

Pickens High School

Student/Parent Handbook



2021-2022

**PHS Student & Parent/Guardian Handbook
Acknowledgement and Consent Form
2021-2022**

STUDENT INFORMATION

Last Name	First Name	Initial
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The purpose of this form is to ensure parents/guardians review the 2021-2022 Pickens High School Student & Parent/Guardian handbook.

SIGNATURES (PARENT AND STUDENT)

I have received and reviewed a copy of the 2021-2021 PHS Student & Parent/Guardian Handbook.

Print Name of Parent/Guardian	Date
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Signature of Parent/Guardian

Print Name of Student	Date
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Signature of Student

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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.**



Pickens High School

500 Dragon Drive

Jasper, GA 30143



Phone (706)253-1800 • Fax (706)253-1815

Main Office	(706) 253-1800
CTAE Line	(706) 253-1801
Fax Line	(706) 253-1815
School Mascot	Dragons
School Colors	Green and White
Principal	Chris Wallace
Assistant Principals	Rick Goble
	Rodney Martin
	Chris Williams
CTAE Director/AP	Tim Baisden
Instructional Lead Strategist	Angie Allen
Counselors	Jana Champion
	Tara Joyce
	Elisha Wilson
College and Career Coach	Daniel Bell
Registrar/Data Clerk	Candy DiPrima
Athletic Director	Chris Williams
Athletic Trainer	Kyle Rasco
Cafeteria Manager	Andrea Wood
Media Specialists	Kristie Moss & Karen Gurty

Pickens County Schools 2021-2022 Calendar

<u>2021</u>	<u>2022</u>
<u>July</u>	
26 th –30 th Pre-Planning	<u>January</u>
<u>August</u>	3 rd Teacher In-Service
2 nd First Day of School	4 th Students Report
<u>September</u>	7 th Report Cards
4 th Digital Learning Day	18 th MLK Jr. Holiday
6 th Labor Day Holiday	<u>February</u>
20 th – 24 th Fall Break	21 st -25 th Winter Break
<u>October</u>	<u>March</u>
8 th Mid-Semester Grades	14 th Digital Learning Day
11 th Teacher In-Service	16 th Mid-Semester Grades
<u>November</u>	<u>April</u>
2 nd – Inservice Day	4 th -8 th Spring Break
22 nd –26 th Thanksgiving Break	<u>May</u>
<u>December</u>	27 th Last Day of School
17 th End of Grading Term I	27th Graduation
17 th End of Semester I	30 th Memorial Day
20 th – 31 st Christmas Holiday	5/31 & 6/1 Post-Planning

****Inclement weather announcements and school closure information will be distributed through the automated call system, social media outlets, our district web site and local/regional media outlets.***



2021-2022 Pickens High School Bell Schedules

Regular Bell Schedule			
Doors Open		7:00 AM	
Release from Gym/Café		7:35 AM	
Period	Start	End	
1st Period	7:45 AM	9:20 AM	
Transition	9:20 AM	9:25 AM	
2nd Period	9:25 AM	11:00 AM	
Transition	11:00 AM	11:05 AM	
1st Lunch	11:00 AM	11:25 AM	
Transition	11:25 AM	11:30 AM	
2nd Lunch	11:30 AM	11:55 AM	
Transition	11:55 AM	12:00 PM	
<i>11:55-12:05 Café Cleaning</i>			
3rd Period	3rd Lunch	12:05 PM	12:30 PM
	Transition	12:30 PM	12:35 PM
	4th Lunch	12:35 PM	1:00 PM
	Transition	1:00 PM	1:05 PM
4th Period	1:10 PM	2:40 PM	
Student Driver Release			
Parent Pick-up/1st Bus		2:40 PM	
2nd Bus Release		2:55 PM	

