

# Pickens High School

150 Blue Flame Drive  
Pickens, South Carolina 29671  
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<http://phs.pickens.k12.sc.us/>

## **PICKENS HIGH MISSION STATEMENT**

Pickens High School provides challenging academic and career opportunities to equip and to prepare students for college, career, and citizenship.

Mr. Corey Willimon, Principal  
Pickens High School  
150 Blue Flame Drive  
Pickens, SC 29671

Dr. Danny Merck, Superintendent  
The School District of Pickens County  
1348 Griffin Mill Road  
Easley, SC 29640

### **SCHOOL CONTACTS**

Jerri Channell	Last Names O-Z, Assistant Principal
Chris Looper	Last Name H-N, Assistant Principal
Ashley Ramirez	Last Name A-G, Assistant Principal
Chad Smith	Athletic Director
Ansley Cudd	Head of Guidance and Senior Counselor
Larry Ayers	Junior Counselor
Frances Hulme	Sophomore Counselor
Brandi Gagne	Freshman Counselor
Tim Sheppard	Graduation Coach
Sharon Mulkey	Guidance Receptionist
Bonnie Stewart	Registrar
Gail Isaacs	Data Entry
Teresa Underwood	Bookkeeper
Abby Porter	Attendance Clerk
Julie Garrett	Receptionist
Tammy Hughes	Food Service Director
Kristen Osbourn	School Nurse
Melinda Hall	Instructional Coach
Wayne O'Shields	SRO

### **ACADEMIC DISHONESTY**

Academic dishonesty includes giving, receiving, or using unauthorized aid on any academic work, in person or electronically. Plagiarism, a form of academic dishonesty, includes the copying of language, structure, or ideas of another and attributing the work to one's effort. Academic dishonesty may result in the student's receiving a "0" on the work. A second occurrence in a school year will result in a Grade of "0" for the class, and a withdrawal from the class.

### **ASSIGNMENTS / MAKE-UP WORK**

It is the responsibility of students to get assignments when they are absent from school. Students are encouraged to get assignments from classmates, or Schoology, if they miss a class. Students who are to be absent from school for 3 or more days may request assignments through the guidance office. Counselors should be given at least 24 hours to get the assignments from teachers.

Students will not be excused from work that was assigned during an absence. Work completed by the class while a student was absent should be completed by the student to the satisfaction of the teacher when the student returns to school. Teachers will permit students to make up work missed during lawful absences as long as a student makes appropriate arrangements with the teacher no later than the student's 5<sup>th</sup> day back at school. Students will not be permitted to make up work missed due to an unlawful absence. Work not made up due to an unlawful absence will receive a grade of zero. Students must bring appropriate notes within three days to get the chance to make up work or tests. These excuses for absences may be written by doctors, legal professionals, guardians, or similar, and should be turned into the guidance clerk. Students that miss a semester, or final, exam with an unlawful absence will not be given the chance to make up the exam, and will receive the grade of a "0".

**ATHLETICS** All students are invited to participate in all athletics as long as they meet the eligibility requirements of the South Carolina High School League. All participants must have a physical and insurance coverage before being allowed to practice. In addition, participants must have an approved birth certificate before being allowed to participate in any interscholastic competition.

A student must be taking a minimum of four subjects, or their equivalent, for which no previous credit has been received. Students in grades 9 through 12 must achieve an overall passing average and either pass at least four academic courses, including all required courses taken up to four, or pass a total of 5 academic courses. Team members will be selected by the coach in charge of the sport. Because of the nature of athletics and the necessary training, certain rules and regulations are necessary which do not apply to other students. Contact Coach Smith, Athletic Director, for more information.

#### **NCAA CLEARINGHOUSE**

Student athletes who are expecting to be recruited for athletic scholarships should begin the process of getting registered and completing eligibility with the NCAA starting no later than their junior year. See the Athletic Director or Head of Guidance for more information.

#### **STUDENT BEHAVIOR CODE**

At Pickens High School we believe that the most effective form of discipline is self-discipline. We believe that when our students clearly understand what behavior is expected of them, they will make good decisions regarding their actions at school. Each student is responsible for his or her actions at PHS. Administrative response to misbehavior will be swift, fair, and firm.

