

# Pike County High School

*Student  
Handbook*

**2022 - 2023**



# **Administrative Team**

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## **Board Members**

Mr. Brian Hubbard, District 1  
Mr. Allen Edwards, District 2 Chairman  
Mrs. Emily O'Steen, District 3  
Mrs. Marcie Bradberry, District 4  
Mrs. Denise Burrell District 5  
Mr. Floyd Miller, District 6

## **Superintendent**

Michael Duncan, Ed. D.

## **ALMA MATER**

***All hail to thee! Pike County High, the fairest school  
in all the land.***

***Our filial love to thee confess,  
An ardent, youthful, faithful band.  
Our hearts beat firm and strong for thee  
Our voices sing thy praise  
Thy sons and daughters pledge to thee  
Devotion all their days.***

***All praise to thee! Our Alma Mater,  
We hail the truths that in thee lie.  
We thank thee for our friends so dear,  
For lessons taught, for the hopes made clear.  
We sing and lift thy banners high  
For truths and values shown us here,  
Our lives will always be as symbols  
Of thee!  
Pike County High.***

## **Our Mission and Purpose:**

Freedom lives in choice and opportunity.

## **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 experience over standardized test preparation and rote skill acquisition.
- Engaging in meaningful learning promotes student agency, voice, and choice.
- Learning must be made visible.

**School Colors: Red and Gray**

**School Mascot: Pirates**

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## **PREFACE**

This handbook contains information that will clarify rules and regulations at Pike County High School. We hope that you find it to be a helpful reference. The Principal retains the right to prescribe penalties for violations of guidelines not specifically stated here and to alter any assigned penalties as he/she sees fit.

Furthermore, 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 additional updates or changes to this handbook can be viewed on our web site [www.pike.k12.ga.us](http://www.pike.k12.ga.us)

**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.**

## **ACADEMICS**

### **Honors**

Academic excellence is recognized in a variety of ways. At the end of each semester, those students who have no grade below a 90% will be listed on the Honor Roll. At the annual Academic Awards ceremony held each spring, various departments recognize outstanding students. The President's Education Award is given to seniors who have a cumulative high school average of 90 or higher through the end of semester one of the senior year.

### **Academic Dishonesty**

Any attempt to obtain credit for work done by another is unacceptable at Pike County High School. This includes cheating on tests, copying work of others, copying word-for-word from books, magazines, encyclopedias, technology media, or other acts of plagiarism, including distribution of any assessment material (i.e. failing to cite proper documentation or authorship, using someone else's term paper, using electronic devices/internet/other people to translate foreign languages), or other similar activities. The following outline will delineate the consequences:

#### **1st offense:**

1. 1 day ISS
2. Work redone.
3. Parents will be notified.

#### **2nd offense:**

1. Saturday School / 2 days ISS

2. Work redone
3. Parent notified

## **Effective for Students Graduating with the Class of 2019 and Beyond**

1. To be eligible for inclusion, a student must enroll in Pike County High School before the end of the first six weeks, fall semester of the student's junior year.
2. Class rankings for this purpose shall be computed at the end of the first semester of the senior year. The rankings shall be determined by using Grade Point Average (based on a 4.0 scale) of all courses taken in grades 9 through 12 in which high school credit is awarded.
3. Quality points are awarded for Advanced Placement Courses and all post-secondary courses from accredited institutions. A=5.0, B=4.0, C=3.0
4. For the purposes of this Administrative Rule:
  - a. The Student with a GPA greater than 4.0 and the highest combined math and verbal SAT score shall be the Valedictorian. The SAT will be super scored.
  - b. The Student with a GPA greater than 4.0 and the second highest combined math and verbal SAT score shall be the Salutatorian. The SAT will be super scored.
5. Pursuant to OCGA 20-2-161.3, to be eligible for Val-Sal, a student must take at least one course on the campus of Pike County High School during their High School Career.

If students have the exact combined SAT Score, the highest total cumulative GPA percent, which is defined as the average of the student's numerical grades of courses taken for high school credit out to the fourth decimal place (97.3512), shall be the tie-breaker.

**STATE GUIDELINES WILL BE FOLLOWED IN DETERMINING HOPE SCHOLARSHIP ELIGIBILITY.**

## **STAR STUDENT PROGRAM**

In 1958, the Georgia Chamber of Commerce created the "Student-Teacher Achievement Recognition" program--known by its initials, STAR. Today the program is sponsored by PAGE.

To qualify as a STAR Student, a student must be in the upper 10% or top 10 scholastically of his/her class at the end of the second semester of the junior year, be a legally enrolled senior (see note below), attend a public or private Georgia high school fully accredited by the Georgia Accrediting



Commission, the Southern Association of Colleges and Schools, or meet all standards set by the Georgia Department of Education for Secondary Schools.

NOTE: A dual enrollment student is eligible if the student can meet the criteria of the STAR Program. To determine a dual enrollment student's rank in the senior class, college and high school grades will be averaged together.

The student must take the College Board Scholastic Aptitude Test (national SAT) and the scores for each part must be at least equal to the latest available national average. The final date to take the SAT and have the scores considered for STAR student is the November administration of the student's senior year. Students must report Pike County High School's CEEB code on the SAT in order for scores to be considered. The CEEB code is 113335. At Pike County High School, the qualified student who receives the highest score on the SAT (national administration on one test date) will be the High School STAR Student if all other criteria are met. In the event of tying scores, both students will be STAR student. School System STAR students compete against other school systems' STAR for designation as the Congressional District STAR. Likewise, the Congressional STAR competes for designation as the State STAR. STAR Students select their STAR Teacher, who shares the recognition accorded the STAR Student.

## **ATHLETICS**

### **Athletic Eligibility**

#### **Academics**

Georgia High School Athletic Eligibility for students participating in athletic competition:

- 9th Graders: All incoming 9th grade students are eligible to participate first semester. (must pass 5 classes to be eligible second semester)
- 10th, 11th, 12th graders: must have passed 5 classes the semester prior to participation and earned the minimum number of credits going into each grade (10<sup>th</sup>=5, 11<sup>th</sup>=11, 12<sup>th</sup>=17).
- Any credit gained through credit recovery, must be recovered within the first ten days of the semester.
- All Student Athletes must adhere to the Extra Curricular Code of Conduct.

