

# Mountain View High School

Expect excellence in everything.



***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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**Important Phone Numbers:**

|                            |  |
|----------------------------|--|
| Main Office                | 678-407-7600   |
| Attendance Office          | 678-407-7634   |
| Athletic Office            | 678-407-7608   |
| Clinic                     | 678-407-7635   |
| Counseling Office          | 678-407-7604   |
| Community School           | 678-407-7616   |
| Fax                        | 678-407-7605   |
| Principal                  | Mr. Keith Chaney   |
| Administrators             | Mr. Matt Raettig<br>Dr. Wendy Rhodes<br>Ms. Tamia Robb<br>Mr. Todd Salo<br>Mr. Wayne Smith<br>Dr. Matt Stratemeyer |
| Community School Directors | Mr. Dolford Layson<br>Mr. Glenn George   |
| SRO                        | Officer Kenrick Bennett<br>Officer Dave Elkins   |
| Administrative Assistant   | Ms. Diane Schatell   |
| School Hours               | 7:20 a.m. - 2:10 p.m.  |

\*\* The contents of this handbook are subject to change. Please refer to our school's website for current updates. <http://www.mtnviewhs.com/index.html>.  
**Confidential Hotline to report drugs, weapons, etc. - 770-822-6513**



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**POSITIVE BEAR SPIRIT**

*In order to support and encourage student growth and development in all areas, the MVHS staff has committed to continue a positive approach by implementing a formal process that: 1) defines the behaviors that are desired in all Bears; 2) models and teaches these desired behaviors; 3) reinforces positive behavior through recognition and reward; and 4) monitors and measures the process while feeding back information to the other steps in the process. This approach has been embraced by schools throughout the country (see [www.pbis.org](http://www.pbis.org)), and MVHS is excited about being one of the first high schools in Gwinnett County to voluntarily engage in the process. The acronym B-E-A-R-S encompasses the following characteristics:*

- B**enevolent*
- E**ngaged*
- A**ccountable*
- R**espectful*
- S**ervice-Oriented*

We look forward to all staff, students, and parents engaging in support of these behaviors as we continue to strive for excellence in all areas (visit the school website at <http://www.mtnviewhs.com/index.html> for more information.

## MOUNTAIN VIEW HIGH SCHOOL VISION AND MISSION

### *Vision*

Mountain View High School will be a world-class school where students acquire the knowledge and skills to be successful as they continue their education at the postsecondary level and/or enter the workforce.

### *Mission*

The mission of Mountain View High School is to pursue excellence in academic, knowledge, skills, and behavior for each student, resulting in measured improvement against local, national, and world-class standards.

## MOUNTAIN VIEW BELL SCHEDULE

| Start Time | End Time      | Class Period           |
|------------|---------------|------------------------|
| 7:20am     | 8:16am        | 1 <sup>st</sup> Period |
| 8:21am     | 9:15am        | 2 <sup>nd</sup> Period |
| 9:20am     | 10:14am       | 3 <sup>rd</sup> Period |
| 10:19am    | 11:13am       | 4 <sup>th</sup> Period |
|            | 10:19-10:44am | Intervention           |
|            | 10:48-11:13am | Lunch                  |
| 11:18am    | 12:12pm       | 5 <sup>th</sup> Period |
|            | 11:18-11:43am | Intervention           |
|            | 11:47-12:12pm | Lunch                  |
| 12:17pm    | 1:11pm        | 6 <sup>th</sup> Period |
|            | 12:17-12:42pm | Intervention           |
|            | 12:46-1:11pm  | Lunch                  |
| 1:16pm     | 2:10pm        | 7 <sup>th</sup> Period |

**ALL STUDENTS MUST LEAVE CAMPUS BY 2:30 UNLESS ACCOMPANIED BY A SPONSOR, COACH, TEACHER OR ADMINSTRATOR.**

Teachers need to sign the student's agenda book if the student is allowed to stay late or come in early. Coaches/teachers **MUST** stay with students outside until their ride arrives.

## GENERAL INFORMATION

### LOCKERS

Students may rent a locker for \$3.00 a year for the storage of books and equipment. It is the student's responsibility to see that the locker is kept locked at all times. The school is not responsible for lost or stolen items from the lockers. Any problems should be reported immediately to the attendance office. Some lockers can be repaired very easily while others require a locker repair service to be contacted. Security is sacrificed

anytime students share their combinations with other students. Only one locker may be purchased per student. Additional locks are not permitted on school lockers. All lockers are school property and remain at all times under the security of the school. **Periodic inspection of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. Locker fee must be paid on MyPaymentsPlus.com.**

### **LOST AND FOUND**

Items found in and around the building will be brought to the cafeteria and kept there for a limited period of time. Items can be claimed during lunch. Found articles should not be taken off the campus.

### **VISITORS**

All persons who are not students or faculty members of Mountain View High School must have the expressed permission of the administration to be on campus or in the school buildings. Visitors to the school or campus should check in at the desk in the main lobby. **Outside food may not be brought into the school/delivered for students.**

### **STUDENT ACCIDENT INSURANCE**

If you wish to purchase student accident insurance for the school year, ask for an information brochure and mailing envelope from the athletic office. Two types of student insurance policies are available. They are (1) Coverage while the student is at school and (2) Full-time coverage (24 hours). School Time and Full Time Coverage include all sports except football for students in grades 9-12.

### **CAFETERIA SERVICES**

Mountain View High School offers an excellent lunch program to its students and staff. Student meals are \$2.50 and adult meals are \$3.00 for a regular meal. Lunch lines are operated on a self-serve basis allowing students a choice of items as well as portions to be served. Students may elect to serve larger portions of particular items but will be appropriately charged for these extra portions. Students are not allowed to leave the campus for lunch and all food should remain in the cafeteria.

### **STUDENT EDUCATIONAL RECORDS**

Under the Family and Educational Rights and Privacy Act of 1974, parents have several rights. These include the right to inspect and review educational records of their child, the right to challenge the content of those records, the right to control the release of the educational records of their child, the right to complain to the Family Educational Rights and Privacy Office about the school's failure to comply with the law, and the right to be informed of these rights just listed. To obtain a copy of Gwinnett County's policies on its compliance with the law, or to request the opportunity to inspect and review their child's records, parents should contact their child's school."

Gwinnett County Public Schools provide the student and his or her parent with important rights pertaining to student records through policy "JR." These rights include the following:

- the right to receive this information in a format understandable to the student and parent
- the right to inspect and review student records by parents (and in the case of students over the age of eighteen, by students) within 45 days of the request and the right to have the records explained

- the right to copies of student records
- the right to challenge the content of student records and the procedures for doing so, including the availability of formal proceedings to resolve these disputes
- the right to request that material be removed from student records and the procedures for doing so
- the requirement of parental or student consent and methods of consent before the disclosure of student records except in certain specific circumstances
- the rights of separated or divorced parents and legal guardians pertaining to student records
- the schedule of destruction of particular student records the content, location and particulars concerning permanent records, official records and supplemental records.
- The student or parent may contact the local school for more information about the above list of rights.
- Parents can request a copy of the student's educational record in person by visiting the counseling office. The cost is \$5.00. The copy will be available for parent, or student, pick up on the following Friday.

"Copies of a student's educational record may be transferred to officials of other schools or school systems in which the student seeks to enroll. Unless parents express, at the time of enrollment in the Gwinnett County Public Schools, a need for additional notice of the transfer of student records, the records transfer to the enrolling school or school system will occur without further notice."

"School officials must require the parent or guardian to provide proof of residency in the district and attendance zone at the time a student is initially enrolled in a school."

### **MEDICATIONS**

Taking medication at school is discouraged. However, in the event a student must take medication at school, any medication, prescription or over-the-counter, must be turned in to the clinic. **All medication is dispensed in this office and is kept in a locked cabinet. Medication may not be dispensed to a student unless a picture ID is presented (school ID, state issued driver's license or ID card).** All medications must be delivered by the parent in the original bottle and accompanied by an Administration of Medication Form. Any medication sent in envelopes, baggies, etc. would not be administered. These forms are available through the clinic. Failure to take medications to the clinic could result in serious disciplinary action, from 3-day suspension to disciplinary panel.

### **TRANSPORTATION**

Gwinnett County School System provides bus transportation to every student enrolled in school, provided the student lives within the county and attends the appropriate school within his/her school attendance zone. Students are NOT allowed to ride the bus home with other students except in cases of extreme emergency. Emergencies do NOT include the need to work on projects together, spend the night plans, ball practices, parent meetings/events. etc. If there is an emergency situation, such as parents are called out of town suddenly due to a death in the family, please contact the Transportation Office at 678-765-4955.

### **TEXTBOOK POLICY**

It is the policy of the Gwinnett County Public Schools to administer a system of maintaining and controlling textbooks, library books, and media materials. Recognizing that these materials represent a sizable financial investment, the system will establish rules and regulations, as it deems necessary for the care and protection of these materials. These rules and regulations may include any of the following sanctions against a pupil who fails to pay for a lost or damaged textbook, library book, or media material at the

replacement cost:

- Refusal to issue library books, or media materials until restitution is made, or
- Withholding/withdrawing parking privilege
- Withholding the opportunity to participate in the graduation ceremony

### **KEEPING MOUNTAIN VIEW HIGH SCHOOL CLEAN**

In order to maintain the outstanding facilities we have been given, students are expected to help keep the campus clean and free of debris. Students are expected to clean up after themselves during their lunch period.

