

2023-2024



Parent/Student Guide

Dear Mount Zion High Students and Parents,

On behalf of the administration, faculty and staff, we welcome you to the 2023-24 school year at Mt. Zion High School. We are extremely excited for the new school year. We are glad you have chosen Mount Zion High School as your home and we can't wait to see what the future holds for you.

Mount Zion High School was established in 1880 and has a rich tradition and legacy of helping all students reach their true potential. It is our goal to make sure that every student graduates ready to be enrolled, enlisted, or employed and engaged in our community. We encourage you to make the most of your four years in high school by getting involved in some of the many activities we have at MZHS. Whether you have a love for sports, fine arts, agriculture, or leadership, there is something for you at MZHS. Everyone – administrators, faculty, parents, staff, and students – works together to create a solid foundation for achievement in all areas of life.

With these thoughts in mind, it is very important that all students and parents thoroughly read the parent/student guide as well as the Carroll County Schools Student Handbook. It is a guide to all the policies and procedures that govern our school. School days run much more smoothly when there is no confusion about procedures or expectations of students' behavior.

Every attempt has been made to provide students and parents with accurate, up-to-date information. Any additions and/or changes to this handbook will be provided via written communication. Additionally, information will be available at the school's website:

<http://mzh.carrollcountyschools.com>. We encourage parents/guardians and students to check this website frequently for upcoming events, news, and general information regarding the school. Also, please follow us on Twitter @ MZ_Eagles and Facebook at Mount Zion Eagles.

Go Eagles!!!

Sincerely,

Connie Cook

Vision Statement

Through premier educational opportunities, each generation of Eagles ascends to greater heights.

Mission Statement

Our mission is to teach, guide, and support students so they can become individually successful.

Belief Statements

- Student learning is the focus of our school.
- The process of learning is equally important to what is learned.
- Teachers, administrators, parents, students, and the community share responsibility for student academic achievement and success.
- Students will be educated in a safe, positive, and orderly environment.
- Continuous improvement efforts must be flexible, responsive, and aligned to meet the needs of our students, teachers, and community.

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Mount Zion High School Bell Schedule 2023-2024

	Time
1st	8:10 am – 9:25 am _{erion}
2nd	9:29 am – 10:16 am
3rd	10:20 am – 11:09 am
4th	11:13 am – 12:37 pm 1st Lunch 11:13 am – 11:41 am 2nd Lunch 11:41 am – 12:09 pm 3rd Lunch 12:09 pm – 12:37 pm
5th	12:41 pm – 1:29 pm
6th	1:33 pm – 2:21 pm
7th	2:25 pm – 3:16 pm

CCA Schedule

1st Block 8:40am – 10:00am

2nd Block 10:35am – 11:55am

3rd Block 12:40pm – 1:55pm

1st Lunch:

Joyner, Davis, Helton, Jones, L. Williams, Greenhaw

2nd Lunch:

Lyle, Webb, Gross, N. Hannah, Traylor, Aldridge, Rainwater, Morse

3rd Lunch:

Robinson, Watts, C. Hannah, Harper, Barkley, Gowan, 2nd Block CCA Students

ALCOHOL AND DRUG AWARENESS PROGRAM

All ninth graders will be taught the Alcohol and Drug Awareness Program (ADAP) as a part of their health curriculum. The ADAP test (necessary for a driver's license for those under the age of 18) will be announced and given at school. Information regarding makeup testing can be found on the DMV website.

ARRIVAL & DEPARTURE

- Students may not arrive on campus prior to 7:30 am and are tardy after 8:10am.
- Upon arrival, students should immediately report to the cafeteria to eat breakfast. We will stop serving breakfast at 8:05 unless we have a late bus. Students on late buses will be allowed to grab breakfast and report to class.
- Drop Off: In the mornings students should be dropped off in the student parking lot at the courtyard entrance. Students dropped off after 8:10am MUST come through the front office and check in. Please do not drop students off at the cafeteria as this is a safety issue for the buses.
- Pick Up: Students should be picked up in the front (front office entrance) of the school at 3:16pm.
- Students who are participating in after school tutoring, athletics, band, or other extracurricular activities must report immediately to their activity. Failure to follow this may result in disciplinary action.
- Students should not remain after school to watch practices or wait for participants who are involved in activities. Students not participating in activities should be off campus by 3:30pm (unless waiting for a bus).
- The weight room / gym are off limits to all students before and after school unless under the direct supervision of a faculty member.

