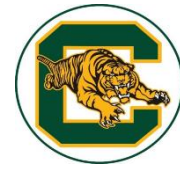




Conway High School Student Handbook 2023–2024



A Message from the Principal



Greetings and welcome to Conway High School, the home of the Tigers! With great enthusiasm, I welcome you to the 23-24 school year! This school year marks my fourth year as principal of Conway High School. I am honored to be the principal of a school with outstanding students, a motivated and dedicated staff, and supportive parents and guardians who work with us to create an environment that facilitates student learning through various innovative and collaborative methods and activities.

This year's theme is **"Level Up!"** Together we will continue to move forward and find new ways to achieve greatness, further instill and inspire Tiger Pride and traditions, and create lasting high school memories. This is accomplished by ensuring that our learning environment focuses on student achievement in all areas and promotes college and career readiness through a standards-driven curriculum, student-centered interaction, and impressive extracurricular programs.

Please review this handbook carefully. It contains essential information that will help guide you through our expectations that are put in place to ensure the high school experience is successful, enjoyable, and meaningful. It also provides resources for successfully navigating campus policies and procedures. I also want to remind you that your teachers, counselors, and administrators are available to provide assistance. Your questions and concerns are always welcome.

As your principal, it is essential that each member of our school community feels supported, and I look forward to working with all stakeholders to help each student at Conway High School meet their goals and have a successful school year! We are Conway, and we are better TOGETHER!

To Our Success,

Dr. Tanika McKissick, Principal

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.

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 dirijase 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.

Vision Statement

To be a multicultural and socially inclusive, world-class school centered around high quality teaching and learning. 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!

Student Respect & Expectations

- 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.

Daily Bell Schedule

8:05 AM

Report to Class

8:10 AM—9:40 AM

1st Block

9:45 AM —11:35 AM

2nd Block

11:40 AM—1:40 PM

3rd Block

1st Lunch

11:45 AM—12:10 PM

2nd Lunch

12:15 PM—12:40 PM

3rd Lunch

12:45 PM—1:10 PM

4th Lunch

1:15 PM – 1:40 PM

1:45 PM—3:15 PM

4th Block

Student Policies and Procedures

Attendance

Students having more than **five** unexcused absences in a semester long course, **three** unexcused absences in a quarter long course, or **ten** unexcused absences in a yearlong course **WILL NOT** receive credit for the course. Students with excessive absences may appeal to the principal or his designee if they have proper and verifiable medical or emergency excuses. If the appeal is approved and the grade is passing, the student can claim course credit. Students should understand that approval of such appeals is not automatic. Students who miss more than 45 minutes in a block will be counted absent for that block. Appeal forms are available in the Attendance Office. Any appeal for attendance must be completed within 30 days of the disputed absence(s).

APPROVED ABSENCES INCLUDE:	UNAPPROVED ABSENCES INCLUDE:
Illness with a note from a medical authority	Illness with parent's note
Death or serious illness in immediate family	Absent with parent's permission
Athletic exceptions	Truancy (skipping class)
Court appointments	Missed the bus
Approved school activities	Missed due to enrolling after the 1 st day of school
Absence approved by principal	
Late bus	
Sick as verified by school nurse	
Administration/Guidance	
Disciplinary Suspension (OSS)	
<i>For further information, see the HCS Parent/Student Handbook.</i>	

Attendance Recovery

Attendance recovery opportunities will be held after school from 3:30 PM to 4:30 PM in Tiger Extension. Students may also recover seat time in Summer Attendance School.

Procedures for Attendance Make-Up:

1. Students are expected to actively participate in tutorial sessions to recover seat time.
2. Students staying for Tiger Extension will not be allowed to re-enter if they leave the room.
3. Any student arriving after 3:30 PM will not be admitted to Tiger Extension
4. All students must leave campus immediately at the end of Tiger Extension.
5. Students will be asked to leave if their behavior is disruptive to the environment. Any student that is asked to leave due to behavior will forfeit the time he/she made up during Tiger Extension in which he/she was removed.

Student Policies and Procedures

Make-Up Work Policy

Students are expected to be in school on a regular basis to achieve specific curriculum objectives and develop concepts adopted by the District. Students are required to make up work missed during an absence. Instructional personnel will provide information on assignments, provide help, and permit the completion of work missed due to absences.

