

Conway High School

Student Handbook

2019 - 2020

Conway High School

2301 Church Street
Conway, South Carolina 29526
Phone: (843) 488-0662

Welcome CHS Students!

I am looking forward to a great year at Conway High School! In the past year, we have made great strides and we will continue to excel in all areas. Just as last year, our schedule will be a modified 4 x 4 block. At Conway High, there are extracurricular activities to meet the needs of all students. I strongly encourage all students to take advantage of the many experiences, both curricular and extracurricular, that our school offers. I challenge each of you to do your personal best. I look forward to the 2019-2020 school year and I am excited about working with you. Please do not hesitate to contact me with questions.

Lee James, Principal

Testing Information

ACT DATES

September 14, 2019
October 26, 2019
December 14, 2019
February 8, 2020
April 4, 2020
June 13, 2020
July 18, 2020

SAT DATES

August 24, 2019
October 5, 2019
November 2, 2019
December 7, 2018
March 14, 2020
May 2, 2020
June 6, 2020

To Register:
www.sctstudent.org

To Register:
www.collegeboard.com

STUDENT RESPECT & EXPECTATION

Student behavior should reflect **respect** towards faculty/staff, peers, and himself/herself at all times. Students are required to come to classes prepared. Students are required to do all assignments given to them by teachers and must not disrupt the classroom or disturb other students. The teacher will either discipline disruptive students, or, if the problem is serious, send disruptive students to an assistant principal. **Sleeping in class is prohibited.**

HALL PASSES

- Passes are required for movement in hallways/concourses during classes. Students are to travel the halls in an orderly manner.
- Loitering is not permitted.
- Students in the hall/concourse during class must have a pass with them, indicating time and destination, signed by their teacher. Students out of class without a pass, or in an area not designated on the pass, may be considered cutting class and will be subject to administrative discipline.

TELEPHONE USAGE

Classroom telephones are limited to professional staff use only. Students will only be able to use the phone in the event of an emergency and must see an administrator for permission to use a telephone.

Nondiscrimination Policy Statement- English

Horry County Schools does not discriminate on the basis of race, religion, color, national origin, sex, disability, age, immigrant status, English-speaking status, or any other characteristic protected by applicable federal or S.C. law in its programs or activities.

The following people have been designated to handle inquiries regarding the nondiscrimination policies: Title IX to Ben Hardee, Director of Career & Technical Education; for Section 504 or the Americans with Disabilities Act to Tracy Hogan, Director of Federal Programs. You may call 843-488-6700 or contact Horry County Schools at Four Mile Road, Conway, SC 29527.

Nondiscrimination Policy Statement- Spanish

Las escuelas del condado Horry no discriminan por razones de raza, religión, color, nacionalidad, sexo, discapacidad, edad, estado migratorio, dominio del idioma inglés o ninguna otra característica protegida por la ley federal o la ley de Carolina del Sur aplicable en sus programas o actividades. Las siguientes personas han sido designadas para manejar las preguntas relacionadas con las políticas de no discriminación:

En relación con el Título IX diríjase a Ben Hardee; para la Sección 504 o Ley de Americanos con Discapacidades contacte a Tracy Hogan, Directora de Programas Federales. Puede llamar al 843-488-6700 o comunicarse con las Escuelas del Condado de Horry en Four Mile Road, Conway, SC 29527.

PRINCIPAL

Lee James

ASSISTANT PRINCIPALS

Leronica Grate
Michael DiMeglio

Lindy Williams
Tanika McKissick

GUIDANCE COUNSELORS

Lillie McPherson, Lead Counselor
Jeannette Johnson
Steve Hall
Erin Lyerly
Brittany Belcher

Claudine Schofield, At-Risk Coordinator

Conway High School Mission Statement: Empower Students For Life

Conway High School's Vision

To be a multicultural and socially inclusive, world-class school centered around high quality teaching and learning. Our students will be prepared to be active citizens that utilize collaboration, critical-thinking, and academic knowledge to positively impact the lives of others. Our school will continue to be a pillar of Conway by honoring long held traditions, embracing our community, and strategically preparing students to take on future challenges. We are Conway!

Personalized Digital Learning (PDL) Device Take-Home Policy for 2019-2020

Horry County Schools is continuing the PDL (Personalized Digital Learning) initiative in high school grades 9-12 for the upcoming school year by providing Chromebooks for all students.