CELL PHONE POLICY at MZHS

Students are not allowed to have cell phones during instructional class time. At certain times, teachers may have students use their phone as an instructional tool, but these times should be limited.

Teachers may choose to have a storage area for cell phones. If teachers have a storage area, students should put their cell phones in the storage area when entering the room. Students who prefer not to turn their phone in must leave them in their bookbag, or at home. Phones should be turned off or on silent at all times. Students who do not follow the school policy will have their phones taken up.

Consequences for Unauthorized Use of Cell Phones:

- Teachers will bring phones to the front office to be logged in.
- On the first offense students will be given a warning.
- All offenses after the first offense, the student may either pay \$5 to retrieve their phone at the end of the day or have a parent/guardian come pick the phone up from the front office.

CERTIFICATE OF ENROLLMENT

All students who plan to receive their learner's or driver's license must have a Certificate of Enrollment. Students can request this information via their grade level Google Classroom or the various QR codes posted around the school. These forms are completed every Wednesday of each week. Forms are only good for 30 days, and a replacement fee may apply if students request an excessive number of forms. **Summer forms should be completed the last two weeks of school and are good for the whole summer**

Per the Georgia Law, in order for a school official to issue a Certificate of Enrollment, the following requirements must be met: Effective July 1, 2015, schools will simply have to certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit.

CHECK-IN/CHECK-OUT PROCEDURES

Check-In:

- Any student who checks in after 8:10am must do so in the front office.
- Students checking in after 8:10am will be considered tardy. Please see the Tardy Policy for more information.
- Students who check in after 11:30 am will be considered absent from school for that day.

Check Out:

- **Early Checkout:** Leaving school prior to the end of the instructional time or day.
- **Students who check out early must do so in the front office.**
- **Excused:** Early checkouts for emergencies, illness, or other reasons that the principal deems necessary or reasonable. Documentation is required to excuse an early checkout.
- **Unexcused:** Early checkouts for reasons other than those approved by the principal.
- Excessive incidents of unexcused early checkouts may result in disciplinary action and/or loss of credits.
- **Parents must come into the office to sign a student out, or the student may bring a signed note to the front office prior to 8:10am. Notes must include a phone number and will be verified by the front office staff before a student may check out of school.**
- **Once a student has checked out of school, a parent must accompany the student back to school to sign him/her back into school. However, a student may be allowed to check back in with legal, written documentation, i.e. doctor's/dentist note, court, etc.**
- **Regardless of age, NO student will be allowed to check him/herself out of school.**
- Students will only be allowed to be checked out of school by those persons listed on their student information verification form.
- Only in emergency situations will check out by other means be allowed with approval by an administrator.

A student should never leave campus without following the proper procedure. Failure to follow the proper procedure may result in disciplinary action.

CREDIT RECOVERY POLICY

If a student has previously failed a course and has not done or was not eligible for credit redemption, that student may be eligible for credit recovery using E20/20. Credit recovery may be completed during "Study Skills" classes (assigned on student schedule) if possible. If not, students may do credit recovery on specific dates announced by the school.

- 1) Students in credit recovery classes may take pretests. If the student scores high enough on the pretest, the student will not have to complete the unit in its entirety. If they do not score high enough, they will have to complete the entire unit.
- 2) Students must take all quizzes, tests, and exams at the school monitored by a school official.
- 3) Contracts for courses and completion dates will be done by the school administration and/or counselor (for students in study skills classes and during other credit recovery opportunities).
- 4) Students who are assigned a credit recovery course but do not complete the credit recovery course or fail the credit recovery course will still have the course and grade added to their transcript.
- 5) E 20/20 courses are not designed for credit accrual and may not meet the requirements for enrollment in post-secondary options for the NCAA Clearinghouse (student-athletes).
- 6) Students should be committed to working both during credit recovery hours and at home in order to be able to successfully complete credit recovery courses.

