  
 June 11 Required Workday  
 June 12-13 Optional Workdays

## Weather Make-Up Days

November 22, February 12, March 8, March 29, June 10

If weather make-up days cannot be used, MCS can assign a Saturday as a weather make-up day.

X-3 Hour Early Dismissal, C-3 Hour Early Dismissal, AL-Annual Leave Day, H-Holiday, N-No Day, O-Optional Workday, W-Required Workday

# Montgomery Central High School

## **REQUEST FOR EARLY RELEASE**

**2023-2024**

The staff of Montgomery Central High School encourages students to maintain a rigorous course of study while enrolled. However, we also understand that some students may be interested in early dismissal in order to pursue an after-school job, volunteer opportunity, or academic internship. In this situation, a request for this schedule may be granted, if the student understands the potential ramifications and agrees to abide by certain stipulations, as listed below.

Please note the items below in making this decision:

- **Any student planning to attend a four-year college or university after graduation should bear in mind that college admissions counselors prefer applicants enroll in a rigorous course of study throughout high school, including during the senior year.** It is advised that any student considering a reduced course load during the senior year consult with college admission counselors to determine how this might impact acceptance or enrollment. Advisement on this matter may vary from one post-secondary institution to another.
- **The MCHS Athletics Department has learned that the NCHSAA does not necessarily agree that student-athletes would retain eligibility if they take such a reduced load.** The NCHSAA has a higher standard and strictly enforces their rule requiring students to pass a minimum of three courses in a semester in order to maintain eligibility for the next semester. Therefore, if a senior wishes to play sports during the second semester, the senior must be enrolled in at least three 4X4 classes during the first semester, pass all of them, and meet all other eligibility requirements.

**Seniors petitioning for early release must meet the following criteria. Please check all that apply:**

- |   |   |
|---|---|
| <p><input type="checkbox"/> I am on track to graduate in January 2024 or June 2024</p> <p><input type="checkbox"/> I have a minimum of 22 credits and an unweighted GPA of at least a 2.5.</p> <p><input type="checkbox"/> I am enrolled in at least three courses for each semester.</p> | <p><input type="checkbox"/> I need no more than six (fall) or three (spring) core classes for graduation credit completion.</p> <p><input type="checkbox"/> I have my own transportation and have a valid Montgomery Central Parking pass.</p> <p><input type="checkbox"/> I am taking ____ (#) MCC ONLINE classes.</p> |
|---|---|

**Seniors petitioning for early release must abide by the following rules. Failure to follow these rules will result in removal of privilege.**

- Students will leave campus immediately after their last class. Students found in the hallways 5 minutes after the late bell will be placed in holding until the end of the school day.
- Students who are granted early release will remain off campus until after school dismisses.
- Seniors will be responsible for attending senior assemblies and homerooms when scheduled during early release periods.
- Students will be responsible for obtaining important information communicated during periods of early release.
- On the occasion a student may require pick up for early dismissal, the student will wait in ISS until the main office calls for the pick-up.

Seniors interested in early release should complete the information below and return it to their assigned counselors. Because of the implications for college admission and athletic eligibility, students and parents are strongly encouraged to ascertain how early dismissal might impact admission to the colleges and universities to which they are applying.

**Block(s) Requesting Release (check all that apply):**

First Semester		Second Semester	
1 <sup>st</sup> Period _____	4th Period _____	1 <sup>st</sup> Period _____	4th Period _____

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Semester Release Requested: \_\_\_\_\_ Sem. One \_\_\_\_\_ Sem. Two

Parking pass: \_\_\_\_\_ Yes \_\_\_\_\_ No Space # \_\_\_\_\_ Are you a student-athlete at Montgomery Central? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, which season(s)? \_\_\_\_\_ Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring

\_\_\_\_\_ **I have not met the criteria on page one of this application. However, I have extenuating circumstances that need to be considered. Briefly explain.**

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\*\*\*\*Extenuating circumstances will not be considered until the counselor or administrator can speak to a parent or guardian.

