

# PICKENS HIGH SCHOOL



2016-2017

STUDENT/PARENT HANDBOOK

## 2016-2017 STUDENT/PARENT HANDBOOK

**Pickens High School  
500 Dragon Drive  
Jasper, GA 30143**

<b>Main Office</b>	(706) 253-1800
<b>CTAE Line</b>	(706) 254-1801
<b>Fax Line</b>	(706) 253-1815
<b>School Mascot</b>	Dragons
<b>School Colors</b>	Green and White
<b>Principal</b>	Shane Purdy
<b>Assistant Principals</b>	Harold Culbreth Chad Flatt, Ed.D. Scott Perkins Tim Baisden, CTAE Director
<b>Registrar</b>	Maxie VanSant
<b>Counselors</b>	Whitney Hancock Kathy Harrell Marjorie Poss
<b>Athletic Director</b>	Chris Parker
<b>Athletic Trainer</b>	Kyle Rasco
<b>Cafeteria Manager</b>	Andrea Wood
<b>Media Specialist</b>	Kristie Moss

*In case of questionable inclement weather you will receive a call from the County Wide Crisis Communication Network.*

**Pickens County Schools  
2016-2017 Calendar**

**2016**

**2017**

**July**

**25-29 Pre-planning**

**August**

**1 First day of school**

**31 Progress Reports**

**September**

**5 Labor Day Holiday**

**19-23 Fall Break**

**October**

**7 End of 1st 9 weeks**

**14 Report Cards**

**November**

**8 Inservice**

**9 Progress Reports**

**21-25 Thanksgiving Holidays**

**December**

**16 End of 2nd 9 weeks**

**19-30 Winter Holidays**

**January**

**2 Inservice**

**3 Students return to school**

**6 Report Cards**

**16 MLK Holiday**

**February**

**3 Progress Reports**

**20-24 Winter Break**

**22-24 Potential Inclement Weather  
Make-up Days**

**March**

**15 End of 3rd 9 Weeks**

**24 Report Cards**

**April**

**3-7 Spring Break**

**21 Progress Reports**

**May**

**25 Last Day of School**

**26 Post Planning**

**27 Graduation**

**29 Memorial Day**

**30-31 Post Planning**

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**The PHS administrative team reserves the right to change/revise rules and regulations at their discretion.**

## **ATTENDANCE POLICY**

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Pickens High School believes that regular school attendance correlates with student success in the classroom and **that many learning opportunities take place within the classroom setting which cannot be measured by testing instruments.** Attendance should be insisted upon to the point of maintaining interest and facilitating student process, but not to the point of keeping children in school who are sick. Since attendance has such a vital bearing on the educational process, **the goal is to get students in class unless there is a valid reason for absence.**

### **Legal absence from school:**

A student shall not be absent from school or from any class or other required school activity except for reasons listed below, unless with prior written permission of the principal or designee. No student shall encourage, urge, or counsel other students to violate this policy.

**Georgia State Board of Education policy states that children may be temporarily excused from school for the following reasons:**

1. personal illness
2. a serious illness or death in the student's immediate family
3. religious holidays
4. absences mandated by order of governmental agencies
5. inclement weather – (conditions which render attendance impossible or hazardous to the student's health and safety)
6. serving as a page in the General Assembly
7. students age 18 or over shall be excused (1) day to either register to vote or to go vote
8. A student whose parent or legal guardian is in the US Armed Forces/National Guard, has been called to duty for, or is on leave from, overseas deployment to a combat zone or combat posting, will be granted up to five (5) excused absences per school year for the days missed from school to visit with the parent or legal guardian prior to such deployment or during such leave.

**After each absence, upon returning to school, students are required to furnish a note within 5 school days from the parent and/or physician. Notes will not be accepted after 5 school days. The note must contain the following information:**

1. the specific reason the student was absent
2. the number of days and dates of the absence(s)
3. the student's first and last name
4. the parent or physician signature
5. the telephone number of parent or physician

**ALL OTHER ABSENCES ARE CONSIDERED UNEXCUSED.**

### **Check-out Procedures for Students**

Students will be allowed to check out with written permission verified by a telephone call. Student's will present the note to the administrative/clerical staff and will be issued an early dismissal pass. Students **will not** be released on a note alone, parental permission **MUST** be given over the phone in **every case**. The student's name will be placed on the daily attendance sheet under early dismissals with the time noted.

In the event of an emergency, the student's parents/guardian of their designees will be contacted by phone and arrangements will be made for the student to check out.

**From the time students arrive on campus, students who leave school campus at any time must first check out through the office. A student who comes on campus then leaves without checking out will be treated the same as skipping.**

### **Students counted present in class**

**Students are counted present for the day if they have been present for 2 out of 4 classes for that day.** Students should be counted present when they are actually present in class, when serving as an official page in the legislature, when assigned in-school suspension, when representing the school at a school function, or when served by the hospital/homebound teacher.

### **Minimum attendance requirements**

Students are required to be counted present a minimum of 85 out of 90 class periods per semester. **Those students accumulating five unexcused absences in a class will be submitted to the attendance officer or school social worker for review.** Transfer students will be subject to the same policy with their previous attendance record accompanying them.

### **Make-up procedure for work missed**

Following an absence, a Pickens High School student will have three (3) school days to request make-up academic assignments from teachers. Teachers will have three (3) school days to provide the requested make-up assignments. Teachers may initiate the make-up assignments and may also require alternative assignments from students who have been absent. Failure to satisfactorily complete make-up assignments within ten (10) school days of the absence will result in the *student not receiving any credit for the make-up assignment(s).*

### **Hospital/Homebound**

If medically extended absences are necessary, hospital/homebound instruction is available for students who meet certain criteria. You must contact the county office at (706) 253-1700 to obtain papers to begin hospital/homebound services. Be sure to notify the HHB teacher of any special education involvement. **Board Policy (IDDC) States:** Any student who has a medically diagnosed, non-communicable physical condition that prevents said student from attending school for a minimum of ten (10) days shall be eligible for the services of a homebound teacher.

