

Metter High School
Metter College & Career
Academy

Home of the Tigers

2024-2025

Student Handbook



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Principals' Message

Students and Parents

Welcome to the 2024–2025 school year at Metter High School/Metter College & Career Academy! The student handbook contains information that will be of value to all students. As questions arise during the school year, this document can be used as a reference to provide you with answers.

The handbook specifies our guidelines, expectations, and procedures that promote a safe and positive learning environment. As a school community, we strive to create an environment that respects the diversity of our students and encourages all students to challenge themselves to reach their fullest potential. It is important that you all review and are aware of the topics covered in this handbook.

Success in high school requires some thoughtful planning and commitment. Hard work and regular attendance are a must as well as participation in extracurricular activities. Researchers have noted that the most important thing parents/guardians can do for their child's education is to take an active interest in their child's schooling. When parents are involved in students' education, the children do better in school. We as a school community look forward to sharing in your successes.

Our best wishes for a rewarding year filled with great achievements.

IT'S A GREAT DAY TO BE A TIGER..... GO TIGERS!!!

Sincerely,

Ellis Strobridge, Principal

DISCLAIMER

AUTHORITY OF THE PRINCIPAL IN DISCIPLINARY MATTERS

If a student has been charged with a violation of the disciplinary policies of the Candler County School District that does not result in the referral to a tribunal hearing, the ultimate administrative responsibility for the adjudication of the charge(s) of student misconduct and the imposition of appropriate punishment is vested in the Principal. The decision of the Principal in such matters is final and cannot be appealed to the Board of Education.

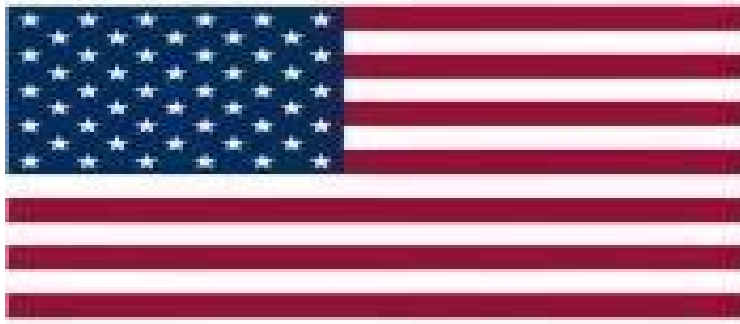
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SECTION I – ADMINISTRATIVE INFORMATION



THE STAR-SPANGLED BANNER

Oh, say can you see by the dawn's early light
What so proudly we hailed at the twilight's last gleaming
Whose broad stripes and bright stars thru the perilous fight,
O'er the ramparts we watched were so gallantly streaming

And the rocket's red glare, the bombs bursting in air,
Gave proof through the night that our flag was still there.

Oh, say does that star-spangled banner yet wave
O'er the land of the free and the home of the brave

PLEDGE OF ALLEGIANCE

"I pledge allegiance to the Flag of the United States of America, and to the republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."



CANDLER COUNTY VISION AND MISSION SCHOOL DISTRICT

Vision-Our vision for Candler County Charter School System is for all students to meet or exceed Georgia Accountability measures, for the graduation rate to continuously improve, exceeding 90% and above, and for the system to perform on or above state averages in all subject areas.

We will accomplish this vision with high expectations inclusive of acceleration opportunities, high impact literacy practices, multiple interventions, student, community and parent engagement and alignment from Pre-K-12.

As a result of our success, we will attract high performing teachers and new business and industry, and our graduates will be prepared to continue post-secondary options and/or pursue gainful employment through a variety of CTAE (Career, Technology, and Agriculture Education) offerings and a broad based soft skills curriculum.

Mission- To stimulate growth in student achievement by continuing efforts to advance the development of all stakeholders-students, parents, staff, and the community.

Belief/Commitment Statements-

We believe and are committed to...

- Continuously improving the graduation rate;
- An aligned standards-based curriculum, instruction, and assessment that provides for extended learning opportunities for **all** students;
- Innovative learning opportunities in the areas of Fine Arts, CTAE (Career, Technology, Agriculture Education) offerings and Acceleration with emphasis on a broad based soft skills curriculum to enhance career opportunities for students;
- Effective teaching that energizes and maximizes active learning for **all** students;
- Significantly improving the literacy level of all students;
- Data driven collaborative decision making;
- Professional growth for all of our colleagues;
- Student, parent and community involvement to enhance learning.

The Candler County Board of Education does not discriminate on the basis of sex, age, race, creed, color, religion, national origin or disability/handicap in its educational programs, activities, or employment practices.

2024-2025 SCHOOL CALENDAR

July 29 - August 1, 2024 - Professional Learning (Faculty/Staff only)

August 2, 2024 - First Day of School

September 2, 2024 - School Holiday (Labor Day)

September 3, 2024 - Professional Learning (Faculty/Staff only)

October 21, 2024 - School Holiday (Fall Break)

October 22 - 23, 2024 - Professional Learning (Faculty/Staff only)

November 25 - 29, 2024 - School Holiday (Thanksgiving)

December 17, 2024 - Last Day 1st Semester

December 18, 2024 - Professional Learning (Faculty/Staff only)

December 19, 2024 - January 3, 2025 - School Holiday (Christmas)

January 6 - 7, 2025 - Professional Learning (Faculty/Staff only)

January 8, 2025 - First Day of Second Semester

January 20, 2025 - School Holiday (Dr. Martin Luther King Jr.)

February 14 - 17, 2025 - School Holiday (Winter Break)

February 18, 2025 - Professional Learning (Faculty/Staff only)

March 14, 2025 - Professional Learning (Faculty/Staff only)

April 14 - 18, 2025 - School Holiday (Spring Break)

May 23, 2025 - Last Day 2nd Semester

May 26, 2025 - School Holiday (Memorial Day)

May 27- 28, 2025 - Professional Learning (Faculty/Staff only)

ADMINISTRATIVE STAFF

Mr. Ellis Strobridge	Principal
Mr. Corey James	Assistant Principal
Mr. Scott Waters	Assistant Principal
Mrs. Nikki Boone	Counselor
Ms. Miya Boston	Counselor
Mrs. Tammie Lanier	Student Advocate
Mrs. Monicca Bohannon	Instructional Coach
Mrs. Danielle Walden	Media Specialist
Mrs. Vickie Bowen	Athletic Director
Mr. David Sasser	Band Director
Dr. Robbie Dollar	CTAE Director

OFFICE PERSONNEL

Mrs. Angie Henderson	Receptionist
Mrs. Denise Aviles	Secretary
Mrs. DeeDee Shaw	Registrar

METTER HIGH SCHOOL
2024 - 2025
Bell Schedule (Monday-Thursday)

BLOCK	BEGIN	END
Buses / Breakfast	7:30	7:45
First Block ** (Students are tardy at 7:50)	7:50	9:30
Break / Breakfast	9:30	9:40
Second Block	9:40	11:20
Third Block	11:25	1:25
Hallways: 200 Hall, 300 Hall First Lunch (11:25-11:50)	Lunch Begins: 11:25 Class Begins: 11:50	Lunch Ends: 11:50 Class Ends: 1:25
Hallway: 500 Hall, 600 Hall, Health and PE, JROTC, AG Last Lunch (1:00-1:25)	Lunch Begins: 1:00 Class Begins: 11:25	Lunch Ends: 1:25 Class Ends: 1:00
Fourth Block	1:30	3:10

METTER HIGH SCHOOL
2024 - 2025
Friday Bell Schedule

BLOCK	BEGIN	END
Buses / Breakfast	7:30	7:45
First Block ** (Students are tardy at 7:50)	7:50	9:20
Break / Breakfast	9:20	9:30
Tiger Time	9:30	10:00
Second Block	10:05	11:35
Third Block	11:40	1:35
Hallways: 200 Hall and 300 Hall First Lunch (11:35-12:00)	Lunch Begins: 11:35 Class Begins: 12:05	Lunch Ends: 12:00 Class Ends: 1:35
Hallway: 500 Hall, 600 Hall, Health and PE, JROTC, and Ag Second Lunch (1:10-1:35)	Lunch Begins: 1:10 Class Begins: 11:40	Lunch Ends: 1:35 Class Ends: 1:10
Fourth Block	1:40	3:10

ADMISSIONS POLICY

Parents or legal guardians must bring the following documents to the office of Metter High School/Metter College and Career Academy:

1. **Proof of residency** at the time the child is enrolled. Documents that prove residency must show an in-county address and can include: utility bills, bank statements, insurance policies, mortgage or lease papers, tax assessments, or professional licenses. *Please note that cell phone bills are not acceptable.*
2. **Certified Birth Certificate (required by Georgia law).**
3. Any student entering the system for the first time must have completed the **Hepatitis B series of three shots.**
4. **Certificate of Ear, Eye, and Dental Examination**
5. We also request that you provide your **child's Social Security Number.**
6. **Certificate of Immunization (required by Georgia law).** Any student attending a Candler County school must prove that they have been immunized against childhood diseases (polio, mumps, measles, diphtheria, whooping cough, rubella, and tetanus). Those students entering school for the first time or transferring from another Georgia school will be given 30 days to bring the proper **Certificate of Immunization.** An extension of up to 90 days may be given if immunizations have begun within the initial 30-day period. It is the Georgia State law that a student cannot attend school without the proper immunization.
7. Students will be admitted to Metter High School by guidance office personnel.
8. The following items are necessary for admissions:
 - Personal information sheet
 - Pre-registration of classes
 - Student permanent record
 - Class schedule
 - Advisor assignment
 - FTE number
 - Transcript request, if necessary
 - Social Security Card - Georgia law requires that school systems ask a parent to provide a social security number. However, under the law, parents may choose not to provide the number by signing a waiver.
9. Students who reside outside the Candler County School District may enroll in Candler County Schools after approval by Candler County Board of Education. Enrollment of out-of-District students is a privilege and not a right. Once enrolled, students must abide by all Candler County Schools' policies and procedures. Failure to do so may result in the withdrawal from Candler County Schools at the discretion of the school administration with the expectation that they be re-enrolled in the school district where they reside.

Nonresident students who qualify under this policy may be admitted to the Candler County School System on a space available basis. The Superintendent will maintain a record of such students along with supporting fiscal data.

Space available for admission for a nonresident student who qualifies under this policy will be allocated on a first-come, first-served basis. Except for those students who are currently attending a school in the Candler County School System and who may

continue to attend such school, nonresident students will be admitted to the school system only if they qualify under one of the following criteria and will be admitted in order of priority among the criteria as follows:

- A parent/legal guardian of the nonresident student works in the specific school to which the student is seeking admission.
- A parent/legal guardian of the nonresident student owns property and pays taxes on that property in Candler County.
- A parent/legal guardian of the nonresident student is employed by the Candler County Board of Education.
- A parent/legal guardian of the nonresident student is employed and works in Candler County.

A nonresident student who is suspended or expelled from another public or private school or school system shall not be eligible for admission or enrollment to a school in the Candler County School System during the term of such suspension or expulsion if the offense which led to such suspension or expulsion in the other public or private school or school system was an offense for which suspension or expulsion could be imposed in the Candler County School System.

This policy becomes null and void at the beginning of the school year in which the State Board of Education no longer funds local school systems on the FTE student count basis or on some similar basis related to the number of students enrolled.

This policy shall not be construed to require the School System to provide additional special education services to a nonresident student who would ordinarily be served under state and federal law by the School System in his/her county of residence

ADVISEMENT

All students will be given a certified academic advisor to assist in developing a four-year educational plan. This will provide the student with consistent encouragement and help. Parents are encouraged to visit our school. All parents should meet with their child's advisor. Advisement sessions occur through-out the year.

ASSESSMENTS

- Unit Assessments, 4 ½ Week Summative, Nine-Week (Mid-term) Summative, 13 ½ Week Summative and Semester Finals will be given in all classes to all students. Students who miss no more than two (2) day each semester and are passing will be eligible to exempt semester finals.
- Students may exempt semester finals for passing classes in which they have two or less absence (excused or unexcused).
- Georgia (MILESTONES) are State Assessments and are required, count 20% of the course final grade, and will not be exempted for any reason.

ATTENDANCE, ABSENCES AND EXCUSES

Candler County Schools require students to be in attendance in accordance with requirements of the compulsory school attendance law. Attendance at school is the responsibility of the parent/guardian and child. Any child subject to compulsory attendance, who during the calendar year has more than five days of unexcused absences, is considered high risk for truancy by the Candler County Board of Education policy. School days missed as a result of an out of school suspension shall not count as unexcused for the purpose of determining student

truancy. The school is responsible for informing the parent/guardian of the child's absence and/or truancy. After a student accumulates ten (10) days of unexcused absences and is deemed to be truant by the state board policy, and after required parent and student notification, the school Truancy Officer/Social Worker may refer the student to CHINS (Children in Need of Services) Hearing. At the CHINS Hearing a Plan of Action will be initiated for the student and parent. If the student and/or parent does not adhere to the action plan set forth, a referral will be made to appear before the Judge of the Department of Juvenile Justice.

It is the policy of the Candler County Board of Education that students must attend school each day during the school year that school is in session for the entire school day, unless the student is absent due to one or more of the reasons specified in law and State Board of Education Rule 160-5 -1 -.10 as follows:

1. Personal illness or attendance in school endangering a student's health or the health of others.
2. A serious illness or death in the student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The Observance of religious holidays necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. Registering to vote or to vote in a public election, shall not exceed one day.
7. A student whose parent or legal guardian is in military service in the armed forces of the United States or National Guard, and such parent/guardian has been called to duty for or is on leave from overseas deployment to a combat zone or support posting, shall be granted excused absences, up to a maximum of five (5) school days per school year.
8. Students shall be counted present when they are serving as pages of the Georgia General Assembly and/or while representing the school in an activity approved by the school.
9. Foster care students are counted present when attending court proceedings related to their foster care.

