

## This handbook belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

This handbook contains rules and regulations for D.W. Daniel High School. Each student will receive a copy and is responsible for its entire contents. Failure to read this booklet is an unacceptable reason for not following the rules. Please refer to **Back to School 2019: A Handbook for Students & Parents** for additional information concerning policies and practices for the School District of Pickens County. If you have any questions, please discuss them with an administrator.

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## **MISSION STATEMENT**

D. W. Daniel High School, a community of learners, strives to prepare students for the challenges and opportunities of an ever-changing, technological, global society in a safe, caring, and community-supported environment.

## **ALMA MATER**

**Tune: Auld Lang Syne  
Words by Helen T. Farrar**

We lift our eyes unto the hills  
Where stands our Daniel High,  
'Mid cotton fields and stately pines  
Beneath the Southern sky.

Encircling all the Blue Ridge stands  
In timeless majesty --  
Like them, our souls were formed to live  
For all eternity.

For mem'ry counts the sunny hours,  
Forgotten is the strife;  
And lessons learned in work and play  
We carry on through life.

The sons and daughters you have trained  
A loyal steadfast band,  
Will do their best in every test  
In dear old Dixie land.

### **ACADEMIC DISHONESTY**

Students are expected to use honesty and integrity when completing assignments. Any form of cheating/plagiarism is prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework;
- Working with others on projects that are meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get/give test or quiz answers;
- Taking a test or quiz in part or in whole to use or to give others;
- Copying information from a source without proper citations;
- Taking papers from other students, publications, or the Internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Daniel High School will use the following policy in dealing with any incident of cheating on tests, projects, written assignments, or any other assignment in which the teacher directs students to work alone:

**1st Offense Consequences:**

1. The student will be given a zero on the test or assignment.
2. The student's parents will be notified.
3. Further actions if deemed necessary.

**2nd Offense Consequences:**

1. The student will be given a zero on the test or assignment.
2. The student will be removed from any school elective office.
3. The student's parents will be notified.
4. Further actions if deemed necessary

**ARRIVAL / DEPARTURE TIME**

Students should not be on school property prior to 7:30 a.m. or after 3:45 p.m. unless under the direct supervision of an adult staff member. The SDPC assumes no responsibility for the supervision or protection of students outside of the times designated above. Loitering on campus before or after school hours and on non-school days is prohibited.

**ATTENDANCE**

Students must give the school a written excuse from a parent, guardian, or health practitioner for all absences other than those approved by the principal ahead of time or for school-sponsored activities. **Excuses must be received within three (3) days of the student's return to school. A valid excuse must include:**

- Date
- Student's full name
- Date(s) of absence(s)
- Specific reason for absence(s)
- Phone number and signature of parent/guardian or doctor

The student will not be counted absent when attending school-sponsored activities. For long term absences due to medical reasons, parents may contact the guidance office to seek homebound instruction.

**A student who has more than 5 absences in a 1-unit course or 3 absences in a 1/2-unit course may not be eligible to receive credit for that course and may have seat time to complete in order to earn credit.** Students who are denied credit due to attendance have the right to appeal to the school attendance appeals committee.

Students exceeding 5 unlawful absences may be referred to family court for truancy. An absence is considered unlawful if the student is absent without an acceptable reason, with or without parental knowledge.

## **BULLYING AND HARASSMENT**

The board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For purposes of this policy, harassment, intimidation, or bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following.

Harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage

Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

Any student who feels he/she has been subjected to harassment, intimidation, or bullying should report the incident to a teacher, guidance counselor, or administrator. Complaints will be investigated promptly, thoroughly, and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation, or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion. Individuals may also be referred to law enforcement officials.

School contacts:

Rick Evans, Assistant Principal

Weston Lazear, Assistant Principal

### **CANINE SEARCHES**

Random and unannounced canine searches may be conducted throughout the year in order to help us ensure that no illegal contraband or weapons are present on campus. With the supervision of the school's administration, the canine handler will monitor the dog in a search that may include lockers, belongings, and vehicles on campus. If the dog "alerts" to a specific locker, possession, or vehicle, a reasonable search will be conducted in accordance with SDPC Board Policy JIH Student Interrogations, Searches, and Arrests.

