



Conway High Student Handbook

2025-2026

A Message from the Principal



Greetings and welcome to Conway High School—Home of the Tigers!

With great pride and excitement, I welcome you to the 2025–2026 school year! This marks my sixth year as principal of Conway High School, and I remain deeply honored to serve such an incredible community. Conway High is a place filled with amazing students, a talented and dedicated staff, and families who partner with us to foster a dynamic and supportive learning environment.

Our school theme is “Honoring Tradition. Embracing Progress.” As Tigers, we are proud of our rich legacy and the values that have shaped our school. At the same time, we are committed to continuous improvement—setting bold goals, embracing innovation, and creating new opportunities for success. Together, we will continue to cultivate Tiger Pride, elevate student achievement, and create meaningful high school experiences.

At Conway High, we strive to ensure that every student is engaged academically, supported socially and emotionally, and prepared for success beyond graduation. Our learning environment emphasizes rigorous instruction, student-centered engagement, and a wide range of extracurricular programs that build character, leadership, and school spirit.

Please take the time to read through this handbook thoroughly. It contains important information about our school expectations, policies, procedures, and resources that will help guide you throughout the year. Your success is our top priority, and our staff is always here to support you.

As your principal, it is my mission to ensure that every student feels valued, challenged, and empowered to reach their full potential. I look forward to partnering with you in what promises to be a year of growth, excellence, and pride.

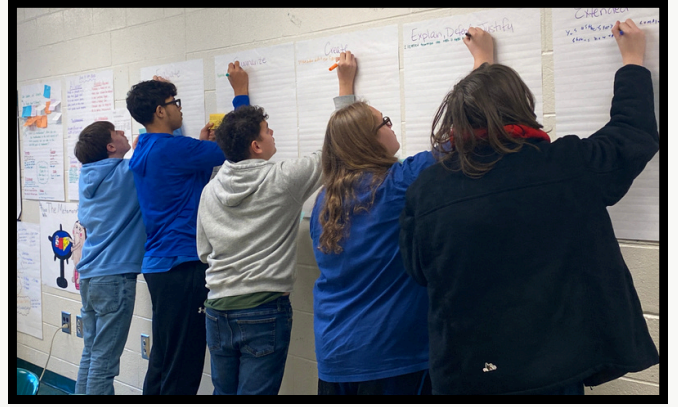
We are Conway—and we are better TOGETHER.

Dr. Tanika McKissick,
Principal

Conway High School
2301 Church Street
Conway, SC 29526
(843) 488-0662

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!



Mission Statement

The mission of Conway High School, a diverse educational community, is to empower students to maximize their academic potential in a safe and equitable learning environment through rigorous and relevant academic programs.

Student 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.



Directory

Dr. Tanika McKissick, Principal

| | |
|--|-----------------------------------|
| Athletic Director | Mr. Anthony Carroll |
| Attendance | Mr. Fred Davis |
| Bus Supervisor | Mrs. Debbie Smith |
| Cafeteria Manager | Mrs. Debbie Near |
| Nurse | Nurse Crystal Keats |
| 9th Grade Administrator | Mrs. Ashley Hinch |
| 9th Grade Counselor | Mrs. Brooke Shepard |
| 10th Grade Administrator | Mr. Chad Hamilton |
| 10th Grade Counselor | Mrs. Shonda Owens-McKnight |
| 11th Grade Administrator | Mrs. Shamae Johnson |
| 11th Grade Counselor | Mrs. Megan Maxwell |
| 12th Grade Administrator | Dr. Leronica Grate |
| 12th Grade Counselor | Mr. Tim Jones |
| Student Parking | Mrs. Shamae Johnson |
| Testing Coordinator | Mr. Ed Naus |
| PACE Coordinator | Ms. Amber Shubrick |

Tiger Pledge



As a Conway Tiger,

I WILL CHOOSE TO BE POSITIVE.

I AM RESPONSIBLE FOR MY SUCCESS.

I RESPECT MYSELF AND OTHERS.

**I STRIVE TO BE MY BEST SELF
THROUGHOUT THE DAY.**

I ENCOURAGE AND LIFT MY PEERS.

EVERYONE HEARS MY ROAR!

WRITTEN BY 20-21 STUDENT COUNCIL

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



CHS BELL SCHEDULE

Report to Class 8:05

1st Block 8:10 - 9:40

2nd Block 9:45 - 11:35
Advisory 9:45 - 10:05

3rd Block 11:40 - 1:40

1st Lunch 11:45 - 12:10

2nd Lunch 12:15 - 12:40

3rd Lunch 12:45 - 1:10

4th Lunch 1:15 - 1:40

Upstairs C

Downstairs B & C

Upstairs & Downstairs A

Upstairs B, Downstairs F & M

4th Block 1:45 - 3:15

Graduation Requirements

In South Carolina, students must earn a minimum of 24 high school credits to graduate with a state-issued diploma. These requirements are set by the SC Board of Education under Regulation 43-234 and apply to the cohort of freshmen entering in 2023–24 and beyond.