Combo Bell Schedule			
Doors Open		7:00 AM	
Release from Gym/Café		7:35 AM	
Period	Start	End	
1st Period	7:45 AM	9:05 AM	
Transition	9:05 AM	9:10 AM	
Combo Period	9:10 AM	9:55 AM	
Transition	9:55 AM	10:05 AM	
2nd Period	10:05 AM	11:20 AM	
Transition	11:20 AM	11:25 AM	
3rd Period	1st Lunch	11:20 AM	11:45 AM
	Transition	11:45 AM	11:50 AM
	2nd Lunch	11:50 AM	12:15 PM
	Transition	12:15 PM	12:20 PM
<i>12:15-12:25 Café Cleaning</i>			
3rd Period	3rd Lunch	12:25 PM	12:50 PM
	Transition	12:50 PM	12:55 PM
	4th Lunch	12:55 PM	1:20 PM
	Transition	1:20 PM	1:25 PM
4th Period	1:25 PM	2:40 PM	
Student Driver Release			
Parent Pick-up/1st Bus		2:40 PM	
2nd Bus Release		2:55 PM	

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

ATTENDANCE POLICY

Attendance is very important to us here at Pickens High School. Student attendance is vital in order for us to provide them with the best opportunities to learn.

The following consequences will follow days missed:

- **10 Days Missed or 15 Days in any one class (Excused/Unexcused):**
 - **Conference with Administrator and letter home to be signed by parent/guardian and returned.**
- **15 Days Missed or 20 Days Missed in any one class (Excused/Unexcused):**
 - **Loss of parking permit for the remainder of the year.**
 - **Loss of privilege to attend Prom.**

***Medical/Hospitalization reviewed on a case-by-case basis.**

*****Administration reserves the right to limit a student's participation in school-related activities that interfere with the instructional day (i.e. Field Trips, Conferences, Competitions, Sporting Events, etc.) at 10 absences in any class. Excused medical absences will be looked at on a case-by-case basis.***

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.

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 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 (AST) Attendance Support Team meeting. If the attempts to schedule an AST meeting are ignored, the parent will be referred to Magistrate Court. A fine will be enforced.**

- b. **Upon the sixth (6th) unexcused absence** a direct referral to court shall be made by the Attendance Officer or Social Worker for breach of AST contract.

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.

No Check-outs after 2 PM.

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 1/2 of their scheduled 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 excused 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, or require alternative assignments from students who have been absent, but ultimately it is the student's responsibility to request assignments. 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).***

**** See departments' syllabi for procedures related to turning in late work.***

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.

**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.

TARDY /UNEXCUSED CHECK-IN/OUT TO CLASS POLICY

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 halfway through the class period will be counted absent. Tardy, Unexcused Check-outs and Unexcused Check-ins are all calculated cumulatively (added together for all classes) for the consequences below. The tallies are accumulated per semester. Consequences for students who violate this policy are as follows for each class:

1st - 4th offenses: Automated call to parent.

5th – 8th offenses: Afterschool Detention and Automated call to parent.

9th - 12th offenses: 1 Day of ISS & Loss of Parking Permit per tardy.

13th offense: Attendance Support Team and Suspension of Driving Privilege on PHS Campus for the remainder of the semester.

****Tardy calculations restart at the beginning of each semester.***

Birthday/Celebration Banners on Dragon Drive

The following guidelines must be followed:

- Must be school appropriate and encouraging.
- Must be hung on the green posts provided.
- Must include the date of occasion (Somewhere on the banner. Can even be written on the back).
- Please take down following the celebrated event.

****School personnel may take down 3 days after the date. If date is not included, the banner is subject to removal at any time. PHS is not responsible for damaged or discarded banners. Install/remove at your own risk.***

School-Issued Technology 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 during class time 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 on-line.
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.

**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.*

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 two school days in advance.**

DISCIPLINE

Pickens High School has implemented a school-wide discipline program. Building level and classroom level interventions have been 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, suspension of driving/parking privileges on campus, 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. If the incident results in suspension or expulsion, the student is not permitted to be involved in, or at any school activity or event.

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

PACE (Pickens Alternative Center for Education)

Provides a placement for students who are expelled from school for disciplinary action. These students will continue to be enrolled in the PCSD. Students will complete their classes in an online environment.

