

**Please be aware that the Student Handbook  
is only available online at  
<http://cbh.gcsd.k12.sc.us>.**

**Scroll down to view the Student Handbook.**

# Carvers Bay High School

**Richard Neal, Principal**  
**Craig A. Stone, Assistant Principal**  
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**Genelle Williams, Guidance Counselor**  
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## Student Handbook 2015-2016

13002 Choppee Road  
Hemingway, South Carolina 29554

Telephone: (843) 558-6920

Fax: (843) 558-6927

This school agenda belongs to:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Advisor \_\_\_\_\_  
Locker # \_\_\_\_\_ Homeroom \_\_\_\_\_

This handbook contains Carvers Bay High School's rules and regulations. Each student will receive a copy and is responsible for its entire contents. Failure to read this booklet is an unacceptable reason for not following rules. If you have any questions, please discuss them with your principal or counselor.

# **Welcome to Carvers Bay High School**

**“Home of the Mighty Bears”**

**2015-2016**

Dear Students and Parents:

On behalf of the staff, faculty and administration, I would like to take this opportunity to welcome you to the Carvers Bay High School family for the 2015-2016 school year.

This handbook has been designed to help familiarize each of you with the school guidelines. It is not intended to be all-inclusive, and regulations and policy changes may be made during the school year at the discretion of the administration. If you have any questions or concerns or need any additional information, please feel free to contact the school at (843) 558-6920.

It is our sincere desire to provide our children with a quality education that will help prepare them for their future endeavors. Best wishes to you for a most rewarding and profitable school year at Carvers Bay High School.

Sincerely,

Richard Neal  
Principal

## **Carvers Bay High School Rules & Regulations**

### **Absences**

The SC Attendance Law states that students are required to attend school no fewer than 170 days per year in order to receive credit for classes. To maintain this law, Georgetown County Schools allow 10 class absences for yearly courses and 5 for semester courses (1/2 unit courses).

**Students arriving to school after 7:58 a.m. will be marked absent for 1st period. Students leaving before 2:55 p.m. will be marked absent for 8th period. A medical doctor must excuse all excessive absences or credit will be withheld for those classes with excessive absences.** Absences due to a school activity or function approved by the principal will not be counted as an absence from school, and students will be allowed to make up their work. The student must accept the responsibility for contacting the teacher for make-up work in advance of his/her absence.

Students with lawful absences shall make up any work missed. Students with unlawful absences will not be allowed to make up work.

### **Attendance Intervention**

When a student is absent for 3 days, whether the days are consecutive or total, a conference will be scheduled with the parent(s) or guardian(s) of the student. During this conference, the attendance law will be explained to the parents.

When a student has reached five unlawful absences, a referral will be sent to the district office. The parent(s) and student will then be required to appear before the District Attendance Supervisor and/or appropriate services for truancy.

For additional information, please contact the District Attendance Supervisor at 436-7000.

### **Assemblies**

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school for students to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectable and appreciative. Talking, whispering, whistling, stamping of feet and booing are discourteous. Yelling is appropriate only at pep assemblies.

- \* Do not bring books or coats to the assembly unless instructed.
- \* Proceed to the assembly area quietly and promptly. Find your seat quickly.
- \* When the chairman of the assembly asks for your attention, give it to him/her immediately.
- \* Be courteous. Don't use an interval of applause or the short time between numbers to start conversation.
- \* Applaud in keeping with the situation. Applause should be generous and courteous. Never applaud during or after a devotional assembly.
- \* Do not leave the assembly until dismissed.

## **Athletics**

Carvers Bay High School sponsors teams in football, basketball, volleyball, baseball, softball, track, and cross-country. Football, baseball, softball, basketball and volleyball are offered on a junior varsity level. Carvers Bay High, an A school, operates under the rules and regulations of the South Carolina High School League. Denton Graves, Athletic Director, should be contacted for information.

### **Academic Eligibility Requirements**

To participate in inter-scholastic activities, students in grades 9-12 must have passed at least five out of eight academic courses, including each unit the student takes that is required for graduation, with an overall passing average in the preceding semester. Those students diagnosed as handicapped in accordance with State Board of Education criteria that satisfy the requirements of their IEP by P.L. 94-142 shall be permitted to participate.