### **CELL PHONES / COMMUNICATION DEVICES**

Student use of cell phones or other communication devices during school hours is prohibited in the classrooms and hallways. Cell Phones/Laptops may be used in the cafeteria or outside in the courtyard prior to the 8:00 bell and during lunch periods. **Cell phones must remain out of sight from 8:00 a.m. – 3:05 p.m. unless being used at lunch.** Please refer to the **Back to School 2019** handbook for the entire SDPC policy and consequences for violation of this policy.

### **DRESS CODE**

Moderation and modesty should govern student dress. Clothing, accessories, or hair should not be so extreme or inappropriate to the school setting as to disrupt the educational process. Therefore, students will follow these rules in middle and high school programs.

1. Provocative and suggestive clothing is not permitted (tight fitting, plunging necklines, etc.).
2. Garments worn on the legs (pants, shorts, skirts, dresses, etc) must have a length that comes to within one inch of the top of the knee with no holes or slits above this line.
3. No sagging, baggy pants are permitted.

4. 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.
5. 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.
6. Mesh or see-through garments are permitted only if a legal garment is visible underneath.
7. Underwear should not be seen at any time.
8. Sleepwear is forbidden. This includes bedroom slippers.
9. Shoes or sandals must be worn. Shower type shoes with soft bottoms are forbidden.
10. Headwear (hats, sunglasses, do-rags, skullies, head bands, bandannas, etc.) is not permitted to be worn inside the building.
11. Hair rollers are not permitted.
12. Face painting is not permitted.
13. No clothing, accessory, or visible tattoo that displays inappropriate language or images (profanity, sexual suggestion/insinuation, alcohol, tobacco, drugs, ethnic slurs, slogans/symbols that may lead to disorder, etc.) is permitted.
14. Visible piercings should be limited to the ear or should be small and not pose any health or safety hazard.
15. 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.
16. Attire, colors, visible tattoos, or symbols related to gangs are not permitted.

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. The student will be given a formal warning that will be documented in the student's discipline record (not the permanent record).

### **Second and Subsequent Offenses**

The student will have to correct the violation before being given permission to return to class. 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.

### **DRIVING/PARKING PRIVILEGES**

Student parking at DWD is a privilege open to eligible students who are both licensed and responsible drivers. **Students must complete the Alive at 25 class in order to be eligible to purchase a parking pass. Seniors receive first priority and remaining spaces will be available to juniors. Parking will be available to sophomores as space allows.** Student parking permits cost \$25.

**Students are not permitted to park in areas on campus that are not designated for student parking. Vehicles in such locations are subject to being towed.**

DWD's main goal regarding student parking is to provide adequate parking in an atmosphere of safety for every individual. Each driver and user of the parking facilities can help to bring this goal to reality by observing certain guidelines:

1. To be properly authorized for parking at DWD, a vehicle must display an appropriate parking permit on the rearview mirror as well as the state-issued motor vehicle license tag.
2. A student cannot park on campus without a parking permit unless given permission by an administrator. **Any unauthorized vehicle parked on campus is subject to being towed at the owner's expense.**
3. Always follow the rules, regulations, and safe driving practices required by the state of South Carolina.
4. Students will park only in their designated parking space.
5. **Students may not loan their spaces to other students.** Doing so will result in disciplinary action which may include suspension or revocation of the parking pass.
6. **Students are to get out of vehicles and enter the school upon arrival in the morning.**
7. Students are to turn down vehicle stereos/radios upon entering campus. Stereos/radios should remain turned down until after students leave campus.
8. **The parking lot is off limits during the school day (including lunch).**
9. The maximum speed allowed in the parking lot is 15 m.p.h.