## **CURRICULUM AND INSTRUCTION**

### **GRADING SYSTEM**

A = 90 - 100

B = 80 - 89

C = 74 - 79

D = 70 - 73

F = 0 - 69

### **INCOMPLETES**

Incompletes will **not** be given. If a student has missed an assignment due to an excused absence, the grade of zero will be averaged in the place of that grade **until the student makes up the work within five (5) days or following other arrangements granted by the teacher**. All **pre-assigned** work will be due on the day of a student's return from an absence. All incomplete work carried over into a new semester should be completed no later than the fifth school day following the excused absence and should be approved by the AP for Curriculum and Instruction. If work is graded and returned to students within the 5 day period, student work may not be accepted.

### **MAKE-UP WORK**

When a student has an excused absence, he/she has five (5) school days or according to a plan devised by the teacher to make up missed work. A student who has been suspended must be given the opportunity to make up the work missed when he/she returns to school. No work will be sent home during suspension. **The five-day rule does not apply to long-standing due dates on assignments such as term papers, projects, and on-going reading and in some cases tests/exams**. In those cases, it is generally expected that the student would turn in the assignment on his/her first day back in school. If work is graded and returned to students within the 5 day period, student work may not be accepted.

### **PROGRESS REPORTS/DEFICIENCY REPORTS**

Progress Reports are sent out **2** times each semester- at **6 weeks, and 12 weeks**. The report gives the cumulative grade at the time of issue. Parents may view their students' grades by accessing <https://go2.gwinnett.k12.ga.us/parents/PPS/login> parent portal. Forms for registering on the site are available in the counseling office. Due to confidentiality, this form must be completed by the birth parent or legal guardian and submitted in person along with a picture identification.

### **REPORT CARDS**

Report cards for first semester will be **mailed** to students during the first two weeks of the following semester. Report cards for second semester will be mailed home approximately 2 weeks after school has ended.



## **REQUEST FOR HOMEWORK**

A student who will be out of school for three or more consecutive days may request homework assignments by emailing his/her teacher or through the Counseling Office for the period of time he/she will be absent. However, **the teachers are to have 48 hours notice**, and the student is expected to turn in all requested work within three school days upon returning to school. Teachers have homework posted on eClass.

## **SCHEDULE CHANGES**

**Changes in students' schedules will not be made to move a student from one teacher to another or from one period to another unless the school must do so to balance class sizes. Legitimate reasons for dropping/adding classes once the semester has begun are**

- The student has already received credit for the course.
- The student is taking a course out of sequence.

**Students or parents should email a letter to the AP for Curriculum and Instruction indicating which reason makes it necessary to change a class. Schedule change requests received before the new semester begins will be considered but not guaranteed.**

## **ACADEMIC LETTER REQUIREMENT**

Students who earn a 90 or above average for each semester of the preceding year will be recognized at an official ceremony in the fall. The student will receive a letter of recognition for his/her first year and will receive a pin for each subsequent year of recognition. (Grades will not be rounded to the next highest number in order to achieve eligibility for this academic recognition.) Students transferring from schools outside of Gwinnett County will be eligible for a Mountain View letter after one full year in attendance.

## **GIFTED EDUCATION PROGRAMS**

The Gwinnett County Public Schools gifted education program serves students in grades K - 12 by providing academic challenges for those who are intellectually advanced. The gifted program is called FOCUS at the elementary level, PROBE at the middle grades, and Gifted Program at the high school level. Any teacher who has knowledge of a student's intellectual abilities may refer a student to the local school's gifted referral committee.

The classes offer accelerated learning and enriched academic curriculum experiences that focus on and extend Gwinnett County Public Schools' Academic Knowledge and Skills.

**Students are identified and placed in gifted education based on criteria established by the Georgia General Assembly and the Georgia State Board of Education.**

Students who transfer from gifted education programs within the state of Georgia have reciprocity into the Gwinnett program providing the original placement was correctly completed. Students who transfer from out-of-state must meet Georgia requirements. Parents should notify the school when registering their child that he/she was identified as a gifted education student in their previous school.

## **VOLUNTARY STUDENT CONTRIBUTIONS**

School contributions may be collected for the purposes listed herein. These funds are over and above funds provided under the Quality Basic Education Act. Contributions will not be compulsory, a grade may not be withheld, and access to credit-granting courses will not be denied because of non-payment of listed contributions.

## **VALEDICTORIAN AND SALUTATORIAN**

The Valedictorian and Salutatorian will be determined after the completion of fall semester in December. The college preparatory senior with the highest cumulative grade point average will be recognized as the Valedictorian. The college preparatory senior with the second highest cumulative grade point average will be recognized as Salutatorian. **Both students must be enrolled at Mountain View High School for at least half of the school year (more than three class periods).**

## **HONOR GRADUATES**

Senior students who have achieved an overall cumulative grade point average of 90 or above at the completion of fall semester in December will be recognized as Honor Graduates. (Students who believe their averages have risen to this level after spring semester must contact the counseling office with proof of their new average in order to be recognized.)

## **HOMEcomings & PROM REPRESENTATIVE REQUIREMENTS**

All students attending homecoming and prom must be academically in good standing. In order to be eligible to represent Mountain View High School for homecoming court or prom royalty, students:

- Should not have served O.S.S. for the current semester nor previous 4 semesters.
- Should never have been paneled from Gwinnett County Schools
- Must maintain a 2.0 G.P.A. and be on track for graduation.

The 2017 Homecoming Dance will take place in the MVHS Commons Area on Saturday, September 16<sup>th</sup>. Tickets will **ONLY** be available through MyPayments Plus.com.

***NO TICKETS WILL BE SOLD AFTER the deadline.***

- Tickets are non-refundable
- MVHS students may purchase one additional date ticket
- Dates must be in at least the ninth grade and under age of 21 (no more than one year out of high school)
- Students attending the dance must be present at least half of the day Friday (per the extracurricular events policy) in order to attend

## **HOME AND PRIVATE SCHOOL COURSE VALIDATION**

In accordance with Southern Association of Schools Standards, please be aware that Gwinnett County Public Schools will validate competency, by course, before awarding Gwinnett County Public School credit for work completed at a home school or private school that is not accredited by the Southern Association of Colleges and Schools or its equivalent. (Examples: Middle States Association, North Central Association, New England Association, etc.) Students entering a Gwinnett County Public High School from a non-accredited public or private school or a home school program will be required to validate competency by examination. If you attend or plan to attend a non-SACS accredited school or a home school and subsequently request credit for the experience from a Gwinnett County Public School, please check with your counselor for details involving awarding of Gwinnett County Public School credit.

## **HOMELESS CHILDREN AND YOUTH**

The Stewart B. McKinney/Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing

homelessness. It provides legal protections for children and youth in homeless situations to enroll in, attend, and succeed in school and preschool programs. In accordance with this law, Gwinnett County Public Schools affords homeless children and youth equal access to the same free, appropriate public education, including public preschool education such as Head Start, Even Start, State Pre-K, and Title I Preschool Programs as provided to other students. Homeless children and youth will have access to education and other services that he/she needs to have an opportunity to meet the same challenging state student academic achievement standards to which all students are held. Please contact your counselor for further information.

### **SCHOOL ADMISSION OF SUSPENDED OR EXPELLED STUDENTS**

(Policy JDF) The Gwinnett County Board of Education may decide not to admit a student into the school system that has been suspended or expelled from another school system during the period of such suspension or expulsion.

Before an entering student will be excluded for the operative suspension or expulsion period, the Gwinnett County Board of Education will hold a preadmission hearing to determine whether the cause for a particular student's suspension or expulsion from another school system would justify suspension or expulsion from the Gwinnett County Public Schools. A certified copy of the other school system's order of suspension or expulsion shall be obtained.

If the student's conduct would have justified suspension or expulsion from Gwinnett schools, the student may be barred from admission for such time as is authorized by the school system's rules governing long-term suspension. This same process will be used to determine school admission enrollment eligibility for students who pose a threat to the school community.

State Law: Students in sixth grade or higher transferring to a new school will be required to provide academic and disciplinary transcripts to school officials. Students will be required to disclose conviction of designated felony acts and whether they currently are serving a suspension or expulsion from another school, the reason for such discipline, and the term of discipline. Schools can refuse to admit students under disciplinary action from other school systems. In lieu of compliance, a student may be admitted on a conditional basis if he/she and his/her parent or legal guardian executes a document providing the name and address of the school last attended and authorizing the release of all academic and disciplinary records to the school administration. O.C.G.A. 20-2-670.