Here's the breakdown of required credits:

| | |
|--|-----|
| English Language Arts | 4 |
| Mathematics | 4 |
| Science | 3 |
| U.S. History and Constitution | 1 |
| Economics | 0.5 |
| U.S. Government | 0.5 |
| Additional Social Studies | 1 |
| Computer Science | 1 |
| Physical Education or JROTC | 1 |
| World Language or Career & Technology Elective | 1 |
| Personal Finance | 0.5 |
| Electives | 6.5 |

**Students graduating in June 2026 do not need the Personal Finance course.
They need 7 electives.**

Grade-Level Promotion Criteria

South Carolina requires that students earn a certain number of credits—and specific course types—to move from one grade level to the next in high school:

9th → 10th Grade (Sophomore)

Minimum 6 total credits

Must include:

- 1 unit of English
- 1 unit of Mathematics

10th → 11th Grade (Junior)

Minimum 11–12 total credits

Must include:

- 2 units of English
- 2 units of Mathematics
- 1 unit of Science

11th → 12th Grade (Senior)

Minimum 16–18 total credits

Must include:

- 3 units of English
- 3 units of Mathematics
- 2 units of Science
- 2 units of Social Studies

Athletic Eligibility Requirements

To be eligible to play a sport each semester, a student must:

1. maintain passing grades overall, and
2. meet one of the following:

- Pass at least 4 academic courses, including required graduation subjects (English, math, science, social studies, PE/ROTC, computer science, world language/CTE), or
- Pass a total of 5 academic courses.

For first-semester eligibility, students must have passed at least 5 units in the prior school year—2 of which must be from the previous semester or summer school.

To be eligible second semester, students need at least 2 semester units in the first semester (3 units if they failed first-semester criteria).

Important Dates

| | |
|--|--|
| Freshman Open House Thursday, August 14, 2025 6:00 pm | Senior Cap & Gown Pictures Thursday, March 12, 2026 Main Auditorium |
| Open House Friday, September 25, 2025 6:00 pm | Homecoming Friday, September 19, 2025 4:00 pm (parade)/7:30 pm (game) |
| Ed Op Day Tuesday, October 7, 2025 11:00 am | Ring Ceremony Wednesday, October 8, 2025 6:00 pm |
| Fall Honor Society Inductions Wednesday, October 22, 2025 6:00 pm | Winter Formal Wednesday, December 3, 2025 7:00 pm |
| Spring Honor Society Inductions Thursday, February 26, 2026 6:00 pm | Prom Thursday, April 2, 2025 7:00 pm |

SAT Testing Dates

Aug. 23, 2025
Sept. 13, 2025
Oct. 4, 2025
Nov. 8, 2025
Dec. 6, 2025
March 14, 2026
May 2, 2026
June 6, 2026

ACT Testing Dates

Sept. 6, 2025
Oct. 18, 2025
Dec. 13, 2025
Feb. 14, 2026
April 11, 2026
June 13, 2026



ATTENDANCE INFORMATION

Earning Credit in Courses

- In order to receive credit for a semester course, a student cannot be absent for more than five unexcused or unverified days.
- In order to receive credit for a year-long course, a student cannot be absent for more than ten unexcused or unverified days. Students can complete attendance recovery to recover missed days.

Early Dismissals

- In order to expedite the early dismissal process, students must submit parent notes to the attendance office by 10 a.m. to be verified for early dismissal.
- If parent notes are not received by 10 a.m., the parent will have to report to the building for student dismissal.
- Once verified, students will receive an early dismissal slip from the attendance office so that they may leave at the scheduled dismissal time without class interruption.
- CHS will not allow parents to call into the attendance office or email the attendance clerks to release their student

except in emergencies. **If it is an emergency, the parent will be required to speak with the grade-level administrator for approval.**



Lawful absences are considered medical, judicial, and bereavement. Documentation will need to be provided within **three** school days after the student returns for these absences to be lawful. There are no principal approved absences.



Parents may submit notes for up to 6 school days, 3 days per semester, for a total of 6 days for the school year. These absences will count as parent excused. Parent notes will **not** be accepted during designated State testing dates and the last 3 days of each semester due to final exams. Parent notes cannot be used to excuse absences from HGTC or CCU classes.



Parents must submit a note within 3 days of the student's return to school from an absence. Notes not submitted within the 3 days will not be accepted and the absence will be coded as unexcused. Notes may be submitted prior to the student's absence.



Medical notes are counted as excused absences; however, after 8 medical notes, students will be required to make up the missed time. At the high school level, a parent may submit up to 8 medical notes per academic block for the school year.



Students who miss 3 consecutive, full-day, unexcused or 5 full-day unexcused absences must have an AIP. Administration cannot complete the required paperwork for obtaining a driver's license unless the student is in compliance with the SC Truancy Law.



Parents and students have access to attendance through PowerSchool. This is a helpful tool to keep up with grades, attendance and discipline.

Attendance Recovery Information

Attendance make-up school is offered each semester for students who need to make up absences for credit purposes.