#### **Enrollment**

Students must be enrolled in 2.5 credit hours in the current semester and have residency verified.

### **NCAA Eligibility Requirements**

NCAA Eligibility Center is the official Source for all NCAA Eligibility information. [www.NCAA.org](http://www.NCAA.org) or 877-262-1492.

## **No Pass / No Play**

In order to participate in competitive organizations such as athletics, fine arts/music productions, class offices and clubs, a student must have passed 5 courses during the previous semester and be on track for graduation. To be considered on track, a 2<sup>nd</sup> year student must have earned at least 5 units of credit, 3<sup>rd</sup> year students must have at least 11 units, and 4<sup>th</sup> year students must have a minimum of 17 units of credit. According to the State Board of Education, this applies to all extracurricular activities except VOCA-CVAE.

## **Athletic and Extracurricular Participation Code of Conduct**

Interscholastic extracurricular programs are an integral component of the total educational program and a means of developing positive attitudes, knowledge, and skills. Pike County Schools encourages participation in a variety of extracurricular activities.

Participation in extracurricular activities, including athletics, is a privilege and not a property right. The purpose of the Code of Conduct is to establish high expectations regarding behavior by establishing minimum and consistent consequences when violations occur.

## **Violations and Consequences**

Students enrolled in Alternative Program = Ineligible to participate in extracurricular activities

### **Hazing:**

1<sup>st</sup> offense = Suspension from any contest / activity for 25% of the season  
2<sup>nd</sup> offense = Dismissed from team / activity, no participation in extracurricular activities for the remainder of the current semester and the following semester.

## **Violation of school rules that result in In-School Suspension or Out-Of-School Suspension**

### **ISS assignments:**

1 day = Notify in season coaches / activity sponsors

2 days = Notify in season coaches / activity sponsors, no participation until completion of ISS

3 days = Notify in season coaches / activity sponsors, no participation until completion of ISS, held out of the first half of the next competition / activity.

### **Out-Of-School Suspension**

1<sup>st</sup> offense = One contest / activity suspension, not including any missed competition during OSS.

2<sup>nd</sup> offense = Suspension equal to 25% of the season or removal from the activity based on remaining contests.

3<sup>rd</sup> offense = Dismissed from team / activity, no participation in extracurricular activities for the remainder of the current semester and the following semester.

## **Removal from a GHSA Competition**

1st Removal = game suspensions & sportsmanship course as outlined in the GHSA constitution.

2<sup>nd</sup> Removal = removal from the team and no athletic participation for the remainder of the season.

## **ATTENDANCE POLICIES AND PROCEDURES**

### **Full Day Attendance**

Students are expected to be in attendance for the full school day. Students who do not have a full day schedule (ex: no 6<sup>th</sup> period) must leave campus promptly in pre-arranged transportation. All students transported by bus must have a seventh (6<sup>th</sup>) period class.

Students who check in late or check out early should submit a written note from their parent/guardian explaining their absence. Disciplinary action may be taken against students not in attendance for the full school day for reasons that cannot be excused. **A full school day is defined as three consecutive periods and part of another period.** Parents will be notified when a student has missed 4 days of school. The student will be referred to their counselor after missing 7 days of school. After a student misses 10 days of school, a CHINS referral is made (Child in Need of Services). If a student does not follow the CHINS recommendations, they will not be allowed to attend prom.

### **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
- Georgia DDS appointments

After an absence, a student should give his/her excuse to the attendance office. 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 Attendance Office before his/her first class of the day. 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 by the Attendance Office. Students should plan to be picked up by parents in front of the main entrance to the school.

1. Once a student checks out, he/she must sign out, leave campus immediately and may return the same school day ONLY with bereavement, medical, legal documentation, or DDS appointment.
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 classes have begun).
3. A student who is checking out or in is not excused from turning in assignments due that day. All research projects or papers are due on the assigned day without fail and without excuse.
4. Students involved in extracurricular activities must be present in order to participate in a school activity in the afternoon or evening. The Principal must approve any exception to this policy.
5. Georgia law does not permit an open campus; therefore, **checking out for lunch is not permitted.**
6. Students who are ill should go to the Clinic. Ill students will not be dismissed without parent approval. Once parent approval is obtained the student must check out with the Attendance Office.
7. If a student checks in or out more than ten times during the semester, he/she must produce a doctor's note for future check-ins to be counted as excused.
8. Check out patterns will be addressed by the administration.

### **Check-In/Tardiness to School**

Students should arrive at school on time daily. Tardy students arriving after Tardy Bell will report to the Attendance Office to check in and receive an admission slip to class. Failure to check in at the Attendance Office is considered to be a class cut. Records are kept on all tardiness. Tardiness that is considered excused includes illness, doctor's appointment, dental appointment, late bus, court appearance, or funeral.

1. Students will be responsible for bringing a note for each excused check-in at the time of check-in. All tardies must have documentation.
2. Each semester, students arriving LATE TO SCHOOL (unexcused) will be dealt with as follows:
  - 4<sup>th</sup> Tardy - Administrative detention.
  - 7<sup>th</sup> Tardy - Saturday school.
  - 10<sup>th</sup> Tardy – Suspend parking pass indefinitely, CHINS referral.

### **Parental Responsibility When Student Is Absent From School**

When a student is going to be absent from school, the parents/legal guardians are requested to contact the school by telephone. The number

for the High School Attendance Office 770-567-8770.

### **College Visitation Policy**

During the Junior and Senior year a student may make up to two college visitations. These visits will be counted as a field trip as long as the proper procedures are followed and the proper documentation is provided. College Visitation Forms are located in the Counseling Office.

### **Prearranged Absences**

Prearranged absences are applicable only to trips that are considered educational in nature and are limited to one request per semester. The Prearranged Absence Forms will be available in the Attendance Office. This request must describe the educational nature of the absence(s). The Principal's decision is final on all prearranged absence requests.

### **Make Up Assignments**

Students have 3 school days after returning from an **excused absence** to arrange with the teacher to make up all work that was missed. **It is the student's responsibility to initiate contact with teachers to schedule make-up work.** Work may be requested by calling the attendance office before 11:00 a.m. on the day a student is absent for an excused reason to be picked up within 24 hours.