### **EXAM EXEMPTION POLICY**

Exam exemptions are for **second semester seniors only**. Seniors, who have an overall cumulative average of 90 or greater at the end of Fall Semester, will be exempt from taking objective examinations for the second semester. Seniors who have an "A" average in a specific course may exempt from taking a second semester exam on a course-by-course basis. The performance exams must be taken by all students. End of Course Georgia Milestone assessments may not be exempt.

If a student is eligible to exempt an exam, he/she may choose to take the exam. If the student chooses to take the exam, it will count the same as it does for all other students in the class.

### **PROMOTION POLICY**

Promotion criteria based on date of entry into 9<sup>th</sup> grade can be obtained through the MVHS Counseling Office.

## **COMPUTER NETWORK USER GUIDELINES AND RESPONSIBILITIES**

All computers accessed by students at Mountain View High School are to be used for instructional purposes only. With Internet availability comes the responsibility of the user to access only materials that are considered educational in value in the context of the school setting. Mountain View faculty and staff will make every effort to educate and guide proper use of technology including the Internet; however, on a global network, it is impossible to control all materials. Therefore, students will be held accountable for the appropriate utilization of the technology. **Remember: The fact that a student "can" perform a particular action does not imply that he/she "should" take that action.**

The use of any computer network or individual computer is **a privilege, not a right**, which may be temporarily or permanently revoked at any time for abusive conduct. Such conduct would include the placing of unlawful information on a system, the use of abusive or otherwise objectionable language in either public or private documents, acts of sabotage that are likely to result in the loss of work or the network itself. Disciplinary action will be taken in all cases of network abuse.

In a networked environment (or on stand-alone computers) it is unlawful and/or unethical to

- Alter any component of the computer, including (but not limited to) hardware, software, and/or network setting (e.g. downloading files)
- Use the computer to harm other people
- Interfere with other people's computer work
- Use a computer to steal
- Gain unauthorized access to other people's files or programs
- Copy software for which you have not paid
- Damage or down the network, including (but not limited to) the introduction of a virus which results in lost work or a damaged system
- Damage or destroy the operating system or applications
- Steal or damage computers and network equipment (cables, connectors, keyboards, etc.)
- Gain unauthorized access to on-line resources by using someone else's password. In Georgia, it is unlawful to share passwords with another person.
- Use the computer for other than instructional use (e.g. personal e-mail)

We are very fortunate to have labs, a media network and several stand-alone computers at Mountain View High School. As users, students are expected to demonstrate the maturity and responsibility necessary when working in any computer-oriented environment. We expect students to understand that when working in a networked environment, every action taken by a user has the potential to affect the work of other users of the network.

## **ACCEPTABLE USE POLICY**

The Board recognizes that electronic media, including the Internet, provides access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of electronic resources must be in support of assigned responsibilities, and consistent with the vision, mission and goals established by the Gwinnett County Board of Education and for the purpose of AKS instructional support. All users of the district wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access.

Strict compliance with all applicable ethical and legal rules and regulations must be maintained by all users of the wide area network and/or other electronic informational services including electronic mail (e-mail). Students may not read or write personal e-mail. Users must respect intellectual property rights and understand that school system data accessible over the network constitutes property. All electronic, telephonic, and communications transmitted by, received from, or stored in these systems are property of the Gwinnett County Public Schools. Users of such systems should have no expectation of privacy. Instructional use of e-mail for legitimate educational purposes is allowed under the direct supervision of a MVHS education team member and will be subject to monitoring and review, including review of text and attachments that are related to that student or students. Accessing Chat sessions or computer hacking sites are in violation of our acceptable use policy. At NO TIME should a student consider e-mail private or confidential in any way.

Students who wish to bring their **computers or wireless electronic devices** into the building must adhere to these guidelines. Computers may be used for legitimate instructional use only. Students must have permission from the Instructor to use their **computers or wireless electronic devices** during class. Instructor will issue the appropriate form to the student to be signed by the student and parent. Computer games of any kind are not acceptable instructional use and therefore are prohibited. Students must have an AUP signed and kept on file with the instructor. Gaming devices are prohibited both during and after school hours except under the direct supervision of the instructor.

It is important to note that with a global network it is impossible to control or predict all materials a user may accidentally or purposefully discover on an electronic resource. Gwinnett County Public School personnel will make every effort to educate and guide all users in the proper use of electronic media, including the Internet. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users) must understand that neither the Gwinnett County Public Schools nor any district staff member controls the content of the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. The Gwinnett County Public Schools DOES NOT CONDONE the use of such materials. Therefore, it is imperative that the user be held accountable for the appropriate utilization of this technology.

**ACCESS IS A PRIVILEGE - NOT A RIGHT!** All violations of the county and school ACCEPTABLE USE POLICY will result in a disciplinary referral to an Administrator of Mountain View High School.

Local schools may establish additional regulatory guidelines for use of electronic resources that include, but are not limited to, guidelines established by this system wide procedure.

Building administrators shall establish a process for informing students and staff about the district and local school Acceptable Use Procedures.

The definition of GCPS information and data resources will include any computer, server or network, or access provided or supported by GCPS, including the Internet. Use of the computer facilities includes the use of data/programs stored on GCPS computing systems, data/programs stored on magnetic tape, floppy disk, CD-ROM's, DVD-ROM's computer peripherals, or other storage media, that is owned and maintained by the GCPS. The "user" of the system is the student using GCPS technology. The purpose of these guidelines is to ensure that all GCPS technology users share the GCPS technology resources in an effective, efficient, ethical and lawful manner.

GCPS technology should be used for legitimate educational reasons only, and not for personal use. Access is a privilege, not a right, and all students are expected to treat this learning tool with respect.

Failure to follow these guidelines can violate the Official Code of Georgia, OCGA, Codes 16-9-90, 16-9-91, 16-9-92, and 16-9-93, as well as United States Public Law 106-554, known as the Children's Internet Protection Act. Such actions can also lead to disciplinary actions, up to and including loss of access to GCPS technology resources and further disciplinary actions as defined by existing GCPS policies.

By logging into this computer **YOU ARE ACCEPTING RESPONSIBILITY** of what Internet sites are viewed and any other inappropriate activities that may occur. Make sure you log off this computer while not using it. Violations of the Policy will be YOUR responsibility.

Finally, please note that GCPS technology use is subject to auditing for legitimate purposes, as well as live monitoring where appropriate.

**(Note to student:** To ensure you are not held liable for another user's activities, log off the network at the end of your session. To terminate your session, go to the Start button, choose Shut Down, choose Close all programs/sign on as a different user, and click Yes.)

## **HOSPITAL/HOMEBOUND/HOMEBASED**

\*Please contact your counselor to begin the application process.

A student who has a medically diagnosed physical condition restricting him/her to his/her home or hospital for a minimum of ten consecutive school days may be eligible for Hospital/Homebound/Teleclass instruction.

Service to eligible general education (non-handicapped) high school students may provide three hours of homebound/teleclass instruction per week. Minimum service will provide instruction in the core subjects of mathematics and language arts. However, instruction in other areas may be provided based on the availability of funding to support instructional personnel.

The Homebound/Teleclass program is not structured to replicate a student's entire course schedule. In the past, local schools have developed effective plans to accommodate students who have short-term absences by allowing students to make up work or by providing modified assignments. It may be necessary for the local school Student Support Team to develop a plan to address course work, which is not available through Hospital/Homebound/Teleclass Service.

Some courses are not suited for delivery through a homebound setting due to the technological and participatory demands of the course curriculum. Arrangements to address the specialized requirements of laboratory, performance of field-based courses will be made at the local school with the SST.

An evaluation of the student's eligibility is based on the student's medical diagnosis by a physician and by the duration of consecutive absences. Students who will be absent for at least ten consecutive school days, as certified by a physician, are eligible for homebound services. In the case of projected absences (e.g. subsequent to surgery), the request for services can be made prior to the occurrence of the absence. A request for homebound services is to be accompanied by the principal's signature and parental approval.

General education students whose absence is projected for more than 20 consecutive school days may be referred by the SST to review and develop reasonable and appropriate plans for meeting the student's educational needs. Such students, for example, may be referred for evaluation to determine eligibility for special education

services, such as "Other Health Impaired" programming.

### **COUNSELING DEPARTMENT**

|                     |  |
|---------------------|--|
| Brittany Davidson   | 9 <sup>th</sup> grade counselor (last names A-K)                   |
| Dr. Adrian Peterson | 9 <sup>th</sup> grade counselor (last names L-Z)                   |
| Joe Faulconer       | 10 <sup>th</sup> grade counselor                                   |
| Lucy Mason          | 11 <sup>th</sup> grade counselor                                   |
| Nicole Blackmon     | 11 <sup>th</sup> grade/college and career readiness/NCAA counselor |
| Joyce Gonzalez      | 12 <sup>th</sup> grade counselor                                   |
| Natalie Norman      | Registrar/Records  |
| Marilyn Como        | Counseling Clerk   |
| Terry Vazquez       | 9 <sup>th</sup> Grade Clerk  |

**Counseling Hours: 6:50am – 2:50pm**

**Counseling Office Main Number: 678-407-7604**

If you want to meet with a counselor, please schedule an appointment with the counseling secretary before school, during lunch, or after school. Students experiencing an emergency can report to the counseling office with a pass from their teacher. Parents can call the counseling secretary to request an appointment to meet with the counselor, or they can email the counselor directly.

