



# Carolina Forest High School



## Student Handbook 2023-2024

700 Gardner Lacy Road  
Myrtle Beach, South Carolina 29579  
Phone: (843) 236-7997 Fax: (843) 903-7504

**PRINCIPAL**  
Gaye Driggers

**ASSISTANT PRINCIPALS**  
James Bailey \* Jaimelyn Marvulli \* Jenna Mason \* Christopher McClellan \* Sandra McKnight \* Byron Owen \* Doug Soles  
Devin Weeks

**GUIDANCE COUNSELORS**  
Kim Napolitano, Chairperson  
\* Johnna Botse-Baidoo \* Sierra Bilhimer \* Pamela Colvard  
\* Kim McCray \* Laurie Praefke \* Kirkley Russel \* Erika Tobrocke \* Samantha Wood \* Kylie Wright \*

### EXECUTIVE STUDENT COUNCIL OFFICERS

Student Body President: Sofia Morant  
Senior Class President: Rachel Durkin  
Executive Vice President: Brodie Shupperd  
Senior Class Vice President: Julian Brooks

**Bullying of any type - racial, sexual, and toward students with disabilities will not be tolerated at any time at CFHS. Incidents of bullying should be immediately reported to a teacher, guidance counselor, or administrator. Bullying Reporting Forms are available online. All reported incidences of bullying will be investigated. Students found guilty of bullying will be severely disciplined in accordance with HCS and reported to law enforcement.**

### VISITORS

Students are not allowed to bring visitors during school hours without advanced written permission from an administrator. All approved visitors must sign in and out at the 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.**

### The Character of a Panther

A Panther is expected to be Trustworthy, Respectful, Responsible, Fair and a good student and member of the community.

### Personalized Digital Learning (PDL) Device Take-Home for 2022-23

Horry County Schools is continuing to provide Personal Learning Device (Latitude) in high school grades 9-12 for the school year.

The Technology Fee 2023-2024 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. This fee covers damage that may occur to the device. Students/Parents may opt to now pay the fee, but will take full responsibility for repairs and replacement of the device. **NOTE: Students owing technology fees will not be issued a device until the fees are paid.**

### Students Grades 9-12 who PAY the Technology Fee provides:

- 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 damage repairs during the academic year
- pay an additional \$25 for device replacement due to theft (requires police report)
- pay full repair for all damage caused by neglect or abuse
- pay full replacement cost for loss due to neglect

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

- 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

### Security Measures

**In an effort to create a safe environment for students and staff at Carolina Forest High School, metal detectors will be used daily and at athletic events. All items and persons are subject to search at any time. Clear Bag Policy is in effect for athletic events and is strongly encouraged for the school day.**

### CAFETERIA

Students are expected to maintain good behavior throughout the lunch period. There should be no cutting in line and all students should clean up after themselves. Unless there is a change in schedule or other unforeseen circumstances, all lunch lines will close at 12:15 to give students time to arrive to class. **School Lunches are Free for the 23-24 school year.**

Money may be added to a student's lunch account by sending in cash or a check payable to CFHS Cafeteria. Payments may also be made by credit card, debit card or electronic check at [myschoolbucks.com](http://myschoolbucks.com). If a student does not have money for their meal, they may charge (full meals only) up to \$20.00. Per district policy, an alternative meal will be provided to the student after a negative balance of \$20.00 has accrued. An alternative meal consists of a cold cut sandwich and a milk. A la carté items may not be purchased unless there is money on the account to cover the purchase. Any balance left on the student's account at the end of the school year, whether positive or negative, will be rolled over to the next school year. **Parents may go to [www.myschoolbucks.com](http://www.myschoolbucks.com) to apply for free or reduced meals for their student(s) at any time throughout the year.** You must apply each school year to receive benefits. All meals charged to the student's account prior to approval of the application are the responsibility of the parent or guardian. **Serving Lines will close at the end of lunch. Students will not be able to purchase items once the bell rings to end lunch.**

### SERVICE AREAS DURING LUNCH Front lobby areas of A, D, F Houses are used for lunch. Other areas are Cafeteria, Pavilion and 300 concourse.