The student must submit to the principal documentation in the form required by the principal within 3 days after returning to school. Documentation will be evaluated by the principal or a designee to determine if the absence is excused or unexcused. If the required documentation is not furnished or the reason for the absence is other than stated above, the absence shall be considered as unexcused.

If a student is found guilty of Truancy, The Court may find the parent guilty of violation of the mandatory school attendance law and impose the penalties of that law. Ga. Law 20-2-690.1 states that "Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100, imprisonment not to exceed 30 days, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense."

Students shall submit within 3 days of absence documents as to the reason for absence. Students absent for extended periods may be given special consideration. Long standing due dates on assignments or term papers will stand as assigned.

It is the expectation of the Candler County Board of Education that no child accumulate more than five (5) absences, including those excused and unexcused, during the school year. It is mandatory that students attend school on time and stay throughout the school day. Tardiness and leaving school early are strongly discouraged.

1. Students who are 14 years and older that miss more than 10 unexcused days will be reported to the Department of Motor Vehicles for revocation or suspension of license.
2. Students who are absent from school half day or more may not appear for any after-school practice sessions or school events unless special approval has been given by the principal or principal's designee.
3. Students are absent from a class if more than (15 Minutes) of class time is missed. In order for a student to have yearly perfect attendance, he/she must be present every day in every class period.
4. Students who have perfect attendance will be honored with a special reward at the end of the school year.

BOOK BAGS

Students will be allowed to bring backpacks, book bags, and gym bags to school; however, such items must be placed in a designated area of the classroom under the guidance or direction of the classroom teacher. Backpacks, book bags, or gym bags which could potentially cause distractions are prohibited such as having fold out wings, non-essential accessories, offensive scenes/drawings, or logos that would be deemed inappropriate. Moreover, backpack, book bags, or gym bags that are reasonably suspicious may be searched upon immediate request by school administration or designee. Any student refusing to comply with a search, will be turned over to law authorities for further investigation and disciplinary actions will be taken.

B.U.G. (BRINGING UP GRADES) HONOR ROLL

The B.U.G. honor roll is designed to reward those students who put forth extra effort but do not earn honor-roll (90+in each class) recognition for their academic efforts. Students who improve their grade significantly from one grading period to the next will be named to the B.U.G. honor roll and will be rewarded at the end of the semester.

BYOT (BRING YOUR OWN TECHNOLOGY)

BYOT Policy/Agreement for 4th grade-12th grade

The contents of this policy/agreement may be modified by the administrative team of each school to fit the needs of the particular learning community. *However, any changes may not supersede the guidelines provided by the district's Acceptable Use Policy (AUP).*

Introduction

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Therefore, we have decided to implement Bring Your Own Technology (BYOT) at our schools. In this initiative, students are encouraged to bring their own technology devices to school to assist their learning experiences. This document is a contract which we will adhere to as we establish this program within our schools. Please note that students who cannot bring in outside technology will be able to access and utilize the school's equipment. Students who do not bring their own device will not be left out of instructional activities.

Definition of "Technology"

For purposes of BYOT, "Technology" means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, laptops, netbooks, portable Internet devices, hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Internet

Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices, such as, but not limited to, cell phones /cell network adapters are not permitted to be used to access outside Internet sources at any time.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. CCSD is not liable for any device stolen or damages to it on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

If you bring it, you are responsible!

Student Agreement BYOT

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school during unapproved times. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in BYOT must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use (Policy IFBG) and Internet Safety (Policy IFBGE). Furthermore, the student must agree to the following conditions:

- The student takes full responsibility for his or her technology device. The school is not responsible for the security of student-owned technology.
- The technology must be in silent mode while on school campuses and while riding school buses.
- The technology may not be used to cheat on assignments or tests, or for non-instructional purposes.
- The student accesses only files on the computer or Internet sites which are relevant to the classroom curriculum.
- The student complies with a teacher's request to shut down the computer or close the screen.
- The student acknowledges that the school's network filters will be applied to one's connection to the Internet and will not attempt to bypass them
- The student understands that bringing on the school premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions

- The student realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The student realizes that printing from personal technology devices will not be possible at school.
- The student understands that at no time may they record audio or video unless they are instructed to do so.

Consequences

Failure to comply with this policy will be viewed as insubordination and will result in appropriate disciplinary action. The School Administrator will have full discretion on the disciplinary actions for all offenses.

- 1st offense: Device confiscated and Parent/Guardian retrieves that afternoon
- 2nd offense and ensuing infractions: Device confiscated for 1 week and must be retrieved by Parent/Guardian

As a Parent/Student of Candler County Schools, I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or laptop privileges as well as other disciplinary action.

CAREER CENTER

Career development materials and college information are available in the counselor's office to help students develop a four year plan that leads to graduation. The career center can also help students make reasonable decisions about their future after high school. The counselor and graduation coach will assist students in making preparations for college and the work place.

CHANGE OF ADDRESS

If a student moves during the school year, he/she must report a change of address and telephone number to the secretary. Parents should also update work phone numbers if a change occurs.

CLUBS

Metter High and Metter College and Career Academy offers many clubs in which to participate. Club participation provides a student with socialization and fellowship opportunities. All students are strongly encouraged to participate in two extra-curricular activities including clubs and sports (MCCA students are limited in participating sports governed by GHSA).

- Students must remain at the club meeting for the entire club period until released by the advisor.
- Students must submit a random drug testing form before August 2nd, 2024, in order to participate in any sport or club as well as to receive a MHS Parking Pass.
- The Student Council will meet on a monthly basis at a time arranged by the principal and the advisor.
- All club projects and activities must be approved by the principal. All fundraising activities must be approved by the principal and Candler County Board of Education.
- All club finances must be handled through the school account.
- Students who cannot behave properly and who do not participate actively in club activities will be dropped as members and sent back to class. Sponsors are asked to keep a current list of active members on hand.
- Club members will be issued passes by the sponsor.
- Students not attending club meetings will remain in the assigned class for that meeting day.

- In order to hold office in a club or organization or participate in Miss MHS, Homecoming Queen or King, a student must have an 85 or higher cumulative GPA and be in good standing discipline-wise.
- Parents will receive notification from clubs and sponsors to provide permission for students to participate in club activities. Students will not be allowed to participate in clubs unless the parent gives permission.

COMPUTING AVERAGES

The value of each Carnegie unit earned is the same. A numerical grade to indicate the semester grade will be used in computing all averages (class rank, honor graduates, etc.). Seniors on joint enrollment programs at East Georgia College, Georgia Southern University or Southeastern Technical College will have their grades counted per semester.

DROP/ADD PROCEDURE AT THE BEGINNING OF SCHOOL YEAR

At the beginning of a semester, students with schedule problems will be given an opportunity to correct the problem.

1. There are specific reasons for students dropping and adding a course or courses. Please realize that reasons are required if all students are to be served. The reasons are listed below:
 - Enrolled in a class already taken and passed.
 - Incorrect class placement determined by test scores and past performance.
 - Work program adjustment.
 - Senior graduation conflict.
 - Enrolled in a failed class that is being taught by the same teacher. (If possible)
 - Pathway Adjustments (if available seating permits)
2. A procedural outline with regulations is listed below:
 - **Pick up a Drop/Add form from the guidance office. (During Drop/Add Period)**
 - **Complete the form as indicated, including parental signature and Principal's signature.**
 - **Return the form to the guidance office.**
 - **Students will be served in the following order: Seniors, Juniors, Sophomores, and Freshmen.**
3. Notification of approval/rejection will be made the day after the form has been turned in.
4. Teachers will receive documentation in their boxes when students are dropped or added.
5. **No drop/adds after the 3rd day of the semester.**

ALL CLASS CHANGES MUST FOLLOW THIS DROP/ADD PROCEDURE!

DRUG SCREENING PROGRAM

The Board of Education believes that the use and abuse of drugs and alcohol are detrimental to the physical, emotional, and mental health of the school system's students. Also, the use and abuse of drugs and alcohol seriously interferes with the academic and extra-curricular performances of students as well as students' ability to drive which can pose a danger to the student as well as others. Because of these concerns, the Board has adopted the following goals

and procedures for students participating in extra-curricular activities and parking permit holders.

Goals of the Metter High School (MHS) and Metter College and Career Academy (MCCA) Screening Program:

- 100% of MHS and MCCA students to abstain from Drugs and Alcohol
- Give students another reason to stay away from drugs and anyone who uses drugs.
- Produce students who serve as positive role models, influencing their peers to make healthy and responsible choices.
- Seek to encourage students to remain substance-free and establish appropriate habits at an early age.
- Deter the use of illegal drugs in our community.
- Develop a positive, working relationship with parents and guardians to make them aware that their child may be using drugs, and identify the drugs, as well as provide referrals for counseling and treatment.

Testing Procedures:

1. At the beginning of the school year, students who are interested in participating in extracurricular activities (sports, clubs, etc.) at any time during the year or would like to purchase a parking permit must sign a consent form which authorizes the school to administer drug testing and allows the results of the test to be released to parents/guardians, administrative officials, and the head coach/club sponsor of the extracurricular team(s) with which the student participates. Specific test result information will be released to the student and the parent/guardian. Only the positive or negative test reading will be shared with the head coach/club sponsor. The school will not release testing results to anyone other than previously mentioned.
Note: A signed consent form (for participation in the drug screening program), signed by student and parent/guardian, is a requirement for participation in all MHS and MCCA activities that are considered extracurricular. Extracurricular activities are identified as athletics, clubs, and any other and all groups that are deemed outside of the normal mandatory four classes a day.
2. The procedures for testing parking permit holders are the same as for students participating in extracurricular activities. To park on campus, a student must complete a parking permit application. As a part of the application, students must sign that they agree to the following statement:
I understand that as a parking permit holder at Metter High School/Metter College & Career Academy , I am subject to random drug screening as administered by the school. I also understand that parking on campus is a privilege and that it may be suspended or withheld from me if I do not meet the requirements set forth in the MHS/MCCA drug screening policy.
3. Random testing will take place monthly throughout the school year at the school's expense with students chosen through lottery/random selection.
4. Each month, the laboratory used by the school will select numbers anonymously from those in the pool and notify MHS and MCCA administration of students to be tested.

The substances that will be tested include: amphetamines, barbiturates, marijuana, cocaine, opiates, propoxyphene, ppx, pcp, bar, mtd .

5. Testing consists of providing a urine sample to the laboratory. A school nurse or designee will supervise students, but will not administer the test. The school will not release confidential student testing information to any individual that is not specifically entitled to receive the testing results pursuant to the provisions of this protocol. Specimens will be processed for identity and secured to ensure against tampering.
6. Test results will be reported to the school through the proper chain of command. Attempts will be made to notify all parents or guardians of students tested within a 24 hour period. In case of a positive result, the parent or guardian will be notified and a conference scheduled.
7. Students who take medication must complete and submit a form delineating any medication that she/he is currently taking immediately prior to testing.
8. There will be one pool of student numbers from which the student numbers will be selected. The pool will consist of parking permit holders and all students involved in any and all extracurricular school activities.
9. A student's refusal to test will be considered a positive test result.

What happens if someone tests positive?

1. If a positive reading is returned for a student, the parents or guardians, the student and the head coach will be notified. The student will be suspended for 10% of the team's regular season contests or performances beginning with the next scheduled game (this could be a playoff game(s) or a game in the following season; it does not include practice scrimmages).
2. If a positive reading is returned for a student that is participating in clubs, the parents or guardians and the student and the club sponsor will be notified. The student will be suspended for 10% of the clubs contests, performances or activities beginning with the next scheduled event
3. Students participating in extracurricular activities may remain a part of the team and will be expected to participate in team practices.
4. Students with parking permits will be suspended from driving to school for 18 consecutive school days (10% of the year) beginning with the next school day.
5. The student and parents must provide evidence of evaluation /enrollment in drug counseling as approved by the Principal.
6. The student will be drug tested again within reasonable period of time that would allow for the tested drug to be out of the system and at the family's expense.

Second Positive

1. If a student has a second positive screen, the parents or guardians and the student will be notified. The student will be suspended from the extracurricular organization for four (4) weeks and/or driving privileges at the time of notification. A meeting will be scheduled with the parents or guardians, the student, the principal, the head coach and/or club sponsor, and the athletic director (as applicable) to arrange the following:
 - A. Agree to participation in a drug treatment and counseling program on a regular basis for a minimum of four weeks. Parents or guardians are expected to participate in the program as well.

- B. Sign an agreement that releases Candler County School District from any liability for injury or illness resulting from drugs and /or treatment.
- C. May apply for reinstatement to the team/club and/or for driving privileges after a minimum of four (4) weeks if the following provisions are met: (a) test negative on follow-up drug screen; (b) agree to continue with drug counseling if deemed necessary; (c) agree to be subjected to future testing on demand at the student's expense; and (d) understand that the application for reinstatement may be denied. The principal, head coach, athletic director, or club sponsor will decide on reinstatement.

Third Positive

- 1. A third positive screen will result in suspension from all extra-curricular activities for one (1) calendar year from date of result. Parents or guardians and students will be notified immediately. Continued counseling and treatment during the year of suspension is expected with periodic testing at family's expense. Reinstatement procedures will remain constant, meaning they will have to go through the reinstatement process outlined in the Second Positive.
- 2. A student who is an athlete, a parking permit holder and or club member will lose all privileges during any time of suspension.

Clarifications and Explanations

- 1. In the event the student believes this policy has not been applied to him/her in a manner consistent with the intent, the parents or guardians may appeal the decision to the principal of their school within 72 hours of a positive test result, and the principal's decision in this matter shall be final.
- 2. This procedure is intended to supplement the existing policies of the Candler County School District and the Georgia High School Association regarding the governance of interscholastic athletics. Administrators will not use test results obtained pursuant to this policy for disciplinary or other purposes, other than as set forth above.
- 3. Parents (guardians) of a student testing positive may request to have their student tested at their expense.
- 4. This policy is not a part of the disciplinary code but is relative to student possessing a parking permit and/or participating in extracurricular activities.
- 5. There is not an appeal process as this policy affects participation and not discipline; therefore, the decision of the high school principal is final in all matters regarding this policy.
- 6. If all suspension requirements are not fulfilled by the end of the season, then the student in question will complete his or her suspension in the next extracurricular activity in which he/she participates.