The behavior code is effective during the following times and in the following places: on school grounds at any time; off school grounds at a school activity; en route to and from school on a school bus or other school vehicle; and off school grounds when such conduct has a direct, detrimental effect on the general welfare of students and/or school personnel or the orderly operation of school. Disciplinary actions may be one or a combination of the following: parent conference; teacher–assigned detention; work detail detention, administrative detention; in school suspension; out of school suspension; District Behavior Contract; recommendation of expulsion; referral to law enforcement authorities.

#### **SEARCHES**

##### **Pursuant to Act 373 of 1994**

Any person entering the premises of any school in this State shall be deemed to have consented to a reasonable search of his person and effects; to provide that school administrators and officials may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, bookbags, wallets, and satchels with or without probable cause

#### **CONFERENCES**

Parents wishing to talk with a teacher, counselor, or administrator are asked to schedule a conference. Because school personnel have assigned duties, conferences must be arranged in advance. Contact the grade level counselor to arrange a conference.

#### **COUNSELORS**

PHS guidance counselors are available to students 30 minutes prior and 30 minutes after the regular school day as well as throughout the school day. Students may request an appointment to see a counselor concerning scheduling, career planning and other non-emergency matters by filling out a request form. Matters requiring immediate attention may be referred by school personnel or a parent.

#### **DEBTS**

All debt unrelated to textbooks must be paid at the end of each month. Debts must be cleared prior to the purchase of parking passes, dance tickets, etc. Students with debts at the end of the year will be mailed a debt letter in lieu of receiving their report card.

## **ID BADGES**

All students are required to have an ID badge. Each student will be given a permanent badge at the beginning of the school year. Badges are necessary to purchase lunch and use the library. IDs must be worn if you go in the hallways during class. Students with late arrival should have an ID to enter the building from the students parking/car drop off area. Replacement badges will cost \$5.00 and temporary badges will cost \$1.00. Consequences for insubordination of the ID policy will be handled by administration. Students are not to deface or alter their ID badge in any way.

## **DRESS CODE**

Moderation and modesty should govern student dress. Therefore, students will follow these rules in high school programs effective by School Board Policy on 4/27/09.

1. Provocative and suggestive clothing is not permitted (tight fitting, plunging necklines, etc.)
2. Garments worn on the legs (pants, shorts, skirts, etc), as well as dresses, must be worn no lower than the natural waist line, and must reach a length of no higher than one inch above the knee. No holes that expose skin are allowed that are above the knee. Outermost garment must be free of holes and of appropriate length
3. Bare midriffs will not be permitted. The standard used will be that no midriff is visible when the student is engaged in normal movement such as walking, sitting down, standing up, etc.
4. Any sleeveless garment must have width on the shoulder area of at least four (4) of the student's fingers, and the arm opening should fit the body closely enough to cover the underarm and the side of the chest areas. One single garment must meet the 4 finger rule.
5. Mesh or see-through garments are permitted only if a legal garment is visible underneath.
6. Underwear should not be seen at any time.
7. Sleepwear is forbidden. Bedroom slippers, flannel or polar fleece lounging pants, or any garment that resembles sleepwear are violations of this rule.
8. Shoes or sandals must be worn.
9. Headwear (hats, sunglasses, do-rags, skullies, head bands, bandannas, etc.) is not permitted to be worn inside the building.
10. Hair rollers are not permitted.
11. Face painting and masks are not permitted.
12. Any garment or accessory that displays inappropriate language or images (profanity, sexual suggestion/insinuation, alcohol, tobacco, drugs, ethnic slurs, slogans/symbols that may lead to disorder, etc.) is forbidden.
13. Chains or other articles hanging from clothing are not permitted, as well as items that have potential to cause harm to one's self or to others.
14. Gang attire, colors, or symbols are not permitted in clothing or accessories.
15. Leggings/Jeggings/yoga pants/Athletic pants are not permitted unless a top that complies to the length requirements of the dress code is worn (the top must come within an inch above the knee). Pants that do not have seams fall into this category.

A principal may make an exception to these rules for medical or religious situations or for school spirit or curriculum activities. A principal has the authority to judge a student dress situation not specifically listed in this regulation as a violation if the situation has potential to disrupt the education process or environment.