\*\*The State of Georgia does not provide homebound instruction for students who are pregnant; therefore, students who are pregnant are not eligible for homebound services. There must be a medical condition other than pregnancy that qualifies a student for homebound services.

### **Notification and Monitoring**

Student absences will be monitored daily by the principal or his/her designee. Parents will be notified of excessive or unexcused absences and such notice will be documented by the school.

- a. **Upon the third (3rd)** total unexcused absence a letter will be mailed to the parent/guardian explaining the possible consequences and penalties for violation of the state's compulsory school attendance law.
- b. **Upon the fifth (5th)** total unexcused absence a letter will be mailed to the parent/guardian and a **referral will be made to the attendance officer or school social worker.** At this time, the Student Services Department will contact the parent/guardian to schedule an Attendance Support Team (AST) meeting. If the attempts to schedule an AST meeting are ignored, the parent will be referred to Magistrate Court where a fine will be enforced.
- c. **Upon the seventh (7<sup>th</sup>)** total unexcused absence a letter will be mailed to the parent/guardian. If unexcused absences occur after the AST meeting, and an attendance contract has been signed, a direct referral to court may be made by the Attendance Officer or Social Worker for breach of contract.

*If a student continues to be truant or excessively absent, upon the tenth (10<sup>th</sup>) unexcused absence, the Attendance Officer or School Social Worker is authorized to make a truancy referral to Juvenile Court if necessary.*



### Regular Bell Schedule

<b>8:00</b>	<b>Release from Cafeteria &amp; PAC</b>
<b>8:05</b>	<b>Warning Bell</b>
<b>8:10-9:52</b>	<b>1st Period</b>
<b>9:52-9:59</b>	<b>Transition</b>
<b>9:56</b>	<b>Warning Bell</b>
<b>9:59-11:35</b>	<b>2<sup>nd</sup> Period</b>
<b>11:35-11:42</b>	<b>Transition</b>
<b>11:39</b>	<b>Warning Bell</b>
<b>11:42-1:42</b>	<b>3rd Period</b>
<b>11:42-12:12</b>	<b>1st lunch</b>
<b>12:12-12:42</b>	<b>2nd lunch</b>
<b>12:42-1:12</b>	<b>3rd lunch</b>
<b>1:12-1:42</b>	<b>4th lunch</b>
<b>1:42-1:49</b>	<b>Transition</b>
<b>1:46</b>	<b>Warning Bell</b>
<b>1:49-3:25</b>	<b>4th Period</b>

### Advisement/Club Schedule

<b>8:05</b>	<b>Warning bell</b>
<b>8:10-9:40</b>	<b>1<sup>st</sup> Period</b>
<b>9:40-9:47</b>	<b>Break</b>
<b>9:47-10:12</b>	<b>Advisement/Club</b>
<b>10:12-10:19</b>	<b>Transition</b>
<b>10:19-11:45</b>	<b>2<sup>nd</sup> Period</b>
<b>11:45-11:52</b>	<b>Transition</b>
<b>11:52-1:52</b>	<b>3<sup>rd</sup> Period</b>
<b>11:52-12:22</b>	<b>1<sup>st</sup> Lunch</b>
<b>12:22-12:52</b>	<b>2<sup>nd</sup> Lunch</b>
<b>12:52-1:22</b>	<b>3<sup>rd</sup> Lunch</b>
<b>1:22-1:52</b>	<b>4<sup>th</sup> Lunch</b>
<b>1:52-1:59</b>	<b>Transition</b>
<b>1:59-3:25</b>	<b>4<sup>th</sup> Period</b>

### **B.Y.O.D. (Bring Your Own Device) Policy**

Please read the following carefully. Violations of the Acceptable Use Guidelines may cause a student's access privileges to be revoked, disciplinary action and/or appropriate legal action may be taken.

(A) Students will be held accountable for any violation of the following policies (as would be the case for any classroom disciplinary matter). A student and his/her parents will be responsible for damages and will be liable for costs incurred for service or repair.

(B) Students are only allowed to utilize the computers and network to retrieve information and run specific software applications as directed by their teacher.

(C) Students are not permitted to explore the configuration of the computer, operating system or network, run programs not on the menu, or attempt to do anything they are not specifically authorized to do.

(D) Students are responsible for ensuring that any computers or computing devices, diskettes, CDs, memory sticks, USB flash drives, or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files.

(E) Students are permitted to connect to the district network via the secure wireless connection provided by the school system, but all access must be in accordance with this Acceptable Use Policy. Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.

#### **Safety Issues:**

1. Any on-line communication should always be at the direction and with the supervision of a teacher.
2. Never provide last name, address, telephone number, or school name online.
3. Never respond to, and always report to the teacher or parent, any messages that make you feel uncomfortable or that are from an unknown origin.
4. Never send a photo of yourself or anyone else.
5. Never arrange a face-to-face meeting with someone you met online.
6. Never open attachments or files from unknown senders.

7. Always report to a teacher any inappropriate sites that you observe being accessed by another user or that you browse to accidentally.

**Examples of prohibited conduct include but are not limited to the following:**

- A. Audio or video recording of any nature, regardless of the device, is strictly prohibited except when consented by the Instructor and must be for educational purposes once consented.
- B. Accessing, sending, creating or posting materials or communications that are damaging to another person's reputation; abusive; obscene; sexually oriented; threatening or demeaning to another person; contrary to the school's policy on harassment; harassing or illegal.
- C. Using the network for financial gain or advertising.
- D. Posting or plagiarizing work created by another person without their consent.
- E. Posting anonymous or forging electronic mail messages.
- F. Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
- G. Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information.
- H. Using the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws.
- I. Downloading, installing, or using games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system.
- J. Purposely bringing on premises or infecting any school computer or network with a program designed to damage, alter, destroy or provide access to unauthorized data or information.
- K. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
- L. Using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account.
- M. Using the school's computers or network while access privileges have been suspended.
- N. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
- O. Altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of the software.
- P. Attempting to vandalize, disconnect or disassemble any network or computer component.

