

Montgomery High School



Student Handbook 2024-2025

Parent/Guardian

My signature below indicates that I have received and reviewed all policies, rules, and general information contained in the 2022-2023 Montgomery High School Handbook and I commit to do at least the following:

1. Encourage my child to follow all school rules and reasonable requests.
2. Ensure my child is properly dressed.
3. Attend conferences required by the parent/teacher/principal.

Parent/Guardian Signature

Date

Student Signature

Date

SCHOOL ADMINISTRATION

Ashley Coutee, Principal
Summer Trapp, Assistant Principal

SCHOOL MASCOT

Tiger

SCHOOL COLORS

Purple and White

SCHOOL MOTTO

P.R.I.D.E
Purposeful Rigor in Daily Education

SCHOOL MISSION STATEMENT

“We will create a positive learning experience that will promote excellence for all.”

Vision Statement:

Inspiring Minds, Instilling Confidence, Influencing Character

School Vision: MHS provides each student the skills necessary to succeed in their school, in their community, and in their career through an integrated process that focuses on student achievement, character development, and career readiness.

The Process:

- True student engagement in every classroom
- Meaningful conversation between students
- Students using technology in the classroom
- Ensure parents and community value education
- Rigorous instruction that is data driven
- Improved relationships between teacher and students
- Build 21st century skills – communication skills, teamwork, and problem solving
- Create critical and life-long learners
- Develop high teacher expectations
- Collaboration among teachers, administrators, and staff

MONTGOMERY HIGH SCHOOL PRINCIPALS

1917 – 1918	Mr. Humphries
1918 (Last half of term)	Mr. Provost
1918 – 1919	Mr. Thompson
1919 – 1920	Mr. Williams
1920 (First half of term)	Mr. Heiter
1921 (Last half of term)	Mr. Pierce
1922 – 1924	Mr. Pierce
1924 – 1925	Mr. Roddy
1925 – 1928	Mr. Richardson
1928 – 1949	Mr. McLeod
1949 – 1961	Mr. McCain
1961 – 1969	Mr. Gunn
1969 – 1983	Mr. Smith
1983 – 1990	Mr. Deen
1990 – 1994	Mr. Shaw
1994 – 2000 (First half of term)	Mr. Brumley
2000 – 2009	Mr. DuBois
2009 – 2016	Mrs. Williams
2016 – 2023	Mr. Edwards
2023 – Present	Ms. Coutee

School Safety

The number one goal for any school outside of ensuring a “free and appropriate” education for all students is to maintain student safety. Therefore, policies and procedures have been put into place for this reason. While the school understands that certain policies and procedures may cause an inconvenience for parents and guardians, they are in place to protect and ensure student safety. Please know that every precaution will be taken should an event take place on campus. If you have any questions or concerns regarding this matter, please do not hesitate to contact the administration.

STUDENT INFORMATION

It is a requirement of parents/guardians to complete and return school information, entrance forms, and other required documents.

STUDENT FEES

Registration	\$20.00
Vocational (Shop)	\$15.00
Home Economics	\$15.00
Grant Parish Technology	\$25.00
Science Lab	\$10.00

STUDENT GUIDELINES 2024-2025

The following rules are to help you become familiar with school, parish and state policies. Please read them carefully and abide by all of them. These regulations are intended to make this a better school for you. Please take your copy home for future reference.

1. Take pride in your school. Do not deface or damage any part of the school. Any student involved in damaging school property will be held responsible for payment and will be disciplined.
3. Students are to obey all school personnel anywhere on school grounds and at all school functions (home and away). Always be respectful.
4. MHS campus will be open for student arrival at **7:25 am** each morning. Students will **NOT** arrive on campus before this time unless they have permission from an administrator.
5. Smoking, vaping, or the possession of cigarettes or tobacco in any form is prohibited (including any item associated with electronic cigarettes). This includes any sport (home and away games including practice and traveling to and from each). This also applies during any school function as well as any student driving or riding to school in the school zone.
6. The use or possession of an alcoholic beverage or narcotic drugs is prohibited.
7. Students are not to bring to school items that do not pertain to the classroom. Please see