The Technology Fee 2019-2020 School Year

All students in grades 9-12 have a Technology Fee of \$25 for the full academic year, due at the time of registration. The fee may be paid online or in person at the appropriate school.

Students Grades 9-12 who PAY the Technology Fee:

- are allowed to take devices home
- pay an additional \$25 for the first accidental damage repair, \$50 for the second accidental damage repair and full cost of repair for all subsequent accidental repairs.

Students Grades 9-12 who DO NOT PAY the Technology Fee:

- are allowed to use the device only at school
- pay full repair costs for all accidental damage
- pay full replacement cost for loss due to theft
- pay full repair for all damage caused by neglect or abuse
- pay full replacement cost for loss due to neglect

MESSAGES

Because we value instructional time, the receptionist will **not** interrupt classes to deliver messages except in the event of an emergency. Please make all necessary arrangements with your child prior to the school day. Items dropped off in the front office will not be able to be delivered to the classroom.

VISITORS

Students are not allowed to bring or have visitors during school hours without advanced written permission from an administrator. All approved visitors must sign in and out at main office. **Parents who wish to observe a class, must submit the date and time of the visit 24 hours prior. A valid SCDL or state ID is required to sign-in.**

CHS STUDENT LEARNING COMMONS

Hours: 7:45 AM - 3:45 PM

Mission: "To ensure that students are effective consumers & users of ideas and information through access to print & non-print resources."

1. Each student is responsible for materials checked out.
2. The loan period for general materials is 15 school days. Materials may be renewed for an extra 15 days. The overdue fine is \$.10 per day. Fees are charged for lost or damaged items per HCS policy.
3. Students visiting the media center must have a teacher-issued pass (including lunch time). Students must sign in and sign out at the circulation desk.
4. Bookbags and large satchels are not permitted beyond media gates. Please be sure to keep valuable items with you at all times.
5. Food and drink are not permitted beyond media gates.
6. Printing charges: B&W – no charge for school materials. Color \$.10 page unless prearranged with classroom teacher.
7. Photocopies: \$.10 for personal copies.
8. Creation Station: markers, colored pencils, staplers, scissors, tape, glue and paper are available for students to use for school projects. The media store sells poster board, pencils, flash drives, note cards and folder covers and more.
9. Students will abide by the HCS Acceptable Use Policy for use of computers and smart devices.

FOOD AND DRINKS

Students are not permitted to carry food or drinks into computer labs, the media center, the auditorium, science labs, or gym. Teachers may at their discretion permit food/drinks in their class; however, students assume responsibility for proper handling and disposal of snacks. Vending machines are off limits during class and all lunches. All drinks brought from the outside must be in factory-sealed containers.

CAFETERIA

Conway High School students are expected to use proper decorum at all times. This means that food trays are to be taken back to the proper area and must not be left on the table. Students are responsible for disposing of all trash.

BEFORE AND AFTER SCHOOL

In the morning, students arriving prior to 8:05 AM may enter the cafeteria, gym, or media center. At 8:05 AM a bell will sound, students may go to their lockers and to the restroom but must be seated in their first class when school begins at 8:13 AM. Breakfast is available in the classroom at the beginning of first block. The bell will sound at 3:15 PM to end the regular school day. Students may go to their lockers to retrieve materials, then proceed to the buses, to the student parking lot if he/she is a car driver, or to the parent pick-up location if he/she is a car rider. Students should leave the campus by 3:45 PM unless they are involved in faculty/staff activities. Students on campus after 3:45 PM MUST be supervised at all times by a faculty and/or staff member. Student loitering is not permitted after school.

Security Measures

In an effort to create a safe environment for students and staff at Conway High School, metal detectors will be used daily and at athletic events. All items and persons are subject to search at any time.

STUDENT DRESS CODE

Student dress should be confined to clothes that are reasonable, practical, and in good taste for school. School attire should reflect cleanliness, and comfort. The school will make judgments and decisions as needed to preserve the health, safety, and decorum of students. Student cooperation is expected in the following areas:

- Hats/headwear, sunglasses, headphones/earplugs, sweatbands, combs/picks, hoodies, etc. are not to be worn in school. Items will be confiscated and may be picked up by parents at their convenience.
- Chains, knives, steel knuckles, etc., should not be brought to or worn at school.
- Attire or personal belongings must not be immodest, obscene, profane, lewd, vulgar, indecent, or offensive.
- The possession of all bandanas is prohibited at CHS.
- Shorts, skirts, and dresses, even with leggings, should be of adequate length to assure modesty when the student is seated or engaged in school activities. Adequate length is finger tip length with no adjustments.
- No skateboards, skates, or shoes with skates are allowed at CHS.
- Shoes/sandals are to be worn at all times at school. No bedroom shoes are allowed.
- Fishnet, tank tops, see-through clothing, and spandex/form-fitting pants are prohibited. Cut-off shirts, halters, or clothes exposing the mid-section are not allowed. Shirts and blouses are to be buttoned appropriately.
- Tops with "spaghetti straps" are inappropriate, as are tops that reveal cleavage, shoulders, or back. Shoulder straps must be at least two inches wide, without undergarments exposed.
- Undergarments must be worn at all times and covered. It is never appropriate to show undergarments. Boxer/gym/spandex shorts worn under other clothing must be covered.
- Clothing which is controversial or disruptive is not allowed. No pajamas are allowed.
- Attire or personal belongs must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Attire or personal belongings must not display any information about, representation of, or advertisements for alcoholic beverages, tobacco, drugs, or drug paraphernalia, weapons, sexual behavior, clothing with sexual innuendoes, and/or ethnic derogatories is not allowed.
- Items such as spiked jewelry (including body piercings), padlocks, chains, and metal heel plates are not allowed.

Consequences for Dress Code Violations

First Offense: Student will be asked to call home for a change of clothes. The student will not be allowed to return to class until the situation has been corrected. He/she will remain in ISS until a change of clothes has arrived.

Second Offense: Student will be asked to change clothes. The student will not be allowed to return to class until the situation has been corrected. Student will be assigned 1 day of ISS. Parent will be notified.

Third Offense: Student will be asked to change clothes. The student will not be allowed to return to class until the situation has been corrected. Student will be assigned 1 day OSS. Parent will be notified.

4th Offense and Subsequent Offenses: Student will be asked to change clothes. The student will not be allowed to return to class until the situation has been corrected. Student will be assigned 2-3 days OSS. Parent will be notified.

Continued abuse of the CHS dress code may result recommendation for an evidentiary hearing.

TARDY POLICY

Students cannot learn if they are not in class. It is imperative that students be in class and ready to work when the bell rings. Students should not be tardy to school or class. Tardiness is defined as not being inside the assigned classroom when the tardy bell rings. When the tardy bell rings, teachers will close their doors. Students who are late should report immediately to class. The teacher will report the tardy to the appropriate administrator by the end of the block. Tardiness to class will be dealt with according to the following procedures.

Tardiness will be excused for the following reasons only:

Tiger Policies

- Late Bus
- Illness substantiated by a written excuse from doctor or dentist
- Official legal document

Unexcused tardies will be dealt with in the following manner:

- 1st tardy - Warning
- 2nd tardy - 1 block of ISS
- 3rd tardy - 1 day of ISS
- 4th tardy - OSS pending Parent Conference
- 5th tardy - 1 days OSS
- 6th tardy - 2 days OSS
- 7th tardy - OSS/Recommendation for expulsion

Tardy Due To Late Bus

All students who arrive on school buses after the 8:10 AM bell will be issued a late bus pass in the cafeteria. It is the student's responsibility to obtain this pass and present it to the teacher.

FIGHTING & BULLYING

GENERAL PENALTY FOR FIGHTING The general penalty for being involved in a fight is a minimum of five days out-of-school suspension. In first-offense cases determined to be severe enough, the administration will make a recommendation for expulsion to the district hearing officer. Students who fight will be referred to the police. **Students who do not fight back will not be punished.**

PENALTY FOR SECOND OFFENSE FOR FIGHTING The minimum penalty for a second offense is recommendation for expulsion from school. The student will be suspended from school until the hearing. Students who fight will be referred to the police.

THREATS, HARASSMENT, AND BULLYING OF STUDENTS Students are advised that if they are threatened, harassed, or bullied by any other student or group of students, they should immediately report the matter to a teacher or administrator. Students should not respond to threats, comments, harassment, bullying, or criticism by hitting, pushing, shoving, or slapping the other student or by engaging in a verbal battle. **Students who threaten the life of a student or staff member will be recommended for expulsion and will be referred to the police. CHS does not condone or support the practice of "hazing/initiation." Any student involved in hazing/initiation activities, while on campus or attending school functions, may be recommended for expulsion.**

School rules apply at any school event regardless of its time or location.