Q. Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.

R. Providing another student with user account information or passwords.

S. Connecting to or installing any computer hardware, components, or software which are not school system property or in the district's technology resources without prior approval of the district technology supervisory personnel. Students are permitted to connect to the district network via the secure wireless connection provided by the school system, but all access must be in accordance with this Acceptable Use Policy. Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.

T. Bringing on premises any computer, disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.

U. Downloading or accessing via e-mail or file sharing, any software or programs not specifically authorized by Technology personnel.

V. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.

W. Possessing or accessing information on school property related to "Hacking", altering, or bypassing network security or policies.

X. Participating on message boards without teacher direction, or in live chat using but not limited to AIM, Yahoo, or MSN Messenger.

Z. Students should follow the guidelines below when performing Internet searches at school.

## **CELL PHONE POLICY**

Cell Phones, Radios and other electronic devices are allowed to be used before school, during class changes and during lunch. Students must use ear phones while listening to music. **Teachers may use their discretion during instructional time for students to use their cell phones in an instructional manner (calculator, camera phone, etc.). At no time during class should students be sending or receiving text messages, phone calls, etc. Any student who is not on the schools Wi-Fi network and who is on their own 3G or 4G service during school hours will be penalized. Violation of this policy will result in:**

**1st offense:** Warning by teacher with Parent contact (must have documented parent contact before next offense)

**2nd offense:** After School Detention (90 minutes) **3:30–5 p.m.**

**3rd offense:** 1 Day ISS or Saturday School

**4th offense:** 2 Days ISS

**5th offense:** 3 Days ISS and removal of cell phone or electronic device for remainder of the semester.

**6th offense:** Loss of electronic device privileges for the remainder of the school year.

**\*Any student in possession of or sending inappropriate material (pictures, videos, texts, etc.) on their electronic device could receive discipline ranging from detention to expulsion and/or law enforcement intervention depending on the circumstances.**

\*Sim Cards must remain in the cell phones and students must be seen by administrator before the phone is picked up by parent

## **CERTIFICATE OF ENROLLMENT/ADAP CERTIFICATION**

The Teenage and Adult Driver Responsibility Act requires that schools must verify that students between the ages of 15 -18 are currently enrolled in school to receive a Georgia driver's permit or license. It is required that students obtain a Certificate of School Enrollment when receiving a learner's permit, and obtain another Certificate of School Enrollment and an ADAP Certification when receiving a driver's license.

The Certificate of School Enrollment and the ADAP Certification must be requested from the front office at **least 48 hours in advance.**

## **DISCIPLINE**

Pickens High School implemented a school-wide discipline program entitled Positive Behavioral Interventions and Supports (PBIS). Building level and classroom level interventions were established to help promote positive student behavior at school. Students are trained how to be respectful, responsible and safe at school. It is the desire of the PHS school administration and staff to help students obtain the necessary behavioral skills to be successful after they graduated from high school.

Classroom discipline will still be the responsibility of the teacher. A student's failure to comply with the teacher's actions due to a disciplinary problem will result in the student being referred to the administration. As noted above, teachers will handle disciplinary problems that arise in the classroom. Examples of these problems are class disruptions, unauthorized printed matter, tardiness, cheating, and use of mild profanity. The administration will deal with actions such as forgery of a staff member's name and insubordination. Repeat offenders of this nature will result in stronger actions being taken.

The administration will deal with actions such as disrespectful conduct, bullying, insubordination, obscene acts, class cuts, violations of the dress code, and other matters that result in loss of instructional time by parent conferences, corporal punishment, loss of parking privileges, extended detention, in-school suspension or suspension from school. Repeat offenses of this nature will result in stricter measures being used to discipline the student. Any student in an unsupervised area before school, break or during class will be treated as skipping. Extreme actions by students such as fighting, theft, possession of drugs or alcohol, possession of a weapon, or other activities that would result in the disruption of normal school activities will be handled as major disciplinary problems. This can result in extended detention time, loss of privileges/activities, in-school suspension, out-of-school suspension or expulsion. Any activity that is a violation of the State of Georgia's law can result in the above disciplinary actions being taken and a referral being made to the local law enforcement agency. Vandalism of school property will be treated as a major offense and will result in suspension or expulsion.

When a student is suspended from school or assigned to in-school suspension, the parents will be notified as to the length of the assignment.

Any student who represents Pickens High School and is involved in disciplinary problems should be aware that he/she can be dismissed from the activity, event or sport for the remainder of the school year.

**\*\*ALL MATERIAL POSTED AT PICKENS HIGH SCHOOL MUST BE APPROVED BY THE ADMINISTRATION. DISCIPLINARY ACTION MAY RESULT IF THIS PROCEDURE IS NOT FOLLOWED.**

### **DRESS CODE POLICY**

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The Pickens County School District's Student Dress Code was developed through the direction of the administrators and with the cooperation of parents, students, and teachers. The purpose of a dress code is to promote an orderly learning environment in our schools while preparing all students for later success in the world of work. Students of the Pickens County School District are expected to dress in a manner that is **conducive to a good learning environment**. Additionally, administrators reserve the right to prohibit an item of clothing if that clothing creates a potential safety or injury risk to the individual student or others, and if the item of clothing creates a reasonable disruption to the school environment. In matters of opinion, the judgement of the principal shall prevail.

Beginning in the fall of the 2015-16 school year, a new process was developed to outline the proper length of shorts, dresses, and skirts:

- A 3" x 5" index card is used as the standard when measuring the length of shorts, skirts, and dresses worn by middle and high school students. An index card will be used by faculty and staff to measure clothing if an item worn by a student appears to be shorter than the required length.
- Shorts should be no more than 5" inches above the knee.
- Dresses and skirts should measure no more than 3" inches above the knee.