_____ <i>Student Signature</i>	_____ <i>Parent Signature</i>	_____ <i>Date</i>
_____ <i>Counselor Signature</i>	_____ <i>Administrator Signature</i>	_____ <i>Date</i>



# Montgomery Central High School

770 Timberwolf Drive, Troy, North Carolina 27371 ♦ (910) 556-5500 ph. / (910) 236-6307 fax

*Anne McLean* – Principal

*Toby McLaurin* – Asst Principal

*Sabrena Moore* – Asst Principal

## COLLEGE DAY FORM

### Juniors/Seniors:

1. This form must be filled out completely.
2. Turn your form into Guidance **BEFORE** you take your college day.
3. Bring back verification of your college visit from an official at the college. Return this verification to the Guidance Office to be counted present at school.
4. You must be passing all your classes to take a college day.
5. You must not have more than 4 absences in any class.
6. All teachers and parents must sign the form before you can take a College Day.

_____	_____	_____
<i>Student Name</i>	<i>College(s) you plan to visit</i>	<i>Date</i>
<b>Teacher Approval</b>		
_____	_____	_____
<i>1st Period Teacher Signature</i>	<i>1st Period Course Name</i>	<i>Date</i>
_____	_____	_____
<i>2nd Period Teacher Signature</i>	<i>2nd Period Course Name</i>	<i>Date</i>
_____	_____	_____
<i>3rd Period Teacher Signature</i>	<i>3rd Period Course Name</i>	<i>Date</i>
_____	_____	_____
<i>4th Period Teacher Signature</i>	<i>4th Period Course Name</i>	<i>Date</i>

### **Parent/Guardian Approval:**

My child has permission to be absent from school for the purpose of visiting colleges on the date listed above. I understand that I am responsible for providing travel arrangement for my child, and that my child must make up any assignments he/she misses during the College Day visit.

_____	_____	_____
<i>Parent/Guardian Printed Name</i>	<i>Parent/Guardian Signed Name</i>	<i>Date</i>

## Montgomery Central High School

# WAIVER REQUEST APPEAL FORM

**Students must complete one form for EACH class they are appealing.**

**Due to front office no later than Monday, December 11, 2023.**

The first semester of the 2023-24 school year is coming to an end. We have many students who have continued to miss a lot of school days and a lot of instruction for a variety of reasons. If you believe you have absences that should be waived, this form needs to be completed and turned in to the front desk no later than Mon, Dec 8, 2023. Complete a separate form for each class for which you missed days that you think should be waived. (If you need more than one page for one class, please staple them together.)

**Student Name:** \_\_\_\_\_ **Grade Level:** \_\_\_\_\_

**Parent/Guardian Name AND phone number:** \_\_\_\_\_

**Course Appealing:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_ **Period:** \_\_\_\_\_

**Current Course Average:** T1 \_\_\_\_\_ T2 \_\_\_\_\_ T3 \_\_\_\_\_ **# Days made up:** \_\_\_\_\_

**“Date of Absence” Column** is to be completed by the teacher whose course is being appealed.

**Reasons for absences and documentation attached** – these columns should be completed by student.

You **MUST** attach documentation for each absence that you want waived that is currently coded as unexcused (doctor’s notes, court note, parent letter with parent phone number included on letter, etc....)

	<b>Date of Absence</b>	<b>Reason for Absence</b>	<b>Documentation?</b>	
<b>1</b>			<b>Yes</b>	<b>No</b>
<b>2</b>			<b>Yes</b>	<b>No</b>
<b>3</b>			<b>Yes</b>	<b>No</b>
<b>4</b>			<b>Yes</b>	<b>No</b>
<b>5</b>			<b>Yes</b>	<b>No</b>
<b>6</b>			<b>Yes</b>	<b>No</b>
<b>7</b>			<b>Yes</b>	<b>No</b>
<b>8</b>			<b>Yes</b>	<b>No</b>
<b>9</b>			<b>Yes</b>	<b>No</b>
<b>10</b>			<b>Yes</b>	<b>No</b>
<b>11</b>			<b>Yes</b>	<b>No</b>
<b>12</b>			<b>Yes</b>	<b>No</b>
<b>13</b>			<b>Yes</b>	<b>No</b>
<b>14</b>			<b>Yes</b>	<b>No</b>
<b>15</b>			<b>Yes</b>	<b>No</b>
<b>16</b>			<b>Yes</b>	<b>No</b>
<b>17</b>			<b>Yes</b>	<b>No</b>
<b>18</b>			<b>Yes</b>	<b>No</b>
<b>19</b>			<b>Yes</b>	<b>No</b>
<b>20</b>			<b>Yes</b>	<b>No</b>





# Montgomery Central High School

770 Timberwolf Drive, Troy, North Carolina 27371 ♦ (910) 556-5500 ph. / (910) 236-6307 fax

*Anne McLean* – Principal

*Toby McLaurin* – Asst Principal

*Sabrena Moore* – Asst Principal

## FIELD TRIP PERMISSION FORM

As the parent of \_\_\_\_\_, I give permission for my child to participate in the field trip described below.