Lunch for all students is from 11:34-12:13. Students should move quickly into a serving line in one of the designated areas. (Adjustments will be made to this schedule to allow for social distancing or other events scheduled at lunch.)

**Behavior During Lunch**  
Inappropriate behavior during lunch may result in loss of lunch privileges including but not limited to other disciplinary actions.

### BEFORE AND AFTER SCHOOL

In the morning, students arriving prior to 8:10 AM may enter the cafeteria. Breakfast is available in the cafeteria each morning before school begins. The houses open at 8:00 AM. At this time, students may go to the restroom but must be seated in their first class when school begins at 8:20 AM. The bell will sound at 3:20 PM to end the regular school day. Students should proceed to the buses, 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 by a faculty and/or staff member.



### Anti-Bullying Rules

1. We will treat others with respect.
2. We will not use bullying behavior on others.
3. We will try to help students who are bullied.
4. We will try to include students who are excluded from groups.
5. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

[stopbullying.gov](http://stopbullying.gov)



**It is everyone's job to keep Carolina Forest High safe...  
If you see something or hear something.**

### Say Something!

If you notice something strange, tell your:

- Teacher
- Administrator
- Bus Driver
- Counselor
- School Nurse
- Cafeteria Staff
- Secretary
- Custodian
- Security Guard
- Parent/Guardian



If you have information about a threat to school safety, do your part to protect others. If you cannot speak to a school representative, call the School Crime Tip Line. It is an anonymous tip line that you can access 24 hours a day, 7 days a week, 365 days a year. Call 843.915.SROB (7787) or email [stodops@horrycountyschools.org](mailto:stodops@horrycountyschools.org)

### MESSAGES/Deliveries

The receptionist will **not** interrupt classes to deliver messages except in the event of an emergency. **For security purposes, we will not be accepting ANY deliveries for students. This includes, but is not limited to, floral deliveries, food items, athletic items, etc.** We are not responsible for your student's personal property. Please have your student be mindful of having everything they may need for the school day and after school activities prior to leaving home for school. If the items are an absolute necessity, you can come to the school and wait in the lobby area until just before class ends and the student may be called to the front office to receive the items from you. **We WILL NOT interrupt instructional time for students to leave class to retrieve items from a family member.** We will not allow items to be left in the front office. Please also be mindful that NO OUTSIDE RESTAURANT food is allowed to be delivered on campus to your student.

### 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. Physical Education students must use school issued locks on their PE lockers. Lockers are provided to assist students in keeping books and other necessary items. Do Not share combination. 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. DO Not share lockers. Do Not attach things to the inside or outside of lockers.

## Welcome

Welcome CFHS Students!

*This is going to be an exciting year at Carolina Forest High School. Our schedule this year will be a 4 x 4 block, with an embedded 3rd block. We have expanded our visual and performing arts program, STEM, as well as the advanced placement program. Carolina Forest also offers courses in Engineering, Computer Science and Bio-Med. 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 2023-2024 school year and I am excited about working with you. Please feel free to contact me with questions.*

Gaye Driggers, Principal

### STUDENT PROGRESS REPORT

Term 1	Term 2
Sept. 22	Feb. 22
Oct. 28	Mar. 29
Jan. 23	May 2
Mar. 29	June 13

### TESTING DATES

ACT DATES	SAT DATES
Sept 9, 2022	Aug 26, 2022
Oct 28, 2022	Oct 7, 2022
Dec 9, 2022	Nov 4, 2022
Feb 10, 2023	Dec 2, 2022
Apr 13, 2023	Mar 9, 2023
June 8, 2023	May 4, 2023
July 13, 2023	June 1, 2023

To Register: [www.actstudent.org](http://www.actstudent.org) To Register: [www.collegeboard.org](http://www.collegeboard.org)

### HALL PASSES

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. Loitering is not permitted.