**Unacceptable items include, but are not limited to:**

- Articles that may reasonably be considered to be a safety hazard or potential weapon
- Extremely oversized, over-length, or baggy clothing items (pants must be worn at the waist)
- Garments that expose midriff or chest area; sheer, translucent, and/or transparent clothing (front or back) with nothing worn underneath the article of clothing
- Halter and/or tank tops with less than 2" shoulder straps, tube tops
- Pajamas, sleep/loungewear
- Hats, caps, bandanas, toboggan caps, and hoodie jackets with the hood covering student's head, and other head gear (except for school approved days, medical, or religious purposes)
- Shoes with cleats or wheels
- Baby pacifiers
- Clothing promoting products such as tobacco, alcohol, e-cigarettes, illegal drugs, or weapons
- Large, long, or heavy chains
- Dog collars
- Sunglasses inside the building, except for medical necessity
- Garments with holes above the knees
- Clothing, accessories, or body art depicting gang affiliation, racial or ethnic slurs, hate speech, vulgar/obscene/subversive/sexually explicit language or images, or weaponry

**Leggings**

**Leggings are acceptable as long as a covering is worn (a skirt or shirt) and is long enough to be midway down the thighs.**



## **DUAL ENROLLMENT OR MOWR (Move On When Ready)**

The postsecondary options rule provides for a student who is in a Georgia public high school to take approved courses, full-time, or part-time, at a Georgia public college or university where he/she has been accepted and will receive postsecondary credit hours, high school Carnegie unit credit and state funding. A student shall be eligible to participate in the programs if he or she is:

- \* Enrolled in a Georgia public school
- \* Has not received a high school diploma
- \* Has been recommended by a counselor or administrator
- \* Has been accepted by an eligible institution (each institution establishes their own criteria for admissions and it is the student's responsibility to research admissions requirements to ensure they meet the minimum standards)
- \* Must provide own transportation

All grades from colleges and universities will be reported as A, B, C & F. These letter grades will be entered into our transcript file at Pickens High School as 95, 85, 75 & 65. D's will be recorded as a 70 if it is a passing grade from the school. If a D is not passing it will be recorded as a 65. Dual enrollment course selection must be approved by the high school counselor or administrator and the advisor at the college or university.

## **ELIGIBILITY FOR GHSA ACTIVITIES**

State guidelines for GHSA eligibility require that students earn 2.5 units in the immediately preceding semester and be on track for graduation (sophomores must have 5 units; juniors must have 11 units; and seniors must have 17 units).

## **FINAL EXAM EXEMPTION POLICY**

To be offered the opportunity to exempt a final exam, a student must:

- A. Have zero absences for the entire semester or year in that class and a semester average for that class of at least 80% **OR....**
- B. Have not more than one absence for the entire semester or year in that class and a semester average for that class of at least 85% **OR.....**
- C. Have not more than two absences for the entire semester or year in that class and a semester average for that class of at least 90% **OR.....**

- D. Have not more than three absences for the entire semester or year in that class and a semester average for that class of at least 95%.
- E. **AND** – be free and clear of all fines, charges, etc.

**NOTE:** Being suspended from school, assigned to ISS, or having more than **five tardies and/or early checkouts** or a combination of both in any class during the semester makes a student ineligible for exemption. (**NOTE: THIS POLICY DOES NOT ALLOW STUDENTS TO EXEMPT AN END OF COURSE TEST. THOSE ARE ALWAYS MANDATORY.**)

This exemption policy does allow students to exempt Final Exams on the last two days of the semester.

### **GIFTED PROGRAM POLICY**

The Pickens County Board of Education shall develop and provide curricula for gifted students that incorporate the State Board of Education-approved student competencies and required curriculum. The curricula for gifted students shall be consistent with the requirements of Georgia Board of Education Rule 160-4-2-.38, Education Program for Gifted Students, and the Georgia Department of Education's *Resource Manual for Gifted Education Services*.

The Superintendent and appropriate staff shall review and revise (if revisions are needed) its curricula for gifted students at least annually. An updated copy of the local program description shall be submitted to the Georgia-Department of Education whenever changes are made.

Pickens County Schools routinely screens for gifted services; however, students may also be referred by teachers, administrators, counselors, parents, guardians, peers, or make a self-referral by contacting the school's counselors or gifted coordinator.

### **GRADING POLICY AT PICKENS HIGH SCHOOL**

Pickens High School operates on a semester (eighteen-week) grading period. There are two eighteen-week periods in a school year. Credit is awarded at the end of each semester. Students will be made aware of the exact grading procedure for each class by the course instructor. **EOC (End of Course) Test counts as 20% of student's final grade.**

### **Grade Weighing Policy**

Courses listed below are those which will be weighted as

“**Honors/AP Weighted Courses.**”

Any courses listed as “Honors/Adv./Acc.” will receive an additional **6%** added to the final GPA. Any courses listed as “AP” will receive an additional **10%** added to the final GPA.

Honors English 9	Honors Physical Science
Honors English 10	Adv. Chemistry/AP Chemistry
Honors English 11	Adv. Biology/AP Biology
Honors English 12	Acc. Coordinate Alg.
AP English 11 & 12	Calculus/AP Calculus
Honors US History	AP Statistics
AP US History	Hon. Spanish II
Honors World History	Hon. Spanish III
AP World History	AP Microeconomics
Honors Civics	AP Environmental Science
Honors World Geo.	Acc. Analytical Geometry
Acc. Math III	AP Psychology

All other courses will be considered “regular courses.”

### **GRADUATION REQUIREMENTS**

Graduation requirements are established by the Georgia Department of Education and the Pickens County Board of Education. Students must earn 28 credits in order to receive a Pickens High School Diploma. There are minimum standards in the core areas of English, Mathematics, Science and Social Studies.