**Transcripts:** Ordering official transcripts to send to colleges or scholarships must be done through MyPaymentsPlus.com. Transcript orders are processed on Fridays and are available for pick up by the student, or parent/legal guardian, during lunch. The cost is \$5.00 per transcript ordered. Students are responsible for mailing the transcript(s). If you are sending a transcript to a college/university or NCAA Eligibility Center, it can be ordered for FREE through the student's GaCollege411 account.

**Withdrawals/Transferring Schools:**

Parents/legal guardians must visit the Counseling Office to complete the necessary form if they plan to withdraw/transfer the student from MVHS. Parent/legal guardian must present a valid photo ID. Withdrawals take 24 hours to complete. The student is responsible for returning all textbooks and library books and taking care of all outstanding fees.

**Services Available To Students:**

1. Personal Counseling Intervention
2. Academic Advisement
3. Interpretation of Test Results
4. Career/College Guidance
5. Grade Level Guidance Programs
6. Orientation for New Students
7. Consultation for Parents and Faculty
8. Referral Service for Community Agencies
9. Mandatory Reporting of Abuse

## Grade Level Checklist

### Freshmen:

- \*join clubs, sports, etc.
- \*begin thinking about possible careers
- \*update 4-year plan of courses
- \*earn good grades in courses
- \*take PSAT in October
- \*check counseling website regularly for scholarship, college, and other helpful information

### Sophomores:

- \*take appropriate courses for graduation
- \*take PSAT in October
- \*stay involved in extra-curricular activities
- \*join Honor Associations (i.e. NHS and/or Beta)
- \*continue to investigate career possibilities
- \*earn good grades in courses
- \*Check counseling website regularly for scholarship, college, and other helpful information

### Juniors

- \*take appropriate courses for graduation
- \*stay involved in extra-curricular activities
- \*hold leadership positions where possible
- \*attend parent and junior conference meeting (winter)
- \*obtain college/technical school information
- \*visit colleges and technical institutes during the summer
- \*earn good grades in courses
- \*take SAT/ACT
- \*take PSAT in October if College Bound (For National Merit Scholarship Competition)

### Seniors

- \*take appropriate courses for graduation
- \*stay involved in extra-curricular activities
- \*hold leadership positions where possible
- \*read Senior newsletters and share with parents/apply for scholarships
- \*apply to college/technical school in the fall
- \*complete Application for Graduation with counselor in the fall
- \*earn good grades in courses
- \*meet with Military Recruiter if appropriate
- \*complete FAFSA form after January 1 for HOPE and Financial Aid
- \*take ASVAB in October
- \*take SAT/ACT
- \*send final transcripts to college/technical schools in June

## PARKING PROCEDURES AND REGULATIONS

**Please Note:** Parking on campus is a privilege. Therefore, certain rules and regulations are expected of the student to maintain this privilege. At Mountain View High School, a student must be in good academic, attendance, and disciplinary standing to purchase and keep a parking permit. At any time a student begins to exhibit inappropriate grades, attendance, and/or behavior, he or she will forfeit his or her parking privilege for the school year. The following criteria must be met before a student can apply for a parking permit:

- I. **No MAJOR** disciplinary referrals (i.e. drugs, weapons, fighting, AWOL from school, or any activity that could lead to a county disciplinary referral). Any student suspended pending a disciplinary panel will lose their parking privileges for one year.
- II. Students with more than four (4) unexcused tardies to school will have their parking permits suspended and/or revoked for the remaining semester.

Each student who drives an automobile to school must register the vehicle by purchasing a parking permit. Parking permits cost \$70.00 for the year. **No refunds will be issued.** The parking decal must be permanently attached to the vehicle. In the event a student must drive a temporary vehicle to school,



the student must sign the car in at the front office. Personal notes left on the dash are not acceptable. Unauthorized vehicles will receive a parking ticket. After the second violation, a parking boot will be attached to the car.

**Vehicles may also be towed at the owner's expense.** Students are reminded that ALL school rules are in effect in the parking area before, during, and after school.

Parking permits may not be sold, traded, or transferred from one student to another. Any student who sells, trades, or gives their parking pass to another student will have their parking privileges permanently suspended. The student who receives the unauthorized parking permit will have their parking privileges suspended for one year. Replacement stickers are subject to a \$15.00 fee. The original parking decal must be returned at the time of the replacement request. **Failure to return the original parking sticker will result in the student having to register their vehicle again for \$70.00.** Efforts are made to ensure parking lot security; however, Mountain View High School and Gwinnett County Public Schools assume no responsibility for damages, loss, or theft. If a car accident occurs on campus, it is up to the individuals involved to report the accident to school officials and the police to settle damages.

**In addition to those things listed above:**

1. Drivers and passengers must leave their vehicles and parking lot **immediately** upon arrival and report to their classrooms.
2. No one may enter the parking lot during the day (except those students that are scheduled to leave) without written permission from the Administration. Your vehicle will not be used as a locker.
3. The Administration has the right to search your vehicle as deemed necessary. Such searches may be conducted without notice, without student consent, and without a search warrant.
4. Busses and pedestrians always have the right of way.
5. Be courteous and cautious. **Speed limit is 10mph.**
6. No loud mufflers, tire squealing, fast starts, "doughnuts," reckless driving, or loud radios will be tolerated.
7. Students are not allowed to ride in the back of any pick-up truck.
8. After leaving school, students should not return without written permission.
9. No smoking while arriving in, leaving, or walking through the parking lot.
10. Any reassignment of parking spaces can only be done by the Administration.
11. Your vehicle must occupy no more than 1 space.
12. All vehicles must have a sticker attached to the windshield to park on campus. If a student needs to drive a substitute vehicle on a given day, he or she needs to sign in the new car in the front office.
13. Teachers cannot give you permission to park on campus. Any special parking arrangements must be approved through the Administration.
14. Students are expected to comply with all State of Georgia Traffic Rules and Regulations and Road Safety Rules while on school property.

**Parking Violations and Fines**

1. Parking in an Unauthorized area- \$10.00
2. Reckless driving (Speeding, Spinning tires, etc.)- \$20.00
3. Parking Permit not displayed- \$10.00
4. Excessive Parking Violations – Revocation of Parking (No Refund Will Be Issued)
5. Any Major Discipline Referral – Revocation of Parking for the remainder of the school year
6. Unauthorized Vehicle Parked on Campus – Towing at owner's expense

7. Suspension Pending a County Discipline Panel – Revocation of Parking for one year.

**In case of a student’s parking privileges being revoked, the parking permit fee is Non-refundable.**

## **MOUNTAIN VIEW HIGH SCHOOL ATTENDANCE POLICY AND PROCEDURES**

### **STATEMENT OF POLICY**

School attendance is important because it underscores the significance of learning and the importance of obtaining an education in our society in addition to helping students develop good work habits that will carry over in life. Good attendance also correlates strongly with improved grades. A minimum level of attendance is required for attainment of the Academic Knowledge and Skills (AKS) curriculum. The responsibility of school attendance is that of both parents and students. The Superintendent has designated the minimum levels of attendance in procedure consistent with state standards.

### **ABSENCES TO MOUNTAIN VIEW HIGH SCHOOL**

**If a student forgets his/her excuse, he/she has TWO days to present it or it may be considered unexcused. After 10 absences, a doctor’s note will be required for the absence to be excused.**

In accordance with state attendance guidelines, parents/guardians must send a **signed**, written note or a doctor’s note when the student returns to school explaining the reason for the absence, the date(s) of the absence(s), Student ID, and a daytime phone number. These notes should be taken to the attendance office within two (2) days of the student(s) return to school. If the student fails to bring a note, the absence will be regarded as an **unexcused explanation** for the absence. If a student has five (5) unexcused absences, the school will make contact with the parent/guardian or person having charge or control of the student to notify them of these absences and possible consequences. The school shall send a written notice via certified mail with return receipt requested.

For students age 14 and over, the school also will notify the student and parent when the student is within 3 unexcused absences of having a report filed with the Georgia Department of Motor Vehicles, which may result in the loss or denial of a learner’s permit or driver’s license.

State law calls for the suspension of a student’s driver’s license or permit for one (1) full year or until the student reaches the age of 18. If a student:

- A. Drops out of school and has remained out of school for ten (10) consecutive days.
- B. Has ten (10) or more unexcused absences from school during the current academic year or ten (10) or more school days or unexcused absences in the previous year. The student may not have ten (10) or more unexcused absences in a calendar year.
- C. Has been found in violation by a hearing officer, discipline panel, or tribunal of one of the following offenses, has received a change in placement for committing one of the following offenses, or has waived his/her right to a hearing and pled guilty to one of the following offenses: threatening, striking, or causing bodily harm to a teacher or school employee, possessing or selling a alcohol or drugs on school property or at a school-sponsored event, possessing or using a weapon on school property or at a school-sponsored event, committing any sexual offense, or causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.