CREDIT REDEMPTION POLICY

Credit redemption allows students to redeem credit for failed assignments and assessments before a 9 weeks or semester report card is issued. Students earning a 60-69 for a semester average will be given certain days in which credit redemption may be done (end of each semester dates to be determined).

Procedures for credit redemption:

1. Redeemable assignments are those which a student has **previously completed and submitted to the teacher** for which the student received a failing grade. Teachers and students will collaborate to determine which assignments are redeemable.

2. The student and teacher will sign a contract specifying the details of the assignments allowed for credit redemption and their due date (or E20/20 assignments).
3. Credit redemption may be done during class time, before or after school, at home, or on the days designated as credit redemption days at the end of each semester.
4. Teachers will contact parents/guardians to inform them of their child's ability to attend/complete credit redemption. It is advisable to send a copy of the contract home but that is at the discretion of the teacher.
5. A student's failure to complete the contract forfeits their opportunity for credit redemption and the student will receive the grade as posted.
6. Students may not receive above a 70 for credit redemption as a nine weeks or semester average.
7. When appropriate, a student may be assigned certain assignments on E20/20 for credit redemption. This will be noted on the student teacher contract.

CHROMEBOOKS

MZHS has class sets of Chromebooks available for students to use while at school. In cases where a student needs access to a Chromebook at home, the student may check out a Chromebook through the Media Center. Students and Parents who check out Chromebooks accept all financial responsibility for that Chromebook. **All Chromebooks must be returned when a student withdraws from MZHS, transfers to GOAL, or by May 10, 2024.** If damages occur while the Chromebook is checked out, students/parents will be required to pay the following fees:

Replace Whole Chromebook: \$319
 Chromebook Screen Damage: \$65
 Chromebook Keyboard: \$100
 Replacement Charger: \$30

- Students assume full responsibility for reporting device problems, breakage, damage, loss, or theft immediately to the media specialist.
- Students are not allowed to deface the Chromebook in any way with writing, stickers, etc.
- Students are not allowed to download or install any programs, files, images, etc. onto their Chromebooks.
- Students are not allowed to tamper with the settings on their Chromebook or destroy files downloaded by the school district.
- Students are not allowed to override, bypass, or change the CCS Internet filter settings.
- Students should not trade Chromebooks with other students, or loan Chromebooks to other students.
- Identifying stickers, serial numbers, or tags should not be removed from the Chromebook at any time.

MZHS CLUBS

Student participation in school clubs and organizations is voluntary. See below for a list that includes the name, purpose, faculty advisor, fees, and planned activities of clubs or organizations in which your child may participate. Written parent permission will be required prior to a student's participation in any new club begun after the start of the school year.

Art Club

Sponsor: Anna Aldridge

The Art Club encourages student appreciation of art and art history. Students participate in various field trips as well as art experiences. Membership is open to any student interested in grades 9-12. Membership fees will be announced at the first meeting.

Book Club

Sponsor: Heather Morse

Book Club is an enrichment learning experience built upon the concepts of student "choice, voice, and volume" and "books as mirrors, windows, and sliding glass doors." Book Club supports authentic, meaningful learning experiences celebrating the joy of reading and connecting readers with one another.

Fellowship of Christian Athletes/Students

Sponsors: Jennifer Roland

The Fellowship of Christian Athletes/Students is touching millions of lives, one heart at a time. The Fellowship of Christian Athletes/Students focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ.

Future Business Leaders of America/VICA

Sponsor: Neal Hannah

Future Business Leaders of America brings business and education together through innovative leadership and career development programs. Membership is open to any student interested in grades 9-12. Membership fees will be announced at the first meeting.