#### **For students entering Pickens High School:**

All students will be required to complete a total of 28 units for graduation to include these minimum requirements in the following core areas:

- 4 units of English
- 4 units of Science
- 4 units of Math
- 3.5 units of Social Studies

At least 3 units required from: Foreign Language\* and/or a Tech Career Prep class and/or Fine Arts

1 unit of Health/P.E.

8 electives from any area

**\*Students planning to enter or transfer into a University System of Georgia institution must take two units of the same foreign language.**

## **GUIDANCE AND COUNSELING**

**Students are assigned to counselors by their grade level and first letter of the student's last name.**

The counselors are involved with the environment which surrounds the student, particularly the teachers, curriculum, and parents, and they may participate in the modification of these aspects of the student's environment.

There are several specific objectives and tasks of the guidance and counseling services at Pickens High School:

- Assisting students in their self-understanding. Individual and group counseling is used to assist students in developing sound methods of self-appraisal which will serve them now and in the future.
- Assisting students in decision making. Formulation of tentative plans based on utilization of student strengths and interests is an integral part of the program.
- Providing appropriate information to students. Information concerning personal, social, educational, and vocational decisions will be provided to students.
- Assisting teachers in understanding students. Counselors will work with teachers and other school staff in determining needed information on students for designing the education program. They will assist in collecting this information and provide meaningful interpretation of it.
- Assisting teachers in relating education programs to meet special needs and abilities of students. The counselors assist teachers in recognizing special abilities and limitations of students through interpretation of tests and other pertinent data.
- Coordinating community resources available to teachers and students.
- Assisting parents to understand their children. Assistance to parents will include individual conferences in which the student's special concerns and needs are explained, so that the school and home may coordinate efforts toward solutions.
- Assisting parents to understand the school. Parental understanding of the school and its program is sought through orientation meetings, individual conferences and the Student Advisement Program. Parents should view the school as an ally, not an opponent. The school's role in helping their children develop to their fullest expectations and capabilities should be reinforced.

### **HOMECOMING COURT, WINTER SPIRIT COURT, AND PROM COURT ELIGIBILITY**

1. Student must be on track for graduation.
2. Student must never have been assigned out of school suspension.
3. Student must be in compliance with the attendance policy for PHS.
4. Student must have had an average of at least 70 for the previous semester.
5. Miss PHS may not be on the Homecoming Queen or Prom Queen courts.
6. Homecoming Queen and Princess may not be on the Prom courts.

### **HONOR GRADUATES**

To be recognized as an honor graduate, a senior must achieve a weighted cumulative GPA of 90.000 or greater for all courses taken during their high school career. **The calculation is carried to three decimal places and is not rounded up. The honor graduate GPA is calculated at the end of the 1<sup>st</sup> semester of the student's senior year.**

### **HONOR ROLL/PRINCIPAL'S LIST ELIGIBILITY**

**Principal's List-** Awarded each 9 weeks if the students grades for that grading period are all A's.

**Honor Roll-** Awarded each 9 weeks if the students grades for that grading period are all A's and B's.

## **HOPE SCHOLARSHIP INFORMATION**

Grades from **all** high school coursework attempted in the core curriculum subjects (Language Arts, Mathematics, Social Studies, Science, and Foreign Language) will be included in the grade point average used for determining HOPE Scholarship eligibility. Weighting will be given only to courses designated as “AP/Honors”.

**Grades will be converted to a 4.0 scale as follows:**

**A-4.0**

**B-3.0**

**C-2.0**

**F-0**

**For more information on Hope eligibility, current changes, implementations and updates please visit [GAcollege411.org](http://GAcollege411.org) (soon to be Georgia Futures) or call toll free at 1-800-505-GSFC (4732).**

**Final transcripts are submitted after graduation and the Georgia Student Finance Commission (GSFC) determines eligibility.**

### **PUBLIC TECHNICAL COLLEGES**

Georgia Residents who are attending a Georgia public technical college to earn a certificate are eligible for the HOPE GRANT. The HOPE grant covers tuition. Contact the Financial Aid office of the school for more information.

## LUNCHROOM INFORMATION

All students will report to the lunchroom during their assigned lunch time. No student will leave the lunchroom area without permission from the administrator on duty.

**Students are not allowed to leave campus for lunch and such action will be treated as “skipping”. Students are not allowed to have lunch brought in or delivered without special permission from administration and only on certain occasions will this be allowed.**

All student meals are to be eaten in the lunchroom with the exception of students assigned to ISS. No food allowed in classroom without special permission from the teacher or administrator.

**Meal prices for students for the 2016-2017 school year are Breakfast \$1.25 and Lunch \$2.20 per student. Visitors’ meal prices are Breakfast \$1.75 and Lunch \$3.75.**

Applications for Free or Reduced-Price meals will be sent home with every student at the beginning of the school year and, as requested, anytime during the school year.

**Please remember that if your student qualified for Free or Reduced Price meals last year, he or she is eligible for the first 30 days ONLY of the new school year. A new application must be submitted within the first 30 days of school to be approved to continue eligibility for the current school year.**

These forms must be completed and returned to homeroom teachers or the school cafeteria manager.

### **Convenient pre-payment for school meals is available in the school dining room:**

1. Students may pre-pay for their school meals. Each student has an account that will accept any amount of pre-payment money, and as meals are purchased, the cost of the meal or individual items will be deducted from the account balance.
2. Students are assigned a five digit ID number which they will key in at the cashier station as they receive a meal or purchase side items. All students will be required to enter their I.D. number on the line regardless of their eligibility status (full paid, reduced-price or free). Their name will appear on the computer screen and will be verified by the cashier who will total the purchase.
3. Students are encouraged to pay by the week, month or year. Pre-payments and/or daily cash payments are made as students

go through the line at breakfast or lunch. **Checks may be written to PHS. The total amount of the check will be applied to the student's account for use in the school dining room. No change will be returned for checks.**

4. Parents may also access the Meal Pay Plus info at [www.pickenscountyschools.org](http://www.pickenscountyschools.org) (Choose the Cafeteria Menus link then select Prepayment Options) to register to check meal account activity and balances on-line. Student meals can be paid for using an e-check, debit or credit card at this website for a small percentage of the deposit. Check the PCBOE web-site for link availability or go to [www.mypaymentsplus.com](http://www.mypaymentsplus.com). Student account records will document all payments and purchases made by the student.