To facilitate prompt, appropriate communication between the home, school, parents/guardians or persons having charge or control of a student should notify the school immediately when there is a change in the student's address and/or phone number as listed in school records.

Possible consequences and interventions for unexcused absences, tardies or excessive early checkouts may include, but are not limited to, the following:

|   |                                |
|---|--------------------------------|
| Revocation of School Transfer               | Counseling Group Participation |
| Loss of driver's license//learner's permit  | Loss of Parking Permit         |
| Isolated Lunch                              | Student/Parent Conferences     |
| In-school suspension                        | Out-of-school suspension       |
| Referral to School Social Worker            | Referral to Juvenile Court     |
| Referral to Social Service Agencies         | Referral to Disciplinary Panel |
| Student Attendance Review Committee Meeting | Attendance Contracts           |

#### **CERTIFICATE OF ENROLLMENT** (FORMERLY "CERTIFICATE OF ATTENDANCE")

Students may order a certificate of enrollment through their MyPaymentsPlus account. The cost is \$3.00 and there is a two (2) day turn around for this information. The completed certificate can be picked up by the student in the attendance office.

#### **ALCOHOL DRUG AWARENESS PROGRAM (ADAP) VERIFICATION**

There is no charge for the ADAP verification. However, if students need a replacement ADAP card, replacements can be ordered on MyPaymentsPlus for \$5 and picked up from the Main office with a two (2) day turn around.

#### **PREARRANGED ABSENCES**

**(Always Unexcused) Policy** - If parents find it necessary for students to miss school due to an out of town trip (**limit 5 days per year**), absences must be signed by the Assistant Principal over the Attendance Office. If approved, the student may make up missed work. A prearranged absence does not make the absence excused. Only reasons for absences on the state approved list will be excused.

#### **Procedures**

1. Obtain a prearranged absence form from the Attendance Office three (3) or more days prior to the absence.
2. Fill out the form and obtain a parent/guardian's signature.
3. Have **all** teachers sign the form.
4. Return the form to the attendance office. The Assistant Principal over the Attendance Office sign/review the request.

#### **TARDIES**

All students are expected to be in school and classes on time **before the tardy bell rings**.

#### **UNEXCUSED TARDIES**

Students will receive consequences for excessive unexcused tardies.

## **EARLY DISMISSAL - PROCEDURE**

### **If this is a planned check out**

1. Students should present the Attendance Office with a note from their parent/guardian requesting permission to check out. The note should include a **phone number** for verification and is to be turned in at the attendance office **before first period**.
2. A check out slip will be given to the student indicating the time of day that they need to report to the Attendance Office for check out. All students must come by the Attendance Office before leaving campus.
3. If the parent has **NOT** been contacted for verification, the parent is to come inside to check out the student.
4. If the parent **WAS** contacted for verification, the attendance personnel will sign the student out and he/she will be instructed to meet the parent at a designated area or drive
5. No check outs can be done over the phone, via email, or faxed, and students can **NOT** be called from class until the parent arrives.
6. Students cannot check themselves out, even if they are 18 years old.

### **For an emergency illness only**

1. The student should obtain a pass from his/her teacher to go to the clinic to call his/her parent/guardian.
2. If the nurse deems the illness to be severe then the parent/guardian will be contacted for permission to check out.
3. The student will be given permission to check out and the attendance personnel will issue him/her a check out pass.
4. Picture identification is required for all check outs.
5. Only those indicated on the clinic card may check out students.
6. Students must officially sign out at the attendance office.
7. If students do not have a clinic card on file, their parent must come to the school to check them out.
8. No students may be checked out after 1:45 pm.

## **EMANCIPATED STUDENTS**

Emancipated students are allowed to check themselves in or out if court papers are on file. All other guidelines for attendance will be followed accordingly.

## **SCHOOL FUNCTION ABSENCES - POLICY**

If a student is absent from any class due to a school function, he/she is responsible for any missed work.

## **SCHOOL FUNCTION ABSENCES - PROCEDURES**

1. Get the appropriate teacher signature on the Activity Form.
2. Contact the teacher for make-up work and turn it in based on the school make-up policy.

## **EXTRACURRICULAR EVENTS - POLICY**

A student must be present for half the school day to participate in an extracurricular event after school or that evening. This includes practices, productions, athletic events, etc. In order to participate in an event that is held on the weekend, a student must be present for

half the day on Friday prior to the weekend. This includes prom, dances, games, plays, etc.

### **TRUANCY (AWOL) - POLICY**

Students who leave campus without checking out or who are absent without their parent's knowledge will be considered truant. Students who skip part of a class, classes, or whose parents allow them to miss school for invalid reasons will also be considered truant. The administrator will handle truancy with consequences ranging from detention to disciplinary panel.

**Truant** - Any child subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences.

**Compulsory Attendance** – Official code of Georgia (O.C.G.A.) 20-2-690.1 (a): 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 that meets the requirements for a public school, a private school, or home study program; and such child be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program.

**Tardy** – Students are considered tardy to school, or class, if the student arrives to school, or class, after the school bell has sounded.

**Early Checkout** - When a parent/guardian, or other person having charge or control of a student authorizes a student to leave the facility before the end of the school day. School day hours are 7:20 am to 2:10 pm.

**Excused Absences** – State Board of Education Rule 160-5-1-10 defines the following as excused absences:

1. Personal illness or attendance in school endangers a student's health or the health of others. (i) Local boards of education may require students to present appropriate medical documentation upon the return to school for the purpose of validating that the absence is an excused absence.
2. A serious illness or death in the student's immediate family necessitating absence from school. (i) In the event of a serious illness in a student's immediate family, local boards of education may require students to present appropriate medical documentation regarding the family member upon return to school for the purpose of validating that the absence is an excused absence.
3. A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety. (For Gwinnett County Public Schools, the closure of schools for hazardous conditions may only be made by the Superintendent for the purposes of excused absences.)
6. Local boards of education may allow a period not to exceed one day for registering to vote or voting in a public election.
7. Local boards of education shall count students present when they are serving as pages for the Georgia General Assembly.

Any absences not listed above will be unexcused.

When sending in an absence note, please be more specific than "family emergency" if you would like for this to be considered for excused. We cannot excuse for a "family emergency" since that is not one of the 7 acceptable absences from the State of Georgia.

## **DELIVERIES TO STUDENTS IN CLASS**

In an effort to minimize disruptions, maximize instructional time, and encourage student responsibility, Mountain View High School will not accept any items dropped off during the school day for any reason. This includes but is not limited to money/checks for activities, homework, books, phones, food, gifts, clothing or lunches. In addition, we do not accept outside deliveries (outside food chains, balloons, flowers, etc.).

## **PERSONAL CALLS AND/OR MESSAGES FOR STUDENTS**

**The school WILL NOT interrupt instructional time for any messages to students. No students will be called out of class to call a parent unless the school deems it an emergency.**

## **STUDENT DISCIPLINE**

1. A student on his/her way to or from school, at any school related activity or event, or at any school event held away from school is under the jurisdiction of school authorities and is subject to the rules and regulations as stated in the Student Conduct Behavior Code.
2. Students under short-term suspension (1-9 days), long-term suspension (10 or more days) or expulsion are not allowed on any Gwinnett County school campus or to attend any school function, activity, or event.
3. All weapons, instruments, or controlled substances confiscated by school authorities are to be turned in to Safety and Security.
4. A student is considered to be in possession of an illegal and/or banned item(s) or substance(s) when such item(s) or substance(s) is found on the person of the student, in his/her possessions, in his/her locker, in a student's vehicle on school property, or in any vehicle a student brought on school property, on property being used by the school, at any school function or activity, or at any school event held away from the school.
5. **School administrators and/or their designated representatives are given the authority to conduct a reasonable search of students, their possessions, their lockers, and their vehicles when on school property, on property being used by the school, at any school function or activity, or at any school event being held away from the school if it is established there is reasonable suspicion of the student being in violation of an offense in the Student Conduct Behavior Code.**
6. Students found guilty of being an accomplice to any violation of the Student Behavior Code are subject to the same penalties as students who are actively involved in committing such offenses.
7. The local school administration may establish a consequence scale for each violation (offense) of the Student Behavior Code - first offense, second offense, etc. Administrators will not repeatedly assign the same consequence for rule violation. Students should expect escalation in severity of consequences based upon frequency of violations.

## **MOUNTAIN VIEW STUDENT CODE OF ETHICS**

1. I will be honest in my statements and actions.
2. I will respect myself, the school staff, and fellow students.
3. I will respect the beliefs of others.
4. I will display good conduct and sportsmanship at school, on the bus and at all school activities.
5. I will respect the property of others.
6. I will work to the best of my ability.
7. I will use criticism in a helpful manner.
8. I will promote school cleanliness and the upkeep of school property.