### **Make Up Tests**

Make-up tests will be administered in the event of an excused absence from class as follows:

1. A student, who is present on the day a test is announced, but absent on the day it is given, will take the test on the first day of his/her return to school unless other arrangements are made with the teacher prior to the absence.
2. It is the students' responsibility to initiate contact with the teacher to schedule make up tests.

# 2022-2023 Bell Schedules

Regular Schedule	
8:40	Release to class
8:50 – 9:40	1 <sup>st</sup> Period
9:40 – 10:00	Homeroom
10:05 – 10:55	2 <sup>nd</sup> Period
11:00 – 12:30	3 <sup>rd</sup> Period & Lunch
12:35 – 1:25	4 <sup>th</sup> Period
1:30 – 2:20	5 <sup>th</sup> Period
2:25 – 3:15	6 <sup>th</sup> Period

## Early Release Schedule

October 6 – Students dismiss at 12:35

February 16 – Students dismiss at 12:35

## **BUS TRANSPORTATION**

Students must ride their assigned school bus. If a parent would like to request that a student ride home on another bus, that request should be submitted in writing to the attendance office by the start of the school day for administrative 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 front office 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.***

## **DISCIPLINE GUIDELINES/STUDENT CONDUCT**

The administration, faculty, and staff of PCHS wish to establish a safe, comfortable atmosphere which will assure 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 by the PCHS educational community. 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 for a more comprehensive description of the expectations and processes.

## **DISCIPLINE - POINTS OF EMPHASIS & UPDATES**

**Please refer to the Code of Conduct Parent Manual for a more complete explanation of the disciplinary process. Generally, students may not exhibit behaviors that are disruptive to the teaching and learning environment of this school.**

1. Students may not place any posters, maps, announcements or any articles of information or decorations on walls or doors, inside or outside the building, without prior permission from the Principal and Sponsor of the activity.
2. A student is not allowed to participate in any school-sponsored extra-curricular activity, i.e., Jr/Sr Prom, athletic events, Homecoming, etc., in the duration period of an In-school Suspension (ISS) or Out-of-school Suspension(OSS) discipline. (Example: A football game is Saturday, Oct. 15, and ISS discipline is scheduled for Oct. 14, 17, and 18. The student is ineligible to participate in the school activity until after 3:30 P.M. on Oct. 18). OSS discipline carries over to the next school day. (Example: if a student is assigned OSS for Oct. 14, 17, 18,

- then he/she could not participate until Oct. 19).
3. School/organizations or individuals must have the approval of the Principal prior to the sale of any items on school property or at school activities.
  4. As the end of the school year approaches, the ISS room is closed, meaning that OSS will be utilized in its place. Students that miss exams must make them up during post-planning week.
  5. Vandalism and Pranks: All citizens, especially the PCHS student body, should demonstrate respect for school system buildings, property, and other resources provided and owned by taxpayers. Students that participate in "pranks" involving damage to any school property or causing a substantial disruption to the school at any time for any reason will receive severe consequences, including out-of-school suspension, criminal trespass prosecution, and possible referral to a disciplinary tribunal hearing. Seniors can jeopardize their opportunity to participate in graduation activities. Students found on school property after hours and without adult supervision are subject to be charged with criminal trespass.
  6. Students should not bring these items to school for any reason: hot sauce, pepper or any other spice; lasers; glitter; toys; snap-pops.
  7. Pike County School Properties are smoke/tobacco free environments. Therefore, Electronic Cigarettes (e-cigs.), Personal Vaporizer (PV), electronic nicotine delivery systems (ENDS) or any other form of simulated smoking or tobacco use products are not allowed on campus. Liquid solutions (e-liquid), as well as any other items used to simulate smoking or tobacco use are not allowed on campus. This includes but is not limited to the above listed products as well as any supplies needed for operation of such a product.
  8. VAPES Possession/Use
 

First Offense	3 days OSS & Educational Module
Second Offense	5 days OSS
Third Offense	9 days OSS & Substance Workshop or 10 days OSS Pending Tribunal
Fourth offense	10 days OSS Pending Tribunal
  9. VAPE Distribution (sharing a device or in possession of 2 or more)
 

First Offense	5 days OSS & Education Module
Second Offense	7 days OSS
Third Offense	9 days OSS & Substance Workshop or 10 days OSS Pending Tribunal
  10. THC Product: Possession or Use
 

First Offense	10 days OSS Pending Tribunal
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## **DISSECTION POLICY**

Dissection is an integral part of Human Anatomy and Physiology and Biology courses at Pike County High School. Dissection is one tool of many used to reinforce learning standards and help students develop a deeper understanding of how organisms are different and how structures are adapted to their function.

In addition, dissection is used to help students develop the skills necessary to work cooperatively in groups. Students will be offered the following options during dissection.

1. Students that prefer not to actually participate in the dissection will be given the option to be in a group in which they can observe the dissection but not actually touch the specimen.
2. If students prefer, they will be given the option of dissecting virtually and answering all lab questions that go with the dissection except for any specific questions about their specimen (ex. Length of specimen).
3. If a virtual dissection is not available, students will be given the option to write a report about the systems that they would have observed if they had dissected. The report should include all structures and functions of the systems that will be observed.

## **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 deems to be in the best interest of the student or the educational process. The following outlines inappropriate dress:**

1. Shirts: While standing, sitting, or bending shirts that show cleavage, midriff, or undergarments. (Strapless, halter, racerback, or spaghetti strap shirts are not acceptable)
2. Bottoms: While standing, shorts, dresses, or skirts shorter than mid-thigh. Jeans with holes higher than mid-thigh. (Applies to male and female students)
3. Any dresses or tunics worn with leggings shorter than mid-thigh.
4. Clothing that defines a student's genital area.
5. Exposed undergarments (meaning any clothing worn underneath normal outer clothing)
6. 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.

7. Transparent or mesh clothing without allowable top and/or bottom clothing
  8. Head coverings that obscure the face or ears.
  9. Pajamas and/or house shoes.
  10. Full face paint is NOT permitted at any time during the school day.
- \* Every student must wear appropriate undergarments and shoes.

## **ELECTRONIC DEVICES**

Cell phones and other electronic devices should only be used for academic purposes, with teacher permission. All students should place cell phones in “wall hangers” in each room. There will be no warnings after the first day of school.