EDGENUITY/ONLINE LEARNING AND THE ACADEMIC SUCCESS CENTER

The Communities in School sponsored Academic Success Center is a full lab computer-based program available to students who are in need of a non-traditional high school setting. This program is aimed at helping students with academic, social, and behavioral needs. The Academic Success Center is also utilized throughout the day as a credit recovery program for students who have fallen behind on credits in an attempt to help students remain on track for graduation and for those who wish to enhance and their learning experience by utilizing on-line curriculum. Communication between parents/guardians, students, and school personnel

(Academic Success Center Coordinator, Counselor, Administration, and teachers) is encouraged and needed in order to appropriately identify students who are in need of utilizing the Academic Success Center.

Excessive Absences No Credit (EANC)-and Attendance Recovery Program:

- a. Carnegie Unit credits will be denied for all students with more than 10 unexcused absences! Students accumulating more than 10 ***unexcused absences*** per semester will receive **no credit** for the semester. Out-of-school suspensions shall be included in the 10 days. Any absence due to an approved school-related function shall not be included.
- b. Credits will be awarded to students that have the following documentation: medical, excused, school related, and other excused codes!
- c. **Attendance Recovery:** Students who have excessive absences will be given the opportunity to recover the seat time requirement at a rate of 1.5 hours for each excessive absence prior to the end of the semester and no more than 14 schools days into the next semester. (Compliance with GHSA Rules regarding credit recovery)

EXTRACURRICULAR ACTIVITIES

Each student is urged to participate in one or more extracurricular activities. There are athletics, music, drama, subject-oriented clubs, Student Council, publications and interest groups that students are encouraged to join and participate. If a student falls behind in his schoolwork, extra help and teacher conferences take precedence over any extracurricular activity, and the student may be required to drop extra activities. Any school-sponsored program where some or all the activities are outside the regularly scheduled class day is termed extracurricular activities. This includes all individual and team sports, cheerleading, literary, band and clubs. It does not include field trips, homework, or incidental required work outside the school day for a scheduled class. All students are strongly encouraged to participate in at least two extracurricular activities yearly while at MHS/MCCA.

GHSA (Georgia High School Association)(MCCA students are not eligible for participation) rules state that a student is eligible to represent his or her high school when he/she:

1. Is a regular student carrying four units of work counting toward graduation.
2. Is on track for graduation.
3. 2024-2025
 - a. End of 1st year: 5 Units
 - b. End of 2nd year: 11 Units
 - c. End of 3rd year: 17 Units
4. Has passed three of four subjects counting toward graduation the previous semester.
5. Is not playing for a non-school team at the same time.
6. Will not be 19 prior to May 1st preceding the year of participation.
7. Is not a migrant pupil of less than a year's standing (A migrant pupil is a student who changes high schools without his or her parents having moved to the new school service area).
8. Has had a physical examination.
9. Has not participated in an unauthorized game or contest nor signed a professional contract.
10. Is eligible to participate in athletics for four consecutive years from their original date of entry into the ninth grade.
11. Students who engage in or are charged with a criminal act which is considered a felony or an offense of assault upon another student or adult, a violation of drug laws, sexual

misconduct in or out of school will lose their right to participate in extra-curricular events (including athletics) for up to one year.

NOTE: Students must be present at school in order to participate in after-school practice sessions or school events unless special approval has been given by the principal or designee.

NOTE: Student athletes and band members will have the option to earn a personal fitness credit. Students participating in this course would be required to document 70 hours of athletic or band activity under the direction of a certified Metter HighSchool coach or band director. Health and personal fitness are required units for graduation. Students usually complete health/personal fitness during their 9th grade year and completing the requirements during the summer would allow them to participate in an alternate course.

FAMILY EDUCATION RIGHTS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S. C. 1232g) affords parents and students over 18 years of age certain rights with respect to their education records:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Students should submit to the Superintendent, Principal or other appropriate official, written requests that identify the record(s) they wish to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Students may ask the school to amend a record that they believe is inaccurate misleading or otherwise in violation of the student's privacy rights. They should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personal and health staff); a person or company with whom the school has contracted (such as an attorney, auditor, or collection agent); a person serving on the School Advisory Council or other such official committees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review education records in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

FIELD TRIPS

Field trips are for the purpose of providing enrichment to the regular instruction program. However, students having excessive absences and/or chronic misbehavior, as well as those who are assigned to ISS/OSS, may not participate. The student must have a signed permission form from each of his teachers in order to miss classes and a signed permission form from a parent in order to participate.

FIRE DRILLS

Fire drills are required by state law. When the fire alarm sounds, all occupants of the various wings will wait until there is an announcement prior to evacuating the building. During the fire drill, order is imperative. Be calm; go orderly and quickly from the building as specified by regulations posted in the classrooms.

FLOWERS/GIFTS

Flowers, balloons, and other gifts for students will not be accepted for delivery in the office. Please have them delivered to your home.

GEORGIA MILESTONES TEST OUT OPTION

Under the provisions of the amended rule and guidelines published by the Georgia Department of Education's (GaDOE) Office of Curriculum, Instruction, and Assessment, local boards of education shall award course credit to students who reach the performance level of Exceeds on an MILESTONES taken prior to taking the course. For example, a student may attempt the Biology MILESTONES prior to taking the course. If the student reaches the performance level of Exceeds, the local board of education shall award the student the Biology course credit. A student may test-out of any course that has an associated MILESTONES Assessment. As stated in the rule, students may earn no more than three units of credit by demonstrating subject area competency in this fashion.

Student Eligibility:

Students must meet the following requirements to exercise this option:

1. Not currently or previously enrolled in the course;
2. Have earned a grade of B or better in the most recent course that is the same content area of the course for which the student is attempting the MILESTONES;

(It is recommended that students who are interested in the "Testing Out" process have earned a grade of "A" in the most recent course that is the same content area as well as have reached the performance level of "Exceeds" on the state assessment associated with the most recent particular content area course.)

3. Received teacher recommendation from the teacher of the most recent course in the same content area (or, if not available, a teacher in the same content area with knowledge of the student's academic achievement) for which the student is attempting the MILESTONES; and
4. Received parent/guardian permission if the student is less than 18 years of age.

5. Received application and recommendation within the first 30 days of school of the semester prior to the MILESTONES Course. Application for MILESTONES “Testing Out” Procedures can be obtained from the Guidance Counselor.
6. Student and parent/guardian must conference with Administration/Counselor, and recommending teacher prior to test administration.
7. MILESTONESs for this purpose must be given in the September or March Mid-Month State Assessment and must be taken online. See the School Guidance Counselor for more information.

Milestones Credit and Grades for Milestones Opt Out

If an Exceed is performed on the MILESTONES attempt, the student will gain course credit. The grade for the transcript will be inclusive of a 100 for the class for (90%) of the course and MILESTONES Grade (10%) for the final course grade. There is no multiplier available for the opt-out opportunity. Example: A student performs a 90 for the MILESTONES the transcript grade will be $100 (.90) + 90 (.10) = 99$ Final Grade.

GEORGIA SCHOLAR

The recipient of this distinction is a graduating senior in a public high school who exhibits excellence in all phases of school life, in community activities and in the home. The student selected must meet the Georgia Scholar criteria, which is available in the counselor’s office.

GOVERNOR’S HONORS PROGRAM

This special program is sponsored by the governor of Georgia in the areas of academics, fine arts, and vocational education. Students are nominated by the faculty in each area based on the student’s high interest, high aptitude in the chosen area, PSAT/SAT scores, good health and a commitment to participate for the entire summer in the residence program.

GRADING

The Candler County School Board believes that all students will have the opportunity to learn at their highest possible level. A proficiency level of 80% has been established for basic mastery of content standards. It is imperative that students be assessed by balanced standard assessment and that work relating to content standards is completed by students.

The practices stated below are to be adhered to when recording mastery of standards:

1. Grading procedures shall be related directly to mastery Georgia Performance Standards.
2. Effort, participation, attitude and other behaviors shall not be included in grades but can be reported separately (school level decision).
3. The penalty for work handed in late shall be 10% per day for a maximum of a five (5) day period. Late work will not be accepted after a five day period and the student will receive a zero (0) for the assignment. In special circumstances, the principal or the principal’s designee may give permission to teachers to accept the assignment after the five (5) day period. In all circumstances, when work is not turned in on time, the student will be assigned academic detention until the assignment is completed within the five day period.
4. Longstanding due dates on projects or research papers will stand as assigned. It is the student’s responsibility to comply with the mandatory make-up work policy determined at the school level.
5. Absent students (excused or unexcused) shall be given opportunities for all missed assignments within the school’s makeup policy.

6. In determining grades, teachers must decide whether they have sufficient evidence of achievement. If not, the grade recorded shall be an “I” insufficient evidence/incomplete. Where Carnegie units are involved, an (I) means no credit until the missing work is completed and the grade is updated.
7. Re-teaching opportunities and multiple assessments shall be made available to all students. The first attempt of the summative assessment (test) will be weighted greater than the redo opportunity as defined by the school. (See Course Syllabus for more detail.)

**There will be no reassessments on Major Summative Assessments such as but not limited to the following:

- 4 1/2 Week Assessments
 - 9 Week Assessments
 - 13 1/2 Week Assessments
 - Semester Finals
 - Milestones Assessments.
8. Grades shall be weighted carefully to ensure the intended importance is given to each content standard and to each assessment. The weights shall be defined at the school level.
 9. Teacher (s) shall consistently maintain accurate evidence of standard mastery by the student. Records will reflect the standard (s) being assessed. Reports cards will be issued to parents and students each 9 weeks grading period.
 10. Numerical grades will be used on report cards and permanent records.

A	100-90
B	89-80
C	79-70
F	69 or below
 11. Students will receive a report card at the end of the 1st and 3rd nine weeks and at the end of each semester. Progress reports will be issued at 4 1/2 week intervals.
 12. Parents of students who are failing courses will be notified immediately by the subject area teacher.

GRADUATION EXERCISES

Graduation exercises will be held at the end of the school year. The student who completes requirements for graduation at the end of the first semester will receive his/her diploma at May graduation, but may request a letter from the principal stating that he has met all requirements for graduation. He/she may, if desired, participate in the commencement exercise and any other senior activity at the discretion of the principal. However, under no circumstances would the student participate in athletic, scholastic, and/or interschool competition. If he/she chooses to participate in graduation activities, it is the student’s responsibility to:

1. Request a calendar of graduation-related events from the principal’s office.
2. Comply with all instructions such as attending practice, making advance payments, ordering cap and gown, ordering invitations, and meeting other senior responsibilities. Non-compliance voids all of the rights and privileges of the student.

GRADUATION POLICY

Metter High School/Metter College & Career Academy recognizes the importance of providing a comprehensive well-balanced curriculum for all students. Upon completion of the required curriculum, students having acquired the necessary Carnegie units are eligible to receive a high school diploma. Students receiving a special education diploma will be able to participate in graduation exercises. Students who do not have the required Carnegie units will not participate in graduation exercises.

Students must:

- Comply with the attendance policy established by the Candler County Board of Education.
- Comply with all graduation-related instructions including attending graduation practice, making advance payments on graduation essentials, ordering caps, gowns, and invitations and meeting all other senior responsibilities.
- Pay all debts owed to the school prior to the graduation ceremony.

Non-compliance with any of the above-stated responsibilities voids all graduation rights and privileges of the student. Students who do not meet the prescribed criteria for participation in graduation exercises and who lack no more than two units of course work may go to summer school, for which financial responsibility must be accepted by the student involved. Upon successful completion of the remaining course work, the student will receive a High School Diploma. Such students will not, however, be eligible for participation in graduation ceremonies.

Students who lack more than two units of course work may attend school as a regular student by utilizing on line curriculum (Academic Success Center) during the next school term and upon successful completion of remaining course work will be eligible to receive the appropriate diploma in the graduation ceremony at the end of the school term in which course work is accomplished.

GRADUATION REQUIREMENTS

A. This policy specifies graduation requirements for all students entering the ninth grade.

A course shall count only once for satisfying any unit of credit requirement for graduation. See the following chart:

AREAS OF STUDY	Units Required
(I) English/Language Arts*	4
(II) Mathematics*	4
(III) Science*	4
<i>The 4th Science unit may be used to meet both the science and elective requirement.</i>	
(IV) Social Studies*	3
(V) CTAE, Modern Language, Fine Arts, and/or Academic Pathway	3
(VI) Health and Physical Education**	1
(VII) State and Locally Required Electives	(9 MHS)/(4 MCCA)
TOTAL UNITS	(28 MHS)(23(MCCA)

***All MHS students will work towards earning a CTAE pathway, Advanced Placement Pathway, Modern Language, and/or a Fine Arts Pathway. All pathways require three or more sequential courses for completion.**

**** Three semesters in JROTC will equate to the required Health/PE Credit as identified by State Department of Education.**

*** Students with extenuating circumstances not meeting the minimum credit requirements for graduation may appeal to school and district level administration for Board consideration for elective credit waiver.**

HONOR GRADUATE POLICY

Metter High School and Metter College & Career Academy will recognize students who have a cumulative average of 90 or above as Honor Graduates upon meeting graduation requirements.

Students beginning ninth grade in 2016-2017 and after, must have a cumulative GPA of 90 or above and, in addition, must have a HOPE GPA of 90 or above to achieve Honor Graduate status.