Tardy Policy

Tardy is defined as not being inside the assigned classroom when the tardy bell rings.

1 st Tardy	Warning
2 nd Tardy	1 Block of ISS
3 rd Tardy	1 Day of ISS
4 th Tardy	2 Days of ISS
5 th Tardy	1 Day of OSS
6 th Tardy	3 Days of OSS
7 th Tardy	5 Days of OSS
8 th Tardy	OSS/Recommendation for Expulsion



Student Policies and Procedures

Students Arriving Late

Students arriving on campus after the final 8:35 AM 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.

Returning 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.

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.

**Attendance Office
Operating Hours
7:45 AM – 3:45 PM**

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 8:10 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 8:10 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 days after school per term. Dates will be posted on the website.

Student Policies and Procedures

Procedures

Before and After School

In the morning, students arriving prior to 8:05 AM will report to their 1st block class. Students should eat breakfast before reporting to 1st block. The bell will ring 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 afterschool 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.

Food and Drink

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 the 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 unopened, factory-sealed containers.

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.

Hallway Procedures

Students must follow hallway markings at all times. Students are not allowed to walk in the opposite direction of student traffic. Students who need to cross the hallway to get to a location must walk until they are able to enter the appropriate student traffic flow. Students are not allowed to loiter or gather in the hallways at any time. Students who do not follow directional signs and students who loiter in the hallway will face disciplinary consequences.

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 that indicates the time and their destination. The pass must be 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.

Student Policies and Procedures

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. Physical Education students must use school issued locks on their PE lockers. PE students must not share their lockers with other PE students.

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.

Lunch Policy

All students will have access to breakfast and a hot or cold lunch daily. While students are welcome to bring lunch from home, students may not have access to a microwave or any other method used to heat food.

No student is permitted to leave the campus for lunch break. Students are not to be in any part of the building with the exception of the commons area, library, or guidance office during lunch break. The restrooms near the commons area (downstairs B Hall) are the only ones that may be used during this period. Students found outside of these areas during their assigned lunch are subject to a disciplinary consequence.

The following rules/regulations are to be used during lunch:

- Conway High students are expected to use proper decorum at all times. No throwing food, paper, or liquids.
- 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.
- Students are to maintain a single-file line and not attempt to break the line.
- Students should maintain inside voices and refrain from disruptive behaviors such as yelling, screaming, and/or running. These behaviors will not be tolerated and may result in disciplinary action.

Student Policies and Procedures

Learning Commons

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.

- Students will abide by the HCS Acceptable Use Policy for use of computers and smart devices.
- Each student is responsible for materials checked out.
- 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.
- 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.
- Book bags and large satchels are not permitted beyond media gates. Please be sure to keep valuable items with you at all times.
- Food and drink are not permitted beyond media gates.
- Printing charges: B&W – no charge for school materials. Color \$.10 page unless prearranged with classroom teacher. Photocopies: \$.10 for personal copies.
- 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.

Personalized Digital Learning Device

Horry County Schools is continuing the PDL (Personalized Digital Learning) initiative in high school grades 9-12 for the upcoming school year by providing Dell Latitudes for students in grades 9-12. 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,
- pay \$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

Student Policies and Procedures

Security Measures

In an effort to create a safe environment for students and staff at Conway High, metal detectors will be used daily and at athletic events. All students entering Conway High will be searched before entering the school. Students who sign in to school late or have late arrival will be searched in the attendance office or at another designated location prior to being allowed to proceed to class.

Students who refused to be searched will be escorted by administration to the front office and a parent will be called to pick up the student. Additional consequences may include but are not limited to ISS, OSS, or an evidentiary hearing.