### **Birth Certificates**

As a member of the SC High School League, we are required to present birth certificates for each participant in any inter-scholastic activity to the league office for approval. Students will not be allowed to participate without an approved birth certificate.

### **Cost for Home Games (subject to change)**

All Varsity Tickets -- \$6.00  
All JV Tickets -- \$5.00  
All B-Team Tickets -- \$5.00  
All Other Sports Tickets -- \$5.00

### **Half-time at Carvers Bay High School Football Games**

All activities that take place at the Carvers Bay High School football games are under the direct control of the athletic director. All half-time shows are to be coordinated by the band director and approved by the athletic director. In case of a special half-time, such as Homecoming and Parents' Night, the band will be given the opportunity to perform after the special activities take place. Only if time permits will any other organization be allowed to perform.

AT NO TIME WILL THE FOOTBALL TEAM'S POSITION BE JEOPARDIZED BECAUSE THE HALF-TIME PERFORMANCES WENT BEYOND THE ALLOTTED TIME.

We, the administration, strongly recommend that all Carvers Bay High School groups work very hard to coordinate their performances to fit in the allotted time. Except in extraordinary circumstances, we will observe the following order for performance at half time: 1) the visiting team band, 2) Carvers Bay High School Band, 3) all others.

### **NCAA Eligibility**

To be considered a qualifier at a Division I institute and be eligible for financial aid, practice and competition during your first year, you must comply with all NCAA rules and regulations. You will need to check the requirements at <http://www.elegibilitycenter.org>.

## **Student Athlete Behavior**

Like all extracurricular activities, athletic contests and practices are subject to the rules and policies of the disciplinary code of the Georgetown County Board of Education and Carvers Bay High School. Students participating in these activities, whether at home or away are required to adhere to these rules and policies. Anyone found guilty of any infraction of these rules will be subject to disciplinary measures under these rules and/or by the athletic department.

### **Areas Off Limits to Students**

Bus and student parking lots, except when arriving at or leaving school

Areas around the back of the school

Areas around the end of the school

Gym & auditorium, unless scheduled for gym

The main office where mailboxes are located

Restrooms at the gym at all times during the school day

Faculty lounge and teachers' workrooms

### **Announcements**

School announcements will be typed and e-mailed to all classrooms prior to the end of second block. Announcements to be made must be legible, dated, and approved by an administrator. They must be turned in to the office prior to 7:30 a.m. on the first day the announcement is to be made.

### **Buses**

School buses are provided for transporting students who live more than one and one-half miles from the school. Buses leave school seven minutes after dismissal. Students must observe all safety and behavior regulations while riding the bus. No students are allowed on buses during school hours while buses are parked on school grounds.

### **Bus Code**

Students, given the privilege of transportation by the school district, will be expected to adhere to the rules and regulations for the bus in order to retain this privilege, and students are expected to follow directions/instructions given by bus drivers.

The bus driver has the responsibility for supervision of students on the bus. The driver should stop the bus at any time that misbehavior or threatened misbehavior poses a hazard to safe driving.

Under no circumstances should a bus driver require a misbehaving student to leave a bus without assuring that the student is under appropriate adult supervision. The driver will report students who create a disturbance on school buses. The administrator, as authorized by state law and regulation, may suspend or deny bus transportation to a student whose conduct is persistently and/or flagrantly detrimental to safety and order on the bus, or the administrator may choose an appropriate alternative punishment. A parent or guardian shall be notified prior to the suspension of any pupil from the riding of a bus.

Bus riders are expected to be on time at the designated school bus stop and should wait until the bus comes to a complete stop before attempting to enter.  
Bus riders must keep hands and heads inside the bus at all times.  
Bus riders must never tamper with the bus.  
Bus riders must not leave books, lunches or articles on the bus.  
Bus riders must not throw anything out of the window.  
Bus riders are not permitted to leave seats while bus is in motion.  
Bus riders are to be courteous to fellow students and the driver.  
Bus riders must be absolutely quiet when approaching a railroad crossing.