Valedictorian, Salutatorian, and Honor Graduate Status will be determined using the grades earned at the end of the First Semester (fall) for all MHS and DE courses. Students are expected to maintain Honor Graduate Status throughout the school year in order to be recognized as an Honor Graduate. Valedictorian, Salutatorian, and Honor Graduates will be notified officially by the Principal or Designee.

There are two tiers of Honor Graduates: Merit and Excellence.

To be recognized as a MHS/MCCA Honor Graduate of Merit during the graduation ceremony, a student must:

- Have a cumulative average of ninety (90) or above (and a HOPE GPA of 90 or above for Class of 2020 and subsequent; classes based on Georgia HOPE Identified Courses) upon completion of study
- Have met all graduation requirements for a regular diploma

To be recognized as a MHS/MCCA Honor Graduate of Excellence during the graduation ceremony, a student must:

- Have a cumulative average of ninety (90) or above (and a HOPE eligibility GPA of 3.6 or above based on Georgia HOPE Identified Courses) upon completion of study.
- Have met all graduation requirements for a regular diploma
- Must have successfully completed 70% (11 courses) of Honors courses
- Must have been enrolled and successfully completed three (3) AP or DE Core credit
- The Metter High School Valedictorian and Salutatorian will be selected based on the students with the highest GPA from the Honor Graduate of Excellence tier.
- To be the Valedictorian or Salutatorian the student must have been enrolled at MHS for a minimum of three semesters (inclusive of Junior and Senior year)

Grades reported from secondary/post-secondary institutions that are alphanumeric will be given a numeric grade according to the Candler County Alpha Grade Conversion Chart. Only current Metter High School students who complete Dual Enrollment Course will receive the Multiplier (see below).

Candler County Alpha Grade Conversion Chart

- A: $95 * 1.08 = 102.6$
- B: $85 * 1.08 = 91.8$
- C: $75 * 1.08 = 81.0$
- D: $70 * 1.08 = 75.6$
- F: $60 * 1.08 = 64.8$
- P: 95 (Non-Core Classes only)

Pre-Advanced Placement, Advanced Placement, and Dual Enrollment:

ELA: Honors 9th Grade Literature, Honors 10th Grade Literature, Honors American Literature (11th Grade), AP Literature, DE Options

Math: Honors Algebra I, Honors Geometry, Honors Algebra II, DE Options

Science: Honors Physical Science, Honors Biology, Honors Physics, Honors Chemistry, DE Options

Social Studies: Honors World History, Honors Government/Economics, Honors United States History, DE Options

Dual Enrollment-College Options (DE)

Metter High School partners with the following Postsecondary Institutions to provide students the opportunity to receive dual enrollment credits for both High School and Colleges.

- East Georgia State College (Metter High School, Swainsboro and Statesboro Campus)
- Georgia Southern University (Statesboro Campus)
- Ogeechee Technical College (Statesboro Campus)
- Southeastern Technical College (Metter High School, Vidalia, and Swainsboro Campus)

Students must meet eligibility requirements for the college above in order to participate and take advantage of DE opportunities. Please discuss Dual Enrollment as well as all other academic needs with the High School Guidance Counselor to see which option best meets your needs.

Honors and AP Continuation Policy:

- To be eligible to participate in the Pre AP and AP program, students must maintain a grade of 80 or above in the Honors and AP content-related courses (80 without the multiplier). Students will be expected to exhibit a good work ethic, have good attendance and turn in assignments in a timely manner.
- Students consistently not meeting these expectations will be placed on a probationary period. A parent conference will be required to determine next steps.
- For students not meeting eligibility requirements, consideration for participation in the program may be granted by the content department and administration.
- Students taking AP courses will have the opportunity of earning a multiplier of 1.08 additional points for each assignment at the end of the grading period; not to exceed a grade percentage of 108. Students taking Honors courses will have the opportunity of earning a multiplier of 1.05 points for each assignment at the end of the grading period; not to exceed a grade percentage of 105.

HONOR ROLL

The honor roll will be announced at the end of each grading period. To qualify for Honor Roll a student must have a 90 average for the present grading period. A 90 or above in each subject will qualify a student for the **Star Honor Roll**. A 90 cumulative average of A's and B's in all classes will qualify a student for **Honor Roll**. There will be no rounding up to 90.

HOPE SCHOLARSHIP / HOPE GRANT

Georgia's HOPE Program is intended to assist qualified students further their education. **HOPE Scholarship** is for students in degree programs at public and private colleges and universities. **HOPE Grant** is for students enrolled in certificate or diploma programs at public colleges or technical colleges. For further information, visit the Georgia Student Finance Commission at <http://www.gafutures.org/>, or contact the School Guidance Counselor.

HOSPITAL/HOMEBOUND INSTRUCTION

Students who will be absent from school for a significant length of time due to illness may be eligible to participate in the Hospital/Homebound Instruction Program. The Principal's and Guidance Offices should be contacted to make arrangements for this program.

JUNIOR-SENIOR PROM

Metter High School/Metter College & Career Academy provides the opportunity for students to participate in a Junior-Senior prom. The junior class hosts the event, and all seniors and faculty are invited to attend.

LOCKERS

Students will not be allowed to share lockers. Failure to abide by such will result in loss of privilege to use lockers. Fee for locker use is \$5.00 per year. Locks will only be sold during orientation and during lunch. Students may only use a school issued lock on a locker.

MAKE-UP WORK

Students will have the opportunity to make up all work before, during, and after school from absences whether the absences were excused or unexcused. Students will have multiple opportunities to make up work as designated by the teacher where the grade doesn't meet mastery level of 80%. See Grading Policy for more details. Longstanding due dates on projects or research papers will stand as assigned.

MEAL PAYMENTS AND CHARGE LIMITATIONS

To pay for your child's snacks the parent/guardian must send money in a sealed envelope with the child's name, lunch number and the amount of money enclosed written on the outside. The cashier in the cafeteria will take all monies.

Proposed lunch prices for the 2024-2025 will be:

Breakfast is NO CHARGE for all students.

Lunch is NO CHARGE for all students.

All previous year charges need to be paid in full! No charging snacks are allowed. The Candler County SN Director is located at the Pre K-8 Educational Complex and may be contacted at 912-685-2360 if you have any questions or concerns.

MEDIA CENTER

The Metter High School/Metter College & Career Academy media center is designed to locate, organize, and disseminate all media in a way which will best serve the students, teachers, and

administrators. The key word is “SERVE”. The media center must serve as a teaching instrument within the overall framework of the school. The media staff welcomes the opportunity to be of service. In order to give better service, certain regulations govern the media center’s operation. These include:

1. Before school:
 - a. Any student with a pass may use the media center beginning at 7:20 a.m.
 - b. Seniors may use the media center before school without obtaining a pass.
2. Passes are required during the school day. Media center passes must be signed by a subject matter teacher or an administrator. The media center is open after school until 4:00 p.m.; no pass is necessary.
3. Books are checked out for one month.
4. Appropriate charges will be made for damaged books and materials.
5. Students should ask for assistance when using the computer equipment.
6. Students using the media center are expected to show respect for fellow students’ rights when using materials and equipment. This means sharing resources and not disturbing those who are trying to study.
7. Students must have written parental consent to use the Internet.

MESSAGES

Only in an extreme emergency can students be reached during school hours. Please inform your parents and friends that limited telephone messages will be delivered. Office phones are reserved for official business and should not be used by students unless there is an emergency.

MOTOR VEHICLES

Students must have a valid driver’s permit, proof of insurance, and a visible parking permit to drive to school daily. The student parking lot may be used only by students who have registered their cars and have a parking permit on the inside mirror of their car. Parking permits may be obtained by completing an application furnished by the school. The cost of the permit is \$15.00. Students must submit a Random Drug Testing Form signed by parent and student in order to receive a Metter High School/Metter College & Career Academy Parking Pass.

The following items will govern use of the parking lot:

- a. For your protection, vehicles should be locked the entire day.
- b. No one should be in vehicles or in the PARKING LOT at any time except by special permission. Your vehicles cannot be used as school lockers. You will not be allowed to return to your automobile during the school day.
- c. Traffic regulations are to be observed at all times when entering and leaving the parking lot. School speed limit is 10 mph.
- d. All vehicles without permits will be towed away at the owner’s expense.
- e. Parking permit decals are to be hung on the inside mirror. The permit must be visible at all times.
- f. Vehicles that are restricted from the school property are restricted on an indefinite basis. Only the administration can allow said vehicles to return on school property.
- g. Students are to park in the student parking lot only.
- h. When students arrive at school and park their vehicles, they are to leave the parking lot immediately. There should be no loitering in vehicles. At the end of the day, students should be in their vehicles waiting to be released by parking lot attendants.
- i. Alcohol, drugs, weapons, contraband and other items in vehicles on school property that are prohibited by state and Federal law or by the policies of the Candler County Board Of Education will result in disciplinary action.
- j. Students are not allowed to park in front of the school at any time.
- k. Students must be 16 years old and possess a driver’s license to park on school grounds.

1. Students who do not follow driving procedures may lose their right to drive. Excessive tardies (4) may also result in parking privileges being revoked.

OPTIONS FOR IMPROPER USE OF MOTOR VEHICLES INCLUDE THE FOLLOWING:

- Loss of campus parking privileges.
- Penalty Fines-Up to \$25 per Incident
- In-School Suspension or Out-of-School suspension
- Car will be towed away at owner's expense
- Notification of legal authorities

In order to receive a driver's license from the State of Georgia, a student must have a certificate of attendance from MHS/MCCA along with proof of passing the ADAP (Alcohol and Drug Awareness Program) Test! The Department of Driver Services will not issue a license to any individual that has dropped out of school without graduating and has remained out of school for ten consecutive school days; has ten or more school days of unexcused absences in the current academic year or ten or more school days of unexcused absences in the previous academic year; or has been found in violation by a hearing officer, 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 or her right to a hearing and pleaded guilty to one of the following offenses:

- Threatening, striking, or causing bodily harm to a teacher or other school personnel;
- Possession or sale of drugs or alcohol on school property;
- Possession or use of a weapon on school property;
- Any sexual offense;
- Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.

The Certificate of Attendance will not be issued to a student who is a chronic disciplinary problem, to students who abuse the tardy policy, or to students who owe money to the school. This policy also carries through for the summer. Students may sign up for a Certificate of Attendance or a replacement ADAP certificate in the front office Monday through Thursday; they will be completed by Friday of each week.

OUTSIDE FOOD

Students are not to order food from outside restaurants during school hours. Parents are asked to please refrain from bringing pizza, sacks of burgers, etc. to students at school during lunchtime. Students are not allowed to leave campus for lunch and will be considered truant if they do so.

PERSONAL PROPERTY

Students are responsible for their own personal property. Great care should be taken not to leave purses, watches, billfolds, electronics etc., in places where they may be stolen. Theft from the locker room, cafeteria, library or any classroom should be reported immediately to the teachers or administration. P. E. lockers should not be shared. MHS/MCCA discourages students from carrying large amounts of money during the school day. MHS/MCCA will not accept responsibility for loss due to theft.

PHYSICAL EDUCATION DRESS

All students in Physical Education are required to dress out each day. Dressing out enables student to participate successfully and also maintain good hygiene. Students may bring shorts of an appropriate length or sweat pants, shirt and tennis shoes.

PROMOTION AND RETENTION REQUIREMENTS

Metter High School/Metter College & Career Academy operates a Block Schedule (4 classes 90 minutes long each semester.) First semester will end in December with students having an opportunity to earn 4 units. Second semester will begin in January and end in May with students having an opportunity to earn 4 additional units. It takes 28 of the required units to graduate from Metter High School and 23 credits to graduate from Metter Career Academy.

To Be Promoted from:	Units for Grade Level Promotion
9th Grade	6 units and pass all 4 core areas by end of the summer
10th Grade	14 units and pass all 4 core areas by end of the summer
11th Grade	21 units and pass all 4 core areas by end of the summer
12th Grade	28 units requirement for MHS and 23 units for MCA

*First time 9th graders will need to complete three core classes that is inclusive of Physical Science, Ninth Grade Literature, and Coordinate Algebra.

Students may use Edgenuity during the school year to regain units lost.

Individual Education Programs for special needs students shall include standards for promotion when students are not capable of meeting the regular criteria.

RELEASE OF INFORMATION

Directory Information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes but is not limited to the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended.

Parents or students (18 years old or older) have 10 days from receipt of this public notice to notify the school in writing that he/she does not want any part of or all of the directory information disclosed on a designated student.

RESTROOMS

Our restrooms are open for the convenience of students. Please do not loiter or socialize in the restrooms. Students share a certain amount of the responsibility for keeping their restrooms clean and in good working order. Any student found deliberately littering or abusing the restrooms in any way will be referred to an administrator for disciplinary action.

ACADEMIC HONORS:

All students earning a minimum score of 1200 on the math and reading portions of the SAT test or a minimum composite score of 26 on the ACT test in a single national test administration will be a member of the Metter High School SAT Honor Club or ACT Honor Club. These students will have their name on the Academic Honor Board, and be awarded and recognized. All students are encouraged to take the SAT.

SATURDAY SCHOOL (DETENTION)

Saturday School/Detention will be utilized throughout the school year. The intent of Saturday School is to provide additional time for students to address seat time, credit recovery, and assigned discipline consequences while protecting traditional and valuable instructional time.

We encourage students to take advantage of this opportunity. While in attendance, all students will sit quietly and complete their respective assignments, or engage in independent reading and/or writing and all rules are expected to be followed.

SCHOLAR PROGRAM

Metter High School's *Scholar Program* is established to encourage students to set high standards for themselves in pursuit of excellence through academics, the arts, athletics, and service to others. These goals help assure the development of outstanding students who have a good self-concept and are contributing members of our school and community. Many of these students could qualify for scholarships as they graduate if they set goals and focus their energies. This award, given on a competitive basis to one student in the top 5% of each class, is based on criteria similar to that of most college scholarships. Students must apply for this monetary award.