- Students can recover attendance by participating in Tiger Extension Tutoring sessions.
 - Students can attend Tiger Extension Tutoring on Monday, Wednesday, and Thursday from 3:30-4:30 in the Media Center.
 - Students can earn one hour each day at Tiger Extension.
- Students can earn four hours by attending a session of Saturday school.
- Absences from the first semester must be recovered by March 21, 2026.
- Absences from the second semester must be recovered by June 1, 2026.
- **VIRTUAL ATTENDANCE RECOVERY IS NOT A GUARANTEE. IT IS AT THE DISCRETION OF THE PRINCIPAL. PLEASE ATTEND SCHOOL AND ADDRESS YOUR ATTENDANCE ROUTINELY.**

Please visit the Horry County Schools website to view the entire attendance policy.

Saturday School

1st Semester Dates

12/6, 12/13, 1/10, & 1/24
8:00 am - 12:00 pm

2nd Semester Dates

5/2, 5/9, 5/16 & 5/30
8:00 am - 12:00 pm

Students must be on time for admittance into make-up school. Students are expected to bring work to complete to Saturday School.

Questions?

Fred Davis, Attendance
fdavise@horrycountyschools.net
843-488-0662

Nakisha Frazier, Attendance
nfrazier@horrycountyschools.net
843-488-0662

Shamae Johnson, Assistant Principal
sjohnson010@horrycountyschools.net
843-488-0662 9

Tiger Extension

Tiger Extension is an opportunity that allows students to make up for missed school days or class periods during academic tutoring. This allows students to avoid negative academic or disciplinary consequences - especially when their absences exceed the number allowed by school or district policies.

Tiger Extension will be held after school from 3:30 PM to 4:30 PM during Tiger Extension on Mondays, Wednesdays, and Thursdays in the media center. Transportation is not provided. Students may also recover seat time in Summer Attendance School.

Procedures for Attendance Make-Up:

- Students must sign in upon their arrival to attendance recovery.
- Students are expected to actively participate in tutorial sessions to recover seat time.
- Students staying for attendance recovery will not be allowed to re-enter if they leave the room.
- Any student arriving after 3:30 PM will not be admitted to attendance recovery.
- All students must leave campus immediately at the end of attendance recovery.
- 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 attendance recovery in which he/she was removed.

Tardy Policy

Tardy is defined as being late to school and/or not being inside the assigned classroom when the tardy bell rings.

The consequences for tardies are as follows:

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

Late Arrivals

Students arriving on campus after 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 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. 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 to participate in an approved field trip:

- They must have written permission from their parent or guardian.
- They must have permission from 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.

Early Dismissal by Parent Request

To expedite the early dismissal process, students must submit parent notes to the attendance office by 8:20 am to be verified for early dismissal.

Once verified, students will receive an early dismissal slip from the attendance office so that they may leave at the scheduled dismissal time without class interruption.

CHS will not allow parents to call or email the attendance office to release their student except in emergencies. If it is an emergency, the parent will be required to speak with the grade-level administrator for approval.

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.

Daily 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 3:30 PM unless they are involved in afterschool activities. Students on campus after 3:30 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

All students must create a digital hall pass using SmartPass before leaving a classroom. Once the teacher approves the pass, the student may leave the room. Because we value instructional time, all passes are for five (5) minutes, and students are given two (2) passes per day. No student is allowed in the hallway without a pass, and failure to create a pass and obtain teacher permission prior to leaving the room will result in a disciplinary consequence.

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.

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.

Lunch Policy and Procedures

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.
- Lunch deliveries will not be permitted.
- Students are expected to remain seated during lunch. Students who need to use the restroom must use the restroom on downstairs B hall.
- Students who are supposed to be in the cafeteria but are in other areas of the building without permission will receive a disciplinary consequence.
- Students are not allowed to use the restrooms on the Fine Arts Hall.

Nurse's Office Policy and Procedures

Office Hours

Students may see the school nurse for non-urgent/emergent care and assessments at the times listed below:

- 1st Block (8:30 am - 9:30 am)
- 2nd Block (10:00 am - 11:00 am)
- 3rd Block (open during your assigned lunch)
- 4th Block (2:00 pm - 2:30 pm)

Student Visits

Students must have a SmartPass approved by the nurse before leaving class.

Illness and Injury

Minor injuries will be treated at school (e.g., cuts, bruises, headaches). Parents/guardians will be contacted if:

- student has a fever of 100.4°F or higher
- student is vomiting or has diarrhea
- there is a serious injury or medical concern

Students who are ill must be picked up by an authorized adult.

Medications

All medications (prescription and over-the-counter) must be stored and administered by the school nurse. A Medication Authorization Form, signed by a parent/guardian and a healthcare provider, is required. Medications must be in their original labeled container.

Chronic Conditions

Individual Health Plans (IHPs) will be developed for students with chronic health conditions (e.g., asthma, diabetes, seizures, severe allergies). Parents must provide documentation and medication/supplies needed for treatment.

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 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 Learning Devices

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
- pay full repair for all damage caused by neglect or abuse
- pay full replacement cost for loss due to

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, and district policy requires students to carry clear bookbags. (Click [HERE](#) for more information on the district's protocol.) **Students who fail to follow the district's clear bag protocol will face the following disciplinary consequences:**

| | |
|--------------|---|
| 1st Offense: | Confiscation and parent contact |
| 2nd Offense: | Confiscation, 1 day of ISS, and parent conference |
| 3rd Offense: | Confiscation, 2 days OSS |
| 4th Offense: | Confiscation and evidentiary hearing |

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. Students who fail to adhere to the district's policy regarding clear bookbags will face disciplinary consequences.