ISS

In-school suspension (ISS) is for students who would ordinarily be suspended from school, or for those students who continually break the rules of the school. The number of days spent in this room will vary based on the seriousness of the misconduct of the student and the student's overall discipline record. ISS will be held in B214.

- Students are to collect class assignments and homework prior to the day of their ISS assignment.
- Students will report directly to the ISS room with all their books, paper, and pencil on the day of their ISS assignment.
- Students will be required to work in ISS.
- Failure to follow steps 1,2, or 3 will result in immediate parent notification and OSS. Students will not receive credit for assigned work that day.
- Students will be marked absent from the classes missed, but the absence will not count toward one of the 5 allowed by law.
- Make-up work will be graded on the same basis as other students' work in class.
- Scheduled tests may be taken in the ISS room at the teacher's discretion.

ATTENDANCE

Hours of Operation: 7:45 AM - 3:45 PM

South Carolina state law requires that all children attend school regularly beginning with the school year in which the child is five years of age before September 1st until the child attains his/her 17th birthday or graduates from high school. The school year consists of 180 days, and **high school students cannot accumulate more than 5 absences per class and still receive credit for the course**, regardless of the grade earned in the course. Family vacations, organizational trips, or retreats during the school year are included in the 5 absences per term. Students in yearlong courses, where they earn 2 credits, are allowed 10 days.

Students Arriving Late

Students arriving on campus after the final tardy bell should report to the attendance office. A pass will be issued by the attendance clerk to enter class. Students who arrive on campus between classes still should report to the attendance office to sign in. Students who miss more than 45 minutes of a class will be considered absent.

Early Dismissal By Parent Request

Students requiring early dismissal should bring a note from their parents to the attendance office in order to obtain an early dismissal pass. All requests are to be in the attendance office prior to 8:13 AM so that they may be verified by phone. The note must have a phone number at which the parent may be contacted. If the note cannot be verified by phone the student will not be allowed to leave. CHS will not call classrooms, unless it is an emergency; therefore, the student must have a pass to get out of class. When it is time for students to leave, they are to go by the attendance office to sign out. Students who do not bring a note for a pre-arranged medical or legal appointment must remain in class until the period ends before they will be permitted to sign out of school with their parent/guardian. **Failure to sign out in the attendance office will result in a disciplinary infraction and an assignment of ISS.** Students will not be issued a tardy pass if they fail to bring their note to the attendance office before 8:13 AM.

Procedures To Follow After An Absence

After an absence students are to report to the attendance office before 8:05 AM with a note from their parent/guardian or from their doctor. Notes from the parent/guardian or doctor must be submitted to the attendance office within three days of an absence. Failure to do so may result in ISS/OSS. Students will not be written a tardy pass to first period because they failed to bring their note to the attendance office before 8:05 AM.

Unlawful Absences

Students who miss school without parental knowledge are considered unlawfully absent. When students have three consecutive unlawful absences or a total of five unlawful absences, the school will contact parents and develop a plan for improved attendance. Students exceeding ten days of unlawful absences will be reported to Family Court. Students who have excessive unlawful absences in a single class may also be referred to Family Court for truancy.

Attendance school will be held on selected Saturdays per term. Dates will be posted on the web site.

Absences Due to Field Trips

Students are reminded that in order for them to take an approved field trip

- They must have written permission from their parent or guardian.
- They must have permission from each and every teacher whose class they are to miss. Any one teacher may deny permission.
- They may not miss a class in which they have a failing average.
- They may not attend a field trip if they are assigned ISS or OSS on the day of the trip.

MAKE-UP WORK

Students are expected to be in school on a regular basis to achieve specific curriculum objectives and develop concepts adopted by Horry County Schools. They may miss up to 5 days per term (and more for specific medical reasons) but will be required to make up work. Instructional personnel will provide information on assignments, provide help, and permit the completion of work missed due to absences.

CHS Parking Rules

School bus transportation is provided for Conway High School students by the Horry County School District. Conway High School students who are given the privilege of driving an automobile to/from school are required to adhere to all Conway High School, Horry County School District, and South Carolina driver regulations/laws. Since driving an automobile to school is a privilege, certain conditions are attached to that privilege. Students who fail to uphold these conditions will be subject to monetary fines and/or loss of parking privileges. Here are the 2019-2020 student parking rules and fines. Permits are to be displayed by hanging on the rearview mirror, with the information facing the windshield.