### TELEPHONE USAGE

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. **Students are not to use phones in the classroom.**

### 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.

### STUDENT BEHAVIOR

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.**

#### 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 Kristen Wilson, 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 Kristen Wilson, 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.

## 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. CFHS 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.**

## STUDENT DRESS CODE

Students at CFHS have the opportunity to dress in a manner that is comfortable and suits their individual style. Students also have the responsibility to dress in a manner that is appropriate while on campus or when involved in school activities. Generally speaking, student attire is considered appropriate as long as it does not interfere with the educational process or have the potential to cause disruption or harm to others. School staff and administration reserve the right to deem student attire as appropriate or inappropriate. Student attire should meet the following guidelines:

### Prohibited Attire:

- Hats, head scarves, Bonnets, Doo Rags, sunglasses, and fish hooks.
- Possession or wearing of bandannas, and symbols, verbage, markings or anything affiliated with "gangs."
- Clothing promoting alcohol, drugs, weapons, sexual behavior or innuendoes, and ethnic derogatories.
- Items such as spiked jewelry (including body piercings), padlocks, chains, wallet chains, and metal heel plates.
- Pajamas, see through clothing, bedroom shoes/slippers and blankets.
- Spaghetti strap and tube tops, cut-off shirts, halters, or clothes which expose the mid-section, bare shoulders, or cleavage.
- Short shorts, cutoffs, and bathing suits.

### Proper Attire:

- Clothing will be worn so that underwear and undergarments are not visible (Pants and shirts overlap, pants secured at the waist, no sagging pants).
- Shirts and blouses are to be buttoned appropriately.
- Tank tops must have a shoulder strap at least 2" in width.
- Shorts, skirts, leggings, spandex, etc. must be longer than the student's fingertips when his/her arms are fully extended by their side. Nothing can be see-through above the fingertips.
- Slits and holes in shorts, pants, and dresses must be longer than the student's fingertips when his/her arms are fully extended by their side.
- Shoes/Sandals are to be worn at all times.
- Health standards require cleanliness at all times.

### Consequences:

- 1st Offense: Warning** - The student will be asked to change his/her clothes or reverse the offending garment. The student will receive a warning. A parent will be notified. The student will not be allowed to return to class until the situation has been corrected. Documentation will be logged in the student's discipline record.
- 2nd Offense: 1 Day ISS** - The student will be asked to change his/her clothes or reverse the offending garment. The student will be assigned 1 Day ISS. A parent will be notified. The student will not be allowed to return to class until the situation has been corrected. Documentation will be logged in the student's discipline record.
- 3rd Offense and subsequent consequences: OSS** - The student will be asked to change his/her clothes or reverse the offending garment. The student will be assigned OSS. A parent will be notified. The student will not be allowed to return to class until the situation has been corrected. Documentation will be logged in the student's discipline record.

# Panther Policies

CFHS expects students to conduct themselves appropriately including, but not limited to, behaving with honesty, integrity, fairness, truthfulness, trustworthiness, and respect for the rights of others. They must know, understand, and follow district and school policies and rules. Ignorance of the provisions of policies and rules will not be acceptable as a defense in the event of an infraction by a student.

## ATTENDANCE

Hours of Operation: 7:30 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 (3 per quarter classes) 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 before 9:05 AM should report directly to class. Students arriving on campus after 9:05 are to report directly to the attendance office to sign in. **Failure to sign in after 9:05 will result in a disciplinary infraction and an assignment of ISS.** 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 8:15 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. CFHS 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 8:15 AM.

### Procedures To Follow After An Absence

After an absence students are to report to the attendance office before 8:15 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. Students will not be written a tardy pass to first period because they failed to bring their note to the attendance office before 8:15 AM.

### Unexcused Absences

When students have three consecutive unlawful absences or a total of five unexcused absences, the school will contact parents and develop a plan for improved attendance. Students exceeding ten days of unexcused absences will be reported to Family Court. Students who have excessive unexcused absences in a single class may also be referred to Family Court for truancy.