Grant Parish Handbook for more details. Some examples are: hats, knives, sunglasses, cigarette lighters, fireworks, matches, etc

8. No gum, food or drinks in the classroom.
9. Students are to conduct themselves as ladies and gentlemen. Holding hands and displays of affection will not be permitted. This pertains not only while at school, but also at any school function—home or away.
 - a. At any school function such as ball games (home or away), field trips, speech plays, etc., students are to wear the same type of clothes and conduct themselves the same way as if they were at school. All rules apply.
 - b. Students are to stay in the designated areas at all school functions. Once a student leaves a school function he/she must leave the area and may not return.
10. No student will be allowed to ride a school bus other than the one he/she normally rides unless he/she has a written note from the parent. The note must be brought to the office before school and signed by an administrator.
11. Parents visiting teachers --- If parents would like a conference with a teacher, they must schedule an appointment through the school or the teacher. It is always recommended that parents exercise professional judgment when contacting a teacher. Each teacher has an email address that is checked regularly. Please begin any correspondence using this line of communication.
12. Friends and relatives are not allowed to visit you during school.
13. Never leave the school grounds without permission for any reason once you arrive at school. You must have permission from the office to leave the school.
- 14. Getting Checked Out:** A student information sheet will be sent home with each student on the first day of school. Parents are required by Louisiana Law to provide this information to the school. Through providing the requested information, parents can designate the adults having the authority to check a student out of school. **Only those adults that have been authorized by the parent/guardian will be allowed to check the student out with proper identification.**
- 15. Checking Out:** Always bring a written excuse signed by your parent/guardian when it is necessary for you to check out without your parent present. This note should be brought to the office before school begins and must have a phone number that we can reach your parent/guardian to verify. If you forget to bring a note, one must be faxed or emailed to the school in order to check out. **No phone check-outs will be permitted unless deemed an emergency by the administration.**
16. **Checking In:** If for any reason you are late coming to school, you are to come to the office and check in. You will receive a tardy check-in sheet from the office. Tardies are unexcused, unless a medical excuse is presented or otherwise noted by an administrator.
17. **Seniors** must sign in in the front office immediately upon arriving on campus.
18. **Absences:** If you are absent, bring a signed note to the office from your parent or guardian stating cause and dates of absence. All medical excuses from a doctor must be brought to the office before school. If an excuse is not brought in by the fifth day after returning to school, it will be counted as an unexcused absence.
19. Students who participate in extracurricular activities must be in attendance at least one-half of the day that the function is held unless there are extenuating circumstances such as a school trip or a doctor's visit. Provision will be allowed for online classes.

20. No student shall be out of his/her class without a hall pass from his/her teacher.
21. No student will use the telephone without the permission of the administration or receive calls except when absolutely necessary. In all cases the identity of the caller will be established and the legitimacy of the call determined. Any student using the phone **must** use the speakerphone.
22. Students will not congregate or visit in the office individually or in groups.
23. Students shall not enter the gym or any other building except through unlocked doorways and shall not be there unless under the supervision of the regularly scheduled teacher.
24. Breaking line (lunch or water) or giving place in line will not be permitted.
25. Students **shall not enter the teacher's lounge** or the work area at any time without permission.
- 26. No one will be allowed to check out to get lunch. Lunch may not be brought to another student.**
- 27. ONLY the legal guardian of a student may sign out a student from any away-from-school activity during school hours.**
28. Students must be in the room at the location designated by the teacher when the tardy bell rings.
29. Cars and motorcycles brought to school by students are to be registered with the administration. NO CAR OR MOTORCYCLE MAY BE DRIVEN TO SCHOOL WITHOUT HAVING LIABILITY INSURANCE. Students bringing such vehicles to school must park only in the place assigned in an orderly manner. Upon arrival at school, students must get out of their cars and **not return to them until school is dismissed**. Abide by all traffic & safety regulations.
 - a. Wearing of seatbelts by front seat occupants is a state law.
30. Students will park in the student parking lot on the south side of campus. Students are not to park across the street in front of the school, unless given permission by administration.
31. Students **may not** go to the parking lot for any reason, unless you have permission from an administrator.
32. No classroom interruptions are allowed.
33. No student shall possess an electronic telecommunication device on their person during the instructional school day. Please refer to the Grant Parish School Board Policy.
34. Hats, caps, sock hats, or any type of head covering are **not** permitted, for any reason (not shop or baseball). Those that are brought to school will be taken and kept in the office. (1st offense = 1 day, 2nd and subsequent offenses = 1 week)