CELL PHONE/ELECTRONIC DEVICE POLICY

Students are not allowed to have their phone out during instructional time. Failure to adhere to this policy will result in the following consequences:

Offense	Consequence
1st Offense	Teacher takes device and contacts Administrator. Student has to see Administrator to get device back by the end of that school day. Entered into Educator's Handbook as 1 st offense.
2nd Offense	Teacher takes device and contacts Administration. Parent/guardian has to schedule appointment to meet with Administrator to pick up device in person. 1 day of ISS. Entered into Educator's Handbook as 2 nd offense.
3rd Offense	Teacher takes device and contacts Administration. Parent/guardian is contacted and device will be kept in school possession for 5 school days. 3 days of ISS. Entered into Educator's Handbook as 3 rd offense.
4th Offense	Teacher takes device and contacts Administration. Parent/guardian is contacted and device will be kept in school possession for 10 school days. 5 days of ISS. Entered into Educator's Handbook as 4 th offense.
5th Offense	Teacher takes device and contacts Administration. Student will be placed at PACE (Alternative Placement) for 15 days. The device is not allowed on campus for 30 school days upon returning. Entered into Educator's Handbook as 5 th offense.

**Includes, but not limited to: smart watches, cell phones, tablets, etc.*

DRESS CODE POLICY

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 judgment of the principal shall prevail.

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.
- Leggings are acceptable, as long as they are constructed from solid fabric material (sheer material is not acceptable).

DRESS CODE POLICY VIOLATION CONSEQUENCES

1st Offense	Change Clothes/In ISS until clothes are delivered
2nd Offense	1 day of After School Detention from 3:00-4:30 pm
3rd Offense	2 days of After School Detention from 3:00-4:30 pm
4th Offense	Parent Conference/1 Day ISS

Unacceptable items include, but are not limited to:

- Articles that may reasonably be considered to be a safety hazard or potential weapon (includes hat hooks)
- Extremely oversized, over-length, or baggy clothing (pants must be worn at 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.
- Pajamas, sleep/loungewear, sleep pants
- Shoes with cleats or wheels
- Clothing promoting products such as tobacco, alcohol, e-cigarettes, illegal drugs, or weapons
- Large, long, or heavy chains, dog collars, or baby pacifiers
- Sunglasses inside the building, except for medical reasons
- Garments with holes above the knees (above short length requirement).
- Clothing, accessories, or body art depicting gang affiliation, racial or ethnic slurs, hate speech, vulgar/obscene/subversive/sexually explicit language or images, or weaponry.
- 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). **School personnel make take up headgear after 1st warning.**

DUAL ENROLLMENT

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 requirement to ensure they meet the minimum standards)
- Must provide own transportation, unless student rides school-provided bus.

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 (A), 85 (B), 75 (C) & 65 (F). 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

You will earn exemption from taking Final Exams/Mid-terms if you qualify under the following:

Block Class (Finals) – Does not include EOCs

- 3 Absences with a 95 Average
- 2 Absences with a 90 Average
- 1 Absences with an 85 Average
- 0 Absences with an 80 Average

***Students must be free and clear of all fines &charges.**

NOTE: Being suspended from school, assigned to ISS, or having more than **four tardies and/or unexcused early checkouts, unexcused late check-ins**, or any combination (to total 5 or more) 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/Mid-terms on the last two days each 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 grading period. There are two semester 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.

Term Grades are calculated cumulatively and constitute 80% of the student's final grade. EOC (End of Course) Test or Final Exam counts as 20% of student's final grade, unless otherwise specified in the course syllabus.

Grade Weighing Policy

Courses listed below 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.

****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 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
- 4 units of Social Studies

At least 3 units required from: Foreign Language* and/or a CTAE class and/or Fine Arts

1 unit of Health/Personal Fitness

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 the first letter of their last name.

The primary goal of the comprehensive PHS counseling program is to promote the success and overall well-being of each PHS student. Our program helps students succeed by utilizing consultation and collaboration with a variety of stakeholders. Those stakeholders include but are not limited to the following: the student, parents/guardians, teachers/staff, administration, social workers, mental health providers, and outside organizations.

There are several objectives and tasks of the professional school counseling services at PHS that includes:

Assisting students in their self-understanding, self-development, and self-evolution. Individual and/or group counseling are used to aid in helping students to develop sound methods of self-appraisal as well as healthy communication/social skills.

Assisting students in developing healthy decision making and critical thinking skills. Formulation of tentative plans based on utilization of student strengths and interests is an integral part of the program.

Providing appropriate information and assistance to students that help them in making their own personal, social, educational, and vocational decisions. Our goal is to help students gather the information and resources needed to make the best decisions for themselves.