Future Farmers of America

Sponsor: Nikki Webb

The National FFA Organization is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

Key Club

Sponsor: Heather Morse

Key Club members learn how to lead and stand for what's right through service and volunteerism. In partnership with the local Kiwanis club, high school students make a positive impact as they serve others in their schools and communities.

National Honors Society

Sponsor: Anna Driver

The National Honor Society (NHS) is a nationwide organization in the United States. Selection may be based on four criteria: scholarship, leadership, service, and character. The time spent working on these projects contributes towards the yearly service hour requirement. To be eligible for the Mount Zion High School chapter of the National Honor Society, a student must first meet the scholarship level of attaining a 3.75 GPA at the end of the 9th grade year.

Principal's Advisory Committee

Sponsor: Levi Williams

The Principal's Advisory Committee is composed of selected students from grades 9-12 who meet with the school administration monthly to discuss school improvement and leadership opportunities.

Science Club:

Jennifer Robinson

Science Club gives high school students a unique opportunity to experience science beyond the classroom.

Students engage in activities that enhance their understanding of science, get them involved in the community, and help them better appreciate how science plays a role in our everyday lives. We meet once a month and membership is open to any student interested in grades 9-12

Senior Beta Club

Sponsors: TBA

The Beta Club is a selective organization based upon outstanding scholarship, character, leadership and service. All sophomores, juniors, and seniors who have completed at least one full semester at Mt. Zion High School and have a 3.50 or better scholastic average are invited to become members. Membership is granted with a majority vote of the Faculty Council. Members must pay a one-time \$25.00 membership fee to join. A student who falls below the 3.50 average is placed on probation for the following semester.

Spanish/Spanish Honor Society

Sponsor: Shannon Rainwater

The purpose of Spanish Club is to provide educational opportunities outside of the classroom for those interested in the Spanish language and culture.

DELIVERIES TO SCHOOL

When it is necessary for parents to bring articles to school, such articles are to be delivered to the front office. These items will be delivered to the students during **non-instructional time**.

DRESS CODE

Student Dress Code

The dress code policy for students of Carroll County may be found in its entirety at www.carrollcountyschools.com. All faculty should monitor the dress code but it should not become a barrier to education for students. We must use common sense. If you have questions regarding the dress code, please see an administrator.

EXTRACURRICULAR ELIGIBILITY

Students participating in competitive interscholastic activities must pass five (5) out of seven (7) classes during the previous semester. These subjects must carry credit towards graduation or grade promotion. Students not meeting this requirement are not eligible for interscholastic competition until they complete this requirement at the end of a subsequent semester **and** are on-track for graduation. All students must have a physical exam on file before tryouts or athletic practice begins. All eligibility requirements established by GHSA must be met and maintained.

*Special Note from the Georgia High School Athletic Association: In order to participate in high school sports...
1.53 Students must accumulate Carnegie units towards graduation according to the following criteria:

- (a) First-year students (entering 9th grade) are eligible academically. Second semester first-year students must have passed courses carrying at least 2.5 Carnegie units the previous semester in order to participate.
 - (b) Second-year students must have accumulated five (5) total Carnegie units in the first year, AND passed courses carrying at least 2.5 Carnegie units in the previous semester.
 - (c) Third-year students must have accumulated eleven (11) Carnegie units in the first and second years, AND passed courses carrying at least 2.5 Carnegie units in the previous semester.
 - (d) Fourth-year students must have accumulated seventeen (17) Carnegie units in the first three years, AND passed courses carrying at least 2.5 Carnegie units in the previous semester.
- Fifth-year students are not eligible to participate in competitive events. They may participate in other activities provided they meet eligibility requirements.

Students who withdraw or transfer must meet GHSA requirements regarding "bona fide move" and eligibility. More information may be obtained by contacting the school's athletic director or the GHSA website.