SEARCH AND SEIZURE

In accordance with local, state and federal law, any person, including faculty or student, entering Montgomery High School property is subject to search. Searches include but are not limited to book bags, lockers, purses, private automobiles, etc.

LOCKERS AND FEES

Lockers will be issued at the beginning of school for those students who request one. Combinations will be on the student schedule sheet. Students will be charged a restitution fee for any damage to or writing on his/her locker. There will be a \$5.00 lock fee for any locks that are not returned.

SCHOOL INSURANCE

Student insurance is issued through the school in two basic forms of coverage. The "at school" coverage insurance protects students against accidents at school, on school trips, and to and from school. The 24-hour coverage protects the student against accidents 24 hours a day the full year.

FIRE ALARM PROCEDURES

At the presence of fire or smoke a teacher shall:

- A. Designate a student to pull a fire alarm,
- B. Immediately notify the office by intercom of the location of the fire or smoke (if possible).

Students will exit the room and go to the designated area. The teacher shall be the last to exit the room, making sure all doors are closed. Students shall walk, by scheduled route, to a safe area on the football field or in front of the school and remain there until a clear signal is given. At the all clear signal, teachers will immediately escort their class back to their classroom.

DRESS CODE

See the Grant Parish School Board Policy Student Handbook for full dress code policy pp. 42 - 43

General Regulations:

- Shoes must be worn. Tennis shoes **MUST** be worn in the gymnasium. Students who do not wear tennis shoes, or bring tennis shoes to change into, will not be allowed to participate which may negatively impact their PE grade.
- **BACKPACKS:** 6th-12th Backpacks must be clear/mesh—allowing all contents to be visible.

HONOR STUDENT

For graduates 2016 and thereafter, to be recognized at graduation as an honor student, one must successfully complete the Tops University Curriculum (19 credits) and maintain a 3.0 G.P.A. in the TOPS curriculum.

TOPS University Curriculum

Units	Courses
4	English I, II, III, IV
4	Algebra I, Algebra II, Geometry, and 1 elective
4	Biology I, Chemistry and 2 electives
4	American History, Civics, and 2 electives
1	Fine Arts Survey or Substitute
2	Foreign Language (same language)

GRADING SCALE

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 or below	F

HONOR ROLL

Honor roll students will be students who have no grades below B.

PRINCIPAL'S LIST

Principal's list will consist of students who have no grades below an A.

VALEDICTORIAN, SALUTATORIAN, MR. & MISS MHS

These students must have taken the courses required to be an honor student. To be recognized for valedictorian, one must have successfully completed the Tops University Curriculum. The person with the highest grade point average will be Valedictorian and the second highest grade point average will be Salutatorian. Selection for Valedictorian and Salutatorian cannot be made until all final grades are in. Grade point averages will be counted out to four decimal places using semester grades. Should there be a tie, the student with the highest ACT score will be Valedictorian, and the student with the next highest ACT score will be Salutatorian. This student must be enrolled all year.

Dual Enrollment classes will be taken into consideration for FINAL GPA. D/E classes will be weighted to ensure equitable allowance is given to more rigorous classes. This is at the discretion of the counselor and administration.

Mr. and Miss MHS applications are the student's responsibility.

ABSENCES AND EXCUSES:

Please see the GPSB student handbook for information regarding absences and excuses.

Montgomery High School School-Wide Positive Intervention Behavior Support

Referral Process

MHS PBIS team reorganized the Grant Parish School Board and Montgomery High School Referral Plan into a school-wide uniformed plan. The referral process plan clearly states every step of the referral process. The new PBIS Referral Process was established to make the process clear and consistent throughout the whole school. It was also established in a way that the students will know the consequences of their actions. The goal of this new process is to establish consistency from teacher to teacher, teacher to administrator, and teacher to student. The team will meet as necessary to update the PBIS Referral Plan.