Collaborate and consult with teachers and staff regarding students. By collaborating and consulting with the teachers and staff of PHS, the counseling program is best able to advocate for the needs of the student. The professional school counselors will provide meaningful interpretation of any information given to staff to best help them in designing the educational needs of the students and the overall educational program at PHS.

The comprehensive PHS counseling program will assist teachers and staff in understanding and meeting the special needs, abilities, limitations, and exceptionalities of our students. Recognition of these needs and abilities will often be interpreted from tests and pertinent data.

The school counselors will help the teachers and staff to understand the student population in which they serve so that they are as multiculturally respectful and competent as possible to the needs of our PHS students.

Through collaboration with a variety of community stakeholders, the comprehensive PHS counseling department will provide the students, families, and staff of PHS with appropriate and helpful community resources.

Assistance to parents/guardians will be provided so that they can best help their children/students be successful. The PHS professional school counselors will aid parents in their children's educational success by coordinating individual conferences as needed in which special concerns and needs are explained. This will assist both the school and home to coordinate together.

The PHS professional school counselors will aim towards helping the students, parents/guardians/families, and staff of PHS to understand the function and goals of both PHS and the comprehensive PHS counseling department. Student, parental/familial, and staff understanding of PHS and its programs is sought through orientation meetings, individual conferences, and the PHS counseling department. It is our hope that students and their parents/guardians will view PHS as an ally in the student's overall educational journey and success. With the help and collaboration of the students' parents/guardians, PHS hopes to play a major role in helping students develop and evolve into the best and healthiest versions of themselves.

Counselor Assignments:

Last Name A-F:

Ms. Jana Champion

Last Name G-O:

Mrs. Elisha Wilson

Last Name P-Z:

Ms. Tara Joyce

HOMECOMING 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 1st semester of the student's senior year.

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

Students must also have taken and passed 4 rigor classes.

For more information on Hope eligibility, current changes, implementations and updates please visit www.GAfutures.org 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 lunches will be allowed in classrooms or Media Center.**

2021-2022 School Meal Prices:

Breakfast \$0.00 and Lunch \$0.00 per student. 100% Free
Reduced price meal: \$0.00.

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** (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 . Student account records will document all payments and purchases made by the student.

Meal Charges- Customary Procedure

School Nutrition Program (SNP)

- Students may charge up to \$10.00
- Adults (district employees) may charge for up to 1 month, with the stipulation that charge balances are paid on or before the 5th of the following month.
- Visitors may not charge.
- Charges will not be allowed during the last two weeks of school.
- School Nutrition staff will inform students that their meal balance is low or delinquent as they come through the serving line.
- Student meal account notices for all students with a delinquent meal balance will be generated weekly and sent to households via students, telephone calls or emails.
- Students who owe for charges are not allowed to purchase supplemental sale items.
- Students may not charge supplemental sales.
- When a child exceeds the charge limit, a phone call will be made to the household by school nutrition staff.
- If a successful resolution has not been reached, a referral will be made to the principal or his/her designee who will contact the parent.
- Elementary students will continue to be served a complete reimbursable meal while the school nutrition staff works to collect delinquent debt that exceeds the charge limit.
- Middle and High School students that exceed the charge limit will not be allowed to charge additional meals until the delinquent funds are paid. These students will be offered a replacement meal of milk and either a cheese sandwich or peanut butter sandwich.
- It is the goal of the SNP to eliminate unpaid charges at the end of each academic year, however unpaid meal charges will be carried over at the end of the school year

as a delinquent debt and SNP will continue collection efforts into the next school year.

- SNP may seek reimbursement for excessive funds owed through all legal means.

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 media center and its services.

Hours of operation: 7:15 AM – 3:15 PM, Monday-Friday

There will be no Media Center Passes issued for students during their lunch.

Students need an official Hall Pass during the hours of 7:45 am – 2:45 pm except for break, before school, and after school. Every student needs an academic purpose for being in the media center. Please bring your good attitude and best behavior inside with you. 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.

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

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:

- The P.H.S. Court will be made up of 10 senior boys and 10 senior girls.
- The Court will be nominated by seniors from a roster of senior homeroom students.
- The faculty committee will review the nominations and determine eligibility.
- 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.