SCHOOL ASSEMBLIES

All school assemblies and other sponsored activities are under the direct supervision of the teachers and administration. It is imperative that the conduct of students attending these activities be orderly and above reproach. For assembly attendance, please keep the following factors in mind:

- Quietness is to prevail upon entrance to the place of assembly.
- Students should go immediately to their assigned area.
- Attention is expected as soon as the person in charge of the assembly appears.
- Students should join in any group activity which is on the program (singing, cheering, etc.).
- Students may show appreciation cordially but wild applause, whistling, and booing are unacceptable behaviors at Metter High School and Metter College & Career Academy.
- Students are to remain seated until dismissed.
- Students will not sleep in assemblies.
- Students will be disciplined for inappropriate behavior in assemblies.

SCHOOL GOVERNANCE TEAM

The school council includes parents, teachers, community business leaders, students and the principal.

Purpose of the School Governance Team:

- Improve communication and participation of parents and the community in the management and operation of the school.
- Bring communities and schools closer together in a spirit of cooperation.
- Solve difficult education problems.
- Improve academic achievement.
- Provide support for teachers and administrators.
- Bring parents into the school based decision-making process.
- Assist the local board of education in developing and nurturing participation.
- Bring parents and the community together with teachers and administrators to create a better understanding of and mutual respect for each other's concerns.
- Share ideas for school improvement.

SCHOOL INSURANCE

Metter High School/Metter College & Career Academy offers an accidental insurance program for all students to purchase if desired. Those participating in extracurricular activities such as athletics, band, and Career Technical Student organizations (FFA, FBLA, FCCLA, etc.) should have school day insurance and others are strongly urged to participate. A brochure will be given to students to take home on the first day of school. Parents will have the opportunity to

purchase the insurance desired. Members of all athletic teams must supply or purchase school insurance in order to participate.

SEARCH AND SEIZURE

Delegated school officials may, according to law and board policy, have access to student lockers, vehicles, and personal belongings while under school personnel supervision when there is reason to suspect the welfare of students and other personnel may be threatened or when the violations of school rules are involved. The search shall be made in the presence of at least one witness except in emergency situations, and illegal materials will be reported to proper authorities.

School Property: School lockers, desks, and other school property shall be subject to inspection by school authorities at all times. Students shall be advised that the school has reserved this right.

Student Searches: Student searches shall be conducted by school officials without the aid of law enforcement officers except in unusual circumstances. The principal may request law enforcement officials to aid in searches of lockers and vehicles when dogs are used. No search shall be conducted of a student except where based on reasonable cause, which leads to suspicion that the particular student (as distinguished from some unknown student) possesses drugs, alcohol, stolen property, weapons, or other dangerous substances, instrumentalities or contraband. Student pocketbooks, book bags and vehicles are subject to searches based on reasonable cause.

Reasonable Cause Defined: Reasonable cause shall exist where a particular student is (a) observed by school officials or employees to be in possession of drugs or other improper goods or substances referred to above, (b) seen to be acting strangely or in such unusual manner as to suggest the likelihood of such possession, or (c) where reliable sources report to school officials any of the matters referred to in (a) or (b).

Dog Sniffing of Vehicles and Lockers: Student lockers and vehicles located on or near campus shall be subject to dog sniffing at the discretion of the principal with the approval of the superintendent. Law enforcement officials may aid in the search of lockers and vehicles when requested by the administrator.

SEAT TIME RECOVERY GUIDELINES

Students with more than two absences (excused or unexcused) will be required to take the final for the class with excessive absences (More than two). However students will be afforded the opportunity to make up seat time for (Excused) absences to be counted toward Final Exemptions under the following guidelines.

- A. Only Excused Absences (Lawful) (See List Below) will be considered for Seat Time Recovery (R).
- B. All Seat Time Recovery (R) must be recovered with the assigned classroom teacher after school within a Five Day Period. The classroom teacher will determine the seat time recovery process and be the sole determining factor in awarding seat time recovery. The ASC Facilitator may be used by classroom teacher to recover STR, in which case the ASC Facilitator, Classroom Teacher, and Student must all sign off on completion form.
- C. The Seat Time Recovery (R) form must be completed and signed by student and teacher within the five day period. Documentation is required to be submitted to the front office no later than Friday following the five day period.

- D. The Seat Time Recovery (R) process cannot be abused and is limited to a number of opportunities. Excessive use of STR opportunities will require a meeting with administrator, teacher, parent, and student.

SENIOR CLASS RANK

One official class rank will be compiled. It will be computed at the end of school and will include the seniors who have scheduled a graduating program to be completed at the end of the first and/or second semester. Summer school graduates will be added to the June 1st list. (Official school year will be from the beginning of the first semester through the summer session.) In case two or more students have the same exact rank, the rank order would be as follows:

RANK	NAME	AVERAGE
73	Joe Smith	82.460
74	Sue Jones	82.322
74	Tom Doe	82.322
75	Mary Lewis	82.208

The final averages are not rounded. Joe Smith would NOT have a final average of 82.5

SENIOR/CAPSTONE PROJECTS

All students in English IV classes at Metter High School/Metter College & Career Academy will complete a Senior Project. This project will be completed during the semester the student is taking English, and students learn the tools necessary to become contributing members of a community.

NOTE: Seniors who are taking a Dual Enrollment class, AP, Pre-AP, Honor, or Gifted class will not be required to complete a senior/capstone project.

STAR STUDENT AND TEACHER PROGRAM

The STAR student and teacher program is sponsored by the Professional Association of Georgia Educators (PAGE) and the Georgia Chamber of Commerce. Selection is based on the Star Student criteria, which is available in the counselor's office. Star Student is based on the Scholastic Aptitude Test (SAT).

STUDENT EQUAL EDUCATION OPPORTUNITIES POLICY

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any educational program or activity receiving federal financial assistance.” It is the intent of Metter High School/Metter College & Career Academy to offer each student without regard to sex (Title IX), race, color, national origin (Title VI), handicap (Section 504) or age (21) an opportunity to obtain an education. Any questions concerning Title VII, Title VIII or Title IX should be forwarded to Dr. CaDeisha Cooper at the Candler County BOE. Any questions concerning Gender Sports Equity should be forwarded to Dr. Bubba Longgear at the Candler County BOE.

SUMMER SCHOOL

Summer School is available to students who need to regain credit through our partnership with coastal Plains Charter. Metter High School/Metter College & Career Academy will also offer a limited number of accelerated credits through the Summer School Options. There is a cost associated with each credit. Contact the Counselor or Academic Success Center Coordinator to sign up.

TEXTBOOKS, LIBRARY BOOKS, AND FINANCIAL OBLIGATIONS

Textbooks and library books that are issued to or checked out by a student must be returned to the teacher who issued the book or returned to the library and checked in accordance with library regulations. Any and all books that are not returned must be paid for. Each student is

responsible for returning the books that he or she checked out or was issued. Substitute books are unacceptable. Those students who do not return property that belongs to the school or Board of Education must pay for the books, other property, or damages. All financial responsibilities must be cleared by the student each year. Students who fail to meet their financial obligations will not be able to: (1) obtain a copy of their permanent record; (2) have a transcript mailed from the school office; (3) participate in graduation exercises (even though otherwise eligible); (4) receive a Metter High School/Metter College & Career Academy diploma (even though otherwise eligible); (5) Lost Textbooks that have been paid for then found will result in money refunded to the student upon presentation of their receipt and within a six-month's time frame.

TEXTBOOKS/LOST BOOKS

All textbooks are the property of the Candler County School System and are issued to the student free of charge by the subject teacher. Students must pay for any books damaged or not returned. Teachers shall inspect all the textbooks issued to their students during and at the end of each semester or year. Fines will be assessed if the book has been damaged, according to the extent of the damage. When a student loses his book, he will be assessed for that book before another is issued to them. All lost books will be turned in to the principal's office. Each student who has lost a book may check in the office before or after school to see if his/her book has been placed in the office. Lost textbooks that have been paid for then found will result in money refunded to the student upon presentation of receipt and within a six-month time frame.

TITLE VII

It is the policy of the Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any "staff" member of the district to harass a student or another staff member through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or any school employee through conduct or communications of a sexual nature as defined below.

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or system employee constitutes sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or
- Explicit threats concerning ones grades, job, etc.

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to administration.

All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated. Appropriate documentation shall be maintained on all allegations of sexual harassment.

A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion.

TOPCAT / TIGER PRIDE CARDS

Many students excel not only in academics but in sports and personal ethics, as well. The TOP CAT nomination is designed to give teachers the opportunity to recognize extraordinary efforts – academic, behavior, community service, character, etc. Tiger Pride Cards are given to students who excel. These cards may be exchanged for various small rewards such as pencils, pens, ice cream, candy, excused tardy, etc.

TRANSFER STUDENTS' GRADES

A numerical (65, 85, etc.) transfer grade is counted per se. A letter grade (A, B, etc.) is converted to a numerical grade using the grading scale shown on the transfer records. If no grading code is shown, the Candler County grading scale will be used.

TRIBUNALS

A three-member panel composed of an administrator, teacher, counselor, social worker or central office staff member makes up a panel to hear evidence presented by the school, the student and the parents when the local school principal or his/her designee refers a student for disciplinary reasons. The panel has the authority to make decisions ranging from alternative school placement to recommending permanent expulsion of the student from the school system. Parents may sign a waiver to not have the tribunal if they agree to alternative school placement or disciplinary measures. In the event a parent does not sign a waiver or attend the tribunal hearing, the tribunal will proceed as scheduled.

TUTORING

All teachers are available for help each day from 3:10 to 3:45 with exception of faculty meeting days and other Professional Development meetings.

VISITORS

Metter High School/Metter College and Career Academy welcomes parents and patrons who wish to visit the school. All visitors must check in at the main office and receive a visitor's pass. This procedure protects the classroom process from undue interruptions and assures visitors of efficient response to their school-related needs. Students are not allowed to bring visitors other than parents on campus to attend classes with them.

WITHDRAWAL FROM SCHOOL

If it is necessary to withdraw from school or transfer to another school, parents must accompany students. The guidance office will handle all withdrawals. Students must return all textbooks and clear all fees. No recommendation or transfer of credits, grades or other information will be released for other schools or job recommendations until a student clears his record. Parents are asked to complete an exit survey also.

SECTION III - STUDENT DISCIPLINE

Metter High School/Metter College and Career Academy follows progressive steps in assigning disciplinary consequences for rule violations. Our goal is not to punish, but to change negative behavior. Students are to follow all rules and policies outlined in the Student Handbook.

All office referrals will be processed in a timely manner (preferably one day) by the principal or principal's designee and written notification will be sent to the teacher and parents/guardians of the student. A reasonable attempt shall be made to confirm receipt of such written notification by the student's parents or guardians. Written notification will include information on how to contact the principal or principal's designee.

Any violation of the school or district policy may result in a disciplinary referral. If a student accumulates three (3) referrals during the school year, he/she may be placed on probationary status. Major infractions may result in immediate removal from school even on a first offense.

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option. *All schools in the Candler County School District are deemed Safe Public Schools. If at any time, any school in this district is named an Unsafe School as outlined in State Board of Education Rule 160-4-8-.16, students will be allowed to transfer to a safe public school outside of the district.)*

Once on Probationary status, the student will be subject to one or more of the following:

- Loss of parking privilege
- Exclusion from attending extra-curricular activities
- Exclusion from graduation ceremony
- Suspension of bus privileges
- Teacher assigned After School Detention
- Saturday School/Detention
- In-School Suspension
- Out-of-School Suspension
- Recommendation for Tribunal and Alternative Placement

In order to be removed from probationary status, a student must go a full semester without receiving any discipline referrals. Probationary status carries over from year to year.

Expected Behaviors

- Demonstrate respect for self and always show courtesy to others.
- Behave in a responsible manner.
- Attend class regularly.
- Be prepared for class.
- Dress appropriately.
- Cooperate with adults.
- Respect other's property.
- Comply with bus rules.

Code of Conduct

Students at school are expected to follow the *Great Eight Character Traits*: RESPECT, HONESTY, CITIZENSHIP, TOLERANCE, RESPONSIBILITY, CARING, COOPERATION,

and SELF-CONTROL. Students demonstrating these traits will always be in compliance with the *Code of Conduct*.

All student misconduct at school, on the bus or at school-sponsored activities will be dealt with in accordance as prescribed by THE UNIFORM CODE OF STUDENT CONDUCT AND DISCIPLINE from the Candler County School System.

As a student, you have certain rights and responsibilities. You may be assured that you have the right to an orderly learning atmosphere free of disruptions by other students. You must also conduct yourself in such a way that you do not prevent other students from learning in an orderly atmosphere.

From the beginning of school, the expectations for your conduct are made clear in the discipline code. Keep your role and conduct in mind as you continue to keep the school an enjoyable, orderly place in which to get an excellent education.

Behavior support processes consistent with the Discipline Rule (Georgia RULE 160-4-7-.10) will be made available to all students.

ALTERNATIVE SCHOOL

Candler County Schools desire to educate all students. Programs are in place to serve the majority of the school age populations of the system including Special Education students. There are students who for various reasons are not behaviorally or academically successful within the existing programs. The alternative school was established to serve their needs. Students who are adjudicated must return back through the alternative school before attending MHS.

DETENTION RULES AND REGULATIONS

Teacher Detention will be held Monday through Thursday as assigned by teacher for academic and behavior needs. Any student reporting to detention after 3:15 p.m. WILL NOT be permitted to enter detention that day and will be reported to the office for additional punishment. When absent, a student may report to detention hall on the day following the absence.

1. A student that does not report to detention will be assigned ISS for every detention skipped.
2. Twenty-four hours' notice will be given to a student placed in Saturday Detention.
3. Students who are on the work-study program must return to school at 3:15 P.M. and remain in the detention hall until 4:15p.m.
4. All detention students will bring work to do while attending detention hall.
5. Students must work constantly on their assignments. There will be no idle time in detention.
6. There will be no form of communication between students such as talking, passing notes, etc.
7. There will be no sleeping.

