

# Zebulon High School



## STUDENT HANDBOOK

2021-22

# Zebulon High School Team

**Lindsay Busby, Principal**

**Craig McLendon, Assistant Principal**

**Tante Colquitt, Counselor**

**Robin Kempson, Data Entry Clerk**

**Marla Beck, Teacher/Facilitator**

**Lexie Saye, Paraprofessional/Facilitator**

**Our Vision:** Creating schools that students love.

**Our Mission:** Developing creative problem-solvers ready for college and career

Freedom lives in Choice and Opportunities.

We want all students to be free to live the life they choose, free from limitations and influence.

We believe that true freedom begins in the mind with independent and well-reasoned thought.

Our mission is to help each student learn and grow throughout their early lives to attain their intellectual independence, which will enable them to excel in whatever endeavor they choose.

## **Our Beliefs:**

- All students can learn and grow academically, socially, and emotionally.
- All students benefit from a rigorous learning environment characterized by the transfer of knowledge and skills to novel experiences over standardized test preparation and rote skill acquisition.
- Engaging in meaningful learning promotes student agency, voice, and choice.
- Learning must be made visible.

**In response to the guidance from health agencies associated with COVID-19,  
the schools will make modifications to procedures and policies as necessary.**

**Those adjustments will be shared with students and parents,  
but may not appear in this document due to the changing guidelines.**

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## About Our School

Zebulon High School (ZHS) was established to provide additional educational options for the high school students of Pike County. ZHS is a non-traditional high school environment that incorporates flexible daily schedules and extended school year options. The school day is not defined by a bell schedule with specific class periods. Students have the flexibility to master the courses in their individual learning plans at a pace and within a schedule that meets their individual needs. Instruction for Georgia Department of Education approved courses are provided through a blending of online instruction through Edgenuity® and face-to-face instruction provided by teachers employed by Pike County Schools.

## Attendance

ZHS school hours are 8:00 a.m. – 3:25 p.m. Monday through Friday. Students are expected to be in attendance for the full school day. Students who come to school late or leave school early should submit a written note from their parent/guardian explaining the absence.

**Excused Absences.** The State of Georgia has established guidelines for excused absences from classes. The following situations, when documented by a proper note, may be excused as reasons for absence, check-outs and check-ins:

- verified illness
- funerals - death in family
- court appearance - documented
- medical appointments - documented
- religious reasons - with prior approval
- official Page in the Legislature
- military leave time

After an absence, a student should give his/her excuse to the school administrator. If the student forgets the note, he/she has three days to bring the note, or the absence will be counted unexcused. The Principal must approve any exceptions to this policy. Only **five (5)** parent notes **per school year** will be considered excused. Any and all others must have other documentation.

**Check-Out Procedures.** A student who needs to leave campus during the school day should bring a note to the administrator upon arrival at school. The note must include the student's name, reason for dismissal, and time of dismissal. The note must be signed by a parent/guardian and must have a phone number where the parent can be reached for verification. The student will not be allowed to leave campus unless the note is verified. Students should plan to be picked up by parents in front of the main entrance to the school. An email is acceptable with parent ID attached; however, this may be verified as well for authenticity.

1. Once a student checks out, he/she must sign out, leave campus immediately.
2. Once a student has arrived on campus (parking lot or any other school property), he/she may not leave campus without following check out procedures (even if it is before the start of the school day).

## Computer Use Policy

Pike County Board of Education provides Network and Internet access for the purpose of promoting the use of telecommunication and networking technology as a tool to enhance classroom teaching and learning. All employees and students have access to all network resources, which includes the Internet. Parents may specifically request that their child(ren) not be provided Internet access by notifying the school and Pike County BOE in writing. All use of the network must be consistent with this purpose and be in accordance with this policy in an appropriate and responsible manner. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. Pike County Board of Education encourages the use of these media and associated services as a tool to enhance classroom teaching and learning. However, all computer users in Pike County Schools should remember that electronic media and services provided by Pike County BOE are property of the BOE and their purpose is to facilitate and support teaching and learning. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner. To ensure that all computer users are responsible, the following guidelines have been [Type here]

established for using e-mail, the Internet, personal communication devices, and network resources. No policy can lay down rules to cover every possible situation. Instead, it is designed to express Pike County School's philosophy and set forth general principles when using electronic media and services. All students and employees are required to sign an acknowledgement and acceptance of the Pike County Schools AUP before being allowed access to computers and the network within Pike County Schools.