1. All school rules shall apply in vehicles and parking lots. Failure to follow them will result in loss of driving privileges and disciplinary action.

2. No parking permit will be issued until all outstanding debts are paid (including but not limited to: lost book fees, library fees, cafeteria fees, etc.).

3. Student must register all vehicles that they intend to drive to school. The parking permit fee is \$20 for first vehicle and \$10 each additional vehicle.

4. Students will be assigned a parking permit. Students may not trade/loan parking permits. If permit is lost, the student should see the office to purchase a new one.

5. Students must be registered in 10th, 11th, or 12th grade to have parking privilege.

6. Students are to obey all traffic signals, signs, and markings on campus.

7. Students who drive to school should lock and leave their cars promptly once they arrive on campus. No loitering is allowed in the parking areas. Students will not be allowed to return to their cars after 8:13 without a pass from an administrator. Passes will not be written to go back to vehicle to get belongings that were left in a car.

8. The student agrees that he/she will not bring onto school grounds or keep in his/her vehicle while it is on the school grounds any gun, ammunition, explosive, knife, blackjack, or other weapon, etc.

9. The student agrees that he/she will not bring onto school grounds any alcohol, illegal substances or paraphernalia, etc.

10. All vehicles on campus are subject to search. The school fully cooperates with the local & state law enforcement officials and the R.A.I.D. organization in regard to vehicles on the Conway High campus.

11. The school and the school district will not be liable for damages or theft to vehicles.

12. No car is to be parked outside the fence. No car is to be parked on any curb or in yellow-lined area.

13. No students are to park their car in the teacher/staff parking lots or spaces or bus parking lot.

14. Students are prohibited from parking their vehicle off of campus and walking onto campus.

15. Speeding or reckless driving is prohibited.

Note: Failure to stop at the security gate and show/give a pass for exit will cause a student to lose his/her driving privilege.

FINES(all \$10): parking on line/curb; parking in restricted areas; parking in teacher spaces; no Conway permit or improperly displayed permit; using another's pass; Speeding on school property

LOSS OF PERMIT: reckless driving

LOSS OF PERMIT & \$20.00: driving while permit suspended. All parking fines must be paid to the bookkeeper within 2 weeks of issuance.

Parking Fees— Parking Permit \$20 (all fees owed cleared first); Additional Vehicle \$10; Replacement/Lost Permit \$10

CONDUCT ON SCHOOL BUS

It is important to remember that the bus drivers are in complete charge of the pupils on their buses, and their instructions must be followed at all times. Smoking, drinking, and eating are not allowed on the bus. Students waiting for his/her bus after school must stay in the appointed area until the bus arrives. At no time should a parent or guardian attempt to board a school bus. The rules of conduct for bus passengers are part of the Conway Code of Conduct.

1. All violations which occur on the buses will be dealt with by an administrator.

2. All fights on buses will be referred to an assistant principal.

3. When an assistant principal deals with a bus referral, he/she may assign ISS, OSS, or recommend expulsion in addition to, or instead of, suspension from the bus.

4. Only students presently enrolled in Horry County Schools are allowed to ride the school bus. Conway High School student visitors are not permitted to ride the bus.

5. Tobacco products/drugs/alcohol are not allowed on bus or at bus stop.

6. The bus driver should be certain that his passengers understand and observe the following rules of safety:

MEETING THE BUS

1. Students must be on time.

2. If a student has to walk along the highway in approaching the bus stop, he/she should always walk on the shoulder.

3. Students should wait on their side of the roadway and await the signal to cross from the driver. When crossing the highway, he/she should walk, not run.

4. Students should not run alongside the bus when the bus is moving but should wait until it stops and then walk to the door.

ON THE BUS

1. Students should go to their seats, without crowding or pushing, and remain seated while the bus is in motion.

2. Students must never extend arms, legs, or head out of the bus.

3. Students should not talk to the driver while the bus is in motion except in an emergency.

4. Students must never tamper with the emergency door or any other part of the bus equipment.

5. Students must not mar or deface the bus; the seat coverings must not be damaged in any manner. Any damage to the bus or seats should be reported by the student to the driver as soon as possible.

6. Only the driver or other authorized person should remove first aid equipment which is to be used only for emergency treatment.

7. Students must not tamper with the fire extinguisher which is to be used only by the driver in an emergency.

8. For a student to ride a different bus he/she must submit a parent note to the attendance office by 8:13 AM requesting permission to change buses. Requests are approved only if the parent can be contacted by phone and the seat is available on the requested bus.