9. I will make substitute teachers and visitors feel welcome.
10. I will support school activities.

### **DRUG FREE SCHOOLS STATEMENT**

The Gwinnett County Board of Education is concerned about the well-being of its students and employees. The Board of Education recognizes that establishing a drug-free environment encourages student and employee productivity and promotes the accomplishment of the school system's mission and goals. In accordance, the Board of Education declares the following:

- The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
- Standards of conduct prohibit the unlawful possession, use, manufacture, distribution, or dispensation of illicit drugs and alcohol by students and employees on school premises, in route to and from school, or as part of any school sponsored activity.
- Disciplinary actions as described by the Student Conduct Behavior Policy (Policy JDC) will be imposed on students who violate the standards of conduct. Employees should refer to Gwinnett County Public Schools' policies and procedures for pertinent disciplinary sanctions.
- Information about drug and alcohol counseling, rehabilitation, and re-entry programs is available through school counselors, administrators, and from the Staff Benefits/Risk Management office.

**If you think or know that, someone is carrying a weapon, drugs, or alcohol on school property, please call: 770-822-6513.**

**This is a CONFIDENTIAL HOTLINE. You do not have to give your name.**

### **DISCIPLINE RIGHTS AND RESPONSIBILITIES**

The discipline code was developed with the involvement of representative students, teachers, and parents. It is based on the idea that you as a student have certain rights and responsibilities. You have the right to pursue an education in an orderly environment free of distractions and disruptions by other students. You also have the responsibility to conduct yourself in such a way that other students can also learn in an orderly atmosphere. You have the right to know exactly what is expected of you. You have the responsibility to live up to these expectations.

### **STUDENTS AND EMPLOYEES GRIEVANCE PROCEDURE**

If you believe that you are being mistreated by school employees on the basis of your race, color, religion, gender (sex), national origin, or handicap, you have a complaint and a remedy. Please tell any school employee in whom you have confidence, most particularly the principal, a guidance counselor, or trusted teacher that you have a complaint about the manner in which you are being treated and why. You may also contact the school system's title IX coordinator for assistance by writing or calling: Gwinnett County Public Schools, 437 Old Peachtree Road NW, Suwanee, GA 30024 (678-301-6000)

### **DEFINITIONS OF DISCIPLINARY ACTIONS**

The following disciplinary actions may be given at the discretion of the administration based on the offense.

1. **Departmental Detention** - Given at the discretion of the teacher for various classroom disruptions. Departmental Detentions may vary in length from 30 minutes to 1 hour depending on the offense. Departmental Detentions are served with a teacher within the same department of the assigning teacher (math, science, etc.).
2. **The Cave** – Silent lunch is assigned by an administrator for various offenses. It is conducted during the lunch/intervention period. Students must bring material to work on for at least one hour.

Failure to serve silent lunch will result in the student being assigned another consequence.

3. **In-School Suspension (ISS)** - Removal of the student from regular classes and assignment to classroom set up for this program; exclusion from all school-sponsored activities; social isolation and course work required. If a student is absent from school during this period of time, in-school suspensions will be completed upon return to school.

4. **Out of School Suspension (OSS)** - Removal of the student from the school campus and exclusion from all school-sponsored activities during suspension by administration or the Board of Education.

5. **County Disciplinary Hearing** - A County Disciplinary Hearing can be arranged by an administrator. It is required for some serious offenses. After the final remarks are made, the panel will decide guilt or innocence and determine the consequences. If a student is found in violation, the Disciplinary Panel may order long-term suspension or expulsion.

6. **Expulsion** - Removal of a student from the school system for an extended period of time or permanently by the Board of Education.

## **GWINNETT COUNTY STUDENT CONDUCT BEHAVIOR CODE**

At the beginning of the school year or upon enrolling, all students receive and sign for a copy of the Gwinnett County Public School Student/Parent Discipline Handbook. Students and parents are encouraged to review this text as it contains the 12 Rules of the Student Behavior Code and details the rules/consequences in Gwinnett County Public Schools.

## **LOCAL SCHOOL DISCIPLINE CODE AND ELECTRONICS POLICY**

**In addition** to the previously stated Student Conduct Behavior Code of Gwinnett County Board of Education, the following rules of Mountain View High School will be followed by all students.

### **A. Hats, Hoods, Visors, and other head gear:**

Hats, hoods, visors, do-rags, scarves, laser pointers, chains (including but not limited to wallet chains), sunglasses and other similar items are not to be worn or visible during the school day. Picks, combs, brushes, and similar items will not be worn and/or displayed in a student's hair.

**Students and Parents----**We ask that you take the time to review the guidelines listed below regarding the use of electronic items during school.

In accordance with GCPS policy, local school principals can set guidelines for the use of cell phones and/or electronic items on school grounds. **Mountain View High School's first priority is to have an interruption-free and distraction-free learning environment for all students, teachers and staff.** Many of us have been interrupted in conversations, meetings, concerts, and other venues with cell phones/electronic items, and the frustration of these disruptions will not be allowed to occur in our high school.

### **Electronic Devices: Cellular Phones, Tablets, CD/MP3 Players, I-Pods, etc.**

Devices may be used during the school day between classes, during lunch, and before and after school but never during class, or advisement without the explicit, direct permission of the teacher. Students still must follow school rules while operating the devices. Not being able to hear or see directives because of the use of these devices will never serve as an acceptable excuse for non-compliance. Ear buds should therefore be used with caution. Over the ear "earphones" are not allowed, ear buds only. Devices are not permitted in ISS.



**When may a communication device be used?**

1. Prior to 7:20 while in hallways, cafeteria, and commons/atrium areas.
2. During class changes.
3. During assigned lunch period.
4. After 2:10 unless in an after-school class or detention.
5. Students still must follow school rules while operating the devices. Not being able to hear or see directives will never serve as an acceptable excuse for non-compliance.

**When may a device be used in a classroom, office or other instructional setting?**

1. Students may only use a device for academic purposes with explicit, direct permission from teacher or faculty member. Each teacher or faculty member determines the academic use of devices in their classroom.
2. Ear buds must be removed immediately upon entering an instructional setting (classroom, clinic, office, etc.)
3. Devices must be turned to silent/vibrate.
4. All devices are to remain off and stowed away during all testing situations in the classroom.

**Who is responsible if the device is lost or stolen?**

The student must secure his/her device at all times and never leave it unattended. Students should guard against theft as they would in any public building or area. Theft of such devices is an unfortunate issue facing public schools, and often these devices cannot be recovered. Students should keep the devices on their persons at all times or locked away. **School personnel and/or administration are not responsible for the loss or damage of any device brought on school property.**

**Clarifications:**

1. Devices may not be used during instructional time unless the classroom teacher gives explicit permission for items such as lesson enhancement, assessment, student organization, etc. Devices are not permitted in ISS.
2. Ear buds must be removed immediately when a student communicates with faculty and staff members. These items must also be removed when a student enters any office or instructional setting. This includes but not limited to any office, instructional setting, when addressed by adults, purchasing lunch, tickets, etc.
3. Speaker functions may not be used. Music or conversations should not be heard by others.
4. All devices must be placed on vibrate or silent.
5. Students may not activate the video, camera, or sound recording function of the device at any time unless they are pursuant to the express instructions of a teacher or administrator.
6. Students still must follow school rules while operating the devices. Not being able to hear or see directives will never serve as an acceptable excuse for non-compliance.
7. If student's use devices to illegally enhance their own academic performance or another student's performance, the student(s) involved will receive additional severe consequences for academic dishonesty in addition to potential loss of use of an electronic device.
8. If students use a device to engage in illegal or unethical behavior such as but not limited to bullying, harassing, threatening, or intimidating, the student(s) involved will receive additional severe consequences for such conduct and potential loss of use of an electronic device.

**B. Forgery**

Students shall not forge a signature on any school-related document.

**ACTION TO BE TAKEN:** 1st Offense:

In-school suspension

2nd Offense: Out-of-school suspension  
3rd and further Offenses: Administrator discretion  
including but not limited to suspension from school for 1 to  
9 days, referral to disciplinary panel.

### **C. Cafeteria Behavior**

Students are expected to behave in a courteous manner in the cafeteria. **Students are required to remove ear buds while acquiring food and communicating with staff members.** Breaking in line, throwing food or objects, leaving trays or trash, or making loud noises is not acceptable. It is the responsibility of the student to clean up the area that they use during lunch. Trash cans will be provided for this purpose. If a student shuns his/her responsibility, then he/she will be assigned consequences. **Stealing food or drink from the cafeteria will result in administrative consequence.**  
**ACTION TO BE TAKEN:** Student will be assigned a designated area to clean up. This involves picking up all trash. A student will be assigned a specific number of days. Repeat offenders will face Administrative consequences.

### **D. Food and Drink in Classrooms**

Students are not allowed to have open food or drinks in any classroom, OR any computer lab. Only water in a clear bottle is allowed in the classrooms. For safety reasons, glass containers/bottles are not allowed.  
**ACTION TO BE TAKEN:** Teacher Discretion

### **E. Dress Code**

Goal: Students at Mountain View High School are expected to dress in a manner that is supportive of a positive learning environment that is free of distractions and disruptions. There is a direct correlation between student dress and student behavior. Appropriately, dressed students behave appropriately. Students will be expected to observe modes of dress, styles of hair, and personal grooming that support the "Expect Excellence in Everything" atmosphere at MVHS.