Expectations and Rules

The MHS PBIS Team has created a set of expectations and rules that the students will follow in every setting of the school campus. Posters will be displayed throughout the school to reinforce the rules and expectations for that particular area.

Reinforcement System Plan

MHS PBIS Team has developed a reinforcement system that will allow the Montgomery High School student body to be rewarded for demonstrating P.R.I.D.E. Expectations in various settings and times throughout the school. They will also be able to receive access to the school wide reinforcement day through Participation in the P.R.I.D.E. Paws program by not receiving a major referral and attendance for a specified set of time. The types of daily rewards that can be purchased are: blue jean passes. The scheduled events students can earn rewards for are: drawings and PBiS rewards ceremonies.

Intervention Plans

The MHS PBIS Team, using the School-Wide Positive Behavior Intervention Plan, has initiated a set of strategies aimed at helping the student act in ways that work in the classroom and helps him or her be ready to learn. These strategies will be used in every setting as a means to improve positive behavior in students. The strategies are listed on the minor incident tracking form in order for teachers' to demonstrate an effort to aid and support the student.

CLUB INFORMATION

BETA CLUB

Beta Club is an honor organization. The main purpose of the club is to provide services to the school and community. A student must maintain a 3.0 average for two consecutive semesters and be recommended by faculty and administration to be eligible for membership. Members must be taking the 4 Core Curriculum to be eligible. The initial membership fee is \$20.00 and is paid once. A member is in good standing as long as he/she continues to meet all requirements. Officers are selected at the end of the year to serve the following year. See Ms. Walker for more information.

FFA

Montgomery High School became a charter member of the National FFA Organization during the 2006-2007 school year. The main goal of FFA is to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

FCA

Montgomery Fellowship of Christian Athletes is a voluntary club that presents to coaches and athletes, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church. The membership fee is \$5.00.

4H

4-H empowers youth to reach their full potential, working and learning in partnership with caring adults. A membership fee is required.

Student Council

Student Council is a representative structure for students only, through which they can become involved in the affairs of the school, working in partnership with school management, staff and parents for the benefit of the school and its students. Student Council members are elected by the student body to represent their class.

SPORTS INFORMATION

SPORTS AT MHS

The sports that are available at Montgomery High School are:

- Football
- Basketball
- Softball
- Baseball
- Track
- Cheerleading
- Cross Country
- Golf

AWARDS

Letter jackets can be earned in any of the following activities: football, basketball, baseball, softball, track, cross country, or cheerleading. In order to earn a jacket, one must have lettered in one of the areas mentioned above for one year and be participating in that activity during a second year. In other words, it is possible to letter by the time one reaches the sophomore level. Coaches and sponsors can define for you the meaning of "lettering" in this particular activity. The cost of the jacket must be paid by the participating student. Each successive year that a student letters or places in district, district patches and a bar or stripe will be provided for the jacket. Managers and statisticians are eligible for the same awards as the players.

TRANSFERS

Students transferring from other schools that meet the LHSAA requirements will be accepted into the program and be eligible to receive full honors.

PARTICIPATION

Anyone not meeting the LHSAA requirements will not be eligible to participate in any sports at Montgomery High School.

Mr. & Miss MHS Applicants (Seniors Only)

Thank you for applying for the title of Mr./ Miss MHS. The purpose of this award is to honor the young man and young lady who have contributed the most to their class and school. Their time and effort in improving student life, the school environment, and student/faculty interaction are considered. In general, the two individuals who have attempted to better their class and school will be awarded.

Any student wishing to apply is required to have been enrolled at MHS for the last two years and attend both semesters of their senior year. Points are awarded based on the following categories:

Club & Activities

- Memberships & offices held.
- Distinguished awards at rallies, competitive competitions, etc...