### **Definition of “Devices”**

For purposes of BYOD, “Devices” are privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, 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 (i.e. 3g, 4g) 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. Pike County High School, its staff, or employees, are not liable for any device lost, stolen or damaged on campus. If a device is lost, 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.

### **BYOD Student Agreement**

The use of technology devices to access educational material is not a necessity or a right, but a privilege. A student does not have the right to use his or her laptop, cellphone or other electronic device while at school without the approval of school personnel. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use (Policy IFBG, IFBG –R1). 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. Additionally, students are responsible for management, troubleshooting, and technical support of their personal devices. The school/district is not responsible for technical support of or repairs to personal devices.
- 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 understands the technology may not be used to record, transmit, or post photographic images or video of a person, or persons on campus during school activities and/or hours unless authorized by the teacher or administration.
- 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.
- Students may not use school-owned computers/monitors or other equipment to charge their own devices. Damages caused by students ignoring this statement will be responsible for the replacement/repair costs of the equipment.
- The teacher will decide if, when, and how BYOD will be used in the classroom. When devices are allowed to be in use for instructional purposes, the teacher will post the appropriate sign

in the classroom to indicate that it is a device-friendly day. Otherwise, electronic devices should be silenced and out of sight during bell-to-bell instruction.

## **VIOLATIONS OF ELECTRONIC DEVICE POLICY**

The Pike County High School Faculty and Administration are concerned about the research that indicates that the use of electronic devices during classroom instruction for non-academic purposes has negative outcomes in student engagement, performance on assessments, and grade point average. In an effort to maximize student learning, we are following these steps for dealing with electronic devices during class time:

1. Teachers are giving all students warnings about the use of cell phones in their classrooms on the first day of school, including the expectations of our Bring Your Own Device (BYOD) policy.
2. Beginning on the second day of school, any unauthorized use of electronic devices will result in the offending student being referred to In-School Suspension for one day. Teachers are expected to follow this policy with fairness of implementation and consistency of practice.
3. Use of electronic devices in ISS will result in automatic 2 days of OSS or confiscation of the device for 5 school days (all remaining ISS time will be served).

## **ELIGIBILITY TO HOLD OFFICE/HOMECOMING**

To be nominated for a school office, a student must have an overall average of C or greater in academics and conduct for the current year. After assuming office, the student must maintain an overall average of C or greater.

## **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.

## **FIELD TRIPS**

Students who are failing more than one course will not be allowed to attend field trips until their grades are improved.

## **FINAL EXAMS**

Pike County High School will post its final exam schedule for each semester on the school website: [www.pike.k12.ga.us](http://www.pike.k12.ga.us) or you may call the counseling office at the school.

A final exam, which counts 20% of the semester grade, will be given in each class at the end of the semester. Only those students who present evidence of a lawful absence during an exam will be permitted to make up the exam. All make-ups must be completed within 3 days unless other arrangements are made with the Principal. No student may take exams early (before the first day of testing).

### **Attendance during Exams**

Final exams are an integral part of course requirements for students in the secondary school. All students will be required to take final exams for courses in which they are enrolled at the time those exams are scheduled. A schedule of final exam dates will be published with the annual school calendar in order for students and parents to be informed of the exact dates of the exam. Only those students who present evidence of a lawful absence will be permitted to make up an exam. All make-up exams must be approved by the administration.

### **Check In/Out during Exams**

There will be no check-ins or check-outs during the scheduled final exam period. Students may check in or out only at designated times (see exam schedule). A parent may personally come and check the student out of school **at the end of the designated exam time**. Rooms will not be interrupted until the end of testing. **Students are not allowed to check in or out for lunch**. Phone calls for checkouts will not be accepted during this time. Please send a note with your student granting permission to leave school and a phone number where parents can be reached for verification. All notes are due in the attendance office no later than 8:05 each morning.

## **GRADES**

Students should become familiar with each of their teachers' grading systems as described in class syllabi. Students will receive grades on a semester basis as follows:

1. Progress Reports will be issued at the nine week points each semester.
2. Report Cards will be generated at the end of the semester
3. Credit will be awarded at the end of the semester.

Parents and students are encouraged to go to [www.pike.k12.ga.us](http://www.pike.k12.ga.us) to access Power School to keep track of student progress throughout the semester.

### **Grade Progressions**

<u>To pass from:</u>	<u>Requires:</u>
9 <sup>th</sup> to 10 <sup>th</sup>	5 units
10 <sup>th</sup> to 11 <sup>th</sup>	11 units
11 <sup>th</sup> to 12 <sup>th</sup>	17 units

Senior Privileges and activities may be restricted based on academic standing.

### **CLASS OF 2019 AND BEYOND GRADUATION REQUIREMENTS**

All students will be required to complete a total of 24 units for graduation.

All students will be required to take:

- 4 units of English
- 4 units of Science
- 4 units of Mathematics
- 3 units of Social Studies
- 1 unit of health + personal fitness
- At least 3 units of
  - Career/Technical/Agricultural **and/or**
  - Foreign Language - at least 2 years of the same language is required for college bound students **and /or**
  - Fine arts courses
- At least 5 additional electives.
- ½ unit in financial literacy

Additional courses strongly recommended for college-bound students include pre-calculus, one additional laboratory science course, a third course in foreign language, a fine arts (art, dance, drama, music) course, and computer technology.

### **GRADING SCALE**

A=100-90

B= 89-80

C= 79-70

F=below 70

### **GRADUATION**

Graduation will be held on the athletic field on the designated day. In case of inclement weather, graduation ceremonies will be delayed in one hour increments. If weather persists, the ceremony will be delayed until the following day at 10:00 a.m. the next morning on the athletic field. In order to participate in graduation ceremonies, seniors must have paid all outstanding obligations and completed all state and local requirements published in PCBOE policies.

### **GUIDANCE**

The Counseling Office is available to students to help plan an individual course of study, to help resolve conflicts or personal problem, and to explore career opportunities and choices. A student needing to see a

counselor should stop by the counselor's office and sign up for an appointment, then go to class and return when summoned by the counseling office. Students may not miss class in order to wait to see a counselor but may visit during lunch. The Counseling Staff at PCHS is assigned alphabetically.