The dress code is designed to reduce the likelihood of distraction or disruption to the daily academic focus. MVHS should be considered a work place and the student should dress accordingly. Instruction is interrupted when a student is referred to an administrator for inappropriate dress. If (in the judgment of the administration or staff) a student is dressed inappropriately, the student will receive a dress code violation and will be required to wear MVHS dress code clothes (sweatpants and t-shirt). The purpose of the student dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of dress instilling dignity and pride.

**The following are specific areas that are addressed: (This list is not all inclusive)**

#### **SHIRTS**

1. Clothing shall fit appropriately. No "muscle" shirts and/or undershirts cut like muscle shirts are acceptable. No sleeveless shirts may be worn or any type of clothing that exposes the armpits.
2. The following articles of clothing are **NOT** to be worn at MVHS: bare midriff clothing, halter tops, strapless tops, backless tops, racer back tops, spaghetti straps, tank tops, sleeveless shirts, low-cut/revealing shirts, pajamas or sleepwear of any type, excessively revealing clothing or clothing which exposes undergarments in any way, see through clothing, both shoulders should be covered at all times.
3. In accordance with GCPS Board policy of "zero tolerance" of weapons, gangs, and drugs, clothing shall be free of inflammatory, suggestive, or other inappropriate writing, advertisement, or art work. This includes but is not limited to offensive words and designs, violence (blood, death, and weapons), sex, Playboy symbols, hate groups, tobacco products, drugs, or alcohol.

4. Clothing which is associated with gang activity is not acceptable. Students are not allowed to display clothing or symbols that have been identified by the Gwinnett County Police Gang Task Force as being commonly identified with criminal gangs. Garments, jewelry, body art and tattoos that communicate criminal gang allegiance are not to be displayed or worn at school, and no item may be worn in a manner that communicates criminal gang affiliation. Criminal gang-related attire includes but is **NOT** limited to the following:

Wearing clothes in an asymmetrical pattern such as rolling up one pant leg, wearing a dominant color every day of the week, long bulky chains and necklaces, gang-style belt buckles, jerseys with numbers 8, 13, 14, or 88 (or any other numbers that have been deemed as gang related), large oversized pendants or necklaces and chains, bandannas, altering clothing from its original form to change the names and/or intended marking on the clothing, draping articles of clothing, towels, or other objects out of pants pockets or over the shoulder or neck area.

Any additional clothing or symbols that are identified as gang related may be added to this dress code policy. A current and up-to-date copy of the dress code can be located in Mountain View High School's main office or on Mountain View High School's website

(<http://www.mtviewhs.com/dress-code.html>).

**SKIRTS, SHORTS, PANTS, ETC.**

5. Pants and shorts must be worn at the waist at all times and not be so large that the crotch sags. No rips above the 8" line that expose undergarments or flesh.
6. The following articles of clothing are **NOT** to be worn at MVHS: any excessively revealing clothing or clothing which exposes undergarments in any way, see through clothing, low-cut pants which expose the midriff area, pajamas or sleepwear of any type, chains, and dog collars/studs/spikes.
7. Leggings, jeggings, yoga/workout pants may be worn as long as the student's top fully covers the buttocks and front areas.
8. Shorts, skorts, skirts, and dresses may NOT be any **shorter than 8" from the BOTTOM of the knee**. No skirts with revealing splits. Any clothing that is immodest, excessively sagging or too short are not permitted. **Gym/track/cheerleader shorts are NOT permitted.**
9. Hair color or style that distracts from the learning environment is not permitted. Combs, picks, or brushes are not to be worn in the hair at any time.
10. For safety purposes, ALL types of head coverings (hats, hoods, scarves, etc.), visors, bonnets, do-rags, and sunglasses are **prohibited** while on school property **between the hours of 6:30 a.m. and 2:30 p.m.** This includes, but is not limited to, the parking lot, in front of the school, and inside the school. These items will be collected and will have to be picked up by a parent/guardian if brought on campus during these hours. Mountain View High School is not responsible for the loss of any collected items.
11. Shoes must be worn on campus at all times. Bedroom slippers/shoes are not acceptable.

**Procedures:**

The classroom teacher has the authority and responsibility to determine appropriate appearance within his/her classroom. This includes any other attention getting or unnatural appearance the teacher finds distracting or disruptive.

- Students in violation of the dress code will receive a dress code violation. If the clothing is very inappropriate or the student does not comply with the consequence of wearing the MVHS dress code clothes (sweatpants and t-

shirt), the student may be placed in In-School Suspension until the end of the day.

**NOTE: Parents are asked to assist the school by regularly monitoring their student's dress.**

#### **F. Advertisements/Posters**

Advertisements of non-school sponsored activities or functions are to be approved by the principal. Posters advertising school sponsored activities may be put up only after approval from the club or activity sponsor or administration and may only be placed on cork strips. Damage done to the facility caused by placement of these posters will be the responsibility of the person/organization putting them up.

#### **G. Public Display of Affection**

No student shall engage in inappropriate physical displays of affection at school or at a school activity. This includes, but is not limited to, kissing, embracing, caressing, and similar behavior.

**ACTION TO BE TAKEN:** Penalty at the discretion of the administration to include, but not limited to, detention, in-school suspension, suspension from school for 1 to 9 days, referral to disciplinary panel.

#### **H. Loitering**

Students are not allowed to loiter on school grounds before, during, or after school. Students who drive to school are not to loiter in their vehicles and/or parking lot. Students are expected to arrange to be picked up after a school activity within a reasonable amount of time.

Before School, students are expected to go to their locker and report to 1<sup>st</sup> period. Upon arrival, students may walk the halls before reporting to first period but will not be allowed to congregate. Large groups may be broken up at administrative discretion to avoid potential problems.

**ACTION TO BE TAKEN:** Penalty at the discretion of the Administration to include, but not limited to, detention, in-school suspension, suspension from school for 1 to 9 days, referral to disciplinary panel.

### **MEDIA CENTER POLICIES**

**Hours:** 6:50 am – 2:50 pm

#### **Media Center Student Expectations:**

- The Media Center is a quiet place to study, please be considerate of others.
- Students must have a school assignment to work on while in the Media Center.
- Please no food or drink (including water) in the Media Center.
- Media Center computers are for school assignments only. Using computers for non-educational purposes, such as games or chat rooms, is not permitted. The media center staff monitors all computer activities and will disable computers if students are not working on school assignments.
- A signed agenda book by your current period teacher is required to come to the Media Center during the regular school day (7:20am-2:10pm, including lunch and advisement).
- Always sign in and out at the circulation desk.

#### **Online Resources:**

The Online Research Library databases can be accessed from home through your My eClass account. Passwords/user names for home use are available in My eClass. The

Online Research Library is always the best place to start when you have a school research assignment.

**Printing/Copying:**

Photocopies: 10¢ per page

Printing: (black ink: 10¢ per page), (color ink: 25¢ per page), (full page color printing: 50¢ per page)

**Circulation Policies:**

Students may check out up to three (3) books at a time for a period of three weeks. Fines for overdue books are ten 10¢ per school day (maximum \$3.00 per book).

Students are required to pay for damaged books. The replacement cost for lost books: (\$20 for hardbacks), (\$10 for paperbacks).

No book check out until overdue books are returned, fines/lost book obligations are paid. Reference books cannot be checked out – use in the Media Center only.

If you have an overdue book or fine obligation from the Media Center, you will not be able to purchase parking permits, homecoming tickets, or prom tickets, or be issued textbooks until the Media Center obligations are cleared.

## **EXTRACURRICULAR ACTIVITIES/ATHLETICS**

### **A. ATHLETIC INFORMATION**

Mountain View High School follows standards and rules established by both the Gwinnett County School System and the Georgia High School Association. Any student wishing to represent Mountain View High School must meet eligibility requirements as defined by these organizations and MVHS.

The following regulations apply to all MVHS students in grades 9-12 who participate in extracurricular activities. For the purpose of this policy, the term “**extracurricular activity**” shall apply to any school-sponsored program for which some or all the activities are outside the regular scheduled class day. Examples are all individual and team sports, cheerleading, literary meets, band, chorus, clubs and academic bowls.

1. To participate in athletics a student **must have 2.5 carnegie units** the preceding semester. Summer school is considered as an extension of spring semester. A student is ineligible on the first day of the next semester if he or she has not passed five subjects the preceding semester except for the beginning of the Fall semester when eligibility shall be declared at the time the student has passed 2.5 carnegie units, including any courses taken during summer school. Additional courses may not be taken during the semester to gain eligibility. Courses completed after the beginning of a new semester may not be used to gain eligibility for that semester. A student will have the first 10 calendar days of the new semester to complete work and change an incomplete grade or failing grade to a passing grade. Ineligible students cannot try out for a team or program even though the team or program will not be in operation until the next school year.
2. A student must be present in school at least half of the school day (3 periods) to be eligible to participate in a sport for that day. This includes being present at least 3 periods on Friday preceding a Saturday event.
3. Students who are suspended ISS or OSS may not participate in any school activity, including practice, until the day after the suspension ends. **Any student who is assigned ISS or OSS on Friday preceding a Saturday event cannot participate in that event.**
4. To be eligible, all student-athletes must have accumulated Carnegie Units that count toward graduation as follows: **2<sup>nd</sup> year – 5 Carnegie units; 3<sup>rd</sup> year – 11 Carnegie units; 4<sup>th</sup> year – 17 Carnegie units.**
5. All student athletes must have a yearly, up-to-date completed physical using the **Approved GHSA** form on file **BEFORE** they can practice or tryout for a team. Physical forms from your primary doctor cannot be accepted.