10. **Any display of recklessness, irresponsibility, or disregard for safety may result in the suspension or revocation of a student's parking privilege as well as in charges and fines allowed under SC law for reckless driving.**
11. **Leaving campus without permission during the school day (including during lunch) will result in suspension of parking privileges.**
12. Transporting a student off campus without parental permission and compliance with appropriate sign-out procedures will result in an automatic 10-day suspension of parking privileges. **This offense may also result in criminal charges.**
13. In case of an accident please report to the office immediately. Failure to report an accident will result in revocation of driving privileges.
14. Students are to leave campus immediately when they get to their cars. Students are not to congregate in the parking lot.
15. In the afternoon please exercise extreme caution, patience and tolerance. Concentrate on good driving and safety. Watch out for others.
16. Parking/driving violations may result in tickets, fines, and/or loss of parking privileges.
17. The rescinding of a student's parking privilege may be used as a disciplinary consequence for inappropriate behavior including excessive tardies.
18. Vehicles on campus are subject to search.

### **ELECTRONIC (SOUND PRODUCING) EQUIPMENT**

Due to the disturbance and distraction created as well as to the increased number of thefts, **the use of sound-producing equipment (mp3 players, CD players, etc.) during the school day (7:30 a.m. to 3:05 p.m.) is prohibited.** Consequences for violation of this policy include: confiscation of the device with return to a parent/guardian on 1<sup>st</sup> offense; confiscation for 14 days on 2<sup>nd</sup> offense; confiscation for 60 days on 3<sup>rd</sup> offense; and confiscation for the remainder of the school year on the 4<sup>th</sup> and subsequent offenses.

### **FINES**

All indebtedness to the school (including but not limited to lunch accounts, library fines, ROTC accounts, textbook fines, etc.) must be cleared before students will be allowed to purchase parking passes or tickets to the winter semi-formal and/or prom.

## **ID CARDS**

**Students are expected to wear ID cards while at lunch on campus during the school day.** ID cards should not be defaced with any type of sticker, marker, etc.

Students will receive two (2) permanent IDs at no charge. Students may replace lost IDs at any time by paying a \$5 fee in the main office or tardy station.

Students who do not display their have ID cards or students who are wearing another student's ID will be considered disobedient and may face disciplinary consequences.

## **LIBRARY MEDIA CENTER**

The library media center (LMC) is open school days from 7:45 a.m. - 3:45 p.m. To use the LMC during the school day (including lunch), a pass with a full teacher signature indicating what type of work is to be completed is needed. Each student should have his/her own pass and should sign into the LMC at the circulation desk. Students must also sign out at the circulation desk when they have completed their work.

Regular LMC materials may be checked out for a two-week loan period. A fine of \$.10/day is charged for regular checkouts. Reference materials may be checked out at the end of the school day and must be returned by 8:00 a.m. the following school day. A fine of \$.25 per day will be charged for overdue reference materials. The maximum overdue fine, per Library book or Reference book, is \$5.00.

Students will be charged a replacement cost for lost and/or damaged borrowed LMC resources. If a student pays for a lost borrowed resource, the student has the remainder of the current school year and until September 1 of the next school year to return the lost item and receive a full refund. Any lost item found after that date that the student wishes to return will be received as a donation.

Students may print up to 5 pages per day for free. Additional printouts from a computer in the LMC are \$.05/sheet.

## **LUNCHES**

Lunches will be served in the cafeteria each day. The following rules/procedures apply during those times:

1. All students are required to have an ID in order to purchase meals in the cafeteria.
2. Students are encouraged to keep money in their lunch account.  
**Students will not be allowed to charge lunches.** Students who do

not have money on their account will be provided an alternative lunch (peanut butter and jelly sandwich and milk).

3. Please send checks rather than cash when possible. Make checks out to Daniel High School cafeteria.
4. If cash payments are made, no change will be given back. The entire amount will be credited to the student's account.
5. Students are not allowed to use another student's lunch account. Students violating this rule may face disciplinary and/or legal consequences.
6. After use, students should put trays in their proper place and put all garbage in the designated receptacles.
7. All students are to be in the cafeteria or courtyard during lunch time.
8. No food or drinks may be taken into other parts of the school except water in a sealable container.
9. Seniors are allowed to be dismissed by the teacher from their classes 5 minutes early for lunch.