Any student found not in compliance will be subject to the following consequences:

**First Offense:** The student will have to correct the violation before being given permission to return to class. If the student does not have clothes to change into he/she will be required to go home to meet dress code, or will be placed in In School Suspension. The student will be given a formal warning that will be documented in the student's discipline record.

**Second and Subsequent Offenses:** The student will have to correct the violation before being given permission to return to class. If the student does not have clothes to change into he/she will be required to go home to meet dress code. The student will be considered disobedient and an appropriate disciplinary consequence will be assigned based on the context of this situation in the student's discipline record for the year.

There will be no duct tape or other items provided by the school to aid in meeting this requirement.

#### **FOOD AND DRINK**

No food or drink is permitted in classrooms, media center, auditorium, or hallways. The cafeteria and canteen are designated areas for these activities.

#### **EARLY DISMISSAL**

All students who leave school before the end of the school day must sign out with the attendance clerk. Students may not leave campus during the school day without permission. The following items apply to early dismissal:

1. Students who need to leave school early are to present a note, signed by a parent, to the attendance clerk at the beginning of the school day. The note must state the date, time the student is to leave school, a telephone number where the parent can be reached, and the reason for leaving early. All notes will be verified before the student will be allowed to sign out. Once the request is verified, the student will receive a note to be presented to the teacher at the time of dismissal. The student will report to the attendance clerk to sign out before leaving campus.
2. No phone calls will be taken to arrange for early dismissal.
3. Each early dismissal request will be classified as lawful or unlawful.
4. Students who become ill during the day should report to the nurse's office. The nurse will call a parent to arrange for pick-up if necessary.
5. Any student returning to campus after signing out must report to the attendance clerk with a Medical Excuse or have a parent present to sign in.
6. Students who are 18 years old may not sign themselves out unless emancipation papers are on file.
7. Violation of this policy will cause the loss of driving privileges.

#### **ELECTRONIC DEVICES**

Electronic devices (including ipods, ipads, tablets, laptops, mp3 players, electronic games, phones, etc.) are disproportionately more likely to be the target of theft due to their high cost and small size. Therefore, any electronic devices that are brought to school are solely the responsibility of the owner and no special efforts will be made to recover lost or stolen items. If the item is that valuable – leave it at home.

#### **LOCKS AND LOCKERS**

Lockers will be used by band, strings, ROTC, PE, and athletic teams. The following items apply: Only school-issued locks may be used on school lockers; locks are to be locked properly at all times; lost locks cost \$10.00.

#### **MESSAGES**

Telephone messages of an emergency nature for students will be accepted from parents only. An effort will be made to contact the student. Students and parents are advised to make arrangements before coming to school concerning early dismissals, after school pick-up, work and practice schedules, etc.

#### **PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

Students must be present in school and met all eligibility requirements in order to participate in any extra-curricular activity.

**PARTICIPATION IN FIELD TRIPS**

Eligibility to participate in an elective field trip will be based on a satisfactory attendance profile, a satisfactory discipline profile, and a minimum over-all passing grade. The administration reserves the right to deny a student permission to participate in an elective field trip regardless of money paid or commitments made.

**PUBLIC DISPLAY OF AFFECTION**

Inappropriate displays of affection will be subject to disciplinary action. The appropriate public display of affection will be limited to the holding of hands.

**SCHOOL DAY**

The school day officially begins at 8:10 AM. At that time students are permitted to go to classrooms and other authorized areas of the campus. Until that time students may wait in the cafeteria. Student supervision begins at 7:40 AM. Until that time, Pickens High School is not responsible for students. School dismisses at 3:10 PM.

**SCHOOL DELIVERIES**

Students are not allowed to receive flowers, balloons, food deliveries, etc. at school.