FACULTY & STAFF

Administration/Support Staff			
Connie Cook, Principal	Tyler Wright, Assistant Principal	Yvonne Fjeran, Counselor	Wade Traylor, ISC for SWD and Athletic Director
Heather Morse, Media Specialist	Melody Prater, Secretary	Amy Collins Bookkeeper	Heather North, Graduation Facilitator

Laura Thornton, PASS Coordinator	Sonya Shelton, Attendance Clerk/ISS		
English Department			
Jennifer Roland, Dept. Chair/Senior Sponsor	Chyna Gowan	Danielle Greenhaw	
Math Department			
Adam Watts, Dept. Chair/Head Soccer Coach	Austin Harper	Will Gross, Head Golf Coach	Roxi Barkley
Social Studies			
Caleb Hannah, Dept. Chair/Head Wrestling Coach	Brad Gordon, Head Football Coach	Mark Lyle	
Science Department			
Levi Williams, Dept. Chair	Brigette Williams, PBIS Coach	Jennifer Robinson	
PE Department			
Justin Joyner, Dept. Chair	David Thrower	LeRonice Davis, Head Boys Basketball Coach	Cole Helton
Fine Arts/Foreign Language			
Shannon Rainwater, Dept. Chair	Scott Jones, Band Director	Anna Aldridge, Art/Yearbook	Emily Graffius, Chorus
Special Education Department			
Wade Traylor, ISC	Krista McKenney, Head Girls Basketball Coach	Anna Driver	Christian Corn
Tiffany Bright	Sydney Wyatt	Jaime Roberts	
CTAE Department			
Nikki Webb, Ag	Neal Hannah, Business		
Other Information Off Campus Staff Members			
Wade Cohen, Head Softball Coach (MZMS Teacher)	Christy Cross, Head Cheerleading Coach (MZES Teacher)	Randall Wright, Head Baseball Coach (MZES Teacher)	Dyeravius Johnson/Travis Branson, Head Track (MZMS Teachers)

- **Locker Fee** - \$15.00 per year
- **Parking Fee** - \$40.00 per year / \$25 per semester
- **Prom Fee** - \$100.00 until December, 15th, 2023 (Add an additional \$10.00 for each month they are not paid). If you are Senior and did not pay the Junior Dues last year, you will have to pay the \$85.00 Prom Fee.
- **Senior Fee** - \$100.00 per year (Paid directly to Scholastic).
- **Yearbook Fee** - \$70.00 until September 22nd, 2023 (This price will continue to increase until yearbooks are distributed)

FIELD TRIPS

Field trips are an integral part of the instructional process. In instances where advanced tickets must be purchased, money **will not be refunded** under any circumstances. Students may be denied the right to participate in field trips due to behavior and absences. Students should be “in good standing” in all of their classes in order to attend field trips during the instructional day.

FIRE DRILLS

Fire drills are necessary for the safety of the students and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the building in which he/she may be. Exit information will be posted in each classroom. General rules for fire drills are the following:

1. Students will follow designated exit instructions, walk, refrain from talking, and proceed to a distance approximately 100 feet from the point of exit.
2. The teacher should be the last one out of the room. The teacher will take the classroom roster, emergency red bag and key. The teacher will close the door and remain with the group.
3. The teacher will take attendance once the group has reached its proper distance from the building.
4. When the all clear has sounded, students will return to their classrooms in the same orderly fashion.

FINAL EXAMS

All courses at MZHS will give a Final exam at the end of each semester. Final exam dates will be announced on the website and on Facebook. Students are expected to attend school on days when final exams are scheduled. If for some reason, a student must be absent, students must make arrangements with their teacher to make up the final exam. **There will be no exemptions for final exams.**

GRADUATION

Graduates are required to attend all practice sessions as well as adhere to the rules & dress code established by Mrs. Roland and Mrs. Cook. All **graduates must pay senior dues by April 28th, 2024** in order to participate. Failure to comply with these requirements will result in the student not being allowed to participate in graduation ceremonies.