### **Software:**

To prevent computer viruses from being transmitted through the company's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered through Pike County Schools may be downloaded. Software Installation Packages from outside the school must be scanned for viruses by an authorized staff member prior to their use on a system computer or the network. \*See *computers and network Resources AUP policy in the Pike County School System Code of Conduct.*

### **Obligations:**

Students who fail to return books and other instructional materials for a class will be responsible for payment of materials not returned. Notices are also sent out for unpaid fees and financial obligations incurred during school (i.e. library fines, rental fees, etc.). Students are responsible for their books, money, valuables, etc., while they are at school. A student should not leave anything of value unattended during the school day. Teachers and staff will not assume responsibility for lost/stolen merchandise on our campus; lockers are made available for rent.

## **Discipline Guidelines/Student Conduct**

The administration, faculty, and staff of ZHS wish to establish a safe, comfortable atmosphere which will ensure that each student can learn and grow as an individual. Each student is expected to control his/her behavior and conduct himself/herself in a mature manner. It is important for students to understand and learn to deal with the consequences of their behavior choices. No student may interfere with the educational process and impede the work of the teachers or other students. Disruptive behavior in any form will not be tolerated. Disciplinary consequences will be administered in a fair and equitable manner, yet progressive in nature as outlined by the Pike County Board of Education Code of Conduct. Please refer to the Code of Conduct for a more comprehensive description of the expectations and processes.

### **Student Expectations:**

1. Come to school and participate in online learning with active engagement.
2. Work with the teachers to create a goal for graduation and a plan for completion.
3. Advocate for yourself and ask for assistance when needed.
4. Behave in a professional manner with academic success being your purpose.
5. Attend school or be approved to work from home.
6. Remain on track with your plan for completion or be placed on probation.
7. Cell phones are to be stored during instructional time.
8. Do not allow your cell phone or other distractions to jeopardize your education.

### **Probation:**

Student progress will be monitored by teachers to ensure that students are on track for graduation. Students who are not actively engaged and participating in their plan for completion of courses will be placed on probation. The probation period will be a time for the student to focus on their academic success and complete the work needed to be on track for graduation. Students who are not committed to online learning after a probationary period may be reassigned to PCHS in an effort to allow others to participate in this opportunity, but were put on the waiting list. Students on probation may be asked to attend school (if approved to work at home) or to surrender their cell phones (or any other distraction) during their instructional time at school. Failure to comply with this request will result in disciplinary action.

### **Discipline:**

Students are expected to follow the rules and regulations set forth in the PC Code of Conduct and also the ZHS Student Handbook. Because students applied, were accepted, and others put on a waiting list, students should behave in a manner that would allow them to continue the online learning experience. Misbehavior may result in progressive discipline, including OSS and a tribunal hearing.

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## Dress Code

Pike County School System students are expected to dress and be groomed in such a way as to reflect neatness, cleanliness, and good taste in preparation for post-secondary life. Student dress should not distract or cause disruption in the educational program or orderly operation of the school. School administrators will be responsible for determining dress code violations. The principal reserves the right to amend any provision that he/she deems to be in the best interest of the student or the educational process. The following outlines inappropriate dress:

- Shirts: While standing, sitting, or bending shirts that show cleavage, midriff, or undergarments.
- (Strapless, halter, racerback, or spaghetti strap shirts are not acceptable)
- Bottoms: While standing, shorts, dresses, or skirts shorter than mid-thigh. Exposed undergarments are not acceptable.
- Any dresses or tunics worn with leggings shorter than mid-thigh.
- Clothing that defines a student's genital area.
- Exposed undergarments (meaning any clothing worn underneath normal outer clothing)
- Clothing containing inappropriate language; depiction of drugs, tobacco, or sex; suggestive lettering or pictures, violence, signs, symbols, or language which have the effect of disrupting the school's atmosphere.
- Transparent or mesh clothing without allowable top and/or bottom clothing.
- Head coverings that obscure the face or ears.
- Pajamas and/or house shoes.
- Every student must wear appropriate undergarments and shoes.