## Student Parking

**All students who plan to drive and park on any SDPC campus must have taken Alive at 25 prior to registering for a parking permit. There will be no exceptions.**

All motor vehicles used by the students and parked in the high school lots must be registered with the school and must display a current permit. Students should see Mr. Looper to register for a permit. The staff does all it can to ensure the safety of cars. However, PHS is not responsible for damage or theft. Cars parked outside the designated parking areas are subject to a parking violation ticket. To encourage academic progress and excellence in all areas, the following policies will be enforced:

1. All fees/fines owed to Pickens High School must be satisfied before students are eligible to obtain a parking permit.
2. Parking on school campus is a privilege and not a right. Students may lose their parking privilege due to issues with their behavior, grades, and/or attendance.
3. A valid parking permit hangtag must be displayed from the rearview mirror and be visible in order for a vehicle to be allowed to park on school grounds.
4. Students do not have a specified parking space, but they are required to be in their assigned parking area. This corresponds with the student's hangtag. Blue permits are for seniors. Silver parking permits are for underclassmen in the designated area.
5. Students may not register a vehicle belonging to another student and may not use a parking permit registered to another student.
6. Any vehicle parked on campus is subject to search according to Act 373 of 1994.
7. Speeding, reckless operation, or making excessive noise on school property or near any school building will not be tolerated and will be subject to disciplinary action.
8. Students may not leave school campus without parent permission upon arriving in the student parking lot. Congregating in the parking area before, during, or after school is not permitted.
9. Vehicles are to be locked for the student's protection.
10. Students are not to enter the parking area during the day without prior permission from an administrator.
11. Students who park on campus and have excessive unexcused tardies to school may lose their parking privileges.
12. Signs, stickers, display tags, etc... that are perceived as offensive are not allowed to be displayed on campus. School administration reserves the right to ask student to remove offensive materials in order to continue to park on campus.
13. PENALTIES: A student who violates any of the above expectations may receive a warning, detention, monetary fine, suspension, loss of driving privileges and/or a combination of these consequences.
14. Below are the parking violation fines:
  - a. No valid parking permit = \$10.00
  - b. Parked in a teacher's parking space = \$10.00
  - c. Improperly parked = \$10.00
  - d. Parked in wrong student lot = \$5.00
  - e. Improper display of hanging tag = \$5.00

**The School District does not assume responsibility for damage to vehicles, for the theft of vehicles, or for articles taken from vehicles.**

## **LATE ARRIVAL TO SCHOOL**

All students arriving late to school must sign in with the attendance clerk. At that time, any excuses should be turned in for consideration. Further explanation will be given at grade level assemblies.

## **TARDY POLICY**

Students are tardy to class when the bell finishes ringing. Students must be in the classroom when the bell finishes ringing. At this time all classroom doors will be closed and students will not be admitted without a pass.

### **Consequences for Tardies**

- Tardy 1-4 Warning
- Tardy 5 – 10 In School Suspension- 1 period, call to parents
- Tardy 11-15 In School Suspension- 1 day and Parent Meeting
- Tardy 16+ Out of school Suspension

Administrators have the right to administer consequences for tardy as they see fit. A student can lose driving privileges, or early and late dismissal periods if they are consistently tardy.

## **TELEPHONES**

Students are not permitted to use office phones except in emergencies. Unauthorized use of school phones will result in disciplinary action.

## **CELL PHONES**

Cell phones are only allowed to be used by students with BYOD permission on teacher- assigned academic tasks. Students may use cell-phones while at lunch in specified areas but are not allowed to make phone calls.

Disciplinary steps for this violation will be detailed at the beginning of the school year.

## **TEXTBOOKS**

Textbooks and other instructional materials are loaned to students by the state and district. If materials are not returned, students will be required to pay for the lost or damaged materials/books. Individual teachers issuing the materials assess damages. Lost books or those damaged beyond use must be replaced at full replacement cost.

## **MEDIA CENTER**

Students are encouraged to visit the PHS Media Center for book checkout, research, or study on an individual drop-in basis or with classes as scheduled by teachers. Our media center has a vast number of resources available to assist students with research projects, class assignments, and recreational reading. Over 10,000 volumes (including print books and ebooks) are housed in the media center along with a number of magazines and newspapers. Digital resources such as magazine and newspaper articles, encyclopedias, and other curriculum-related databases are also available through DISCUS.

The media center is open before school begins and closes at 3:45 p.m. each day.