**Attendance school will be scheduled on Saturdays per term. Dates will be posted on the web site.**

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

## 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. Deadlines will be established by the teacher.

## TARDY POLICY

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 building 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:**

- Late Bus
- Illness substantiated by a written excuse from doctor, or dentist

- Official legal document
  - Circumstances approved by the principal
- Searches will be conducted every morning beginning at 7:30 AM. Students are reminded to arrive on campus by 8:00 each day allowing enough time to be searched. Searches will not be considered as an excuse for being tardy to class.

**Unexcused tardies will be dealt with in the following manner:**

- 1st tardy - Warning
- 2nd tardy - Detention
- 3rd tardy - Block of ISS for class in which the tardy occurred.
- 4th tardy - 1 day OSS
- 5th tardy - 2 day OSS
- 6th tardy - 3 days OSS
- 7th tardy - 5 days OSS
- 8th tardy - OSS/Recommendation for expulsion

### Tardy Due To Late Bus

All students who arrive on school buses after the 8:15 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.

### 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.

## Cell Phone/Electronic Devices

Cellular phones, Ipods, radios, laser pointers, video cameras, other electronic devices, and any sound producing device which is deemed disruptive, should be turned off and not visible. Cell phones and/ or electronic devices create disturbances to the learning process. The device should be silenced and not visible, or in use, when a student is inside the classroom. **Once a student enters the classroom, the cell phone needs to be silenced and not visible.**

**Students will be allowed to use cell phones and electronic devices during class changes and during their lunch in the cafeteria and during class for instructional purposes only.**

**Headphones and ear buds should not be worn on the head, neck, or be visible during class time unless a teacher approves the use for instructional purposes.** Students with a legitimate need to use a phone during the school day, such as emergencies, should see an administrator.

**There will be no exceptions to this rule. A parent must pick up the cell phone/electronic device from the front office between 7:30 am and 8:15 am or between 3:45 pm and 4:30 pm.**

Teachers and administrators will confiscate such devices and hold them until a parent comes for them. If these devices are lost or stolen, the school will not be responsible for them. **The CFHS Administration recommends that no items of value be brought to school.**

### The 1st violation will result in:

- Cell phones / electronic devices that are visible or heard during the instructional day will be confiscated by any staff member.
- A parent must pick up the cell phone/ electronic device from the front office between 7:30 am and 8:15 am or between 3:45 pm and 4:30 pm.
- This infraction will be documented in the student's discipline file.

### The 2nd violation will result in:

- The cell phone/electronic device will be confiscated.
- A parent must pick up the cell phone/ electronic device from the front office between 7:30 am and 8:15 am or between 3:45 pm and 4:30 pm.
- The infraction will result in an assignment of one day ISS along with documentation in the student's discipline file.

### The 3rd violation will result in:

- The cell phone/electronic device will be confiscated.
- A parent must pick up the cell phone/electronic device from the front office between 7:30 am and 8:15 am or between 3:45 pm and 4:30 pm.
- The infraction will result in an assignment of one day OSS along with documentation in the student's discipline file.

**\*\* Refusal to obey any staff member who asks for a cell phone/electronic device will result in an additional discipline infraction including an assignment of another day of OSS.**

**Students are expected to display responsible online behavior on computers, cell phones and all other communication devices both on and away from school. Strong consequences will be imposed for cyberbullying both in school and away from school. Students may not use any electronic devices to interfere with instruction or school activities, or send inappropriate messages, recordings, broadcasts, or images. Devices are never to be used in any area in which an individual has a reasonable expectation of privacy (bathrooms, locker rooms, etc.).**

## ISS AND ADMINISTRATIVE DETENTION

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 C - 102.

1. Students are to collect class assignments and homework prior to the day of their ISS assignment.
2. Students will report directly to the ISS room with all their books, paper, and pencil on the day of their ISS assignment.
3. Students will be required to work in ISS.
4. 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.
5. Students will be marked absent from the classes missed, but the absence will not count toward one of the 5 allowed by law.
6. Make-up work will be graded on the same basis as other students' work in class.
7. Scheduled tests may be taken in the ISS room at the teacher's discretion.