6. Student athletes must show proof of insurance **BEFORE** they can practice or tryout for a team.
7. All eligibility requirements established by the GHSA (Georgia High School Association) must be met and maintained.
8. In order to earn an award, a student athlete must remain on the squad (in the sport he/she is participating) until the entire schedule has been completed and/or until the coach has released them. Other lettering requirements will be set forth by each sport.
9. All student athletes must obey training rules at all times, especially the general rules of the non-use of alcohol, tobacco, and unauthorized drugs, as well as the local, state, and federal laws.
10. All student athletes must return all equipment issued or pay for the replacement of any item not returned.
11. All out of season practices are prohibited by the GHSA and Gwinnett County Public Schools. Starting dates for all extracurricular activities have been established by the GHSA and shall be followed. There may be optional workouts available in the off season.
12. Every student who wants to participate in extracurricular activities will be expected to sign and comply with Mountain View's "Code of Ethics."
13. A student athlete who quits a sport cannot participate in another sport until that sport has completed its season, or the coach releases the student athlete.

## **B. GEORGIA HIGH SCHOOL SANCTIONED ATHLETIC ACTIVITIES**

Mountain View High School offers students the opportunity to participate on various athletic teams. Team membership is subject to tryouts and Georgia High School Association (GHSA) regulations. Each participant must have a physical exam once a year and show evidence of **insurance coverage**.

### Fall Sports

|                              |  |
|------------------------------|--|
| Boys and Girls Cross Country | Varsity, JV                            |
| Football                     | Varsity, JV, and 9 <sup>th</sup> Grade |
| Football Cheerleading        | Varsity, JV, and 9 <sup>th</sup> Grade |
| Girls Softball               | Varsity, JV, and 9 <sup>th</sup> Grade |
| Girls Volleyball             | Varsity, JV                            |
| Competition Cheerleading     | Varsity, JV                            |

### Winter Sports

|                           |  |
|---------------------------|--|
| Boys and Girls Basketball | Varsity, JV, and 9 <sup>th</sup> Grade |
| Swimming and Diving       | Varsity                                |
| Wrestling                 | Varsity & JV                           |
| Basketball Cheerleading   | Varsity, JV, and 9 <sup>th</sup> grade |

### Spring Sports

|                         |  |
|-------------------------|--|
| Baseball                | Varsity, JV, and 9 <sup>th</sup> Grade |
| Golf                    | Varsity                                |
| Boys and Girls Tennis   | Varsity                                |
| Boys and Girls Track    | Varsity, JV                            |
| Boys and Girls Soccer   | Varsity, JV                            |
| Boys and Girls Lacrosse | Varsity, JV                            |

## **C. SPORTSMANSHIP / FAN BEHAVIOR**

Mountain View High School, Gwinnett County, and the Georgia High School Association is committed to the highest ideals of sportsmanship, as well as to establishing a healthy environment for competition. Negative statements or actions towards competitors, coaches, officials, or fans in attendance at our events will not be tolerated. This includes taunting, trash-talking, baiting, or berating players, officials or coaches, or actions, which cause ridicule or embarrassment to others. Warnings will not be issued, and offenders will be ejected. Violators can be suspended from attending all MVHS extra-curricular activities. All school disciplinary codes are also in effect in our continuing effort to establish a school community of respect, courtesy and citizenship.

**The following items are not allowed at any MVHS sponsored ball games:**

1. Food, drinks, and/or open containers.
2. Pets.
3. Throwing objects, such as footballs, baseballs, etc.
4. Air horns.
5. Artificial noise makers
6. Signs (basketball games, only) all inappropriate or negative sign(s) at other activities will be removed.

**D. CLUBS AND ORGANIZATIONS**

To make the most of your high school experience, GET INVOLVED! The following is a list of the extra and co-curricular opportunities we hope to have here at Mountain View High School. There may be tryouts or requirements for participation in some of these. If students are interested in starting an organization, please see Mr. Smith.

**Extracurricular Activities and Clubs**

Many of Mountain View’s activities require that a student be academically eligible according to the Georgia High School Association and Gwinnett County Public Schools. Some activities may require auditions in order for the student to participate.

**School Sponsored Activities**

|  |                                |
|--|--------------------------------|
| Academic Team                                      | Math Team                      |
| Art Club   | Model United Nations           |
| Band   | Mountain View Designs          |
| Beta Club  | Muslim Student Association     |
| Book Club  | Newspaper                      |
| Chorus   | National Art Honor Society     |
| Color Guard  | National Latin Honor Society   |
| Dance Team   | One Act Play                   |
| National Dance Association                         | Orchestra                      |
| Distributive Education Club of America (DECA)      | Peer Facilitators              |
| Drama Club   | PTSA Student Leadership        |
| Environmental Club                                 | Scholar’s Bowl                 |
| Future Business Leaders of America (FBLA)          | Science Olympiad               |
| Family Career Community Leaders of America (FCCLA) | Science Team                   |
| French Club  | Senior Class Cabinet           |
| Glee Club  | Spanish Club                   |
| Governors Honors Program                           | Spanish Honor Society          |
| Interact   | Special Olympics               |
| International Theatre Society                      | Student Council                |
| Junior Class Cabinet                               | Technology Student Association |
| Latin Club (Junior Classic League)                 | Thespians                      |
| Latin American Student Organization (LASO)         | Tri-M Music Honor Society      |
| Literary Magazine                                  | Video Broadcasting             |
|  | Yearbook                       |

**Student- Initiated Activities**

These activities are not sponsored by Mountain View High School; they are student-led. However, there must be a school employee who monitors the group in a custodial capacity (for example, Fellowship of Christian Athletes – FCA).

## COMMUNITY SERVICE INFORMATION

Students at Mountain View High School are encouraged to participate in community service. Hours completed in the community can earn students' distinctions such as cords at graduation, school patches, etc. Information will be distributed in Advisement or will be available through the attendance office. Information concerning community service will be televised over Bear TV throughout the year.

Students must enter community service hours on the MVHS website in order to be considered for cords or patches. Contact Kristen Kimmel for information about community service logs ([kristen\\_kimmel@gwinnett.k12.ga.us](mailto:kristen_kimmel@gwinnett.k12.ga.us))

### Guide to Performance Expectations – Written Assignments:

#### Academic Honesty

- Students should complete all assignments to the best of their ability and submit them with honesty.
- Collaborative work means shared ideas, not shared answers.
- Students should expect to receive credit only for the work they have submitted with full integrity.

#### Academic Dishonesty

According to the *Berkeley Campus Code of Student Conduct*, academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise. It can include

- **Plagiarism:** The adoption or reproduction of ideas or words or statements of another person without due acknowledgment. (\*includes copying another student's work or failure to use both in-text citations and source list)
- **Fabrication:** The falsification of data, information, or citations in any formal academic exercise.
- **Deception:** Providing false information to an instructor concerning a formal academic exercise—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- **Cheating:** Any attempt to give or obtain assistance in a formal academic exercise (such as a test) without due acknowledgment.
- **Sabotage:** Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others or attempting to disrupt classroom activities in order to gain advantage for oneself.

**PENALTY FOR ALL CASES OF ACADEMIC DISHONESTY = ZERO for the assignment and disciplinary referral**

- **Minimum Expectations for Written Assignments**
- Begin all sentences with capital letters.
- End all sentences with punctuation marks.
- Except where specified otherwise, use complete sentences.
- Make sure all verbs agree with their subjects.
- Make sure verb tense remains consistent within the assignment.
- Make sure all pronouns agree with their antecedents.
- Use only third-person pronouns except in assignments that include first-person observations or narrative.
- Use only standard language (no slang or text message style).

#### Consequence

- **Any of the following errors in written assignments:**



misused words, fragments, run-on sentences, comma splices, subject-verb agreement, verb tense consistency, pronoun-antecedent agreement, second person pronouns, inappropriate use of first person pronouns, apostrophes in plurals, symbols and slang, failure to capitalize first word in a sentence, failure to capitalize the pronoun *I*, failure to include ending punctuation

- **Will result in a 5% grade reduction**

EXAMPLE: Student uses “there” incorrectly and an apostrophe in a plural on an assignment for which he scored an 85. At 5% off, he earns an 81.

Work Cited

*Berkeley Campus Code of Student Conduct*. The Center for Student Conduct.

University of California, Berkeley. UC Regents, 2013. Web. 28 February 2013.