#### **MEDIA CENTER USE**

As our school grows in population and our space gets more use, we must take everyone's needs and safety into account. The Media Center follows these procedures to make it possible for everyone to have maximum access to the library and its services.

#### **Hours of operation: 7:40 AM – 3:40 PM, Monday-Friday**

Students need an official Hall Pass or signed agenda from 8:10 am - 3:25 pm except for break, before school, and after school. Every student needs an academic purpose for being in the media center. Book bags, food, and drink must be left at the door. Please bring your good attitude and best behavior inside with you. *Students must have a signed Internet permission form to use the Internet.* The computers are for academic purposes only, as indicated by the Pickens County Board of Education. They must not be used for personal email, games, or any other purposes restricted in the student handbook. Students who misuse the computers are subject to having their privileges revoked. A book may be checked out for a two-week period and is renewable if no one else has placed it on reserve. Groups of students may not use the study rooms without prior arrangement between their teacher and the Media Center staff. Teachers please limit the number of individuals sent to the media center to two at a time.

**Inappropriate use of the Media Center may result in loss of privileges. Please let us help you have a successful year at your library.**



## **MR. & MISS PHS QUALIFICATIONS**

The following rules and procedures are used as the criteria for the selection of Mr. and Miss P.H.S. and the Court:

- 1) The P.H.S. Court will be made up of 10 senior boys and 10 senior girls.
- 2) The Court will be nominated by seniors from a roster of senior homeroom students.
- 3) The faculty committee will review the nominations and determine eligibility.
- 4) Students in grades 10 through 12 will select one boy and one girl as Mr. and Miss P.H.S from the list of nominated, eligible seniors.
- 5) Eligibility will be based on the following criteria:
  - a) Good conduct; no major discipline problems.
  - b) Good academic standing; no failing subjects.
  - c) Good leadership qualities.
  - d) Cooperation with faculty.
  - e) Active participation in at least three school activities.
  - f) Dependability.
  - g) Pleasing personality and good attitude.
  - h) Attendance in compliance with Board policy during junior and senior years.
  - i) Enrollment and attendance full-time at PHS during junior and senior years.
  - j) No married student is eligible.

## **PARKING POLICY FOR STUDENTS**

There will be a \$40 fee for an annual student parking permit. The fee will be \$35 if purchased in the 2<sup>nd</sup> semester of school and will be prorated each month thereafter. The parking permit must be visible at all times when on the PHS campus. If a student loses his or her permit, a replacement **MUST** be purchased for a fee of \$5.00.

**All monies owed to Pickens High School must be paid in full before purchasing a parking permit. (Ex. book fines, lunch monies, uniforms, text books, etc.)**

A student may earn privilege of parking his/her automobile on campus during school hours subject to the following terms and conditions:

- 1) The student must have a valid Driver's License and proof of insurance.
- 2) The student agrees by signing a form that he/she fully understands that at no time when the student's vehicle is on campus will the vehicle contain a weapon as defined by the Student Code of Conduct, tobacco products, alcoholic beverages, any non-prescription drugs or illegal substances or any pornographic material. The student understands and agrees that he/she will be accountable for any item or substance in his/her vehicle, regardless of who places the item or substance in the vehicle or whether the student was aware of the same. The student agrees to inspect the vehicle before bringing the vehicle on campus each time in order to determine whether anything forbidden by the permit is in the vehicle.
- 3) The student agrees that his/her vehicle is subject to random searches at any time the principal or designee deems appropriate and the student agrees upon request to unlock his/her vehicle glove compartment, trunk or any other locked storage compartment in the vehicle for inspection.

This permit is subject to revocation by the administrative staff at any time any of the above conditions have not been met or the student is otherwise disciplined for any violation of the Student Code of Conduct. Student parking will be in individually assigned spaces only. Parking in unauthorized areas will result in disciplinary action. Continued violation will result in the student's car being towed away at the student's expense and loss of parking privileges.

**While on campus, the maximum speed is 10 MPH.** Buses and pedestrians have the right-of-way at all times. No reckless or dangerous driving will be tolerated. Once the student parks, he/she will immediately come into the building. Students will not go to their cars during the school day without permission from the administration. Any student driving on bonks or other unauthorized areas may lose their driving privileges. All students being brought to school and picked up after school should report to the front of the school building.

**Consequences of driving on PHS campus without a parking permit:**

**1<sup>st</sup> Offense** – Warning, with an agreement that a parking permit to be purchased the next school day. Subject to towing.

**2<sup>nd</sup> Offense** - \$10 fine, plus an agreement that a parking permit be purchased the next school day. Fine paid will not go toward the price of parking permit. Subject to towing.

**3<sup>rd</sup> Offense** - \$20 fine, plus an agreement that a parking permit be purchased the next school day. Fine paid will not go toward the price of parking permit. Subject to towing.

**4<sup>th</sup> Offense** – Car will be towed at owner’s expense. Student will not be allowed to purchase parking permit.

**PHS DISASTER PREPAREDNESS PLAN**

State standards require that Pickens High School develop and maintain a School Disaster Plan that would prepare the school to save lives, minimize injuries, and reduce property damage in the event of a man-made or natural disaster.

The principal or assistant principal will implement this plan immediately upon receipt of notification that a disaster has occurred or is anticipated.

School personnel or students will not be allowed to leave this school unless permission is granted by the principal, his assistant, or an authorized individual that represents the principal.