9. Students should only open bus windows with the permission of the driver.

10. Students must not fight or scuffle in the bus or create any disturbance. Classroom conduct should be maintained in the bus.

11. Students must not wave or shout to pedestrians or occupants of other vehicles. Students must not throw objects from the bus windows.

12. Books, lunch boxes, or other objects should not be placed in the aisle of the bus. The S.C. Commercial Driver's License Manual states there should be nothing in the aisles that might trip riders. Aisles and stairwells must always be clear. Band instruments, science projects, coolers, etc., will not be allowed on any state or county-owned school bus unless they can be placed under the seat or held in the rider's lap.

13. The school bus is for transportation to and from school. It is not to be used for transportation to and from work, athletic events, or just to get around. If a student must ride a different bus than the one to which he is assigned or get on or off the bus at a different stop, CHS Administration must have a legitimate note with a phone number from the student's parent or guardian. This note must be presented

to CHS Attendance Office before 10:00 AM to verify the note with parents. This signed and verified note must be presented to the bus driver when the student boards the bus to go home.

EXITING THE BUS ON THE SCHOOL GROUNDS

1. Students must remain seated until the bus comes to a complete stop. They must never attempt to leave until the bus has come to a full stop and the door is opened to indicate that they may leave.

2. Students should leave in an orderly manner. Pupils in the front seats leave first.

3. Students must not loiter or play around the stopped or parked bus.

4. Students should not enter a restricted area set aside for bus parking or loading unless the bus is at a complete stop.

OFFENSES WILL CARRY THE SAME PUNISHMENT AS SIMILAR OFFENSES AT SCHOOL AND MAY RESULT IN LOSS OF TRANSPORTATION PRIVILEGES.

EXITING THE BUS OFF THE SCHOOL GROUNDS

1. Students are permitted to leave only at regular designated stops. Any changes require parental request and approval by the bus supervisor.

2. The student, after exiting the bus (if he/she must cross the highway), should go around to the front of the bus and wait until the bus driver or school bus patrol directs him to cross.

3. After the driver gives the signal, the student should walk, not run, across the highway.

RULES FOR DRIVERS AND RIDERS TO AAST, ATA, and CCU

1. Morning Academy students who drive are not to come to the CHS campus in the morning. They are to drive directly to the Academy.

2. Afternoon Academy students who drive are not to report to CHS from the Academy, unless they have a legitimate activity on campus. They are to depart for home, jobs, etc., directly from the Academy.

3. The holder of a parking permit understands that priority will be given to buses in leaving CHS campus.

4. If a student loses his/her privilege to drive to the Academy, his/her schedule will not be changed to allow him/her to stay at Conway High School all day.

5. Revocation of a driver's parking permit is at the discretion of the administration at Conway High School or the Academies. The rules are subject to being amended during the year.

BOOKS AND LOCKERS

It is the responsibility of each student to keep up with and properly care for his/her books. If a book is lost or damaged, the student to whom that book was assigned must pay for the book before another will be issued. Lockers are provided upon request to assist students in keeping books and other necessary items. A student's locker combination should not be given to anyone else. Any damage to the locker will be the responsibility of the person to whom it is assigned. All lockers are school property and are subject to inspection without notice. Lockers should not be shared. All lockers are to be emptied prior to students' departure for summer vacation. Lockers will be issued during the 2nd full week of school in the cafeteria during all lunches. Physical Education students must use school issued locks on their PE lockers. PE students must not share their lockers with other PE students.



S.C. SAFE SCHOOLS ACT

The South Carolina Safe Schools Act of 1990 makes it a criminal offense to distribute a controlled substance while in, on, or within a radius of one-half mile of the grounds of a public school. The penalty is a \$10,000 fine or 10 years imprisonment or both. Carrying a weapon on school property is a felony which carries up to a \$5,000 fine and a maximum prison term of five years. The Act also states it is unlawful for anyone to knowingly and willfully deliver or convey to a public official, teacher, or principal any letter, document, etc., which contains a threat of death or bodily harm to the person or a member of the person's immediate family.