### **LUNCH DETENTION**

Lunch detention is held in the Foods room (124) during the student's lunch period. Tardiness to the detention may result in denial of entry. Failure to serve the detention without a valid excuse will result in additional disciplinary action as deemed appropriate by the administration.

### **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 if they miss a class. Students who are absent from school for 3 or more days may request assignments through the guidance office. Guidance should be given at least 24 hours advance notice to enable them to obtain assignments.

Students will not be excused from work that was assigned during their absence. Work that was completed by the class while a student was absent should be completed to the satisfaction of the teacher when the student returns to school. **Students are expected to schedule makeup of all missed work within 5 days of return to school.**

### **MORNING PROCEDURES**

Students arriving at school between 7:30 a.m. and 8:00 a.m. should report directly to the cafeteria. **Students are required to have a pass from a teacher** to enter the Fine Arts wing, Athletic wing, 2nd or 3<sup>rd</sup> floors

prior to 8:00 a.m. Passes should be obtained in advance. Teachers on duty will not issue passes.

### **OFFICE TELEPHONES**

Students are permitted to use the office phone when necessary. Parents should call the main office to contact students rather than calling or texting students on cell phones.

### **PARTICIPATION IN THE PROM**

Only students who are classified as 11<sup>th</sup> or 12<sup>th</sup> graders and who are actively enrolled as Daniel High students may purchase prom tickets (up to two). **Tickets may not be purchased for dates who have dropped out of school or who have been expelled from any school during the current school year.** It is the responsibility of the Daniel student to clear any questions regarding a date with the administration prior to purchasing the tickets. **All school accounts must be clear, and students must be in good standing with the administration regarding attendance and discipline in order to purchase prom tickets.**

### **SCHEDULE CHANGES**

Requests for course changes after the deadline for turning in the course confirmation forms or for schedule changes after schedules have been distributed at summer registration will be considered on a case-by-case basis. If the schedule change request is due to the failure of a course, courses taken over the summer, computer error, or administrative error, then there will be no fee assessed for the change. If a schedule change request is approved for any other reason, then there will be a \$15 fee assessed for each situation. Every effort will be made to minimize schedule changes.

### **SIGNING INTO OR OUT OF SCHOOL**

Students are required to sign in and out through the attendance office. **Students who leave campus without following sign-out procedures will face disciplinary consequences. Students may not leave campus for lunch.**

If signing in or out causes a student to miss 45 minutes or more of a class, the student will be counted absent for that class, and a written excuse will be required as per attendance procedures.

A student may leave school early for personal illness, death in the family, medical appointments, and performance of school duties. Parents or

emergency contacts must come to the office to request dismissal. **Due to safety considerations, we cannot accept phone requests for sign-outs. We may also need to contact a parent/guardian to verify a sign-out request before we are able to release a student. It is the parent/guardian's responsibility to ensure that emergency contact information is up to date.**

In no cases are students to wait for parents outside the school building. If a student is to be dismissed early and has his/her own transportation, the student should bring a written request for early dismissal. The request should include the date and time the student is to leave school along with the reason and a telephone number where the parent can be reached. **This request should be submitted to the attendance office for verification by 8:10 a.m.**

**Students who are 18 years of age and still live with a parent or guardian may not sign themselves out without a note from the parent/guardian.**

## **STUDENT CONDUCT**

Student conduct is subject to SDPC policy and school rules any time that a student is on school campus, off campus at a school function, enroute to school or a school function while under the supervision of a district employee, or off school grounds when such conduct has a direct, detrimental effect on the general welfare of students or the orderly operation of school.