All teachers that have student responsibility will keep an accurate account of students under their supervision.

Students may be released to their parents if the situation permits parents to come for their children.

## **PROMOTION REQUIREMENTS (GRADES 9-12)**

Students are assigned to a grade level based on accrued units at the beginning of each school year. Summer school credits are included. Promotion/placement shall be made on the following basis:

To be promoted to the tenth grade – 6 units

To be promoted to the eleventh grade – 13 units

To be promoted to the twelfth grade – 20 units

High school students will follow local board policies IHF, IHF(2), IHF(3), IHF(4), IHF(5) and the State Board of Education Rule for High School Graduation Requirements.

## **REPORT CARD SCHEDULE**

Report cards will be issued every nine weeks. Progress reports will be issued at the midpoint of each nine weeks.

**Report Cards--**    October 14, 2016  
                              January 6, 2017  
                              March 24, 2017

## **SENIOR FEE**

There will be a \$65.00 (including shipping charges and taxes) fee required of all students who are planning to graduate in May, 2017. This will pay for the costs of graduation including diplomas, diploma covers, graduation programs, caps and gowns.

## **SLO (STUDENT LEARNING OBJECTIVE) Tests**

- If a student meets or exceeds the 30 percent student growth score on his or her SLO as determined by his pre and posttests, he or she can exempt the final exam if he or she has a 70 or better passing average. Their final grade will be determined by preexisting grades. If he or she does not meet the 30 percent student growth mark, he or she will be required to take the final exam for a summative grade. Student must make an effort on their SLO pretest in order to be eligible for this exam exemption.

- The student will still be required to attend class on final exams days, unless he or she meets the school's current exam exemption policy for good attendance and grades incentive. Additionally, teachers are encouraged to give a student an enrichment or supplemental activity on the final exam day, if he or she has exempted the final exam.

### **STAR STUDENT AWARD**

The Professional Association of Georgia Educators recognizes the highest SAT score in each school through the **STAR** student program. In order to become eligible to compete for this award, a student must meet the following requirements:

- Be legally enrolled as a senior (including joint enrollment).
- Graduate with the current graduating class.
- Take the three-part SAT on any date between March 2012 and November 2016.
- Have the highest three part score on one test date, with each score equal to or exceeding the national average (CR 502, Math 515, Writing, 494).
- Be in the Top 10% of the class based on cumulative high school grades 9-11.

### **STUDENT GOVERNMENT ASSOCIATION**

The Student Government is comprised of Student Representatives and Class Officers. The Student Government's purpose is to teach students the principles of representative democracy in order to make them more effective citizens and participants in local, state, and national governments; to encourage leadership qualities; to foster a strong community spirit within the school; to establish close cooperation among the students, faculty, and staff of Pickens High School; and to promote the general welfare of the school and greater community.

#### **Class Officers and Representatives**

Members must refer to bylaws for further information. Participation is required in but not limited to the following:

- attend all meetings
- attend two BOE meetings per school year
- school improvement projects

- community service projects
- fundraisers
- teacher helper days during pre- and post-planning
- freshman and parent orientation
- open house nights
- Homecoming week activities (spirit days, parade and bonfire, dance, etc.)
- White Christmas
- Special Olympics
- prom

Failure to participate in these mandatory activities will result in removal from office.

**Qualifications for Eligibility include but are not limited to:**

- an overall GPA of 80 or higher
- no pass, no play rule
- no cheating: Students found guilty of cheating will not be allowed to hold office. Students turned in for cheating while holding office will be removed from Student Government if such cheating is proven.
- be on track for graduation with his or her entering class
- never been denied credit for a class
- never been assigned In School Suspension or Out of School Suspension
- participation in mandatory meetings and events
- in compliance with Pickens High School attendance policy
- daily enrollment at Pickens High School; MOWR students must be enrolled in at least one class that meets at PHS every day.
- Student council members may not hold a class officer position.
- Class officers may not hold Student Council office.

## **STUDENT INSURANCE**

The school will offer a group student insurance program. All students are encouraged to purchase accident insurance. A letter will be sent to parents to inform them of the coverage offered. This form must be returned accepting or rejecting purchase of this coverage. If a claim is necessary during the school year, a student should obtain a claim form from the school nurse.

**NOTE:** Any student who is going to participate in football must be covered by the preferred option of this student insurance program **or** his parents must sign a waiver form stating that they have insurance coverage and they will pay any additional expenses incurred from an injury **or** that they do not have insurance and understand they are financially responsible for any medical expenses incurred due to injury. All other students who are going to compete in athletic events other than football must have at least the basic coverage listed in this policy **or** sign the waiver forms noted above for football.

## **TARDY POLICY to CLASS**

**Students should be in the classroom when the tardy bell rings at the beginning of school and at the beginning of each class period. Any student who is not in class when the bell rings is considered tardy. Students who are tardy to school should report to the front office to receive a tardy slip. Students who are tardy to other classes will be counted tardy by the teacher and put into Infinite Campus. Students who check in later than 45 minutes of a class period will be counted absent. Consequences for students who violate this policy are as follows for each class:**

- 1<sup>st</sup> offense:** Automated call to parent.
- 2<sup>nd</sup> offense:** Teacher Warning and Automated call to parent.
- 3<sup>rd</sup> offense:** Afternoon Detention and Automated call to parent.
- 4<sup>th</sup> offense:** 1 Day ISS
- 5<sup>th</sup> offense:** 3 Days ISS
- 6<sup>th</sup>-9<sup>th</sup> offense:** 3 Days ISS for each offense and Suspension of Driving Privilege on PHS Campus for the remainder of the semester.
- 10<sup>th</sup> offense and following:** 3 Days ISS for each offense, Referral to Attendance Support Team and Suspension of Driving Privilege on PHS Campus for the remainder of the school year.