Valedictorian/Salutatorian- The class Valedictorian is the senior honor graduate with the highest class ranking as determined by the cumulative grade point average. The class Salutatorian is the senior honor graduate with the second highest class ranking as determined by the cumulative grade point average. Students must attend a full senior year at the school of graduation to be named valedictorian or salutatorian. Students engaged in postsecondary options or early admission must attend at least one course each semester of the senior year at the school of graduation. Transfer credit used for determination of class ranking shall be accepted only from high schools accredited by a regional accrediting agency.

Honor Graduate- The term *honor graduate* signifies academic excellence based on the total high school record. Students who maintain a 3.5 or higher weighted GPA at the end of the 3rd grading period of their senior year will be designated as honor graduates. Beginning with the Class of 2023, students who maintain a 3.5 or higher weighted GPA in core classes and Foreign Language at the end of the 3rd grading period of their senior year will be

designated as honor graduates.

Only MZHS-approved regalia may be worn at graduation. This includes the following:

- Graduate with Honors – red/white honor cords (purchased/awarded by school)
- Carroll County Scholar – single white cord (purchased/awarded by school)
- Valedictorian/Salutatorian Medallion - provided by MZHS
- Class Officer Stole

Students are permitted to wear school-approved, school-affiliated club/group regalia. This includes the following groups: National Honor Society, Student Council, National Beta Club, FBLA, FFA, HOSA, JROTC. Students should talk with the club/group sponsor for more information.

Students are NOT permitted to wear regalia that may have been awarded from an outside society, company, or "club".

HOMECOMING

No girl is allowed to be a homecoming court representative more than one time during grades 9-11. However, all senior girls are eligible to be elected. Escorts must be a male parent/guardian or family member or a male student enrolled at Mt. Zion High School who does not participate in varsity football or marching band.

HONOR ROLL & ACADEMIC AWARDS

Mt. Zion High School recognizes superior academic achievement by students with a publicized honor roll at the end of each nine weeks. Students can qualify for the high honor roll by having a 4.0 GPA and the regular honor roll with a 3.5 GPA on their report cards for the semester. Students who maintain all A's each nine weeks will be recognized with an "All A's" ice cream parties, snow cone parties and/or luncheons. Students who demonstrate consistently high academic standards will be recognized at the annual Academic Awards Program at the end of each year. Seniors graduating with a 3.5 GPA or higher will receive a cord and be recognized as an honor graduate. Beginning with the class of 2023, students who maintain a 3.5 or higher weighted GPA in core classes and Foreign Language at the end of the 3rd grading period of their senior year will be designated as honor graduates.

LOCKERS

- Lockers are made available to students for \$15.00 per year.
- Lockers are the property of Mt. Zion High School and are subject to searches by school administrators at any time.
- Keep your locker combination a secret and your locker closed and locked at all times
- Use only the locker assigned to you, no trading.
- Jamming locker mechanisms, trading lockers, locker vandalism, etc. may result in loss of locker use.
- Keep your locker clean.
- Do not bring valuables to school to store in your locker. The school is not responsible for students' personal property.
- Do not share your locker with others not assigned to it. You are responsible for its contents.
- Locker money will not be refunded.

MEDIA CENTER

The media center opens at 8:00am and remains open until the end of the school day. Teachers may issue passes for students so that they may visit the media center during class periods. Students will not be allowed in the media center during instructional time without a pass from their teacher.

PARKING

On-campus student parking is a privilege provided to students by the Carroll County School System and as such is subject to certain regulations.

Student vehicles permitted to park on campus must be registered with the school. Registered vehicles must be owned by the student or parent/guardian. Parking permits must be displayed on the designated areas of the vehicle. A detailed list of regulations and parking rules will be given to each student and parent to read. A signed verification form and parking permit are required prior to a student parking on campus.

Parking privileges can be revoked!

- You must operate your vehicle in a safe and proper manner at all times on any Carroll County School campus.
- Students who are chronically tardy or absent to school may have their parking privileges revoked (see Tardy Policy).