## **Schedule Changes**

Each year students complete course requests for the following school term. Students have until the beginning of May to submit course change requests. As of the last day of school, no courses can be changed. At Open House in late July, students will receive a printout of their schedules, period by period. Changes should not be requested at this time because the master schedule has been completed based on student requests. Students have been evenly distributed across classes by period, meeting class size restrictions and maximizing state funding of classes. Since most classes are year-long courses, class changes will not be made at the end of the first semester. If students are having difficulty with a course or an instructor, the parent should set up a parent-teacher conference. Problems of this nature do not warrant a class/teacher change. Parents, teachers, and students can discuss strategies for the student to succeed in class. For information about the process to drop Honors/Gifted and AP classes at the beginning of the school year, please read the Appeals Process requirements.

## **Appeals Process**

Requests for removal from a class will only be honored in cases of extreme academic hardship in which a student, despite his/her best efforts, is in jeopardy of failing the course.

1. Parents and students must schedule a conference with the subject area teacher, counselor, and assistant principal. This conference will serve to evaluate the student's current performance and placement. Recommendations for academic assistance will be made.
2. Students who continue to experience academic difficulty (after implementation of assistance strategies) may appeal for possible removal from the course.

*Appeal procedures are as follows:*

Student and parent must make an appointment with the subject area teacher, counselor, and assistant principal. At the appointment, the student should submit a letter signed by the parent stating specific reasons for removal from the course. The letter should also state what the student has done for additional academic support.

The student should also submit a current printout of his/her cumulative grade and absences from the course (provided by the teacher).

The assistant principal will make a decision about the schedule change based upon the student's ability and efforts.

Removal from an Honors, Gifted, or Advanced Placement (AP) will be determined by space availability in a newly-scheduled course. Changing the schedule can result in a change in other classes in a student's schedule. Student and parent will sign a request form for removal from Honors, Gifted, and AP courses.

**This process will be available for the first four (4) weeks of school and at the completion of the semester.**

## **HALL PASSES**

A student in the hall or on any part of the campus during class time must have a pass. Permission to leave a classroom is at the teacher's discretion. Overuse of this privilege may result in disciplinary action.

## **HEALTH CARE CLINIC**

Our School has a Student Health Care Clinic located in the main office. The clinic is furnished with an area to care for sick or injured students and faculty. The facility is furnished with a private bathroom and with a cot to accommodate someone who is ill and waiting for a parent. Approximately 50-60 students are seen daily in the clinic. It is staffed by a full-time health care professional and serves sick or injured students and staff as well as serving as a controlled environment for students on daily medications. The medicines are kept in a locked cabinet at all times. The hours of operation are from 7:45 until 3:45. A child should not be sent to school with diarrhea, vomiting, and /or elevated temperatures. Your child should be free of fever for 24 hours without any type of fever reducing medication before returning to school.

## **HEAD LICE**

Students found to be infected with head lice or nits at school will be sent home by the school nurse or by an administrator. Parents are expected to treat the child's hair with an appropriate solution and to remove the dead lice and/or nits. Parents must present a statement from a medical doctor or the local health department verifying that the child is free of lice and nits before the child will be permitted to return to school or a parent or guardian must accompany the child to school and allow the school nurse to re-examine the student to verify an absence of nits. Two weeks after a child's return to school, the nurse will do a routine reexamination to ensure that the student continues to be free of lice and/or nits.

## **MEDICINES**

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 nurse's office 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 or 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 nurse's office before homeroom for verification by the nurse. Before any student is allowed to carry these items on to school property such as inhalers for asthma, EpiPens for allergic reactions, or glucagons for diabetes, an AUTHORIZATION TO GIVE MEDICATION AT SCHOOL FORM must be completed by a parent/guardian. All Students not in accordance with the guidelines set by BOE on distribution of medicines shall be subject to discipline. For more details see Student Handbook/Code of conduct. Students should pick up any unused medications on the last day of school. Medications not picked up by the last day of school will be disposed of.

### **PREGNANT STUDENTS**

Pregnant students have the same privileges and carry the same responsibilities as other students with the following provisions:

1. The student shall notify the school nurse and principal immediately upon her learning of her pregnancy.
2. Pregnant students shall be permitted to continue in school in all instances when continued attendance has the written approval of the expectant mother's physician, in which the physician's statement shall specify that in his professional opinion the said student is able to attend school without any danger or detriment to her personally or the unborn child.
3. The student shall be required to present an updated statement from her doctor to the school nurse on a monthly basis during pregnancy stating that the student is still able to attend school without any danger or detriment to the student or the unborn child.
4. A pregnant student attending school will abide by the same rules and regulations as any other student.
5. When, in the professional opinion of the student's physician, as evidenced by his written statement on file with the school system that the physical condition of the student is such that she should not continue in school, then the school shall counsel the student of the available options with regard to continuing her education during pregnancy. Said student shall be allowed to reenter school again upon written certification by her physician that her condition has improved to the point where regular school attendance will not present a danger or

detriment either to the student or the unborn child.

## **LOCKERS**

Our PCHS facility is equipped with lockers with built-in combination locks. During the first few days of school, students will be able to rent a locker for a fee of \$10.

Guidelines for use of school lockers are as follows:

1. Each student should use only one locker. Placing books in a non-assigned locker conveniently close to a classroom may result in lost books for which students will have to pay.
2. Students may not display any posters, pictures, or other articles on the walls of lockers by any adhesive means including tape, and glue. Marking or writing on walls with markers or any type of writing instrument is prohibited.
3. The school is not responsible for losses of books, notebooks, gym clothes, etc., from lockers whether they are locked or not locked. Security of one's personal items is dependent upon maintaining confidentiality of the combination. Students who steal, use without permission, or give out information as to another student's combination will risk losing his/her locker privilege and face disciplinary consequences.
4. New students enrolling after the first few days will be assigned lockers by the counselor's office or an Assistant Principal.
5. If a student has a locker problem, he/she should contact the Assistant Principal in charge, or a secretary in the main office.
6. Lockers that are "pegged" or adjusted so as they do not lock will be considered destruction of school property or vandalism.

## **P. E. LOCKERS**

Students enrolled in P.E. classes will be issued a locker and a combination lock. Replacement cost for a damaged or lost lock is \$5.00. Students are discouraged from bringing unnecessary items of value to school; however, if such items are on one's person, they should be given to P. E. teachers at the beginning of each class period to be locked up in the office. Theft of items left in locker rooms not locked in lockers is not the responsibility of the school.