## **TELEPHONE USE FOR STUDENTS**

**Telephones located in school offices or classrooms can be used by students should an emergency situation arise.** Students are asked to inform their friends, employers and relatives that they may not take personal telephone calls at school. Messages will not be taken and relayed to students except in **emergency situations**. Students are also informed to make afternoon transportation arrangements prior to arriving at school in the mornings.

## **TEST DATES**

### **PSAT Test Date:**

October 19, 2016

### **SAT Test Dates for the 2016-2017 school year:**

October 1, 2016

November 5, 2016

December 3, 2016

January 21, 2017

May 6, 2017

June 3, 2017

\*\*For information about testing locations, visit **[www.collegeboard.org](http://www.collegeboard.org)**

### **EOCT Test Dates**

Dec. 5-15, 2016

1<sup>st</sup> Semester

May 8-18, 2017

2<sup>nd</sup> Semester

### **ACT Assessment Test Dates**

### **AP Exam Dates**

September 10, 2016

May 1-12, 2017

October 22, 2016

December 10, 2016

February 11, 2017

April 8, 2017

June 10, 2017

\*\*For additional information, visit **[www.act.org](http://www.act.org)**



## **TEXTBOOKS**

Students who lose books will be required to pay for the book immediately. A record should be made of this order that the fine be returned if the book is found. Fines for excessive damages or lost books will be assessed on the basis of the books lasting five years. Example: Cost of book is \$6.00; lost after 2 years. Therefore, the school loses  $\frac{3}{5}$  of the use of the book.  $\frac{3}{5} \times \$6.00 = \$3.60$ . This is the fine to the student. Excessive wear indicates that the life of the book will be reduced one year. The fine would be  $\frac{1}{5}$  of the cost of the book. Abuses such as marking pages, torn pages, damaged covers, etc., will be assessed by the subject matter teacher. Fines should range from \$1.00 to the cost of the book. **Report cards will not be issued at the end of the year to students who owe for books or other fees.**

## **LOCKERS**

All students will have an assigned locker for storage of books and other school related materials. These lockers are not to be used to store weapons and/or illegal objects or products. Students should refrain from keeping money or valuables in their assigned lockers. All lockers are the property of Pickens High School. No decorations or any kind will be allowed on lockers (stickers, decals, posters, etc...)

## **TOBACCO USE POLICY**

**\*This policy also includes electronic cigarettes or other nicotine dispensing products.**

**1<sup>st</sup> Offense**- 3 days ISS and parent conference

**2<sup>nd</sup> Offense**- 4 days ISS, loss of driving privilege for 7 days, and parent conference

**3<sup>rd</sup> Offense**- 5 days ISS, loss of driving privilege for 9 days, and parent conference

**4<sup>th</sup> Offense**- referral to tribunal hearing with recommendation of administrative placement to Ombudsman Alternative School

**NOTE:** ISS includes 30 minutes per day of school chores including trash pick-up, cleaning hallways, cleaning bleachers in gym, or other school improvement chores. Also included in ISS (for students assigned for tobacco possession or use) will be daily assignments designed to provide information on the hazards of tobacco use.

## **VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS**

The student with the highest class ranking as determined by the highest GPA shall be recognized as Valedictorian. The student with the second highest GPA shall be recognized as Salutatorian.

### **Beginning with the class of 2017:**

*The student with the highest class ranking as determined by the highest HOPE GPA, as calculated by the Georgia Student Finance Committee, shall be recognized as Valedictorian. The student with the second highest HOPE GPA shall be recognized as Salutatorian.*

In order to be named either Valedictorian or Salutatorian, as a minimum, students must have attended high school in the school system the last semester of their junior year and during the first semester of their senior year. Students must be and have been at the school of graduation during those semesters. Transfer credit used for calculation of the highest GPA for determination of class ranking for Valedictorian and/or Salutatorian shall be accepted only from high schools accredited by the Southern Association of Colleges and Schools (or agency recognized as a regional accrediting agency by SACS). All grades will be calculated based on the Pickens High School grading scale.

### **Class ranking shall be determined by the highest GPA completed at the end of 1<sup>st</sup> Semester of the year in which the student is a graduating senior.**

Note: As a minimum beginning with the graduating class of 2017, in order to be named either Valedictorian or Salutatorian, in addition to the requirements listed, students must complete a minimum of two Advanced Placement courses.

Academic requirements are changing for the HOPE Scholarship. Please visit this page for information regarding these changes:  
[www.gsfc.org/main/publishing/pdf/2011/hope\\_rigor\\_requirements.pdf](http://www.gsfc.org/main/publishing/pdf/2011/hope_rigor_requirements.pdf)

## **VISITORS**

Students are not allowed to have guests in class. **All visitors must report to the front office upon arrival on the school grounds. No visitor will be allowed on campus until after check in and verification by the front office staff.** Loitering on school property is prohibited by law.

## **WORK BASE LEARNING PROGRAM**

Pickens High School offers cooperative training for students through the WBL program. Cooperative training programs are designed to teach students the knowledge and skills necessary for job entry placement.

Students receive classroom training one period a day and on-the-job training. Students are supervised daily by the employer and periodically by the WBL coordinator.

WBL students can be released from school after second or third period for on-the-job training and must work a minimum of 7.5 hours per week for the semester in order to receive 1 unit credit. If a student should lose a job during the year, he/she will be placed in a class during the time that was previously spent at work.

*Pickens High School Alma Mater*

Planted in the Blue Ridge Mountains,  
High above the plains,  
Stands our noble Alma Mater,  
Kissed by sun and rain.

Pickens High our Alma Mater.  
Deep in our hearts we'll hold.  
Love and loyalty we'll give thee,  
Green and white of old.

Years may dim our recollection,  
Change with time will come,  
While we live we'll ever cherish  
Friendships here begun.

Pickens High our Alma Mater,  
Deep in our hearts we'll hold.  
Love and loyalty we'll give thee,  
Green and white of old.

## **Notes**