## Emergency/Demographic Information Forms

It is extremely important that parents regularly update emergency information for the school. In the event of an emergency, quick action to contact a parent is essential. Parental contact on the school's automatic calling system requires up to date contact information. Please make sure that your parent complies with this request.

## Grades/Graduation Requirements

Students should become familiar with the progress monitoring tools and grading procedures within Edgenuity®. Progress reports will be issued biweekly for parental review. Final grades for each course will be entered in Power School and permanently recorded on students' high school transcripts.

### Grade Progressions

<u>To pass from:</u>	<u>Requires:</u>	<u>To pass from:</u>	<u>Requires:</u>	<u>To pass from:</u>	<u>Requires:</u>
9th to 10 <sup>th</sup>	<b>5 units</b>	10 <sup>th</sup> to 11 <sup>th</sup>	<b>11 units</b>	11 <sup>th</sup> to 12 <sup>th</sup>	<b>16 units</b>

### Grading Scale

A = 90 – 100    B = 80 – 89    C = 70 – 79    F = Below 70

### Graduation Requirements

English/Language Arts	4
Mathematics	4
Science	4
Social Studies	3
CTAE, Fine Arts &/or Foreign Language	3
Health and PE	1
Electives	4

A minimum of twenty – three (23) units is required for graduation.

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## Graduation

Graduation ceremonies for Zebulon High School and Pike County High School will be held jointly on the athletic field on the designated day. In the event of inclement weather, graduation ceremonies will be delayed in one hour increments. If inclement weather persists, the ceremony will be delayed until the following day at 10:00 a.m. To participate in graduation ceremonies, seniors must have paid all outstanding obligations and completed all state and local requirements published in Pike County Board of Education policies.

## Health Care Clinic

ZHS students will have access to a school nurse as needed. The Pike County Schools System's medication policy and procedures will be used to handle all student medications. Medications are kept in a locked cabinet at all times. Students should not attend school with diarrhea, vomiting, and /or elevated temperatures. Students should be free of fever for 24 hours without any type of fever reducing medication before returning to school.

**Medications.** Medications should be given at home before or after school hours. However, in the event that medications including prescription and over-the-counter medications must be given during school hours an AUTHORIZATION TO GIVE MEDICATION AT SCHOOL FORM must be completed by a parent/guardian and kept in the medication cabinet with the medication. All medications must be in the original labeled container (no baggies, foil, etc.). Your pharmacist will provide duplicate containers upon request. Parents/Guardians must take the medication to the nurse as well as specific instructions before medications can be dispensed at school. If a parent is unable to bring medication to school, the student may bring the signed form and medication to the administrator's office upon arrival for verification. Before any student is allowed to carry these items on to school property such as inhalers for asthma, EpiPens for allergic reactions, or glucagon's for diabetes an AUTHORIZATION TO GIVE MEDICATION AT SCHOOL FORM must be completed by a parent/guardian. All students not in compliance with the guidelines set by BOE for the distribution of medicines shall be subject to discipline. For more details, see the Pike County Schools Code of Conduct Parent Manual. Parents should pick up any unused medications on the last day of school. Medications not picked up by the last day of school will be properly disposed.