PROM

Prom dues are \$100.00, **if paid before December 15th, 2023**. Add an additional \$10.00 for each month they are not paid. **No dues will be collected two weeks prior to the prom. There will be no refund on prom dues.** If you are a Senior and did not attend prom last year or did not pay Junior dues, this fee will be due in order for you to attend the prom. Only students in grades 9th-12th are allowed to attend prom. **Students who are out of school will need prior approval by the Administration.**

SCHEDULE CHANGES

Schedules are devised according to student needs and class availability. In cases where conflicts occur, changes are made according to alternate choices whenever possible. Changes will be made with administrative approval based on need and space availability. In order for schedule changes to be considered, students must provide a valid reason and demonstrate a need for the change. The counselor will notify students if the schedule change has been made. Students should not go to the counselor's office to discuss schedule changes unless called by the counselor. No class changes can or will be made after 2 school days into the semester.

SCHOOL/CLUSTER ADVISORY COUNCIL

Parent and community support is an important component of successful education reform. Local school councils were created by law in Georgia to involve teachers, parents and businesspersons in local school issues focusing on student achievement.

The Mount Zion Cluster has a local school advisory council consisting of a minimum of the following:

- Parents and students
- Certified teachers
- MZ cluster principals

The Mount Zion Cluster council meets at least four times a year. Further information may be obtained by calling the school principal. Please contact any member if you have suggestions or concerns.

STUDENT ADVISEMENT

The purpose of the student advisement framework is to build meaningful connections between adults and students resulting in improved student performance and more students graduating college or career ready.

The advisement program at Mt. Zion High School is a cooperative effort between administrators, teachers,

counselor, students, and parents. The counselor will work with students to determine educational and career goals, maintain a close watch on the student's academic progress, and review the student's credits earned toward graduation. Students will meet every other month with their advisors.

Parents are encouraged to be aware of the requirements for graduation and to work closely with school personnel in order to help their child meet these requirements. More information on the advisement process and graduation requirements may be obtained in the counselor's office at Mt. Zion High School.

STUDENT ATTENDANCE

The Student attendance policy can be found in its entirety in the CCSS Student Handbook. Student attendance will be taken at the beginning of each class period in Infinite Campus with the exception of First Period. Students who arrive tardy to class should be marked as tardy and not absent.

Upon returning from an absence, students should bring excuse notes to the front office. Excused and Unexcused absences will be marked by the attendance clerk.

Please note that any field trip or school event including leaving early for extracurricular activities is considered exempt and will be marked as such.

Tardy to Class

It is imperative that students promptly arrive to class in order to maximize instructional time. Repeated tardiness to class is unacceptable and is subject to disciplinary action. Classroom teachers will monitor tardies to class. Each teacher will have a tardy policy that issues some type of consequence when the student has reached 5 tardies to class which includes minimally a parent/guardian contact. Other consequences may include but are not limited to teacher-assigned detention, loss of school privileges, or in extreme cases referral to an administrator. Tardy consequences start over each semester.

Tardy to School and Unexcused Absences to First Period Class

Disciplinary action will be taken for excessive tardiness to school and unexcused absences from 1st period. Action may include, but is not limited to, conferencing, parental contact, teacher-assigned detention, loss of school privileges, in-school suspension, out-of-school suspension, or revocation of parking privileges.

Parking Consequences for Unexcused Tardies to School and Unexcused Absences to First Period Class

1 st Tardy	Free
2 nd Tardy	Warning
3 rd Tardy	Probation
4 th Tardy	Loss of parking privilege for 5 school days.
5 th Tardy	Loss of parking privilege for 20 school days.
6 th Tardy	Loss of parking privilege for the remainder of the semester.

School Administration will revoke the parking privileges once the student has reached the number of tardies during a semester. Consequences will start over at the beginning of each semester.

Any student who parks on campus after the 6th unexcused tardy to school is subject to having his/her car towed without warning at his/her expense.

VISITORS

Visitors are welcome to visit Mount Zion High School throughout the school year. All visitors, including parents, are required to report to the Front Office upon arrival on campus. For more information, please refer to the Carroll County Schools Student Handbook.