The following procedures will be used at all metal detector search lines:

- Students should unzip all items and open all bags to be searched.
- Remove all earbuds and place cell phones in a secure location within your book bag or purse. Conway High is not responsible for lost or damaged cell phones or for other valuable items that may be lost or damaged.
- Students should remain in a single-file line.
- Students should refrain from pushing and yelling while in the search line.
- All students must walk through the metal detector. Students should not touch the sides of the machine as they walk through. Only one student is allowed in the metal detector at a time.
- Remove belts, steel toes boots/shoes, and jackets/coats.
- Only drinks that are factory sealed and not open are allowed in the building. All other drinks must be thrown away prior to entering the search line.
- Students in possession of contraband, illegal substances, etc. will be escorted to the front office. Disciplinary consequences will be assigned, and the school's SRO will be contacted.
- Any student who smells of marijuana or who has a book bag or other items that smell of marijuana will be immediately escorted to the front office. Disciplinary consequences may be assigned.

Security Measures

All items and persons are subject to search at any time.

Student Policies and Procedures

Student Parking

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 2023-2024 student parking rules and fines. Permits are to be displayed by hanging on the rearview mirror, with the information facing the windshield.

- All school rules shall apply in vehicles and parking lots. Failure to follow them will result in loss of driving privileges and disciplinary action.
- 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.).
- Students 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.
- 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.
- Students must be registered in 10th, 11th, or 12th grade to have parking privilege.
- Students are to obey all traffic signals, signs, and markings on campus.
- 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 8:05 am 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.
- 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.
- The student agrees that he/she will not bring onto school grounds any alcohol, illegal substances or paraphernalia, etc.
- 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.
- The school and the school district will not be liable for damages or theft to vehicles.
- No car is to be parked outside the fence. No car is to be parked on any curb or in yellow-lined area.
- No students are to park their car in the teacher/staff parking lots or spaces or bus parking lot.
- Students are prohibited from parking their vehicle off of campus and walking onto campus.
- 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.

Parking Fines

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

OSS OF PERMIT: reckless driving

OSS 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

Bus Rules and Regulations

School Bus Policy

School buses and bus stops are an extension of the school and fall under the same rules and regulations as the school. 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. When waiting for a bus after school, students must stay in the appointed area until the bus arrives and they are directed by CHS staff to load the bus.

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

- The rules of conduct for bus passengers are part of the CHS Code of Conduct.
- All violations which occur on the buses going to and from CHS and ATA, AAST, ECHS, or Scholars Academy will be addressed by the appropriate assistant principal.
- All fights on buses will be referred to the appropriate assistant principal and the appropriate law enforcement agency.
- When an assistant principal processes a bus referral, he/she may assign ISS, OSS, or recommend expulsion in addition to or instead of suspension from the bus.
- Only students presently enrolled in Horry County Schools are allowed to ride a school bus. CHS student visitors are not permitted to ride the bus.
- Tobacco products/drugs/alcohol are not allowed on any bus or at the bus stop.

Meeting the Bus

1. Students must be on time
2. If a pupil has to walk along the highway when approaching the bus stop, he/she should always walk on the left shoulder facing traffic.
3. When crossing the highway, he/she should walk, not run.
4. Pupils should not run alongside the bus when the bus is moving, but should wait until it stops and then walk to the door.

Student Policies and Procedures

On The Bus

1. Passengers should go to their assigned seats without crowding or pushing, and remain seated while the bus is in motion.
2. Passengers must never extend arms, legs, heads, or any other body part out of the bus.
3. Passengers should not talk to the driver while the bus is in motion except in an emergency.
4. Passengers must never tamper with the emergency door or any other piece of the bus equipment.
5. Passengers must not mark 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 pupil 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. Passengers must not tamper with the fire extinguisher which is to be used only by the driver in an emergency.
8. Passengers are not permitted to open bus windows. This should be done only by the driver when necessary.
9. Classroom conduct should be maintained while riding the bus.
10. Passengers must not wave or shout to pedestrians or occupants of other vehicles and must not throw any objects from the bus windows.
11. Books, lunch boxes, or other objects should not be placed in the aisle of the bus.
12. Students are assigned to a bus route based on their home address. If a student desires to ride a different bus from that assigned, a special permission form may be issued if the desired bus is not overcrowded.
13. Food and drink may not be consumed while aboard the bus.

Exiting the Bus on School Grounds

1. Passengers 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. Passengers should leave in an orderly manner. Pupils in the front seats leave first.
3. Pupils must not loiter or play around the stopped or parked bus.
4. Pupils should not enter a restricted area set aside for bus parking or loading unless the bus is at a complete stop.