## Parking

Students who drive vehicles to school will park at their own risk and must understand that the school nor the Board of Education cannot be held responsible for the vehicle nor its contents. Students should adhere to the following guidelines and procedures:

1. Students will be allowed to park in the spaces provided in the front of the building.
2. Students will display a parking permit to park.
3. Students will register car/permit with the office. A valid Georgia Driver's license, tag number, and description of the vehicle are required to register for parking.
4. Students will not be allowed to park or drive on the lawn.
5. All vehicles are subject to search if, in the opinion of the administration, reasonable suspicion of a violation of a school rule exists.
6. Neither the school nor any staff member will be responsible for any damage to car locks or batteries if a student or parent makes a request for help.
7. Students will not be allowed to loiter in the parking lot.
8. Drivers will be expected to yield to pedestrians at all times.
9. Students will be expected not to use tobacco or vapes in any form while on campus. This includes the parking lot and entrance/exit area.

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## **Photos/Videos**

Students may be required to have a picture made by a school photographer for identification purposes or school publications. Candid photos and/or video recordings may be made for distribution to local or national media; educational videos or commercials; or published on the Pike County School System's websites or social media outlets. Parents must notify the administrator in writing if their child should never be photographed. Students may not photograph or record. **STUDENTS MAY NOT TAKE PICTURES OR RECORD VIDEO WITHOUT PERMISSION FROM THE ADMINISTRATOR.**

## **Prom**

A Junior/Senior Prom for Zebulon High School and Pike County High School will be held jointly. Students planning to attend the prom should be aware of the following:

1. Prom fees are nonrefundable and not transferable from person to person.
2. All school rules regarding conduct and discipline will be in effect. Be sure that "dates" who are not Zebulon High School students understand they will be subject to all school rules and policies.
3. Students serving ISS or OSS assignments carrying over from Friday to Monday will not be allowed to attend the Prom.
4. Prom is intended for seniors, juniors, and their dates only. Students are allowed to bring only one date/guest. Any student participating in any buying, selling, or exchanging prom admission after the initial purchase, or any type of deception to enable an ineligible student to enter the Prom, will be subject to disciplinary action. This may include exclusion from the Prom.
5. Students who anticipate inviting a guest that is not a student at Zebulon High School or Pike County High School should pick up an application from the administrator. ZHS and PCHS Administration reserves the right to deny admission to prom for non-students at its discretion.

## **School Resource Officer**

The School Resource Officer helps with traffic logistics planning and operation, works with students and faculty in promoting and implementing safe driving programs. They may also serve as guest speakers for classes where their expertise is beneficial, are available for students to discuss problems and questions concerning the law, and helps in many other ways. The SRO has the authority to interview students that may be witnesses to an incident without first contacting a parent/guardian. Students that are suspects in illegal activities may be interviewed by the SRO or any other member of law enforcement with a school administrator present. Parent/Guardian will be contacted prior to or during the interview at the student's request. Otherwise a courtesy call will be made following the interview by the SRO or administrator.

## **Standardized Testing**

Standard tests administered are:

End Of Course Tests (EOC):  
11<sup>th</sup> ELA, Algebra, Biology, U.S. History.

PSAT (required in 10th grade), SAT (optional), ACT (optional), Accuplacer (optional) and ASVAB (optional, usually in February)

Advanced Placement (AP) tests - (optional) taken at the end of the course. Passing scores may earn credit at post-secondary schools.

Required tests are given free of charge; optional tests are taken at the student's expense. CTAE/Pathways Completion may be administered during the school year.

See your counselor or administrator for test dates, deadlines, and testing locations.

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## Transcripts

When applying to colleges (or for employment), a copy of your transcript is usually required. Your application and transcript may be mailed by the Guidance Office. The first transcript you request is free. Transcripts are provided at no charge for current students.

Upon graduation the students will be given an opportunity to have transcripts sent to various colleges. **After December 31st of the year of graduation, there will be a \$2.00 processing fee for transcripts.** Please allow 48 hours for all transcript requests.