**Detention** will be held during lunch Monday through Friday in the ISS room (C-102). All students assigned to detention must carry reading or study materials with them. Any student who fails to report to detention or fails to comply with detention rules will be assigned ISS. If a student is absent from school on the assigned day, he/she will automatically be assigned to the next day. A detention may be re-assigned at the discretion of the administration.

## Traffic Flow and Parking

### TRAFFIC FLOW

- The first road entering Carolina Forest on the west side (Postal Way) of the campus will be used by buses and student drivers to the campus. All student drivers **MUST** use this road to exit the student parking lot after school. This road should not be used by parents to drop off and pick up students.
- All parents who drop off and pick up students in the morning/afternoon should use the main entrance. **Parking in the horseshoe area along the yellow curb is prohibited. These are drop-off/pick-up areas only.**

## Student Drivers

School bus transportation is provided for Carolina Forest High School students by the Horry County School District. Carolina Forest High School students who are given the privilege of driving an automobile to/from school are required to adhere to all Carolina Forest 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. The conditions are as follows:

- Student drivers with a valid S.C. driver's license will be given permission to drive on the CFHS campus. Parking spaces are limited. **No parking permits will be issued until all outstanding debts are paid.** Temporary stickers for drivers who need to drive for an emergency will be issued daily in the front office between 7:30 AM and 8:15 AM only and will cost \$1.00 per day.
- Students will purchase a school parking permit which will be placed on the driver's side of the vehicle's windshield — **no exceptions.** Cars without permits will be fined. The parking permit fee for the 2023-2024 school year is \$30.00. Parking Permits should be purchased through [www.mypaymentsplus.com](http://www.mypaymentsplus.com)

1. No car is to be parked outside the assigned student parking area during the times 7:30 AM - 3:45 PM.
2. Students are not to park their cars in the faculty parking lot, bus parking lot, behind the administrative building, in front of the administrative building, or in the rider drop-off area.
3. Students are to obey all traffic laws, signs, and markings while on campus. Speeding and reckless driving are prohibited.
4. Students are not to litter in the parking lot.
5. Students are prohibited from driving across parking lines. Students must use driving lanes only to enter or to exit the parking lot.
6. Tickets will be issued to rules' violators and fines will be levied as follows:

No Parking Permit	\$10.00
Improperly displayed permit	\$ 5.00
Parking across white lines	\$ 5.00
Parking in a restricted area	\$10.00
Careless Operation	\$10.00
Reckless driving	\$ 20.00
Driving/Parking on the grass	\$ 5.00
Temporary Pass	\$ 1.00

# Panther Policies



Established 1997

Students will have ten (10) school days from the date of the ticket to pay the fine. In the case of severe or chronic violations, parking privileges may be revoked for the entire year. (Pay all fines or purchase another decal during all lunches in the bookkeeper's office.)

### General Parking Lot Rules

1. 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.
2. Students will not be allowed to return to their cars after 8:20 AM without a pass from an administrator. Passes will not be written to go back to cars to get belongings that were left in a car.
3. Carolina Forest High School operates with a closed-campus policy, a policy which means that **no** student is to leave campus during any part of the day unless he/she has been given permission by an administrator or an administrator's designee
4. Students are further cautioned that unauthorized visitors to campus are trespassing and will be subject to arrest and prosecution.
5. The student agrees that he/she will not bring onto the school grounds or keep in his/her vehicle while it is on the school grounds any gun, ammunition, explosive, knife, blackjack, or other weapon.
6. The student agrees that he/she will not bring on to the school grounds any alcohol or illegal substances.
7. The school and the school district will not be liable for damages or theft to vehicles. Students are urged to lock their vehicle at all times

## Student ID's

All students attending CFHS will be required to have a valid school ID in their possession while on campus at all times. Students will utilize the ID when attending events on campus and various other student opportunities. Students may use a digital copy of their ID or a hard copy. Failure to possess the ID when it is requested may result in disciplinary consequences.