Student Policies and Procedures

Exiting the Bus off School Grounds

1. Passengers are permitted to leave only at regularly designated stops. Any changes must be requested by a parent and approved by a school official.
2. If he/she must cross the highway after exiting the bus, the pupil should go around to the front of the bus and wait until the bus driver or school bus patrol directs him/her to cross.

Bus Pass Guidelines

1. The student must bring a written note from the parent and/or legal guardian to the main office secretary prior to the start of first block, stating the desired route and destination with the reason and duration of this request. The note should be picked up in the main office prior to the end of the school day.
2. The note must contain the name and a telephone number where the parent and guardian can be reached during the day for verification of the note.
3. The note must also contain the name and phone number of the person responsible at the requested destination for temporary transportation. No students will be given permission to ride to an alternative place if both verifications cannot be confirmed.
4. The attendance office will issue a pass for the confirmed route and drop off stop for the temporary day(s) only if all information can be verified. Note: Conway High School is not obligated to provide transportation to work or to a place other than the home for reasons of conveniences or to provide transportation to get around town. We will only honor temporary bus requests for special circumstances that can be verified.

Rules for Drivers and Riders to AAST, ATA and CCU

Morning students who drive are not to come to the CHS campus in the morning. They are to drive directly to AAST, ATA or CCU unless they have a legitimate activity on campus. They are to depart for home, jobs, etc., directly from their program location. The holder of a parking permit understands that priority will be given to buses in leaving CHS campus.

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.

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

Student Code of Conduct

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.**

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:

1. Attire or personal belongings must comply with requirements for health and safety.
2. Hats/headwear, sunglasses, bandannas, headphones/earplugs, sweatbands, combs/picks, hoods, etc. are not to be worn in school.
3. Chains, knives, steel knuckles, etc. should not be brought to or worn at school.
4. Attire or personal belongings must not be immodest, obscene, profane, lewd, vulgar, indecent, or offensive.

The following regulations apply to all students:

- Shorts, skirts, and dresses should be of adequate length to assure modesty when the student is seated or engaged in school activities. Adequate length is fingertip length. Leggings can be worn with a top that reaches the mid-thigh.
- No skateboards, skates, or shoes with skates are allowed at CHS.
- No bedroom shoes or pajama-type pants are allowed.
- Fishnets must be worn with bottoms that are fingertip length. See-through clothing is prohibited.
- Tops with “spaghetti straps” are inappropriate, as are tops that reveal cleavage, shoulders, or back. Shoulder straps must be at least two (2”) inches wide, without undergarments exposed.
- Undergarments must be worn at all times and covered.
- Outer garments must conceal undergarments. Boxer/gym/spandex shorts worn under other clothing must be covered.
- Additional guidelines may be established by the administration
- Attire or personal belongings 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, representations of, or advertisements for alcoholic beverage(s), tobacco, controlled drugs, or illegal drugs or paraphernalia associated with any of these. Clothing must not promote weapons, sexual behavior, or be ethnically derogatory.

Student Code of Conduct

Dress Code Interventions

The 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. The student will remain in ISS until a change of clothes has arrived.

Consequences for Dress Code Violations

The 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. The student will remain in ISS until a change of clothes has arrived.

1st 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.

2nd 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.

3rd 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 2 days of ISS. Parent will be notified.

4th 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 OSS. Parent will be notified.

5th 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 to 2 days of OSS. Parent will be notified.

6th 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 to 3 days of OSS. Parent will be notified.

7th 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 suspended pending an evidentiary hearing. Parent will be notified.

Student Code of Conduct

Electronic 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 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.

1st Offense	Confiscation
2nd Offense	1 Day of ISS
3rd Offense	1 Day of OSS
4th Offense	2 Days of OSS
5th Offense	3 Days of OSS
6th Offense	4 Days of OSS
7th Offense	OSS/Recommendation for expulsion

Student Code of Conduct

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:

EXPULSION: The student will be suspended immediately and recommended for expulsion.

ARREST AND PROSECUTION: The law enforcement authority having jurisdiction over the school will be contacted.