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

- 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.
- Students should remove their computer, cups containing metal (i.e. Stanley cups) and any 3-ring binders from their bookbag prior to walking through the metal detector.
- 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 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.
- 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 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.

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 2025-2026 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 \$30 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. 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

LOSS OF PERMIT: reckless driving

LOSS OF PERMIT & \$20.00: driving while permit suspended.

All parking fines must be paid to the bookkeeper within 2 weeks of issuance.

Rules for Drivers/Riders to AAST, ATA, SA, ECHS

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.

Bus Policy and Procedures

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

- Students must be on time.
- 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.
- When crossing the highway, he/she should walk, not run.
- Pupils 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

- Passengers should go to their assigned seats without crowding or pushing and remain seated while the bus is in motion.
- Passengers must never extend arms, legs, heads, or any other body part out of the bus.
- Passengers should not talk to the driver while the bus is in motion except in an emergency.
- Passengers must never tamper with the emergency door or any other piece of the bus equipment.
- 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.
- Only the driver or other authorized person should remove first aid equipment which is to be used only for emergency treatment.
- Passengers must not tamper with the fire extinguisher which is to be used only by the driver in an emergency.
- Passengers are not permitted to open bus windows. This should be done only by the driver when necessary.
- Classroom conduct should be maintained while riding the bus.
- Passengers must not wave or shout to pedestrians or occupants of other vehicles and must not throw any objects from the bus windows.
- Books, lunch boxes, or other objects should not be placed in the aisle of the bus.
- 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.
- Food and drink may not be consumed while aboard the bus.

Exiting the Bus on School Grounds

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

Exiting the Bus off School Grounds

- Passengers are permitted to leave only at regularly designated stops. Any changes must be requested by a parent and approved by a school official.
- 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

- 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.
- 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.
- 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.
- 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.

STUDENT CODE OF CONDUCT

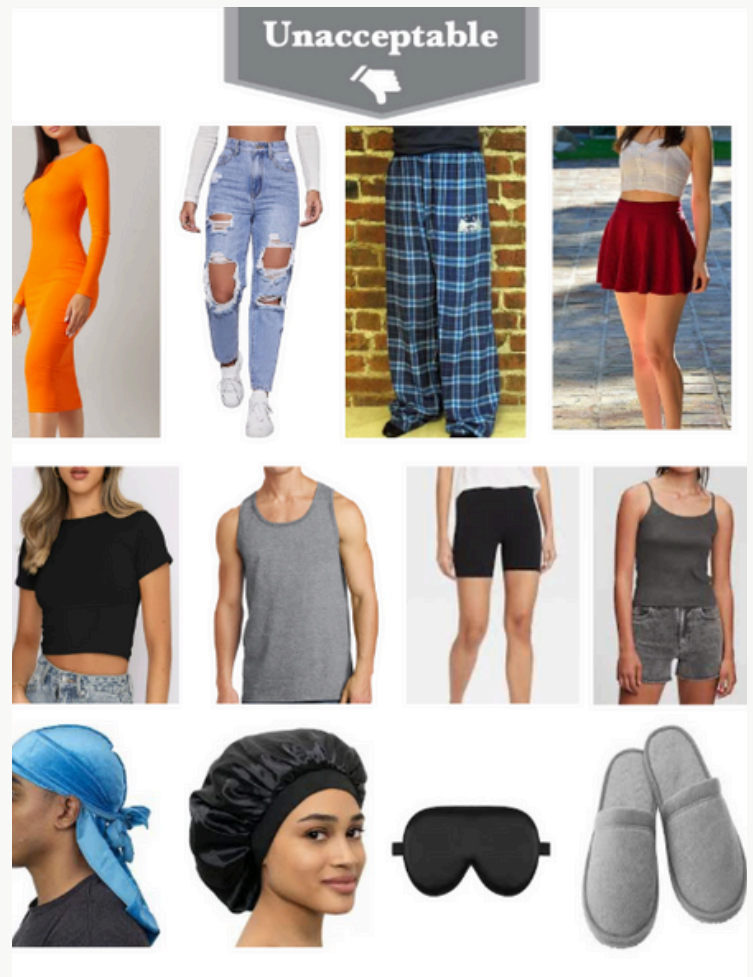
Dress Code

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:

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

The 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. If a student wears pants with holes, all holes must be below the student's fingertips.
- If leggings, jeggings, or spandex clothing are worn, the top layer (shirt, hoodie, etc.) of clothing must fully extend to at least the upper thighs and cover the backside. Without the appropriate top layer of clothing, leggings, jeggings, and spandex clothing are prohibited.
- No skateboards, skates, or shoes with skates are allowed at CHS.
- No bedroom shoes or pajama-type pants are allowed.
- Fishnets, tank tops, and see-through clothing are prohibited.
- Cut-off shirts, halters, or clothes exposing the mid-section are not allowed. Shirts and blouses are to be buttoned appropriately.
- Tops with "spaghetti straps" are inappropriate, as are tops that reveal cleavage, shoulders, or back. Shoulder straps must be at least two (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.