Eligibility will be based on the following criteria:

- Good conduct; no major discipline problems.
- Student must never have been assigned out of school suspension
- Good academic standing; no failing subjects.
- Good leadership qualities.
- Cooperation with faculty.
- Active participation in at least three school activities.
- Dependability.
- Pleasing personality and good attitude.
- Attendance in compliance with Board policy during junior and senior years.
- Enrollment and attendance full-time at PHS during junior and senior years.
- 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 reduced if purchased in the 2nd 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.
- 4) 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 banks or other unauthorized areas may lose their driving privileges. All students being brought to school should report to the front of the school building. All students being picked after school dismissal (parent pick-up) will be located at the cafeteria courtyard (tennis court side of the school).

Consequences of driving on PHS campus without a parking permit:

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

2nd 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.

3rd 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.

4th 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.

GRADING TERM REPORT SCHEDULE

Mid-term and End-Term Grading Reports will be issued every nine weeks, as follows:

****This will be updated as soon as the school calendar is updated to reflect the delayed start.***

SENIOR FEE

There will be a \$75.00 (including shipping charges and taxes) fee required of all students who are planning to graduate in May, 2022. This will pay for the costs of graduation including diplomas, diploma covers, graduation programs, caps and gowns.

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 dual enrollment).
- Graduate with the current graduating class.
- Have the highest score on one test date, with each score equal to or exceeding the national average
- Be in the Top 10% of the class based on cumulative high school grades 9-11.
- STAR Student must have been taught or coached by the STAR Teacher they select.

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 Student Government include, but are not limited to:

- An overall Average 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

Information about student insurance can be found at pickenscountyschools.org under Student Services.

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.

student. Excessive wear indicates that the life of the book will be reduced one year. The fine would be 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 \$10.00 to the cost of the book.

LOCKERS

Lockers will be available upon request.

TOBACCO USE/POSSESSION POLICY

1st Offense- 3 days **ISS** and parent conference

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

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

4th Offense- referral to tribunal hearing with recommendation of administrative placement to PACE.

NOTE: ISS may include school chores, including trash pick-up, cleaning hallways, cleaning bleachers in gym, or other school improvement chores.

Vaping Use & Possession of Vaping Paraphernalia

In an effort to keep our students safe, vaping and/or having possession of any vape products will not be tolerated on any Pickens County School campus. This is a zero tolerance policy and applies to all school activities including, but not limited to: Typical school day functions, on a school bus or other PCSD vehicle, practices, contests, concerts, competitions and field trips. See Georgia H.B. 251.

1 – Possession of an electronic smoking device as defined by Disciplinary Infraction/State Code 42. All devices and/or paraphernalia found in connection with the offense will be confiscated and not returned.

2 – Distribution of an electronic smoking device as defined by Disciplinary Infraction/State Code 42. All devices and/or paraphernalia found in connection with the offense will be confiscated and not returned.

3 – Possession and/or Distribution of electronic smoking devices as defined by Disciplinary Infraction/State Code 42. All devices and/or paraphernalia found in connection with the offense will be confiscated and not returned.

**Level 3 may be used for students that violate the school policy on electronic smoking devices three or more times during the same year.*

NOTE: In the event a student is found to be in possession of an illegal substance/drug for use in an electronic smoking device, such will be treated as a separate drug-related offense and coded as Drugs (07)

Consequences for Vaping:

Charge	1st Offense	2nd Offense	3rd Offense	4th Offense
Level I	3 Days ISS	5 Days ISS	3 Days OSS	45 Days PACE
Level II	45 Days PACE	1 Semester PACE	2 Semesters PACE	Permanent Expulsion
Level III	1 Semester PACE	2 Semesters PACE	Permanent Expulsion	N/A

CREDIT RECOVERY (Inside the School Day)

Credit Recovery is provided as an option for students who have already attempted a class, but did not receive credit. This option is offered as an option to keep students on track for graduation and keep them from falling behind. Adequate progress must be made, satisfactory attendance must be achieved and good behavior must be exhibited in order to participate.

VALEDICTORIAN & SALUTATORIAN REQUIREMENTS

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

**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 1st Semester of the year in which the student is a graduating senior.

Note: As a minimum, 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: <https://gsfc.georgia.gov/>

VISITORS

Visitors are not permitted on school campus, until further notice. Other than coming on campus to check out students, visitors will not be allowed in our school until further notice.

WORK-BASED 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.