## **LOST AND FOUND**

All items lost or found should be reported or brought to the Main Office. Students should not bring large sums of money or valuables to school. The school cannot assume responsibility for personal loss. Each student is responsible for assigned textbooks.

## **MEDIA CENTER**

The PCHS Library Media Center offers both print and electronic resources to support and enrich the high school curriculum. Our students are encouraged to use the Media Center to complete research and prepare for class assignments. The Media Center has a large selection of reading material (both fiction and non-fiction) for student enjoyment. The Media Center also has computers for student use.

Some helpful tips about our library program:

The Media Center will be open daily for use during school hours, including all lunch periods and usually thirty minutes before and after the regular school day. If it is necessary to limit library use to a special class, group, or program, this will be posted on the library media center door.

To come to the Media Center during any class period, homeroom, or lunch, students must have a pass. Students are expected to sign in at the circulation desk when they enter and sign out when they leave. Students will need their student ID card to check out library materials.

Most library materials may be borrowed for two weeks and then renewed as needed. Exceptions are reference books, reserved books and current periodicals. These are overnight materials and are due before the first period of the next school day.

Students may request printouts of documents and/or have copies made if needed. Students should ask permission before printing from computers. The cost for black and white printing is .05 cents per page and .50 cents per page for color printing. Photocopies can be made for .10 cents per copy.

Students are expected to be self-disciplined and use their time in the library to read and/or do research. All internet access is governed by the Pike County Board of Education policy. Students and parents must agree to comply with all PCBOE regulations. (See Internet Acceptable Use Policy on PCBOE web page). Students must agree not to use the internet for personal e-mail, chat rooms, games, inappropriate web sites, etc. In short, students are only to use the internet to retrieve appropriate information for class assignments or research. The Media Center is for you; therefore, think of it as a privilege to use and enjoy. Respect each other and each other's property.

The library also issues textbooks to students. The library uses a ransom program to assist teachers, students, and our staff in dealing with textbooks left in inappropriate places. When a student leaves a textbook in an inappropriate place and the textbook is turned in to the library, we notify the students and tell them they can retrieve their book for a fine of \$2. This fine can also be worked off in the library if the student wishes not to pay the fine. Our goal is to make students responsible for keeping up with their textbooks (approx cost per textbooks is \$75+). The money collected from ransom fines is used to assist needy students with graduation cost, school

supplies, or emergency needs. The Media Center assign textbooks to students. The student will sign for their textbook. Students must care for and keep up with their textbook until it is returned to their teacher at the end of the semester/year. Fees will be assessed for damages for lost textbooks. All fees and fines must be paid.

### **Computers and Network Resources Acceptable Use Policy:**

#### **Purpose:**

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 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*

## **OBLIGATIONS**

Students who fail to return books and other instructional materials for a class will be responsible for payment of materials not returned. In the event a book or other materials are paid for then returned, students/parents must request a refund from the bookkeeper. Notices are also sent out for unpaid fees and financial obligations incurred during school (i.e. library fines, rental fees, etc.). Seniors who do not pay their obligations, will not be allowed to participate in the Senior Picnic, Graduation Practice or Graduation. 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.

### **Off-Limits Areas during Lunch**

The areas which are **not off-limits and where students may be during lunchtime are the Lunchroom, and the outside courtyard.** Restrooms available to students during lunch are located in the gym lobby. Students are not allowed to eat in the hallways. Students are not allowed to go to lockers during lunch time. Students will not "wait" in the main office for deliveries. Students will not go to the parking lot to pick up deliveries. Students found in off-limits areas will be disciplined. Students with a hall pass should report to the location specified on the pass.

## **PARKING AND DRIVING**

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. Students should adhere to the following guidelines and procedures:

1. The Student Parking Lot will be for students who drive to school. Permits cost \$3.00 per day for a temporary permit or \$50.00 for the year. Permits will decrease in cost after January 1<sup>st</sup> to \$25.00. Students who purchase permits will sign a card stating that they have read and understand regulations and expectations for parking on campus. The driver must adhere to these regulations or risk losing his/her permit. For safety reasons all vehicles parked on school property must have a parking permit for identification purposes.
2. Students must park in the marked spaces of the student parking lot. Students parking on the grass, in walkways, in staff/reserved parking or not in a space may lose parking privileges.
3. Students should not take up more than one space. Parking in multiple spaces will not be tolerated. Parking spaces are very limited.

4. Permits may be purchased during designated sale periods prior to school starting or from Mrs. Carla. A valid Georgia driver's license and tag number and description of the vehicle are required at the time of purchase. **All cars parked on the campus must be registered.** DO NOT leave a note on your car. Vehicles without permits that park on the campus or those not parked in designated areas are subject to being towed at the owner's expense.
5. Sale or transfer of permits between students is prohibited. Students involved in this practice will be subject to disciplinary action, including loss of driving privileges.
6. Students that drive more than one vehicle must move the parking hang tag to the proper vehicle. Information for all vehicles must be on file in the office.
7. All vehicles are subject to search if, in the opinion of the administration, reasonable suspicion of a violation of a school rule exists.
8. 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.
9. For the safety of all students, a **10-mph** speed limit will be strictly enforced on campus. At no time shall a student pass other vehicles. Reckless driving or speeding will result in loss of parking privileges at the school (No warning will be issued).
10. Students are not allowed to ride in the bed of an open pickup truck either for purposes of moving school equipment or for other purposes.
11. When entering the parking lot students must park and exit vehicles. No loitering in the parking lot will be allowed.
12. No stopping or standing in the crosswalk is allowed.
13. Students are not allowed to enter or exit the property behind the Elementary or Ninth Grade Academy or drive the wrong direction at the Primary School.
14. If you purchase a parking permit and then change vehicles that you will be driving on a regular basis, you must stop by the front office and make the necessary changes.
15. Drivers should yield to pedestrians at all times.
16. All students are to park in the student parking lot **only**. No student is allowed to park behind the gym or behind the building. Students are not allowed to park in staff parking areas. This applies to dual enrollment students and all other students when arriving late and or leaving early.
- 17. Seniors ranked by GPA at the top of their class will have assigned parking spaces in the lot in front of the school. *These spaces are numbered and reserved for those students only.***
18. Students should not back into parking spaces when arriving at school.
19. Students may not cross over painted lines in the parking lot as a

shortcut.