## 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 Carolina Forest 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. Carolina Forest 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.

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

### MEETING THE BUS

#### Students must be on time

1. If a student has to walk along the highway in approaching the bus stop, he/she should always walk on the shoulder.
2. 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.
3. 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 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 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 an administrator by 10:00 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.

8. Students should only open bus windows with the permission of the driver.
9. Students must not fight or scuffle in the bus or create any disturbance. Classroom conduct should be maintained in the bus.
10. Students must not wave or shout to pedestrians or occupants of other vehicles. Students must not throw objects from the bus windows.
11. 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.
12. 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, CFHS Administration must have a legitimate note with a phone number from the student's parent or guardian. This note must be presented to CFHS Administration 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 alighting from 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 CFHS campus in the morning. They are to drive directly to the Academy.
2. Afternoon Academy students who drive are not to report to CFHS from the Academy. 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 CFHS 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 Carolina Forest High School all day.
5. Revocation of a driver's parking permit is at the discretion of the administration at Carolina Forest High School or the Academies. The rules are subject to being amended during the year.
6. Parking for student drivers to and from AAST, ATA and CCU will be in designated spaces in the G house parking lot. Parking in any other areas may result in revocation of driving privileges.



## 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/ Mace (Contraband/Weapon)**  
**OSS or Evidentiary Hearing**

### POSSESSION AND/OR USE Tobacco Product/ Alternative Nicotine Product (including vapes, juuls, pods, chargers, and all related equipment or devices)

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 HCPD.

**1st Offense: 2-5 days OSS**

**Additional days may be added if it is blatant use in the hallways or the classroom, if student posts video of use, or if distributed to other students)**

**2nd Offense: 3-5 days OSS and tobacco prevention education or cessation program**

**3rd Offense: Evidentiary Hearing**

### SEXUAL HARASSMENT/MISCONDUCT POLICY AND PROCEDURES

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

**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.

**Substitutes:** Substitute teachers are to be accorded the same respect as regular classroom teachers. It is the student's responsibility to treat a substitute with the respect and courtesy that is due all persons at Carolina Forest High School.

[https://www.horrycountyschools.net/Carolina\\_Forest\\_High\\_School](https://www.horrycountyschools.net/Carolina_Forest_High_School)



**Skateboards are not allowed on the CFHS campus at any time.**

### 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 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 Carolina Forest 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.

### PANTHER CONDUCT

- 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 Carolina Forest 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.

### 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' lounges/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
- The pond areas

#### During class time:

- Buildings where the student does not have classes
- Hallways/areas where the student has no 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 the Carolina or Forest horseshoe.**
- 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.**

### LIBRARY LEARNING COMMONS

**Hours: 8:00 AM - 3:45 PM**

Each student is responsible for the materials he/she checked out of media center.

The loan period for regular circulation books and Playaway audio books is 10 school days. Reference books may not be checked out. Patrons must use their own ear buds when using the Playaway audio books or they may purchase a pair from the media center. Patrons with overdue books will be assessed a 10 cents per school day fine. Books returned without the date-due sticker will result in a 50 cents fine. A Playaway audio book returned without a battery will result in a \$1 fine. Lost or damaged items must be paid for. The replacement cost will be charged for lost materials. Patrons with overdue materials or fines will not be able to check out items until their account is cleared.

All checked-out library materials must be returned to the circulation desk and not to the shelves.

- Each student coming to the media center should have an individual media center pass with the following information: full name, date, departure time from classroom, assignment to be completed, and teacher's signature.
- Each student must sign-in and sign-out at the circulation desk during class time and lunches.
- Students on passes need to return to their classes at least 8 minutes before the end of the block.

Book bags must be left at the circulation desk when students sign in.

Photocopies and computer printing fees will be 10 cents per page, and 25 cents per page for color copies.

Any student with food or drinks in the media center will be subject to disciplinary action.