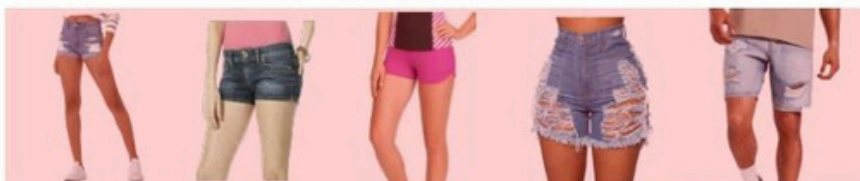
The images below depict clothing that meets the minimum dress code requirements at Conway High and clothing that does not. Please use this guide to help you come to school dressed appropriately and create a positive learning environment for everyone.

Skirts, Dresses, and Shorts



Shorts, skirts, and dresses must be within or below mid-thigh.

Rips or holes are allowed below mid-thigh.



Private areas or underwear shall not be visible.

Shirts and Tops



No halter tops, backless tops, or spaghetti straps.

Straps must be a minimum of 2 inches.

The stomach or waist area cannot be visible at any time.

Hats, bandanas, or other head coverings are not allowed.



Clothing may not depict, imply, or advertise alcohol, drugs, violent acts, derogatory messages, or sexual references.

Pants, Leggings, and Exposed Undergarments



No exposed undergarments.

Pajamas are not allowed.



Shoes must be worn and safe for the school environment.

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.



Electronic Devices

In accordance with the Horry County schools Personal Electronic Device Policy, students will be required to power off and put away cell phones and electronic devices once the 8:10 am bell rings, and students will not be able to utilize cell phones and electronic devices until 3:15 p.m. Additionally, smart watches, earbuds, AirPods, and all other similar accessories must also be kept out of sight and off during the school day.

Teachers and administrator will only enforce consequences for students whose devices or accessories are visible or heard. Consequences will be as follows:

| | |
|---------------|--------------------------------------|
| 1st Violation | Warning and Confiscation |
| 2nd Violation | 1 day ISS and Confiscation |
| 3rd Violation | 2 days ISS and Confiscation |
| 4th Violation | 1 day OSS and Confiscation |
| 5th Violation | 3 days OSS and Confiscation |
| 6th Violation | 5 days OSS and Confiscation |
| 7th Violation | Evidentiary Hearing and Confiscation |

When confiscated, cell phones/electronic devices will be stored in a secure location until the parent is able to retrieve it. A parent/guardian must pick up the cell phone/electronic device from the main office between 7:40-8:10 AM or 3:15-4:30 PM due to administrative duties.

If a student refuses to give up their cell phone or electronic device, the student will receive a referral for Refusal to Obey and the following consequences will apply:

| | |
|---------------|---------------------|
| 1st Violation | 1 day OSS |
| 2nd Violation | 3 days OSS |
| 3rd Violation | 5 days OSS |
| 4th Offense | Evidentiary Hearing |

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.

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 over the age of 18 will be referred to the 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

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.

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.

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 3 offense. The following consequences may be assigned for bullying:

- warning
- conflict resolution
- ISS
- OSS
- Evidentiary Hearing

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.

Fighting and Threats

GENERAL PENALTY FOR FIGHTING:

The general penalty for being involved in a fight is 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.

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.

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/>

Behavior Descriptions

Level 1: Disorderly Conduct: Disorderly conduct is defined as those activities engaged in by a student which tend to impede orderly classroom procedures or instructional activities, the orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school.

| Code | Level 1 | Description |
|-------------------------------|---------|---|
| Other Offenses (Minor) | 1 | To be used at the administrator's discretion for minor offenses not covered by another code. |
| Detention Violation | 1 | Failure to show for an assigned detention. |
| Dishonesty | 1 | Failure to tell the truth when confronted by a school staff member. |
| Disrupting Class | 1 | Any student misbehavior that creates loss of classroom instructional time. |
| Forgery | 1 | Preparing or presenting any document that is not authentic for the purpose of misleading. |
| Inappropriate Language | 1 | Demeaning or derogatory language to or about someone or something. |
| Inappropriate Behavior | 1 | Failure to follow school procedures such that the orderly operation of school is impeded. |
| Inappropriate Materials | 1 | Possession of items which have no valid educational value, may contribute to loss of instructional time or unsafe conditions or create a disturbance. |
| No Form Return | 1 | Failure to return an issued form. |
| Property Misuse | 1 | Using property in a manner in which it is not intended. |
| Running | 1 | Running in an area of the school campus where this is not allowed |
| Throwing Objects | 1 | Throwing objects which are against policy or during a time or place where this is not allowed. |
| Violation of Class Rules | 1 | Violation of a rule within a classroom setting. |
| District Medication Violation | 1 | Violation of the district medication policy as outlined in district policy |
| Cutting School | 1 | Failure to attend school without the permission or knowledge of parents or school authorities. |
| Truant | 1 | A student with three consecutive unlawful absences or a total of five (5) unlawful absences. |
| Habitual Truant | 1 | A student, age 12 to 17 years, who fails to comply with the intervention plan developed by the school, the child, and the parents by accumulating two or more additional absences. The student may need court intervention and an initial truancy petition may be filed. |
| Chronic Truant | 1 | A student, age 12 to 17 years, who has been through the school intervention process, has reached the level of a habitual truant, has been referred to Family Court and placed on an order to attend school, and continues to accumulate unlawful absences. Should other community alternatives and referrals fail to remedy the attendance problem, this student may be referred to the Family Court for violation of a previous court order. |