Grade Point Average

- 4.0 = 40 Points
- 3.9 = 39 Points
- 3.8 = 38 Points

ACT Scores

- 20 = 20 Points
- 21 = 21 Points
- 22 = 22 Points

WorkKeys Scores

- Platinum = 30 Points
- Gold = 20 Points
- Silver = 10 Points

Student of the Year

- 8th Grade SOY = 40 Points
- 12th Grade SOY = 50 Points

Points will be given for activities and awards strictly related to Montgomery High School.

Mr. & Miss MHS Data Sheet

Name _____

Place the appropriate code on the line for each grade level and activity in which you participated. If you held an office in a club, just specify the office held; you do not need to note you were also a member. Points awarded for each category are listed in parenthesis near the code. A maximum of 12 points will be awarded for any one activity. Please do not fill out the "Points" column. If you wish to type your information, a template is available from the office.

Codes:

<i>Clubs</i>	<i>Athletics</i>	<i>Academics</i>
M – Member (1)	AS -- All State (5)	PP -- Purple Pride-(1)
P – President (2)	AC – All Cenla (4)	PL -- Principal List (3)
VP – Vice President (2)	V – Varsity (2)	HR -- Honor Roll (1)
S – Secretary (2)	1 st – First Team All-District (3)	AAS -- Academic All State (2)
T – Treasurer (2)	2 nd – District Second Team (2)	ASC --All State Composite (3)
	HM – District Hon. Mention (1)	DE-- Dual Enrollment (2 per course)
	MVP – Most Valuable Player (3)	CR-- Credentials (2 per cred.)
	V – Varsity (2)	CL--CLEP (1 per course)

EOC/LEAP 2025 Scores: A/E = Advanced (5) M = Mastery (4) B/G = Basic (3) AB = Approaching Basic (1)
N = Needs Improvement (0)

Example:

	9 th Grade	10 th Grade	11 th Grade	12 th Grade	Points
BETA	M	M	T	P	6

Clubs & Activities

	9 th Grade	10 th Grade	11 th Grade	12 th Grade	Points
Yearbook					
BETA					
4-H					
Student Council					
Healthy Living					
Mentor					
SADD					
FCA					
4-H State					

Class Officer					
District Literary Rally					
State Literary Rally					
School Student of the Year	8th:		12th:		
Parish Student of the Year	8th:		12th:		
Purple Pride					
Honor Roll / Principal List					
Dual Enrollment Course					
Credentials (OSHA, First Aid etc.)					
CLEP Course					
Total Points					

Academics

	Points / Score
ACT Score	
GPA	
EOC / LEAP 2025 Algebra I	
EOC / LEAP 2025 Biology	
EOC / LEAP 2025 Geometry	
EOC / LEAP 2025 English I (if applicable)	
EOC / LEAP 2025 English II	
EOC / LEAP 2025 English III (if applicable)	
EOC / LEAP 2025 American History (if applicable)	
EOC / LEAP 2025 Civics (if applicable)	
WorkKeys	
Total Points	

Athletics

	9th Grade	10th Grade	11th Grade	12th Grade	Points
Football					
Basketball					
Baseball/Softball					
Track & Field					
Cheerleading					
Total Points					

Student Name (Printed) _____

Student Signature _____

All Sports Award

Award	Points	Years	Total
All State First Team Coaches	10		0
All State Second Team Coaches	8		0
All State Honorable Men Team Coaches	6		0
All State First Team Sports Writers	10		0
All State Second Team Sports Writers	8		0
All State Honorable Men Team Sports Writers	6		0
Academic All State Composite	10		0
Academic All State	8		0
All CENLA First Team	10		0
All CENLA Second Team	8		0
All CENLA MVP	6		0
District MVP	10		0
All District First Team	10		0
All District Second Team	8		0
Most Outstanding Player (State)	15		0
State Track First Place	10		0
State Track Second Place	8		0
State Track Third Place	6		0
Regional Track First Place	8		0
Regional Track Second Place	6		0
Regional Track Third Place	4		0
All American Cheer	10		0
Football	2		0
Cheer	2		0
Danceline	2		0
Basketball	2		0
Softball	2		0
Baseball	2		0
Track	2		0
High School Rodeo	2		0
		Total	