Discipline Options Include the Following: (Depending on frequency and severity)

- Student and/or parent conference with teacher
- In-School Suspension
- Out-of-school suspension

IN-SCHOOL SUSPENSION RULES AND REGULATIONS

In-School Suspension is punishment administered for behavioral problems that allow a student to remain in school and continue academic assignments. Suspension or recommendation to the Board of Education for expulsion may follow. The following rules apply to ISS students:

- The student will report to directly to the ISS room.
- The student is to bring all books and work supplies upon reporting.
- The student will not be allowed to participate in extracurricular activities (field trips, parties, team practices or games) during or after school while serving in In-School Suspension.
- All assignees are to serve the full day, including cooperative work experience students.
- The student is to be on task with assignments with no interference such as talking, passing notes, laying head on desk, etc.
- The student is to raise his hand and be recognized by the instructor for bathroom privileges or other emergencies.
- After a student has been assigned ISS 10 days in one school year, he/she will receive Out of School Suspension for the number of days that his/her offense would warrant in ISS.
- Students will remain in ISS until work is completed.
- Students who misbehave in ISS will be sent home for the day but will return to serve any remaining time. Chronic misbehavior will result in OSS for the remainder of the ISS time.

ISS ADMINISTRATION

- The student will be assigned to ISS by the administration only.
- The student will be assigned lessons daily from each teacher. Completed assignments will be taken up by the instructor and put in each teacher's box at the end of the day for a grade. An incomplete assignment will result in extended ISS time.
- The student must have a pass from the ISS instructor or administrator before returning to class.

DISCIPLINE POLICIES

ACTIVATING A FIRE ALARM UNDER FALSE PRETENSES

Discipline Options Include the Following:

- Out-of-school suspension
- Recommendation for alternative placement or expulsion
- Possible arrest and prosecution

BULLYING, INTIMIDATION, HARASSMENT, HAZING (Refer to Title VII)

Metter High School/Metter College and Career Academy believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers.

Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation. The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

- Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.

- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-sponsored activity.

PROHIBITED BEHAVIORS

Bullying, harassment and intimidation may include many different behaviors which ridicule, humiliate, or intimidate another student or school employee. Prohibited behaviors must occur on the property of the public school, at an event within the jurisdiction of a public school or at a school-sponsored event. Disciplinary action may also be necessary if off-campus behavior results in a disruption to the school environment. Examples of prohibited behaviors include but are not limited to:

- Unwanted teasing
- Threats, taunts and intimidation through words and/or gestures
- Physical violence and/or attacks
- Extortion
- Destruction of school or personal property
- Theft of money and/or personal possessions
- Sexual, religious, or racial harassment
- Public humiliation
- Social exclusion, including incitement and/or coercion
- Rumors or spreading of falsehoods
- Stalking
- Cyber stalking or engaging in conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim
- Cyber bullying or the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking websites (e.g. Myspace, Facebook, etc.) chat rooms, texts, and instant messaging
- The use of cameras or camera phones to take embarrassing photographs of students or school employees and posting them online
- Sending abusive or threatening text messages or instant messages
- Using websites to circulate gossip and rumors to other students

Bullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt.

Any gang related behavior or activity that is connected directly or indirectly to gangs will result in school punishment. Also any writings, markings, paraphernalia, or other gang related artifacts will result in school discipline as described below.

Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Reassignment of classes
- In-school suspension
- Out-of-school suspension
- Saturday School/Detention
- Expulsion (through appropriate due process hearing)
- Assignment to an alternative school (through appropriate due process hearing)

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other stakeholders may report incidents of bullying to an administrator, teacher, counselor or other staff member by using the school district's complaint procedures or by calling the Georgia Department of Education's 1-877 SAY-STOP

(1-877-729-7867) School Safety Hotline. Please note: Any form of electronic bullying (cyber bullying) using school equipment, school networks, e-mail systems or committed at school is strictly prohibited.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school shall keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- People witnessing or experiencing bullying are encouraged to report the incident to the school principal designee.

The following actions will be taken when bullying is reported:

1. **Investigate:** Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School police, school counselors, school social workers and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.
2. **Notify:** At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

3. **Discipline:** Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances.

Students in grades six through twelve found to have committed the offense of bullying for the third time in a school year shall be assigned to an alternative school through appropriate due process by disciplinary hearing officers, panels, or tribunals.

Schools should clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

4. **Follow Up:** Follow up is important to the accused and the victim. Implement a planned method to provide after-care and follow up. Reiterate to all the previously stated prohibition on retaliation.

BUS CONDUCT

- Students waiting on buses should wait on the bus ramp. All other areas are off-limits including the gym, parking lot, and classrooms.
- To ride a school bus and not attend school is a violation of Candler County Board of Education Policy and is, therefore, an offense. Students who ride school buses and get off before their arrival at school are absent from classes and will be considered truant.
- Students are under the supervision of bus drivers, just as they are under the supervision of teachers while they are in classrooms. Students shall be prohibited from acts of physical violence, bullying or physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior.
- Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, compact disc player or any other electronic device which may interfere with the school bus communications equipment or the school bus driver's operation of the school bus.
- Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
- It is absolutely essential that classroom conduct be maintained while on a school bus.
- Students should be seated at all times and conduct must be such that it will not divert the attention of the driver.
- Failure to cooperate with the driver or misconduct on the bus will automatically give cause for possible removal of transportation privileges and suspension from school.
- Students should not damage the bus in any way. Video cameras are utilized on every bus.
- All incidents of misbehavior will be reported to the administration.
- Students are not allowed to get off the bus except at the high school or their appropriate bus stop. There are no passes to the Candler County Library or to Metter Middle School.
- Any change of buses must be confirmed by the parent. The administration will issue a bus pass for a student to ride a bus or change to another bus.

Discipline Options Include the Following:

- In-school suspension
- Suspension of bus privileges
- Out of school suspension
- Recommendation for tribunal and Alternative placement

CHEATING

Cheating will not be tolerated at MHS/MCCA. Cheating is defined as providing or receiving work and/or answers either orally, in writing, on a computer disk to another student, or by text messaging on a phone. Students who hold club or honorary positions that cheat can possibly be relieved of their duties.

Discipline Options Include the Following:

- 1st offense: Student receives a zero on the assignment and receives 1 day ISS.
- Subsequent offenses: Student receives a zero on the assignment and also one of the following depending on the severity and frequency as determined by the principal or designee.
 - In-School Suspension
 - Out-of-school suspension

CLASSROOM AND/OR ASSEMBLY DISTURBANCES

A classroom or assembly disturbance is defined as any action by a student which disturbs the normal flow of teacher activities in a classroom or assembly and prohibits the education of others or any student who falsely reports misconduct by a teacher.

Discipline Options Include the Following:

- Student and/or parent conference with teacher
- In-School Suspension
- Out-of-school suspension
- Recommendation to Tribunal (Alternative School/Expulsion) for continued frequent disturbances

COMPUTER ACCESS/BRING YOUR OWN TECHNOLOGY

Students should not search or view inappropriate sites on the Internet. All students must have a signed parental permission form to use the Internet. Inappropriate use of the internet will result in loss of privilege. Length of time of loss of internet privileges is determined by the Principal.

Discipline Options Include the Following: Depending on the severity of the offense the following consequences could be applied.

- 1st Offense - Warning and confiscation of equipment: (Parent will have to retrieve items from administration).
- 2nd Offense - Confiscation of equipment for one week. The parent must retrieve from the administration.
- 3rd Offense - In-School Suspension
- 4th Offense - Out of School Suspension

CRIMINAL OFFENSES OR SERIOUS MISCONDUCT

A student may be transferred to another school, suspended or expelled whenever such student is charged with or commits a criminal offense or engaged in serious misconduct which may be unrelated to a school function, and it is determined by school officials, in their discretion, that it is reasonably necessary for said student's physical or emotional safety or for the safety or well-being of other students, teachers, or if the students' presence disrupts the daily educational process at the school. This includes engaging in serious misconduct or committing a criminal act, which is considered a felony or an offense of assault upon another student or adult, a violation of drug laws and sexual misconduct of a serious nature.

Whenever it appears that such transfer, suspension, or expulsion may be appropriate, the same rules, regulations and policies of the Board relating to Short-Term Suspension and Long-Term

Suspensions shall apply, and the principal and/or superintendent shall take such action as is prescribed therein.

A student charged with a criminal offense or who has participated in criminal activities involving moral turpitude will possibly relinquish the right to represent or to participate in extracurricular activities or athletics at MHS/MCCA for up to one year.

DRESS AND GROOMING

Students in the Candler County School System are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and good taste. All students shall be modestly dressed and groomed so as not to attract unreasonable attention or interference with the educational program, the orderly operation of the school and for safety of the entire school body.

Our policy on dress and appearance has been adopted with the main interest of creating a positive learning atmosphere and wholesome attitude for each individual and the school as a whole. School is a place of business. Students need to dress for the “business” of school. Responsibility rests primarily with the parents. They should see to it that their children are properly dressed for attendance at school. If in doubt, be conservative.

Extremes in dress and grooming are not appropriate and include, but are not limited to the following:

- **Clothing** is to be appropriately fastened and worn in good taste. Lack of cleanliness in person or dress is inappropriate. “See through” clothing or visible undergarments and skintight clothing (spandex or lycra) are not allowed. **Clothing should not have holes that expose the student’s skin above the knee.**
- **Length:** The hem of all dresses, skirts, and shorts must be worn to the top of the knee when the student is standing in an erect position. All shirts must cover the midriffs at all times. Pants must be worn at the waist (must be belted, absolutely no underwear and bottom showing, and must be able to see belt loops).
- **Shirts-** Shirts can be worn outside the garment. However, if the shirttail hangs below the pocket, it must be tucked into the garment. All shirts must be long enough to touch the top of the pants/skirt when the hands are raised over the head. No halter-tops, bare midriffs, spaghetti straps, cutoff tops, fish net tops, muscle shirts, tank tops, low cut, tight, see-through tops or strapless tops. Straps must be at least 2 inches wide.
- **Sagging-**Students should appropriately fasten their pants and use belts to keep them above the hip. Sagging is not allowed.
- **Foundations:** Proper and acceptable undergarments must be worn at all times.
- **Shoes:** Shoes with adequate protection must be worn at all times. Flip flops may be worn with exception of locations/activities whereby protective covering is required.
- (Examples: Science Lab Activities, Physical Education Courses, Agriculture Labs, JROTC, etc. as directed by teacher)
- **Accessories prohibitions:** Sunglasses, visible body piercing, hats, bandanas, doo-rags, sweatbands, combs, picks, or any object worn on the head is prohibited. Long chains connected to wallets or keys are prohibited as well. Any and all accessories are prohibited as directed by the Principal or designee.
- **Suggestive and inappropriate messaging:** No clothing or jewelry relating to drugs or drug usage, suggestive language, violence or clothing which promotes racism, hate groups, violence or is gang related may be worn.

- **Hair Designs:** Hair designs, colors or styles which draw unnecessary attention from students so that the education process or school function is interrupted
- **Pajama:** Pajamas, pajama pants are prohibited from being worn.

Discipline Options Include the Following:

- First offense: Parental contact, correction of dress violation and warning.
- Second offense: Parental contact, correction of dress violation, Saturday School/Detention
- Third offense: Parental contact, correction of dress violation, 1 day of ISS.
- Fourth offense: Parental contact, correction of dress violation, ISS/OSS
- Fifth offense and subsequent offense are considered to be insubordinate behavior and will follow the consequences inclusive of but not limited to ISS, OSS, or referral to Tribunal: (Alternative School, Expulsion)

If a parent cannot be reached to correct the dress violation, the student will spend the remainder of the day in ISS.

EARLY DISMISSAL CHECKOUT POLICY

A bona fide request, in writing, stating the reasons, time and place for early dismissal must be made by a parent or guardian and submitted to the principal's office. The home telephone number or other phone number where parent or guardian can be reached must be on the note for verification. Students who have cleared with the principal's office will be given an early dismissal slip, which must be presented to the teacher whose class he/she is leaving. The student's name will also be listed on the sign-out sheet with the time for his/her departure and stating if early dismissal is excused or unexcused. Students are not allowed to leave campus for errands or for any other reason unless sick or in an emergency.

Students will not be allowed to leave if verification of note or physical presence of parent does not occur. A student who returns to campus must sign in at the principal's office and receive a note allowing the student to enter class. Metter High School/Metter College & Career Academy verifies all notes.

Parents must sign students out in the office. Telephone excuses for students to leave school will not be accepted unless verified by the office. Students are not allowed to leave during the lunch period. On special days when students may sign out early, they should not return to campus to visit teachers or go to their lockers.

Discipline Options Include the Following:

- 1st Offense-Notification of Parents and up to 3 days OSS
- 2nd Offense- Notification of Parents and up to 5 days OSS
- 3rd Offense- Notification of Parents and up to 10 days OSS and referral to Tribunal (Alternative School or Expulsion)

ELECTRONIC DEVICES – CELL PHONES, TABLETS, ETC.

- Cell phones will be allowed at school within specified criteria. Cell phone usage will only be permissible during authorized times. Students must also follow all directions given by school personnel in regards to display and usage of cell phones. Failure to comply with directions will be viewed as insubordination and will result in appropriate disciplinary action.
- Please be advised that the Candler County School District is not responsible for and will not be held liable for the theft, damage, or loss of cell phones or accessories at any time.
- While there may other times at the school's discretion deemed as permissible, appropriate usage time shall be limited to before/after school, during designated break times, and during transitions. Please note that should phone usage impede the normal

flow of school in any manner, the school administration retains the right to alter or change times identified as appropriate at any time.