20. Drivers with excessive tardies to school will lose parking privilege.
21. Students will be responsible for bringing a note for each excused check-in at the time of check-in. All tardies must have documentation. Each semester, students arriving LATE TO SCHOOL (unexcused) will be dealt with as follows:
  - 4<sup>th</sup> Tardy – Administrative detention.
  - 7<sup>th</sup> Tardy – Saturday school.
  - 10<sup>th</sup> Tardy – Suspend parking pass indefinitely, CHINS referral
21. No warnings are issued for parking/driving violations.

***This is considered your warning.***

### **Driver's License Certification**

In accordance with state law, all applicants under the age of 18 must provide a Certificate of Attendance (DS-1) in order to receive their driver's permit/license. Certification forms are in the main office. **Students should expect to wait 48 hours for confirmation. PCHS staff will not honor "on-demand" requests.** Notarized certificates expire in thirty (30) days. Students with birth dates falling over long holidays must request a certificate in advance. Beginning the last week of our school calendar year, students with birth dates through the summer will receive a form that will be good through the summer break. In addition, all teenagers must complete and pass the Georgia Alcohol and Drug Awareness Program (ADAP) in order to receive their Class D driver's license. Students take the ADAP course during their Health class. Students who have taken and passed this course at PCHS will receive a copy of their ADAP Certificate upon completion of the course.

Students needing a replacement copy will allow the front office staff **48 hours** to process this request. Students who have failed the test or have missed the opportunity to take the test during their Health class will need to contact the PCHS front office.

### **PHOTO DISCLAIMER**

All students are required to have a picture made by our school photographer on picture day or retake day. These photos are used for identification purposes and for the school produced yearbook. Candid photos taken by yearbook staff, newspaper photographers or others may be published on the Pike County website, Pen and Sword newspaper or in the PCHS Cutlass yearbook. **If your student should never be photographed, please sign the opt-out on the Student-Parent Sign-Off page near the end of this book.**

### **PROM INFORMATION**

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 Pike County 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 Pike County High School should pick up an application from Mrs. Carla. PCHS Administration reserves the right to deny admission to prom for non-students at its discretion.
6. After a student misses 10 days of school, a CHINS referral is made (Child in Need of Services). If a student does not follow the CHINS recommendations, they will not be allowed to attend prom.

## **RESTROOM USE**

Students will have ample opportunity to use the restroom during the school day. Instructional time should not be used unless the visit is an emergency. Students who leave the room during instructional time must have a pass, use only the restroom available for students, and return to class directly. Students not adhering to this expectation will receive discipline. Student restrooms for use during class are located in the ISS room. No restroom passes issued the first 15 minutes of class or the last 15 minutes of class.

## **RETURNED CHECKS**

Occasionally, checks collected by the school are returned. Pike County High School will charge a \$25.00 fee for all returned checks. In addition, the amount of the check must be paid in CASH to PCHS. PCHS may refer large and / or extended unpaid obligations to the Magistrate Court for collection. PCHS reserves the right to refuse acceptance of checks for payment from those who have had returned checks in the past. *Checks cannot be accepted the last two weeks of school for obligations or payments of any kind.*

## **SCHOOL DAY PROCEDURES**

### **Arrival**

The student parking lot and the school doors open each day at **7:30 a.m. for 0 Period and 8:30 a.m. for 1<sup>st</sup> Period**. No students should arrive before this time as there will be no supervision. Students who arrive at school



before the First Bell must report to the cafeteria area. All students should enter through the front lobby doors. Students wishing to see teachers before the First Bell must secure a pass from that teacher the previous day. The morning pass must be presented to the staff member on duty in the cafeteria area. All students will be released from the cafeteria area 10 minutes prior to the Tardy Bell to begin classes. Individual needs (errands, locker visits, etc.) should be completed during this time. Students not in class by the Tardy Bell must report to the attendance office for a pass to enter class. Students must exit vehicles and enter the building in a timely manner. **No sitting in/on vehicles or standing in the parking lot will be allowed.**

### **End of School Day**

No students will be released until all buses are in place. Unless a student is under the direct supervision of a teacher and that teacher is aware of that charge, a student is expected to leave campus within 15 minutes of the end of school. The building will be secured after this time. Students waiting for transportation are to remain near the front office entrance or outside. The high school office does not provide after school supervision for students waiting for a ride. Students must be off campus by 3:50 p.m. each day.

### **TRAFFIC IN HALLWAYS**

The hallways of a school are the highways of a school. Students are not to run, loiter, or impede traffic flow by gathering in groups. Students are to have a hall pass in their possession anytime they are in the hall with the exception of time allowed for change of classes. Students at lunch should not go down the hall to get a drink of water or use the restroom, go to lockers etc. Students are to remain in the lunchroom or the courtyard during lunch times. Excessive noise in the halls is not allowed.

### **SCHOOL RESOURCE OFFICER**

Due to the foresight of the Pike County Board of Education and the Pike County Sheriff's Department, we have had a School Resource Officer for several years. The School Resource Officer helps with traffic logistics planning and operation, works with students and faculty in promoting and implementing safe driving programs, serves as guest speaker for classes where his expertise is beneficial, is 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:

•Georgia Milestones: Testing ELA - 9th/11th, Algebra, Geometry, Biology, Physical Science, U.S. History, Economics.

PSAT (required in 10th grade), SAT (optional), ACT (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 EOPA will be administered during the school year.

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

## **LATE TO CLASS**

Tardiness to class is determined by each individual classroom teacher. However, the school-wide minimum expectation is that all students must be in their classrooms as the bell begins to ring. Consequences for tardiness to class are:

4<sup>th</sup> Tardy – Administrative detention

7<sup>th</sup> Tardy – Saturday School

10<sup>th</sup> Tardy - 2 days ISS

## **TELEPHONE MESSAGES & OTHER DELIVERIES**

Classes will not be interrupted for messages or deliveries (except verified emergencies) during the school day. Because of the limited staff in the main office, the school cannot guarantee receipt of non-emergency messages. Deliveries sent to school for students on special occasions may be picked up at the main office after school. Every effort will be made to deliver these items. PCHS staff is not responsible for items not delivered. All items delivered to the school are subject to administrative discretion as to the school appropriateness of the items. No glass or balloons are allowed in schools or on buses at any time.