Behavior Descriptions

Level 1: Disorderly Conduct: Disorderly conduct is defined as those activities engaged in by a student which tend to impede orderly classroom procedures or instructional activities, the orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school.

| | | |
|--|---|---|
| Cutting Class | 1 | Not attending an assigned class without official permission. |
| Cutting Activity | 1 | Not attending an assigned activity without official permission. |
| Tardy | 1 | Arrival in the classroom after instructional period or instructional day begins. |
| Off Limits | 1 | Knowingly entering an unauthorized area. |
| Profanity | 1 | Language in the presence of other students or school staff that includes cursing or swearing. |
| Loitering | 1 | Remaining inappropriately in a school area without a valid reason. |
| Failure to comply with disciplinary action | 1 | Failure to comply with assignment of detention, in school suspension, etc. |
| Failure to complete schoolwork | 1 | Failure to complete work assigned by a staff member. |
| Dress Code | 1 | Failure to comply with the school dress code. |
| Obscene Gesture | 1 | Use of hand or body signs commonly perceived as contemptuous, sexual in nature, or offensive. |
| Parking Violation | 1 | Parking a vehicle in an unauthorized area or failing to display appropriate parking decal properly. |
| Other Offences (Minor) | 1 | To be used at the administrator's discretion for minor offenses not covered by another code. |
| Detention Violation | 1 | Failure to show for an assigned detention. |
| Dishonesty | 1 | Failure to tell the truth when confronted by a school staff member. |
| Disrupting Class | 1 | Any student misbehavior that creates loss of classroom instructional time |

Behavior Descriptions

Level 1: Disorderly Conduct: Disorderly conduct is defined as those activities engaged in by a student which tend to impede orderly classroom procedures or instructional activities, the orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school.

| | | |
|-----------------------------------|---|---|
| Failure to comply with schoolwork | 1 | Failure to complete work assigned by staff member. |
| Dress Code | 1 | Failure to comply with the school dress code. |
| Obscene Gesture | 1 | Use of hand or body signs commonly perceive as contemptuous, sexual in nature, or offensive |
| Driving Violation | 1 | Careless and reckless operation of a motor vehicle on school property. |
| Leaving School | 1 | Leaving the school property during school hours without supervision or permission. |
| Leaving Class | 1 | Leaving the classroom or area without permission of the supervising school staff member. |
| Phone Violation | 1 | Unauthorized use of a cell phone/telephone. |
| Excessive Noise | 1 | Persistent and intentional loud verbal outbursts which contribute to loss of learning time or disrupt the school environment. |
| Horseplay | 1 | Rough, noisy behavior, especially pushing each other as a joke. |
| Hall Pass Violation | 1 | Failure to possess/display appropriate authorization to be in the hallway. |
| Parking Violation | 1 | Parking a vehicle in an unauthorized area o failing to display appropriate parking decal properly. |
| ID Violation | 1 | Failure to display student ID badge appropriately. |
| Littering | 1 | Inappropriate disposal of trash. |
| Unauthorized Device | 1 | Possession of an unauthorized communication device such as earbuds, smart watches, etc. |
| Contract Violation | 1 | Failure to comply with the requirements of a formal agreement between a student and a staff member |

Behavior Descriptions

Level 1: Disorderly Conduct: Disorderly conduct is defined as those activities engaged in by a student which tend to impede orderly classroom procedures or instructional activities, the orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school.

| | | |
|--|---|---|
| Forgery | 1 | Preparing or presenting any document that is not authentic for the purpose of misleading. |
| Inappropriate Language | 1 | Demearing or derogatory language to or about someone or something. |
| Inappropriate Behavior | 1 | Failure to follow protocols such that the orderly operation of the school is impeded. |
| Inappropriate Materials | 1 | Possession of items which have no valid educational value, may contribute to loss of instructional time or unsafe conditions or create a disturbance. |
| No Form Return | 1 | Failure to return an issued form. |
| Property Misue | 1 | Using property in a manner in which it is not intended. |
| Running | 1 | Running in an area of the school campus where this is not allowed. |
| Throwing Objects | 1 | Throwing objects which are against policy or during a time or place where this is not allowed. |
| Violation of Class Rules | 1 | Violation of a rule within a classroom setting. |
| District Medication Violation | 1 | Violation of district medication policy as outlined in district policy |
| Cutting School | 1 | Failure to attend school without the permission or knowledge of parents or school authorities. |
| Cutting Class | 1 | Not attending an assigned class without official permission. |
| Cutting Activity | 1 | Not attending an assigned activity without official permission. |
| Tardy | 1 | Arrival in the classroom after instructional period or instructional day begins. |
| Off Limits | 1 | Knowingly entering an unauthorized area. |
| Profanity | 1 | Language in the presence of other students or school staff that includes cursing or swearing. |
| Loitering | 1 | Remaining inappropriately in a school area without a valid reason |
| Failure to comply with disciplinary action | 1 | Failure to comply with assignment of detention, in school suspension, etc. |

Behavior Descriptions

Level 2: Disruptive Conduct: Disruptive conduct is defined as those activities engaged in by a student which are directed against persons or property and/or the consequences of which tend to endanger the health or safety of oneself or others. Some instances of disruptive conduct may overlap certain level 3 offenses, justifying both administrative sanctions and court proceedings. Disorderly conduct (Level 1) may be reclassified as disruptive conduct (level 2) for repetitive behaviors.