- The Candler County School District does not condone or accept the inappropriate usage of phones in anyway. Phones found to be used such a way are subject to appropriate punishments as established by discipline policy.
 - The refusal to give cell phone to School Board employee will be viewed as insubordination and result in appropriate consequences at administrations' discretion (see insubordination).
- ** Earphones, headsets, ear buds, or any other electronic listening devices shall not be used during school hours unless directed to do so by teacher for instructional purposes.

EXTORTION OR ATTEMPT TO EXTORT

(To obtain from a person by force, money, property, etc.)

Discipline Options Include the Following:

- Restitution for damages, if pertinent
- In-School Suspension
- Out-of-school suspension
- Arrest and prosecution in serious cases

FOOD AND DRINKS

No student shall have food, drink, or chewing gum in the halls or classrooms. No food or drink may be taken from the lunchroom to classrooms. Students are not to order food from outside restaurants, and parents are asked to refrain from bringing outside food to students. Clubs selling candy may not sell during class time.

Discipline Options Include the Following:

- Teacher detention
- Saturday School/Detention
- Clean-up detail
- ISS

GAMBLING (INCLUDING CARD PLAYING, PENNY PITCHING, DICE, QUARTERS, ETC.)

Students will not gamble on school property or while attending an activity under school supervision. Students are not allowed to possess playing cards of any kind or dice.

Discipline Options Include the Following:

- In-school suspension
- Out-of-School Suspension

HALL PASSES

Unless accompanied by a teacher, students must have a written hall pass whenever they leave a class during the class period. There are no exceptions to this rule. This is a student and teacher responsibility. Students are not to visit other students during class hours.

Discipline Options Include the Following:

- Student conference and warning
- In-School Suspension
- Out of School Suspension

INSUBORDINATION

Insubordination is the refusal to carry out any reasonable request by any faculty or staff member or repeated violations of school or class rules.

Discipline Options Include the Following:

- In-School Suspension
- Out of School Suspension
- Recommendation to Tribunal (Alternative School/Expulsion)

LUNCHROOM CONDUCT

- School board regulations prohibit students from leaving campus during the lunch period. Students are prohibited from entering the parking lot during their lunch period.
- No food or drinks may be taken from the lunchroom into the halls or classrooms.
- All students are required to eat in the lunchroom whether they bring their lunches or purchase them.
- Good behavior and cleanliness are expected.
- Students are not to run to lunch or break the lunch line.
- Students are expected to return trays and utensils to service area (no trays or trash should be left on tables).
- Loud talking and loud laughing will not be tolerated in the lunchroom.
- Students are not to move any tables.
- Bathroom facilities: Commons Area
- Students are not to be in the halls during lunch. All students will remain in the lunchroom during their lunch time or sit in the outside seating area.
- Students are not allowed to take food or drinks to the outside seating area.
- Students are expected to show all lunchroom staff the utmost respect at all times.

Discipline Options Include the Following:

- Lunchroom detail
- In-School Suspension
- Out-of-school suspension

NARCOTICS, ALCOHOLIC BEVERAGES AND STIMULANT DRUGS

(Board of Education Policy)

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind, including glue, paint or solvent used in a huffing manner!

- a) On the school grounds and immediately before or immediately following school hours
 - b) On the school grounds or at any other time when the school is being used by any school group
 - c) Off the school grounds at a school function, activity, or event
 - d) En-route to and from school
 - e) Use of a drug properly authorized by a medical prescription from a registered physician, accompanied by a note signed by school officials granting permission to take the medication and administered by the school official shall not be a violation of this rule.
1. Students are not allowed to carry prescription drugs during the school day. All prescription medications should be brought to Mrs. Angie in the office. All prescription drugs should be in the bottle with the prescription and directions visible. No prescription drug will be accepted otherwise. If a medication can be taken at home, please do so.

2. It is the students' responsibility to come to the office to take their medication at the required time, whether in the morning or at lunch. School officials should not have to remind students to take medication nor when to report to the office.

Discipline Options Include the Following:

Depending upon the severity of the offense on the above offenses found in Rule 16, one or more of the following disciplinary actions could occur.

- Suspension (ISS or OSS)
- Possible Hearing and recommendation for alternative placement, long-term suspension or expulsion
- The legal and proper authorities will be notified
- Parking privileges on campus revoked for a time up to the remainder of the time he or she attends Metter High School/Metter College & Career Academy
- Privilege to participate in extra-curricular activities and athletics loss for up to one year.

Information about any available drug and alcohol counseling, rehabilitation, and re-entry program will be provided by the administration or counselor.

The school system shall provide assistance for local endeavors which address substance abuse intervention strategies and provide referral assistance regarding the needs of the student. This referral information will be made available to students and parents on an individual basis.

The school system shall provide support for cooperative endeavors between the school system and community service agencies regarding intervention programs such as a school-based student assistance program.

**** Any staff member participating in the Tribunal process in the Candler County School District as a Tribunal Hearing Officer or a Panel Member shall complete a mandatory initial training course and have an annual update to continue to serve in such capacity. The Candler County School District has established disciplinary hearing officers, panels, or tribunals of school officials to impose suspension or expulsion for students who have committed infractions that warrant removal from the normal school environment. If a student transfers from another school system and has been subject to the tribunal process of that school system, the consequence imposed upon that student will be honored by the Candler County School District until the consequence issued prior to enrollment has been served.**

PHYSICAL VIOLENCE OR ASSAULT / BATTERY (FIGHTING)

Intentionally making physical contact of an insulting or provoking nature

1. Offenses involving extreme violence, threats of actions that do bodily harm to another, or using a weapon that could be considered a deadly weapon.
2. Fighting, threatening or intimidating another student with violence, threatening to or making physical contact or causing harm to another or verbally abusing or causing another to be abused. Also includes inciting: Any student who contributes or causes a disruption to occur.
3. Any student who interferes with faculty or staff by purposely deterring the staff member from responding to a critical situation.

Discipline Options Include the Following:

- ISS (Minor pushing, shoving, etc.)
- Out-of-school suspension
- Recommendation of expulsion from school and/or Alternative School
- Possible arrest and prosecution

PHYSICAL VIOLENCE OR ASSAULT AND/OR BATTERY ON FACULTY OR STAFF

Intentionally making physical contact of an insulting nature with a person or intentionally making physical contact which causes physical harm to another

Discipline Options Include the Following:

- Hearing, immediate suspension and referral to tribunal
- Possible recommendation for alternative placement, long-term suspension or expulsion
- Possible arrest and prosecution

PUBLIC DISPLAYS OF AFFECTION

Inappropriate contact between students

For Minor infractions of PDA, Discipline Options Include the Following:

- First offense: Student and/or parent conference and warning may be issued
- Second offense: ISS
- Third and subsequent offenses: OSS

For more serious offenses, consequence options include the following

- OSS
- Reporting to Local Law Enforcement
- Alternative School Placement
- Referral to Tribunal for Expulsion.

SCHOOL DISTURBANCES

Such acts which cause disruption of learning opportunities and/or threaten the safety of others. This includes sit-downs, walk-outs, riots, picketing, trespassing, inciting disturbance, threats, or actual violence during periods of disruption and blocking entrances and exits. Students are to use the right side of hallways as they move about the school. Upon entering classrooms, students are to be seated. Students should not be standing in doorways.

Discipline Options Include the Following:

- In-School Suspension
- Out-of-school suspension
- Possible recommendation for expulsion in severe or extreme cases
- Possible arrest and prosecution

SKIPPING

An Administrative Referral will be given for skipping class. Students arriving more than 10 minutes late to class without an approved late pass will be considered skipping.

Discipline Options Include the Following:

- 1st Offense -Notification of Parents and up to 3 days ISS
- 2nd Offense- Notification of Parents and up to 5 days ISS
- 3rd Offense- Notification of Parents and up to 5 days OSS
- 4th Offense- Notification of Parents and up to 10 days OSS and referral to Tribunal (Alternative School or Expulsion)

TARDIES (TIGERS NEVER TARDY)

Tardiness to school or any class is unacceptable. When the tardy bell rings, teachers will close their doors.

Sign-in Procedure (late to school): A student will be considered late to school when he/she reports to class after the tardy bell has sounded. A student is considered late to class if he/she is not in a teachers room when the bell rings. All students late to school must sign in with the attendance clerk in the office. Students arriving late to school must have a written note from a parent explaining their tardiness. Repeated notes from parents to excuse tardies will not be accepted. Repeated tardies will result in referral to Truancy Court

DISPOSITION OF UNEXCUSED TARDIES:

- 1st Offense- Conference with Student
- 2nd Offense- Warning
- 3rd Offense- Warning and Parent Contact
- 4th Offense- Saturday School Detention After the 4th Offense, students will be assigned Saturday School Detention for every tardy.

Subsequent offense:

- Student who fail to attend Saturday School Detention without a reasonable excuse will serve (1) day in ISS.
- ISS/OSS
- Loss of privileges inclusive of but not limited to the following:
 - Parking Privileges
 - Participating/Attending in Extra Curricular events including athletics/clubs, school functions such as Prom, Pep Rally, and Field Trips, and Etc.

TOBACCO (BOARD OF EDUCATION POLICY JCDA)

TOBACCO and Electronic Cigarettes (VAPES)

Metter High School and Metter College & Career Academy are smoke-free campuses.

Students are not to use tobacco in any way or be in possession of tobacco, an electronic cigarette, a lighter or matches on school property during the school day or at any school function. This policy is based on the United States Surgeon General’s report, which gives scientific fact that the use of tobacco has a harmful effect on the physical health of an individual.

Discipline Options Include the Following for a lighter or matches:

- First offense: Three days In-School Suspension and parent notification
- Second offense and subsequent offenses: OSS for 2 days

Discipline Options Include the Following for Tobacco or Vape:

- First offense: Three days of Out of School suspension
- Second offense: Five days of Out of School suspension
- Third offense: Possible tribunal with requested alternative school placement

*** If Vape contains THC it is considered possession of marijuana!**

TRUANCY AND FORGING NOTES

Any student who misses one or more classes without a legal excuse will be considered truant. A student who fails to “check out” using the proper procedure will be considered truant. Leaving the school grounds during the day will be considered truancy. Forging excuses will be treated as truancy. Any student who is not in assigned locations as stated on his/her schedule will be considered truant. This also includes leaving a class without the teacher’s permission.

Discipline Options Include the Following:

- In-School Suspension
- Out of School Suspension

VANDALISM/THEFT

Willful and malicious destruction of property, theft, and/or threat to destroy any personal or school property; includes such actions as the use or threat of bombs, explosives including fire crackers, setting fires, smoke bombs, stink bombs and the deliberate and serious destruction of school property (such as writing on walls)

Discipline Options Include the Following:

- Restitution for all damages and OSS
- Hearing and immediate suspension
- Possible recommendation for alternative placement, long-term suspension or expulsion
- The legal authorities may be notified for possible arrest and prosecution

VULGAR LANGUAGE

Use of profane, vulgar, or obscene words, gestures, or actions at school or at school events or functions will not be tolerated. Vulgar language toward a staff member will result in OSS.

Discipline Options Include the Following:

- In-School Suspension
- Out-of-school suspension and/or possible recommendation for alternative placement

WEAPONS

The term “weapon” means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or a dirk, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor, razor blade, spring stick, metal knuckles, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chuck, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser.

A student shall not supply, possess, handle, use or transmit a dangerous instrument or weapon on school property, on his/her way to or from school, or at any school function or activity.

Discipline Options Include the Following:

- Hearing and immediate suspension
- Possible recommendation for alternative placement, long-term suspension or expulsion. The legal authorities will be notified. Georgia Law provides that possession of a weapon on school property or at a school function can be a felony crime punishable by a fine up to \$5000.00, by imprisonment for no more than five years or not less than one year, or by both.

****Each local board of education shall observe Georgia law in developing and implementing disciplinary hearings held by a disciplinary hearing officer, disciplinary panel, or disciplinary tribunal pursuant to O.C.G.A. § 20-2-751 through § 20-2-759 including the ability to honor disciplinary orders of private schools and other public schools/school systems pursuant to O.C.G.A. § 20-2-751.2. (Grades 6 - 12)**

(Ex. The Candler County School District has established disciplinary hearing officers, panels, or tribunals of school officials to impose suspension or expulsion for students who have committed infractions that warrant removal from the normal school environment. If a

student transfers from another school system and has been subject to the tribunal process of that school system, the consequence imposed upon that student will be honored by the Candler County School District until the consequence issued prior to enrollment has been served.)

DISCLAIMER

AUTHORITY OF THE PRINCIPAL IN DISCIPLINARY MATTERS

If a student has been charged with a violation of the disciplinary policies of the Candler County School District that does not result in the referral to a tribunal hearing, the ultimate administrative responsibility for the adjudication of the charge(s) of student misconduct and the imposition of appropriate punishment is vested in the Principal. The decision of the Principal in such matters is final and cannot be appealed to the Board of Education.

APPENDIX

EQUAL EMPLOYMENT/EDUCATION OPPORTUNITIES STATEMENT

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

The following individuals have been designated as personnel responsible for coordinating our effort to implement this nondiscriminatory policy.

Title IX, Title II, Title VI, Section 504 and ADA – Dr. CaDeisha Cooper, Assistant Superintendent for Curriculum, Instruction, and Federal Programs

Gender Sports Equity – Dr. Bubba Longgear, Superintendent of Schools

NONDISCRIMINATION NOTICE

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sport Act, O.C.G.A. 20-2-315). Students are hereby notified that the Candler County school system does not discriminate on the basis of gender in its athletic program. The sports equity coordinator for this school system is: Dr. Bubba Longgear, 210 South College Street, Metter, Georgia 30439, (912) 685-5713 Extension 231. Inquiries or complaints concerning sport equity in this school system may be submitted to the sports equity coordinator. Inquiries concerning our application of Title VI, Title IX, Section 504, and/or ADA to the policies and practices of the Candler County School System may be addressed to the persons listed above at the Candler County Board of Education.