Students must have a teacher-signed pass when visiting the media center from a class. A daily sign-in log is maintained that requires the student to sign in and sign out during each visit. Students should maintain a quiet atmosphere while working in the media center. Food and drink are prohibited. A working ID badge is required for checking out books and paying overdue fines. Each student may check out 3 books for a period of 2 weeks, and books can be renewed. If a book is returned later than the stamped due date, a fine will be assessed. The fine for a regular circulating book is 10 cents per school day that the book is late (weekends and holidays do not count). Charges vary for lost or damaged books.

## **INTERNET**

The Internet is to be used only for educational purposes throughout the school.

\*The media center complies with the School District of Pickens County's Use of Technology Resources in Instruction (Policy IJNDB)

## **DISCUS**

South Carolina's virtual library provides access to an electronic library of essential information resources via the Internet. These same resources are also available from home. See a media specialist for current user name and password. DISCUS can be accessed from the Pickens County School District's homepage: [www.pickens.k12.sc.us](http://www.pickens.k12.sc.us). Click the Students tab to click on the DISCUS link.

## **Code IFBGA-R Issued 9/25/00**

Purpose: To establish the board's vision and the basic structure for the use of technology resources in instruction.

Technology is a vital part of education and the curriculum of the school district. In an effort to promote learning and expand educational resources for students, the district has made arrangements to provide access to technology resources contingent upon adherence to this policy, administrative rule and related guidelines. The School District of Pickens County will provide students and employees with access to the school district's technology resources including, but not limited to, computer systems, media and peripheral devices.

Access to the district's technological resources is a privilege, not a right. With this privilege, there also is a responsibility to use the resources solely for educational purposes and not to access inappropriate materials unsuitable for students. The school district's technology resources have specific educational purposes that include use for classroom activities, professional or career development and administrative functions. The faculty will thoughtfully integrate use of technology throughout the curriculum and will provide guidance and instruction to students in its use. Use of the school district's technology resources is a privilege and is not intended to be a public forum.

Student Internet activities will be monitored by the district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access.

**The district will communicate its Internet acceptable use policy, administrative regulations and Internet safety measures annually through the student/parent handbook.**

District and school computer technicians who are working with a computer and come across sexually explicit images of children must report this to local law enforcement and to the superintendent. The report must include the name and address of the owner or person in possession of the computer. Employees and students who violate the terms of the

administrative rule related to the Internet will be subject to disciplinary action. Inappropriate use by any person will not be tolerated.

The School District of Pickens County will develop and implement administrative rules and regulations and user guidelines related to technological resources that are consistent with the purposes and mission of the district.

### **APPROPRIATE USE OF HEALTH ROOM**

Any student who becomes ill at school should not report to the school nurse without a pass from a teacher. If an extreme emergency exists, however, the student should report directly to the nurse. The nurse will contact a parent if the student needs to leave school. If parents are unavailable and the illness or injury is such that immediate care is required, the school will arrange for the student to be taken to the doctor or to a hospital for treatment. This action will not obligate the personnel of the school to assume financial responsibility for treatment. Student insurance is made available at the beginning of each year. **Under NO circumstances may a student go to the restroom to stay if ill.** Accidents should be reported to the school nurse or administration within 24 hours.

### **Student Medications**

In order for student medications to be given at school, self-administered at school, or self-administered after school hours on school grounds or at school activities, the policies below must be followed:

#### **Medications to be given at school, during school hours:**

- A completed School District of Pickens County Request for Medication Administration must be on file. Medication will be given for one day only with a written note from the parent.
- All over-the-counter medication must be in the original container. No medication will be accepted in baggies or envelopes to be kept in the health room and will be destroyed at the end of the day.
- All prescription medication must be in individual pharmacy labeled bottles and kept in the health room.
- Over the counter medications that are to be given daily for more than one week, must have a doctor's order.
- Only a 30-day supply should be sent to school at one time.
- Parents should bring any medication to school. Medications are not to be brought or sent home on the bus.

#### **Medications to be self-administered by the student during school hours:**

- This policy is for asthma inhalers, insulin, and epi-pens and must be accompanied by a note from the prescribing physician as to why it is necessary to keep these medications with the student.
- A completed School District of Pickens County Request for Medication Self-Administration must be on file in the health room and approved by the principal or his/her designee after a meeting with the student and parents.