ADMINISTRATIVE DIRECTIVE CONCERNING WEAPONS, ILLEGAL DRUGS, ALCOHOL, AND VIOLENCE IN OUR SCHOOLS

Students or visitors who violate school district policy/state board policy/state law with regard to weapons, illegal drugs, alcohol, and/or violent behavior at school or school activities may face the following action:

1. **EXPULSION:** The student will be suspended immediately and recommended for expulsion.
2. **ARREST AND PROSECUTION:** The law enforcement authority having jurisdiction over the school will be contacted.
3. **NOTIFICATION:** The Superintendent and Director of Student Affairs will be notified immediately.

PEPPER SPRAY

The possession and/or use of pepper spray is prohibited on the property of all schools in the Horry County School District. The following consequences will apply.

Discovered on school campus or in the building:

First offense: 3 days OSS
Second offense: 5 days OSS
Third offense: Evidentiary Hearing

Discharged on school campus or in the building:

Evidentiary Hearing

POSSESSION AND/OR USE OF TOBACCO PRODUCTS

The possession and/or use of tobacco products or electronic cigarettes is prohibited on the property of all schools in the Horry County School District. All students are prohibited from using tobacco products or electronic cigarettes while inside school facilities, riding school buses and activity vehicles, and during practice of or participation in extracurricular activities sanctioned by an Horry County school. Students under the age of 18 will be referred to Conway Police Department.

Punishment for tobacco violations will be:

First offense: 2-5 days OSS
Second offense: 3-5 days OSS
Third offense: Evidentiary Hearing

SEXUAL HARASSMENT/MISCONDUCT POLICY AND PROCEDURES

Purpose: To establish policy for defining and reporting sexual harassment at CHS.

Background: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and/or verbal or physical conduct of a sexual nature. Anyone who participates in deliberate or unsolicited verbal comments, gestures, or physical contact of a sexual nature which is unwelcome is also engaging in sexual harassment.

Policy: Sexual harassment is unacceptable conduct; therefore, all students will avoid any action or conduct which could be viewed as sexual harassment. This includes verbal or physical conduct of a sexual nature which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment in or out of class. This policy shall not be used to bring frivolous or malicious charges against students.

Procedures: Any student who feels he/she has been subjected to sexual harassment should immediately notify an assistant principal.

- All allegations will be investigated promptly and confidentially.
- Any person found to have engaged in sexual harassment will be subject to appropriate disciplinary action. This action may include but is not limited to out-of-school suspension, recommendation for expulsion, and the filing of criminal charges.

Student Relationships: Every effort will be made to keep all student relations on a wholesome and acceptable level. Parents will be called whenever efforts by the counselors and principals have failed to bring about desired results. **No public display of affection is allowed.**

Threats: Section 16-3-1040 of the Code of Laws of SC deals with threatening the life, person, or family of a 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.

CELLULAR PHONES, MP3/Ipods, RADIOS, OTHER ELECTRONIC AND SOUND PRODUCING DEVICES

Cellular phones are allowed during transition and lunches. Cell phones use is allowed in the classroom for instructional purposes as the teacher deems necessary. Consequences

Code of Conduct

will be assigned for cell phone violations that occur during non-transitional time and without teacher's permission. Any device that is disruptive to the instructional process may be confiscated. Teachers and administrators will confiscate such devices and hold them until a parent comes for them.

The CHS Administration recommends that no items of value be brought to school. If these devices are lost or stolen, the school will not be responsible for them.

Confiscated items will be returned to parents between 7:40 - 8:10 AM or 3:45 - 4:15 PM due to Administrative duties.

ALCOHOL/DRUG POLICY

Sale, distribution, use, or possession of alcoholic beverages, inhalant controlled substances, illegal drugs, marijuana, or other dangerous substances are not permitted by students in school buildings, on school property, or at school functions. Also, the sale, distribution, or abusive use of prescription, patent, or imitation drugs is not permitted.

The definitions of terms described below are to be used throughout the drug/substance use regulations:

Illegal or Dangerous Substances: Any substance that will, or is represented as one that will, alter a person's ability to function normally on a mental or physical task. These substances include, but are not limited to, alcohol, look-a-like or imitation substances, marijuana, inhalants (glue, paint, white-out, Rush, etc.) or materials expressly prohibited by federal, state, or local laws.

Possession: Possession of an identifiable quantity of alcohol, narcotics, hallucinogenic drugs, look-alike drugs, or non-controlled drugs represented as controlled drugs, or any other illegal substance in school buildings, on school campuses, in vehicles on school grounds, on school buses, or at any school-sponsored activity on or off campus.

Use: Consumption in **ANY AMOUNT** of an illegal or dangerous substance or any prescription drug without appropriate authorization.