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| Aiding Others | 2 | Willfully joining together with someone in the commission of a crime, or violation of policy. Subcode – provoking a fight. |
| Bite/Pinch/Spit | 2 | Biting, pinching, or spitting on another person. |
| Contraband | 2 | An item that is illegal or is evidence of a crime or a violation of a district and/or school policy/rule. |
| Fireworks | 2 | Possession of any type of fireworks. |
| Harassment | 2 | Repeated unwanted or unwelcome behavior towards another person including electronic communication. |
| Sexual Harassment | 2 | Unwanted or unwelcome behavior that is sexual in nature including electronic communication |
| Inappropriate Affection | 2 | Affection between students that does not involve a sexual act |
| Indecent Exposure | 2 | Intentional exposure by students of private areas of their body, those areas normally covered by a swimsuit. |
| Major Disruption | 2 | An act which causes a substantial disruption in, or substantial interference with, the orderly operation of the school. |
| Inappropriate Physical Contact | 2 | Unwanted touching of another in the private areas (those areas normally covered by a bathing suit). |
| Sex Violation | 2 | A consensual sex act between students that is not criminal in nature. |
| Urination | 2 | Urination in a place other than a toilet. |
| Computer Violation | 2 | Use of school computer for purposes not authorized by school staff. |
| Tobacco | 2 | Use or possession of tobacco products including e- cigarettes. |
| Refusal to Obey/Defiant | 2 | Refusal to obey a reasonable directive from a school staff member |
| Stealing | 2 | To take the property of another without right or permission and with the intent not to return the property. |
| Sexting | 2 | Creating, possessing, or sharing nude, partially nude, or other sexually explicit or suggestive images, videos, or visual representations using non- digital |
| Bus Violation | 2 | Student conduct that disrupts the safe operation of a school bus. |
| Probation Violation | 2 | Failure to comply with the conditions of probation set by a hearing officer. |
| Confrontation/Altercation | 2 | To come face to face with, especially with defiance or hostility or to engage in an angry or heated argument. |
| Disrespect | 2 | Verbal or non-verbal actions by students toward school staff members that demonstrate a lack of respect for authority. |
| Bullying | 2 | A gesture or written, verbal, or sexual act (I) that is reasonably perceived to have the effect of harming the student physically or emotionally or |
| Cyberbullying | 2 | Bullying, as defined above, through the use of a computer, cell phone, or other electronic device. |

Behavior Descriptions

Level 3: Level 3 offenses are defined as those activities engaged in by a student which result in violence to oneself or to another's person or property or which pose a direct and serious threat to the safety or oneself or others. These activities usually require administrative actions which result in the removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

Whenever a student is engaging or has engaged in activities including, but not limited to, one of the acts specified below, while on school property or at a school sanctioned or sponsored activity, and which an administrator or his/her designee has reason to believe may result or has resulted in injury or serious threat of injury to a person or to property, the administrator or his/her designee is required to notify law enforcement officials.

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| Fighting | 3 | Physical confrontation between students in which physical contact is made, the confrontation ended quickly upon staff intervention, but the confrontation occurred in a place or in such a manner as to create a potentially volatile or dangerous situation. |
| Threat | 3 | Verbal or non-verbal actions by students toward another student, staff, or the school which could be interpreted by a reasonable person as a serious expression of intent to do harm. |
| Gang Activity | 3 | Verbal or non-verbal actions by students that are commonly and reasonably associated with groups known to participate in criminal activity. |
| Bomb Threat | 3 | Making a verbal or written statement in which reference is made to the development or use of an explosive device on school property. |
| Fire Alarm | 3 | Making a false fire alarm. |
| Arson | 3 | To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device. |
| Assault, Aggravated | 3 | Aggravated Assault occurs when (a) the offender uses or displays a weapon in a threatening manner or (b) the victim suffers obvious severe physical injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. |
| Assault, Simple | 3 | Simple Assault is a serious physical attack, without (a) and (b) above, but was intended by one or both parties to be perceived by the other participant as a serious attack. If malicious intent and reasonable perception of the intent are in evidence, the incident is a simple assault |
| Bribery | 3 | The offering, giving, receiving, or soliciting of anything of value to sway the judgment or action of a person in a position of trust or influence |
| Burglary | 3 | The unlawful entry into a building or other structure with the intent to commit a serious crime or a theft |
| Counterfeit/Forgery | 3 | The altering, copying, or imitation of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine. (Minor offenses may use code 011 Forgery) |
| Drug Distribution | 3 | 1) to manufacture, distribute, dispense, deliver, or purchase; or to aid, abet, attempt, or conspire to manufacture, distribute, dispense, deliver, or purchase; or to possess with intent to manufacture, distribute, dispense, deliver, or purchase a controlled substance and (2) to create, distribute, dispense, deliver, or purchase; or to aid, abet, attempt, or conspire to create, distribute, dispense, deliver, or purchase; or to possess with intent to distribute, dispense, deliver, or purchase a counterfeit substance. |
| Drug Usage | 3 | Being under the influence of marijuana, synthetic marijuana, spice, cocaine, or other illicit drugs on school grounds, but did not have possession at any time on school grounds or other school property |