#### **Field Trips:**

- Parents are responsible for sending medication for field trips.
- Only enough medication for the field trip, in the original and properly labeled container should be sent.
- A completed field trip permission form must accompany the medication.
- The teacher will be responsible for administering the medication.

No herbal medications are allowed to be given at school or be approved for self-administration. These drugs are not FDA approved.

No PRN (as needed) medications are given after 2:00 pm without a parent notification.

All medications left at the end of the school year are destroyed. They are not held for next school year.

No student may sell, distribute, or otherwise transfer any over-the-counter or prescription medication to another student. Violations of Policy JGCD, Student Medications, will be handled in accordance with the provision of JCDAC and JCDAC-R (Drug Use and Substance Abuse).

### **FIRST AID**

Students who need first aid treatment in physical education (PE) or ROTC should report to the instructor. Students injured at a time other than PE should report to the school nurse.

### **TOBACCO**

Pickens High School as well as the remainder of the schools in the district is tobacco free. Students are not allowed to be in possession of tobacco of any type. Any tobacco product found on campus including that which is in possession of a student will be confiscated. Use of tobacco will result in disciplinary action based upon the number of incidents, and also disciplinary action will be taken. Electronic cigarettes (vapes) are also prohibited on campus.

### **SCHOOL RELATED LAWS**

The laws set forth in this handbook are printed because they are commonly enforced on school premises or at school-related activities and we feel that students should be especially aware of their contents. However, there are many other laws, both state and federal, as well as municipal and/or county ordinances which have full force and effect on students and/or school premises but which are not printed herein. Students are reminded that they are also subject to those laws and ordinances as well.

#### **§ 16-17-420. Disturbing schools.**

It shall be unlawful: (1) For any person willfully or necessarily (a) to interfere with or to disturb in any way or in any place the students or teachers of any school or college in this State, (b) to loiter about such school or college premises or (c) to act in an obnoxious manner thereon.

#### **§16-3-1040. Threatening life, person or family of public official**

It is unlawful for any person to knowingly and willfully deliver or convey to a public official or to a teacher or principal of an elementary or secondary school any letter or paper, writing, print, missive, document, or electronic communication or any verbal or electronic communication which contains any threat to take the life of or to inflict bodily harm upon the public official, teacher, or principal, or members of their immediate families.

#### **§16-17-510. Enticing enrolled child from attendance in public school.**

Whosoever encourages or entices or conspires to encourage or entice any child enrolled in the public elementary or secondary schools of this State from attendance in such public school or school program or transports or provides transportation in aid or furtherance of such

encouragement or enticement shall be deemed guilty of a misdemeanor and upon conviction shall be fined not more than \$1,000 or imprisoned not more than two years, or both; and for any subsequent offense shall be imprisoned not more than five years.

**§16-23-460. Carrying concealed weapons: forfeiture of weapons.**

Any person carrying a dirk, slingshot, metal knuckles, razor, or other deadly weapon usually used for the infliction of personal injury concealed about his person is guilty of a misdemeanor, shall forfeit to the county, or, if convicted in a municipal court, to the municipality the weapon so carried concealed and be fined in the sum of not more than \$500 and not less than \$200 or imprisoned not more than 90 days nor less than 30 days. Nothing herein contained may be construed to apply to persons carrying concealed weapons upon their own premises or to peace officers in the actual discharge of their duties. The provisions of this section do not apply to rifles or shotguns unless they are used with the intent to commit a crime or in furtherance of a crime.

**§59-63-1110 Consent to search person or his effects.**

Any person entering the premises of any school in this State shall be deemed to have consented to a reasonable search of his person and effects.

**§16-23-460. Searches by school administrators or officials with or without probable cause.**

School administrators and officials may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, bookbags, wallets, and satchels with or without probable cause.

## **Pickens High School Alma Mater**

Hail to thee our Alma Mater,  
Pickens High of well-known fame.  
Whose history's rich in proud achievement,  
Whose past has won a great name.

Hail to thee, our loving Mother,  
Who lives in past and future, too.  
Thy name shall shine in glorious splendor,  
Shaped by faith and ideals true.

Now thy grateful sons and daughters,  
Loyal still as years go by,  
Pledge to thee our firm devotion,  
Alma Mater, Pickens High.