Annual Public Notice of Career and Technical Education Opportunities

Candler County Board of Education

The Candler County School system offers the following Career and Technical Education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 9-12: Agricultural Education, Business and Computer Sciences, Family and Consumer Sciences,

Healthcare Science Technology, and Army Junior Reserve Officer Training. Persons seeking further information concerning the Career and Technical Education offerings and specific pre-requisite criteria should contact: Mr. Ellis Strobridge, Principal, Metter High School/ Metter College & Career Academy 34905 Highway 129 South Metter, Georgia 30439. Phone: 912-685-2134 or E-mail Address estrobridge@metter.org

Inquiries regarding nondiscrimination policies should be directed to Dr. CaDeisha Cooper, Assistant Superintendent, Candler County Schools, 210 South College Street, Metter, Georgia 30439, 912-685-5713 Email Address ccooper@metter.org

PARENT AND FAMILY ENGAGEMENT PLAN

PART I: GENERAL EXPECTATIONS

**2024-2025 School Parent and Family Engagement Plan
Revised: June 26, 2024**

School: Metter High School/Metter College & Career Academy District/LEA: Candler

In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to parents of participating children a written parent and family engagement plan, agreed on by such parents, that contains information required by section 1116 (b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

Metter High School and Metter College & Career Academy will adhere to the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement plan and the joint development of the schoolwide program plan under Section 1114 (b) of Every Student Succeeds Act.
- Update the school parent and family engagement plan periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parental involvement plan available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114 (b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) parents play an integral role in assisting their child's learning.

(B) parents are encouraged to be actively involved in their child's education at school.

(C) parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

(D) the carrying out of other activities, such as those described in Section 1116 of the ESSA.

**PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT
REQUIRED SCHOOLWIDE PARENT AND FAMILY ENGAGEMENT
PLAN COMPONENTS**

1. Metter High School and Metter College & Career Academy will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including involvement in the decisions regarding how funds for parental involvement will be used.
 - a. Local School Governance Team (LSGT)
 - b. Parent Surveys
2. Metter High School and Metter College & Career Academy will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement plan, the schoolwide plan, and the school-parent compact.
 - SGT Meetings
 - Parent Involvement Nights
 - Student Agenda Books
 - School Webpage
 - Multiple written communications home
3. Metter High School and Metter College & Career Academy will take the following actions to offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parental involvement.
 - Parent Surveys
 - Parent Conferences
 - Group Conference with Translator
 - Phone Conferences
 - Home visits by Social Worker & Teachers
 - County Transit Transportation
 - Child Care
4. Metter High School and Metter College & Career Academy will take the following actions to provide parents of participating children the following:
 - Timely information about the Title I programs.
 - Description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet.

- Opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.
 - Parent Academic Nights
 - Student Agenda Books
 - School Website
 - School Facebook Page
 - Remind

5. Metter High School and Metter College & Career Academy will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

- Local School Governance Team (LSGT)
- Parent Surveys
- Parent Conferences
- Leadership Team

6. Metter High School and Metter College & Career Academy will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following activities specifically described below.

A. Metter High School and Metter College & Career Academy will provide assistance to parents of participating children, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph:

- The State's academic content standards.
- The State's student academic achievement standards.
- The State and local academic assessments including alternate assessments.
- The requirements of Part A.
- How to monitor their child's progress.
- How to work with educators.
 - Parent Academic Nights
 - ESOL Parent Nights
 - Parent Action Council (PAC) Meetings

B. Metter High School and Metter College & Career Academy will provide materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology, as appropriate, to foster parent and family engagement by:

- Parent Academic Nights
- Parent-School Computer Resource Center
- Parent Portal
- Instructional Newsletters

C. Metter High School and Metter College & Career Academy will provide training to educate the teachers, pupil services personnel, principal, and other staff in how to reach out to, communicate, and work with parents as equal partners, in the value and utility of contributions of parents and in how to implement and coordinate parent programs and build ties between parents and the school by:

- Professional Development
- District Support through Professional Development
- 8th-9th Grade Transition/Orientation
- Grade Level Performances

D. Metter High School and Metter College & Career Academy will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with Head Start, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

- 8th-9th grade Transition/Orientation
- Grade Level Performances

E. Metter High School and Metter College & Career Academy will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand:

- System Translator
- Bilingual Staff
- Remind
- Electronic Translator Devices

F. Metter High School and Metter College & Career Academy will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- Utilize community members to translate

PART III. DISCRETIONARY SCHOOL PARENT AND FAMILY ENGAGEMENT PLAN COMPONENTS

Indicate which of the following discretionary school parent and family engagement plan components the school will implement to improve parent and family engagement.

- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- Provide necessary literacy training for parents from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training.
- Pay reasonable and necessary expenses associated with parent and family engagement activities, including transportation and child care costs, to enable parents to participate in

School-related meetings and training sessions.

Train parents to enhance the engagement of other parents.

To maximize parental engagement and participation in their child's education, arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school.

Adopt and implement model approaches to improving parent and family engagement.

Establish a schoolwide Parent Advisory Council to provide advice on all matters related to parental engagement in Title I, Part A programs.

Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.

PARENTS RIGHT TO KNOW

(Revised: June 26, 2024)

Every Student Succeeds Act Sec. 1112

In compliance with the requirements of the Every Students Succeeds Act, the Candler County School District would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

Whether the student's teacher—

- has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher and/ or paraprofessional's qualifications, please contact Ellis Strobridge at 912-685-2134.

Ellis Strobridge
Principal



Corey James
Assistant Principal

Scott Waters
Assistant Principal

Right to Know Professional Qualifications of Teachers and Paraprofessionals

Date: June 26, 2024

Dear Parents,

In compliance with the requirements of the Every Students Succeeds Act, the Candler County School District would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

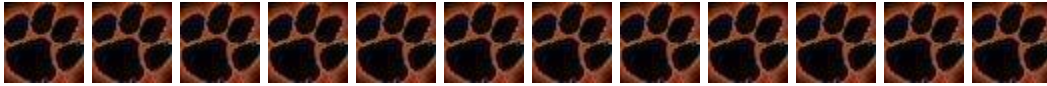
- Whether the student's teacher—
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact the school principal, Mr. Ellis Strobridge at 912-685-2134.

Sincerely,

A handwritten signature in black ink that reads "Ellis Strobridge".

Ellis Strobridge
Principal



METTER COLLEGE AND CAREER ACADEMY

34905 Hwy 129, Metter, GA 30439
(912)685-2177 (p) (912)685-2179 (f)

[Ellis Strobridge](#)



Right to Know Professional Qualifications of Teachers and Paraprofessionals

Date: June 26, 2024

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 - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact the school principal, Mr. Ellis Strobridge at 912-685-2177.

Sincerely,

Ellis Strobridge
MCCA

Ellis Strobridge
Principal



Corey James
Assistant Principal

Scott Waters
Assistant Principal

Derecho a conocer las calificaciones profesionales de los maestros y paraprofesionales

Fecha: June 26, 2024

Estimados padres:

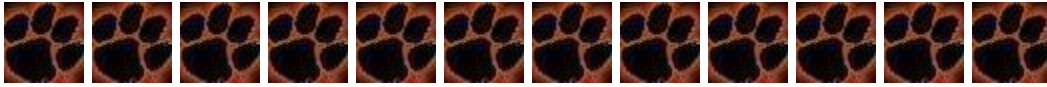
Conforme a los requisitos de la Ley para que todos los alumnos tengan éxito, a la Candler County School District le gustaría comunicarle que puede solicitar información sobre las calificaciones profesionales del (de los) maestro(s) y/o paraprofesional(es) de su hijo/a. Puede solicitarse la siguiente información:

- Si el maestro del alumno:
 - ha cumplido con la calificación y los requisitos para la licencia del Estado para los niveles del grado y las asignaturas en las que el maestro enseña;
 - está enseñando en carácter provisional o de emergencia a través del cual no se exigen los requisitos para la licencia ni la calificación del Estado y
 - está enseñando en el campo de la disciplina de la certificación del maestro.
- Si son paraprofesionales los que le brindan servicios al alumno y, de ser así, sus calificaciones.

Si desea solicitar información acerca de las calificaciones del maestro y/o paraprofesional de su hijo/a, comuníquese con el director de la escuela, el Sr. Ellis Strobridge al siguiente número de teléfono 912-685-2134.

Saludos cordiales,

Ellis Strobridge
Principal



METTER COLLEGE AND CAREER ACADEMY

34905 Hwy 129, Metter, GA 30439
(912)685-2177 (p) (912)685-2179 (f)

Ellis Strobridge



Derecho a conocer las calificaciones profesionales de los maestros y paraprofesionales

Fecha: June 26, 2024

Estimados padres:

Conforme a los requisitos de la Ley para que todos los alumnos tengan éxito, a la Candler County School District le gustaría comunicarle que puede solicitar información sobre las calificaciones profesionales del (de los) maestro(s) y/o paraprofesional(es) de su hijo/a. Puede solicitarse la siguiente información:

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 - está enseñando en el campo de la disciplina de la certificación del maestro.
- Si son paraprofesionales los que le brindan servicios al alumno y, de ser así, sus calificaciones.

Si desea solicitar información acerca de las calificaciones del maestro y/o paraprofesional de su hijo/a, comuníquese con el director de la escuela, el Sr. Ellis Strobridge al siguiente número de teléfono 912-685-2177.

Saludos cordiales,

Ellis Strobridge
MCCA

SCHOOL-PARENT COMPACT

2024-2025

(Revised: June 26, 2024)

Metter High School, Metter College & Career Academy and the parents of the students participating in activities, services and programs funded by Title I, Part A of the Every Student Succeeds Act (ESSA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards. The instructional program at Metter High School/Metter College & Career Academy is designed to provide a supportive learning environment and high-quality curriculum for every student. A strong school-family partnership is a critical link to creating an environment in which students can reach high standards and expectations. The following compact is a written agreement of shared responsibility:

What is a School-Parent Compact?

Our annual school-parent compact offers ways that we can work together to help our students succeed. This compact provides strategies to help connect learning at school and at home.

Effective Compacts:

- Link to academic achievement goals
- Focus on student learning
- Share strategies that staff, parents, and students can use
- Explain how teachers and parents will communicate about student progress
- Describe opportunities for parents to observe, volunteer, and participate in the classroom

Jointly Developed

The parents, students, and staff worked together and shared ideas to develop the school-parent compact. Quarterly Parent-Teacher Academic Meetings and Title I Committee meetings are held each year to review and revise the compact based on the school's academic achievement goals and students' needs.

Parents are welcome to provide feedback at any time. All feedback will be collected and reviewed during the annual revision meeting with parents.

Building Partnerships

There are many opportunities at our school for parents to volunteer and play a role in their child's education. (See our parent & family engagement plan event appendix or the Annual Title I Parent & Family Engagement Calendar.) Please consider joining the faculty, staff, and fellow parents through some of the following events and programs:

- Academic Family Nights
- School Governance Participation
- College Assistance Nights
- Career Assistance Nights
- Parent Workshops: day/night time meetings to increase parent capacity on varied topics

Communication about Student Learning

Metter High School/Metter College & Career Academy are committed to frequent two-way communication with families about children's learning. Some of the ways you can expect us to reach you are:

- Email Blasts to Grade Level and School Groups
- Current grades available through Infinite Campus Student Information System
- Scheduled Parent Conferences
- Progress reports
- Remind Text Messages
- School website and School Facebook
- You may contact your child's teacher. Please call the school at (912) 685-2134 or email the teacher directly.

Our Goals for Student Achievement

District goals

- 90% of students will graduate on time
- 100% of Students will be career or college ready
- CCSD will increase the percentage of students reading on Lexile by 3% as measured by the FY25 Georgia Milestones ELA assessments in grade 3-11.

School Goals and Focus Areas

- Advanced Placement, and Dual Enrollment Courses by 20%
- MHS will increase the percentage of students reading on Lexile by 3% as measured by the FY25 Georgia Milestones ELA assessments in grade 3-11.

Teachers, Parents, and Students--Together for Success

Teachers

- Will provide engaging and relevant lessons to make sure students understand career applications for their learning
- Will communicate progress toward meeting graduation and career/college readiness goals with parents
- Will use College Board resources to provide rigorous learning opportunities for students
- Will host academic nights to share strategies with parents
- Will provide additional assistance to students during Tiger Time to increase academic success

Parents

- Will attend college and career nights
- Will review GAfutures.org with my child
- Will make sure my child is using Google Classroom resources to prepare for or complete rigorous assignments
- Will use school website resources and attend parent workshops and academic nights to learn tips and strategies to use at home

Students

- Will use the tools in GAfutures.org to prepare for my career and/or college

- Will read at least 20 minutes each day
- Will use Tiger Time and Academic Success Center resources to improve academic performance in core subject areas
- Will enroll in HOPE Rigor Courses, Advanced Placement, and/or Dual Enrollment to prepare for college or career
- Will use Google Classroom videos and resources to do my assignments and enhance my learning through peer collaboration and teacher feedback

CHILD FIND NOTICE

In accordance with IDEA regulations, the Candler County School District seeks to ensure that all disabled students (ages birth-21) who are in need of special education within its jurisdiction are identified, located, and evaluated, including those attending private school and home school. Final identification of students with disabilities and programming for such students occurs only after an appropriate evaluation and a determination by a Multidisciplinary Placement Team.

If the "child find" process indicates that a student may require special education and supportive services in order to benefit from regular education, the student shall be referred to the Multidisciplinary Placement Team to determine the student's eligibility for special education services.

If you know a child with a disability who is not being served, please notify:

Dr. Robbie Dollar
Special Education Director/CTAE Director
Candler County School District
Special Education, Response to Intervention, and Assessment
[210 South College Street](#)
[Metter, Georgia 30439](#)
(912) 685-5713 Ext. 0590
Fax: (912) 685-3755
rdollar@metter.org