1. All students are expected to follow the requests and instructions of faculty and staff members at all times. Failure to do so will result in disciplinary action.
2. Horseplay, roughhousing, throwing objects, etc. are not allowed at school.
3. Students should move between classes without running, shouting, shoving, or loitering.
4. No food or drinks may be taken from the cafeteria into other parts of the school except water in a sealable container.
5. Kissing and close physical contact (such as embracing) are not appropriate for the school setting. Students who display overly affectionate behavior may face disciplinary action.
6. Possession or use of fireworks or explosives on school grounds or in buildings, buses, or at school activities will result in suspension and may result in recommendation for expulsion.
7. Students may **not** participate in or attend any school functions or activities during a period of suspension or expulsion.
8. No student may represent Daniel High School through an interview on radio or TV, etc., without prior approval of the principal.

9. All students in the halls during class time must have a hall pass from the teacher that they are assigned to at that time or an office request from an administrator or guidance. Students should sign in and out of class in accordance with the procedures their teachers establish.
10. Alcohol and illegal drugs are strictly prohibited on the school campus. Possession, use, and/or distribution can lead to suspension and/or expulsion on the first offense.
11. Weapons are strictly prohibited. See the **Back to School 2019** handbook for the complete SDPC policy.
12. Fighting at school is not allowed. Students who engage in physical altercations may face legal consequences as well as school discipline. Students who instigate fights through actions or words may be subject to the same penalties as those actively involved in the fight.

## **EXPECTATIONS FOR STUDENT CONDUCT**

Daniel High School students are among the top students in the state and nation. As such, they are expected to demonstrate respectful and responsible behavior at all times. The faculty, staff, and administration are committed to providing a safe and positive school environment that is conducive to learning for all students. In order to do so, the following actions will be taken at each of the described levels:

- Level 1 – Preparation & Instruction  
Teaching and learning are taking place.
- Level 2 – Intervention  
Warning to Student  
Conference with Student
- Level 3 – Communication  
Contact Parent [i.e. phone, email, conference]
- Level 4 – Detention  
Lunch detention assigned by teacher [up to 2]  
Inform parent [via email, telephone, or mail]
- Level 5 – Administration  
Including: Denial of Privileges, ISS, OSS,  
Class Behavior Contract, & District Contract

The administration reserves the right to accelerate consequences depending on the severity of the situation.

## **TARDIES**

Students should be present for the entire instructional period. **For the purposes of this policy, tardiness will be construed as not being in**

**the classroom when the bell rings.** Tardies are cumulative and will be compiled on a quarterly basis. The following consequences will apply.

1<sup>st</sup> tardy → warning

2<sup>nd</sup> tardy → warning

3<sup>rd</sup> tardy → lunch detention

4<sup>th</sup> tardy → parent notification and 2 lunch detentions

5<sup>th</sup> tardy → parent notification and ½ day ISS

6<sup>th</sup> tardy → parent notification and 1 day ISS

Subsequent tardiness may result in the following consequences: loss of early dismissal or late arrival privileges; loss of parking privileges; loss of field trip privileges; out-of-school suspension; school or district level contract; or other consequences deemed appropriate by the administration.

**Students who arrive to class more than five minutes late may be considered to be cutting class. In this situation, students may not be admitted to class without a pass from an administrator.** Students may be assigned the following consequences at the administrator's discretion depending upon the severity of the circumstances: detention, loss of parking privileges; loss of field trip privileges; in-school suspension; out-of-school suspension; school or district level contract; or other consequences deemed appropriate by the administration.

## **TECHNOLOGY**

### **BYOD – USE OF PERSONAL TECHNOLOGY DEVICES**

In order to help prepare students for the 21st Century workforce, SDPC realizes the importance of integrating technology into the classroom in a responsible and productive manner. This is accomplished by providing a BYOD network for student devices and providing district-issued devices to students. To meet these needs, students, staff, and faculty may now bring their own technology to use as a tool for learning in classes where 1:1 devices are not provided by the school or district. In classes/grade levels where the school or district provides 1:1 devices, BYOD is not permitted due to bandwidth constraints. Students at Daniel High School **will not** have access to the BYOD network due to our participation in the 1:1 initiative.

## **VALUABLES**

Students are discouraged from bringing large amounts of money or other valuable items to school because of the possibility of theft or loss. **The school is not responsible for lost or stolen items.**







Date	Time	Teacher Initials	Destination	Time Left Destination	Destination Verification initials