## **TEXTBOOKS**

The Pike County Board of Education has made a financial commitment to provide each student a textbook and other required materials to complete course requirements. These materials will be checked out directly to each student. It is the responsibility of each student to take the necessary steps to keep track of these materials (school lockers are available) and maintain them in good condition. The school will charge fines for damage and replacement costs (cost + 10%). The average cost of a text book is \$75.00. At a minimum, the school assigns \$375.00 in materials to your student each year. Please take the necessary steps to ensure they are properly cared

for. Students are responsible for all textbooks issued to them regardless of theft or other circumstances where damage to the book is incurred. Please follow these procedures regarding books:

1. Textbooks will be issued electronically to each student through the media center. The name of the student to whom the book is issued should be clearly written in the appropriate place in ink.
2. Do not write in your textbooks (other than your name).
3. If a book is damaged or the bar code or student name is altered, the student will be obligated to pay for the book.
4. No textbooks or instructional materials will be reissued until lost or damaged items are paid for.
5. Textbooks that are lost and then found will be returned to the media center.

## **TRANSCRIPTS**

When applying to colleges (or for employment), a copy of your transcript (record of your grades) is usually required. Your application and transcript may be mailed by the Counseling 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.

## **VISITORS**

Pike County High School is equipped to provide only for its own students, not those from other schools or communities. Friends who are on vacation, relatives not in school, and other non-students will not be allowed to visit during school hours. Other adults from various organizations are allowed at the discretion of the administration. Parents are always welcome. Students are expected to be courteous to parents and special guests who are on campus. **All visitors are required by law to register in the front office and will be issued a visitor badge to be worn while on campus.**

***Persons cited for trespassing will be prosecuted to the fullest extent of the law.***

## **WITHDRAWING FROM SCHOOL**

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

## **WORK PERMITS**

Employment certificates for minors 15 years old and under may be initiated by the minor and completed by the employer at [www.dol.georgia.gov](http://www.dol.georgia.gov). After a Minor Security Key is issued. Give Mrs. Carla the MS key and your work permit will be issued. **Students should expect to wait 48 hours for completion.** PCHS staff cannot honor "on demand" requests. This information must be entered on State Department websites.

## **YEARBOOK**

The Pike County High School Yearbook, The Cutlass, is published by Herff/Jones and produced by the PCHS Yearbook Staff. Copies may be ordered through the faculty sponsor. A fee is charged for this publication. Students will be held accountable for any behavior in photos and in print in this publication. The Yearbook is a publication created by students for students; therefore, PCHS makes no guarantees in regards to the content of the Yearbook with the exception of pre-purchased Senior Ads. If you do not wish your student's picture to be published in the yearbook. Contact the yearbook advisor at 770-567-8770.

***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 additional updates or changes to this handbook can be viewed on our web site [www.pike.k12.ga.us](http://www.pike.k12.ga.us).***

# Pike County Schools 2022-2023 School Calendar

<b>August 2 – August 8</b>	Pre Planning for staff
<b>August 5</b>	Open House High School
<b>August 9</b>	First Day of School
<b>September 5</b>	<b>Labor Day Holiday (school closed)</b>
<b>October 6</b>	<b>Early release</b>
<b>October 7</b>	<b>Professional Learning Day (no school – students)</b>
<b>October 10 – 14</b>	<b>Fall Break (school closed)</b>
<b>November 18</b>	<b>Professional Learning Day (no school – students)</b>
<b>November 21 – 25</b>	<b>Holiday Break (school closed)</b>
<b>December 13 -15</b>	Final Exams
<b>December 19 – January 2</b>	<b>Holiday Break (school closed)</b>
<b>January 3 – 4</b>	<b>Professional Learning (no school – students)</b>
<b>January 5</b>	Students return
<b>January 16</b>	<b>MKL Holiday (school closed)</b>
<b>February 16</b>	<b>Early release</b>
<b>February 17</b>	<b>PL Day (no school – students)</b>
<b>February 20 – 24</b>	<b>Winter Break (school closed)</b>
<b>March 31</b>	<b>PL Day (no school)</b>
<b>April 3 – 7</b>	<b>Spring Break (school closed)</b>
<b>May 23 – 26</b>	Final Exams
<b>May 26</b>	Last Day of School
	Graduation
<b>May 29</b>	<b>Memorial Day (school closed)</b>
<b>May 30 - June 1 - 2</b>	Post Planning for staff

## STUDENT AND PARENT SIGN OFF SHEET

We (student and guardian) have received and read the PCHS Student Handbook and have discussed the information with each other. We understand the Board Policies and School Rules stated in the PCHS Student Handbook and Code of Conduct. We agree to abide by these policies and rules stated therein.

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.

I agree to abide by the expectations set forth in the BYOD Policy of PCHS. I understand that any use of personal electronic devices during instructional time on non-BYOD days will result in placement in In-School Suspension (ISS) or Out-of-School Suspension (OSS).

Parent or Guardian: \_\_\_\_\_  
*PLEASE PRINT FIRST AND LAST NAME*

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

### PHOTO DISCLAIMER

During the course of every school year there are many opportunities for students to have pictures and/or information about themselves published (in newspapers, newsletters, yearbook, chorus or PTO programs, for example) for the purpose of recognition for awards, honors, and/or achievements (honor roll, merit roll, student of the month, contests winners, etc.) they may have received. Also, a Griffin Daily News photographer for Camera-on-the-Go sometimes comes to the school system to capture candid shots of students for publication in the newspaper. The Pike County Journal-Reporter occasionally comes into the school to ask students a question and to take their pictures for publication in the "Here's What Pike Says..." section of the newspaper. On rare occasions, a television news crew may be on campus and may photograph and/or interview students to show on television that evening. Under the Family Education Rights and Privacy Act (FERPA), parents have a right to deny the publication of such information about their children. Please sign below indicating your preference about the publication of your child's picture or information:

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_  
Parent's/Guardian's Name Student's Name

**Do give** \_\_\_\_\_

**Do not give** \_\_\_\_\_

my approval for the publication of my child's picture and other information as described above.

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Failure to return this form will be taken as an affirmative answer.**