Look-A-Like or Imitation Substance: Physical appearance of the finished product is substantially similar to a specific controlled substance, or if in a tablet or capsule dosage form as a finished product is similar in color, shape, and size to any controlled substances dosage form.

Prescription medicine must be turned in to the school nurse prior to the beginning of the school day with an approved parent permission form.

CONSEQUENCES

Student may be recommended for expulsion for the remainder of the school year.

Periodic, unannounced visits to the schools and other district property will be made by the R.A.I.D. team/drug dog. Random searches may be conducted at any time.

CHEATING

A violation of the Honor Code involves one or more of the following actions:

- To use the work of another person as your own
- To copy information from another student's test, examination, theme, book report, term paper, or notebook (unless allowed to do so by teacher)
- To plagiarize
- Having in your possession a copy of a test to be given or having been given by a teacher; using the textbook or notes during a test or examination; talking while taking quizzes, tests, or examinations
- To fail to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in seat, raise hand to ask questions, clear your desk, etc.)
- To furnish to another student information which can be used to cheat
- To have in your possession the work of any other student or to give to another student or allow him to use your work
- To look on another person's paper or to pass notes, irrespective of the purpose of the look or the content of the note.
- A record of cheating will be kept in Power Schools.

Note: Documented incidences of cheating may limit students from participating in certain school activities and/or organizations.

Cheating will normally result in a zero being given for the work, parents being notified and the student not being allowed to make up the work.

STUDENT USE OF COMPUTERS

Computer equipment is available to Conway High School students to assist in furthering their education. Computer activities not directly related to educating our students within the approved guidelines are not allowed.

Students should use computer equipment only under the supervision of teachers. When a student damages or changes a computer, whether intentionally or unintentionally, privileges to use the computer may be lost.

Therefore, students should be aware of the following guidelines concerning the use of computer equipment.

- All computer equipment is to be handled with care.
- Computer setups are not to be altered.
- Programs are not to be installed on a computer. Games should not be played from disk or the Internet.
- Offensive images or sounds are not to be installed.
- The use of a teacher or staff login and/or password without permission/supervision is not allowed. If a student inadvertently becomes aware of a teacher's or staff member's password, he/she should report it to the proper person.
- Use of the Internet without teacher supervision is not allowed.
- Entering Conway High School's main database is prohibited and considered an extremely serious violation.
- Computer equipment is not to be moved from room to room without the permission of the teachers involved.
- The use of e-mail without permission and/or supervision is not allowed.
- The intentional erasure of files or hard drives is prohibited and is a serious violation.
- The use of File Manager, DOS Shell, or other programs to try to alter systems and/or bypass a network menu is not allowed.
- Viewing, printing, sending, or receiving inappropriate materials is not allowed.
- Downloading files from the Internet is prohibited unless authorized by the teacher.

CONSEQUENCES

Any violation of the rules for use of computers will result in one of the following consequences, depending upon the severity and frequency of the offense: ISS, OSS, recommendation for expulsion, monetary restitution, and/or revocation of all access to school computers.

Conway High School Bell Schedule

7:35	Search Lines Open
7:45	Attendance, Media, Guidance Office Open
8:05	Warning Bell
8:13 – 9:55	1st block
10:00 – 11:30	2nd block
11:35 – 1:40	3rd block & Lunch
<i>1st lunch</i>	<i>11:45 - 12:10</i>
<i>2nd lunch</i>	<i>12:30 – 12:55</i>
<i>3rd lunch</i>	<i>1:15 - 1:40</i>
1:45 - 3:15	4th block



OFF-LIMIT AREAS

Off Limits During The School Day:

All students are to remain on campus once they arrive. The following are off limits to students:

- Teachers' workrooms
- Bus parking lot
- All wooded areas around the building
- The teacher/staff/visitor/student parking lot
- Extreme rear of the athletic fields and the ditches bordering the campus

During class time:

- Buildings, hallways, and areas where the student does not have classes

Off Limits After School:

- Students are to report to the buses, student cars, or to the parent pick-up area immediately after school. **The parent pick-up area is in front of Conway High School.**
- Only students riding buses are allowed in the bus parking lot.
- **Students are to be OFF SCHOOL PROPERTY by 3:45 PM, unless they are involved in a staff supervised activity. Students involved in supervised activities are to report directly to that activity.**

DURING LUNCH

During lunch time, students are permitted in the following areas: cafeteria, patio, and media center.