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 of OSS
- Second offense: 5 days of OSS
- Third offense: Evidentiary Hearing

Discharged on school campus or in the building:

Evidentiary Hearing

Possession 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 Horry County Schools. Students under the age of 18 will be referred to Conway Police Department.

Punishment for tobacco violations will be:

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

Student Code of Conduct

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.

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 will- fully 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.

Student Code of Conduct

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.

Off-Limit Areas During School

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-Limit Areas 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.

Student Code of Conduct

Bullying

Conway High believes that all students and staff should have a learning environment that is free from harassment, intimidation and/or bullying.

What is bullying?

Bullying is defined by:

- a behavior that hurts or harms another person physically, socially or emotionally.
- an inability for the target to stop the behavior and defend themselves.
- an imbalance of power that occurs when the student doing the bullying has more physical, social or emotional power than the target.
- a repetitive behavior; however, bullying can occur in a single incident if that incident is either very severe or arises from a pattern of behavior.

How Do I Report Bullying?

Students who believe they are the victim of bullying or who wish to report bullying behavior should contact an administrator or complete the online [Bullying Incident Report Form](#). Persons who are reporting bullying are encouraged to submit a written statement to administration. This anonymous report will be investigated. However, formal disciplinary action cannot be based solely on the basis of an anonymous report that cannot be corroborated. Once an established reported incident has been determined to be a case of bullying, the investigation will move to the consequence phase including school action along with the possibility of legal action.

Disciplinary Consequences

According to Horry County Schools District Policy, bullying is a level 2 offense. The following consequences may be assigned for bullying:

- warning
- conflict resolution
- ISS
- OSS
- evidentiary Hearing

Student Code of Conduct

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.



Student Code of Conduct

Fighting and Threats

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 all school-related events regardless of its time or location.

Student Code of Conduct

Academic Dishonesty/Cheating Policy

Academic Dishonesty/Cheating includes one or more of the following actions:

- To plagiarize, which includes using another person's words, ideas, or work without giving proper credit to that person. Plagiarism applies to all forms of work, including papers, projects, speeches, and presentations.
- To submit the work of another person as your own
- To copy information from another student's assignment (unless allowed to do so by teacher)
- To furnish another student information that can be used to cheat on an assignment
- To fail to follow assignment procedures or instructions announced by a teacher (such as the unprohibited use of an electronic device or talking during the completion of an assignment)
- To have in possession a copy of a teacher's test without that teacher's authorization
- To use a textbook or notes during the completion of a test, quiz, or any other assignment

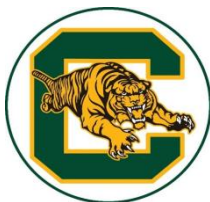
If a student violates the academic dishonesty/cheating policy, he or she will receive a zero for the assignment and there will be no opportunity to change that grade. Also, a referral will be completed and submitted to an administrator for documentation purposes. There are no exceptions. If a student violates the academic dishonesty/cheating policy, the violation will result in denial of acceptance into or dismissal from any and all Conway High School honor societies.

The following websites that can help you avoid plagiarism:

<http://www.plagiarism.org>

<http://owl.english.purdue.edu/owl/resource/589/01/>

<http://writingcenter.unc.edu/handouts/plagiarism/>



Student Code of Conduct

In-School Suspension

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 assigned to ISS are to immediately report to room B214. Students who arrive after 8:10 AM will be considered tardy and may face additional consequences.

- 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, electronic device, paper, and pencil on the day of their ISS assignment.
- Students will be required to work in ISS. Students are not allowed to sleep or to use electronic devices for activities not related to their assignments.
- Failure to follow steps 1, 2, or 3 will result in immediate parent notification and OSS.
- Students will be marked absent from the classes missed; however, 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.

Directory

Department	Contact Person
Athletics	Mr. Anthony Carroll
Attendance	Mr. Fred Davis
Bus Supervisor	Mrs. Debbie Rabon
Cafeteria Manager	Mr. Timmy Johnson
9th Grade Administrator	Mrs. Shamae Johnson
10th Grade Administrator	Dr. Leronica Grate
11th Grade Administrator	Mr. Michael DiMeglio
12th Grade Administrator	Mrs. Lindy Williams
Student Parking	Mrs. Shamae Johnson