## Transportation

**Buses.** Students must ride school buses that they are assigned to. If a parent would like to request that a student ride home on another bus, that request should be submitted in writing to the administrator at the start of the school day for transportation approval. Upon verification of the request, the student should pick up the signed, verified note at the end of the day and present it to the driver of the bus upon entry. **If prior approval process is not followed, students must ride their normal bus or report to the administrator for parent pick up.** In case of extreme emergency, contact the transportation department at 770-567-8992. Glass and balloons are not allowed on buses at any time.

**Cars.** Students who drive vehicles to school will park at their own risk and must understand that the school or the Board of Education cannot be held responsible for the vehicle or its contents. A limited number of student parking spaces are available in front of the school. Students must park in the marked spaces. Parking on the lawn or in any other spaces may result in the loss of parking privileges. Information for all vehicles must be on file with the administrator. (See Parking section)

## Withdrawing from School

Any student wishing to withdraw from school must have a conference with the administrator who will explain the withdrawal procedure and obtain parental approval and secure parent signature.

## Work Permits

Employment certificates for minors between the ages of 15 and 18 may be obtained from the administrator. **Students should expect to wait 48 hours for completion.** ZHS staff cannot honor "on demand" requests. This information must be entered on State Department websites.

Please note that the principal reserves the right to amend any provision in these guidelines which he/she deems to be in the best interest of the educational process.  
Any updates or changes to this handbook can be viewed on our website at [www.pike.k12.ga.us](http://www.pike.k12.ga.us)

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# School Calendar

## 2021-22

August 5	Open House
August 10	First Day of School
<b>September 6</b>	<b>Labor Day Holiday (school closed)</b>
<b>October 7</b>	<b>Early Release Day</b>
<b>October 8 – 15</b>	<b>Fall Break (school closed)</b>
October 18	Students Return
<b>November 19-26</b>	<b>Holiday Break (school closed)</b>
November 29	Students Return
<b>December 20 – January 5</b>	<b>Holiday Break (school closed)</b>
January 6	Students return
<b>January 17</b>	<b>MLK Holiday (school closed)</b>
<b>February 17</b>	<b>Early Release Day</b>
<b>February 18 – 25</b>	<b>Winter Break (school closed)</b>
February 28	Students Return
<b>April 4 – 8</b>	<b>Spring Break (school closed)</b>
April 11	Students Return
<b>April 15</b>	<b>Teacher Work Day (student holiday)</b>
May 27	Last Day of School and Graduation
<b>May 30</b>	<b>Memorial Day (school closed)</b>
May 31-June 3	Post-Planning for staff

# STUDENT AND PARENT SIGN OFF SHEET

## Handbook & Computer Use Agreement

We (student and guardian) have **received and read** the Ninth Grade Academy Student Handbook. We understand the Board Policies and School Rules stated in the Ninth Grade Academy Student Handbook and Code of Conduct. We agree to abide by these policies and rules stated therein.

I the student have **read** the terms and conditions of the Pike County Schools Computers and Network Resources Student Acceptable Use Policy located in the Code of Conduct. I understand and will abide by the stated terms and conditions.

As the parent or guardian of this student, I have **read** the terms and conditions of the Pike County Schools Computer and Network Resources Student Acceptable Use Policy located in the Code of Conduct. I understand that this is designed for educational purposes and that the Pike County School System has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the Pike County School System to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the internet. I hereby give permission for my student to use the School computer and network resources, including Internet services, and certify that the information contained on this form is correct.

Student Name \_\_\_\_\_

*PLEASE PRINT STUDENT'S FIRST AND LAST NAME*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian: \_\_\_\_\_

*PLEASE PRINT FIRST AND LAST NAME*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Photography Permissions Agreement

Unless it is for school identification purposes,

MY STUDENT, \_\_\_\_\_

*(PLEASE PRINT STUDENT'S FIRST & LAST NAME)*

Choose 1:

\_\_\_\_\_ **May** be photographed or videotaped for any reason including, local or national news, or educational videos and commercials.

\_\_\_\_\_ **May NOT** be photographed or videotaped for any reason including, local or national news, or educational videos and commercials.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Parent Signature*

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