Field Trip Description: \_\_\_\_\_

\_\_\_\_\_

Names of Supervising Teachers: \_\_\_\_\_

Date of Field Trip: \_\_\_\_\_

Time Leaving MCHS: \_\_\_\_\_

Time Returning to MCHS: \_\_\_\_\_

Transportation will be by bus provided by Montgomery County Schools. All school rules apply during this field trip. No student will be permitted to participate in this field trip unless parent/guardian has signed this permission form.

***Signed form must be returned to MCHS by \_\_\_\_\_.***

.....

I, \_\_\_\_\_, give permission for my child to participate in the field trip described on this form.

\_\_\_\_\_

*Parent/Guardian Printed Name*

\_\_\_\_\_

*Parent/Guardian Signed Name*

\_\_\_\_\_

*Date*

Home Telephone Number: \_\_\_\_\_

Alternate Telephone Number: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_

High School teachers must sign affirming you are in good standing in their classes.

Period 1 \_\_\_\_\_

Period 2 \_\_\_\_\_

Period 3 \_\_\_\_\_

Period 4 \_\_\_\_\_



# 2023-2024 Daily Schedule



REGULAR	
1st Period announcements	08:00 – 09:30 09:30 - 09:35
2nd Period	09:40 – 11:10
3rd Period (1st Lunch) Lunch-Class	Lunch: 11:10 – 11:35 Class: 11:40 – 1:15
3rd Period (2nd Lunch) Class-Lunch-Class	Class: 11:15 – 12:00 Lunch 12:00 – 12:25 Class: 12:30 – 1:15
3rd Period (3rd Lunch) Class-Lunch	Class: 11:15 – 12:50 Lunch 12:50 – 1:15
4th Period	1:20 – 2:50

HOMEROOM/Activity/Pack	
1st Period	08:00 - 09:25
Homeroom/Activity/ Pack Time	09:30 - 10:00
2nd Period	10:05 – 11:30
3rd Period (1st Lunch) Lunch-Class	Lunch: 11:30 – 11:55 Class: 12:00 – 1:25
3rd Period (2nd Lunch) Class-Lunch-Class	Class: 11:35 – 12:20 Lunch 12:20 – 12:45 Class: 12:50 – 1:25
3rd Period (3rd Lunch) Class-Lunch	Class: 11:35 – 1:00 Lunch 1:00 – 1:25
4th Period	1:30 – 2:50

2 Hour Delay	
1st Period	10:00 – 11:00
2nd Period	11:05 – 12:10
3rd Period (1st Lunch) Lunch-Class	Lunch: 12:10 – 12:35 Class: 12:40 – 1:45
3rd Period (2nd Lunch) Class-Lunch-Class	Class: 12:15 – 12:45 Lunch 12:45 – 1:10 Class: 1:15 – 1:45
3rd Period (3rd Lunch) Class-Lunch	Class: 12:15 – 1:20 Lunch 1:20 – 1:45
4th Period	1:50 – 2:50

3 Hour Delay	
1st Period	11:00 – 11:50
2nd Period (1st Lunch) Lunch-Class	Lunch: 11:50 – 12:15 Class: 12:20 – 1:05
2nd Period (2nd Lunch) Class-Lunch-Class	Class: 11:55 – 12:20 Lunch 12:20 – 12:45 Class: 12:50 – 1:05
2nd Period (3rd Lunch) Class-Lunch	Class: 11:55 – 12:40 Lunch 12:40 – 1:05
3rd Period	1:10 – 2:00
4th Period	2:05 – 2:50

3 Hour Early Release	
1st Period	08:00 – 08:45
2nd Period	08:50 - 09:35
3rd Period	09:40 – 10:25
LUNCH	10:30 – 11:00
4th Period	11:05 – 11:50

## ***Student Acknowledgement***

I hereby certify that I have read and understand the policies set forth in the student handbook and will abide by these policies and assure that they are implemented.

---

Signature of Student

---

Date

## ***Parent Acknowledgement***

I hereby certify that I have read and understand the policies set forth in the student handbook and will have my child abide by these policies and assure that they are implemented.

---

Signature of Parent/Guardian

---

Date