Behavior Descriptions

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| Drug Possession | 3 | The possession or use of any illegal drug (including, but not limited to, prescription drugs without a prescription, marijuana, synthetic marijuana, spice, cocaine, or look-alike drugs) |
| Drug Paraphernalia | 3 | Any instrument, device, article, or contrivance used, designed for use, or intended for use in ingesting, smoking, administering, manufacturing, or preparing a controlled substance and does not include cigarette papers and tobacco pipes but includes, but is not limited to: (a) metal, wooden, acrylic, glass, stone, plastic, or ceramic marijuana or hashish pipes with or without screens, permanent screens, hashish heads, or punctured metal bowls; (b) water pipes designed for use or intended to use with marijuana, hashish, hashish oil, or cocaine; (c) carburetion tubes and devices; (d) smoking and carburetion masks; (e) roach clips; (f) separation gins designed for use or intended for use in cleaning marijuana; (g) cocaine spoons and vials; (h) chamber pipes; (i) carburetor pipes; (j) electric pipes; (k) air-driven pipes; (l) chilams; (m) bongos; (n) ice pipes or chillers. |
| Embezzlement | 3 | The unlawful misappropriation by an offender to his/her own use or purpose of money, property, or some other thing of value entrusted to his/her care, custody, or control. |
| Extortion | 3 | To obtain money, property, or any other thing of value unlawfully, either tangible or intangible, through the use or threat of force or other coercive means. |
| Forced Sexual Offense | 3 | Any sexual act directed against another person, forcibly and/or against the person's will or where the person is incapable of giving consent. |
| Fraud | 3 | The intentional misrepresentation of the truth for the purpose of inducing another person or entity, in reliance upon it, to part with something of value or to surrender a legal right |
| Gambling | 3 | To bet or wager money or something else of value unlawfully; to assist, promote, or operate a game of chance for money or some other stake |
| Homicide | 3 | The killing of one human being by another |
| Intimidation | 3 | To place another person in reasonable fear of bodily harm through the use of threatening words - in person, via telephone or electronic mail, or in writing - and/or conduct, but without displaying a weapon or subjecting the victim to actual physical attack |
| Kidnap/Abduction | 3 | The unlawful seizure, transportation, and/or detention of a person against his/her will; or of a minor without the consent of his/her custodial parent or legal guardian. |
| Larceny/Theft | 3 | The unlawful taking, leading, or riding away of property from the possession, or constructive possession, of another person. |
| Alcohol/Liquor Law Violation | 3 | Possession, use or under the influence of alcohol. |

Behavior Descriptions

Level 3: Level 3 offenses are defined as those activities engaged in by a student which result in violence to oneself or to another's person or property or which pose a direct and serious threat to the safety or oneself or others. These activities usually require administrative actions which result in the removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

Whenever a student is engaging or has engaged in activities including, but not limited to, one of the acts specified below, while on school property or at a school sanctioned or sponsored activity, and which an administrator or his/her designee has reason to believe may result or has resulted in injury or serious threat of injury to a person or to property, the administrator or his/her designee is required to notify law enforcement officials.

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| Non-Forcible Sex Offense | 3 | A consensual act between students that is criminal in nature. |
| Other Offenses- Serious | 3 | Commission of a violent offense including those committed off school grounds |
| Pornography | 3 | The manufacture, sale, publishing, purchase or possession of sexually explicit material. |
| Sexual Extortion | 3 | A person commits the offense of felony sexual extortion if the actor intentionally and maliciously threatens to release, exhibit, or distribute a private image of another in order to compel or attempt to compel the victim to do any act or refrain from doing any act against his will, with the intent to obtain additional private images or anything else of value. |
| Prostitution | 3 | To engage in sexual relations unlawfully for money or anything of value. |
| Robbery | 3 | The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm. |
| Stolen Property | 3 | Receiving, buying, selling, possessing, concealing, or transporting any property over \$200 value with the knowledge that it has been unlawfully taken, as in burglary, embezzlement, fraud, larceny, robbery, etc. |
| Trespassing | 3 | To enter land, a dwelling or other real property unlawfully. |
| Vandalism | 3 | To destroy, damage, deface, or otherwise injure real or personal property, willfully and maliciously, without the consent of the owner or the person having custody or control of it. |
| Vehicle Theft | 3 | The theft of a motor (or self-propelled) vehicle, including automobiles, buses, recreational vehicles, trucks, motorcycles, trail bikes, scooters, golf carts, etc. |
| Weapons | 3 | The possession, concealment, sale, purchase, transportation, manufacture, or use of a weapon. |