### **Conduct on Buses**

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

### **Meeting the Bus**

- \* Students must be on time.
- \* In approaching the bus stop, if students must walk along the highway, they should always walk on the left, on the shoulder, facing traffic.
- \* When crossing the highway, they should walk, not run.
- \* Students should not run beside the bus when the bus is moving, but they 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 or head 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 part of the bus equipment.
- \* Passengers must not mar or deface the bus, and seat coverings must not be damaged in any manner. Students should immediately notify the driver of any damages to the seats or the bus.
- \* Only the driver or other authorized persons should use first aid equipment.
- \* Passengers must not tamper with the fire extinguisher.
- \* Passengers are not permitted to open bus windows.
- \* Passengers must not fight or scuffle on the bus or create a disturbance. Classroom conduct should be maintained on the bus.
- \* Passengers must not wave or shout to pedestrians or occupants of other vehicles and must not throw objects from the bus window.
- \* Books, lunchboxes or other objects should not be placed in the aisle of the bus.

### **Leaving the Bus On the School Grounds**

- \* Passengers must remain seated 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. Students in the front seats leave first.
- \* Students must not loiter or play around stopped or parked bus.

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

### **On the Trip Home**

- \* Passengers are permitted to leave only at regularly designated stops. Any changes must be made with the parent's request approved by the school officials.
- \* Students, after alighting from the bus (if they must cross the highway), go around to the front of the bus and wait until the bus driver or school bus patrol directs them to cross.

### **Consequences for Breaking Bus Rules**

#### **If a student is in violation of a level-one offense, the bus driver will:**

- \* Warn student verbally (1st offense)
- \* Give written warning (2nd offense)
- \* Refer student to the office (3rd offense -1 day bus suspension)
- \* Refer student to the office (4th offense – 3 days bus suspension)
- \* Refer student to the office (5th offense - 1 week bus suspension)
- \* Refer student to the office (6th offense – 10 day bus suspension)
- \* Refer student to the office (7th offense – Bus privileges revoked)

#### **If a student is in violation of a level-two offense, the bus driver will refer the student to the office:**

- \* 3 days bus suspension (1st offense)
- \* 5 days bus suspension (2nd offense)
- \* 10 days bus suspension (3rd offense)
- \* Bus privileges revoked (4th offense)

**If a student is in violation of a level-three offense, the bus driver will:** Refer the student to the office and call the parents. (1st offense - bus privileges revoked.)

### **Student Parking**

Students will park cars in student parking area. All students will debark from cars upon arrival at school and will not use or return to cars during the school day. Students will not leave the schoolyard once they come to school and will leave in an orderly manner after school.

Students will park only in the student parking area. All other areas are off limits. Any students driving in a disorderly manner while in the parking lots will be subject to being suspended from school and/or losing their parking privileges. Any students found parking in the faculty lot/sections, parking without a permit or in the wrong parking lot are subject to having their cars towed according to the district policy. Students are not allowed in the parking lot during the school day without a pass from an administrator or office personnel. The cost of a parking permit is \$10.00. Students must show proof of license when registering their cars for parking permits (see Mrs. Grier).



## Class Interruptions

### Early Dismissal/Signing Out of School

Students are expected to attend all classes each day of the school year, except for medical and family emergencies. In case of an emergency or unusual need to leave campus before the end of the school day, students should follow the procedures described below:

- \* A note written by the parent should be presented to the office.
- \* Each note should include the student’s name, time of dismissal, date and parent’s signature.
- \* Parents must come in and sign students out.
- \* All co-op students will sign out in accordance with those procedures outlined for participating in the co-op program.

## Class Rank

Class rank is a student’s academic standing in the class in relation to other classmates. Students may earn quality points for use in determining grade point averages and class rank in all courses counted as diploma units according to the following schedule.

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep	Honors	AP/IB/ Dual Credit
100	A	4.875	5.375	5.875
99	A	4.750	5.250	5.750
98	A	4.625	5.125	5.625
97	A	4.500	5.000	5.500
96	A	4.375	4.875	5.375
95	A	4.250	4.750	5.250
94	A	4.125	4.625	5.125
93	A	4.000	4.500	5.000
92	B	3.875	4.375	4.875
91	B	3.750	4.250	4.750
90	B	3.625	4.125	4.625
89	B	3.500	4.000	4.500
88	B	3.375	3.875	4.375
87	B	3.250	3.750	4.250
86	B	3.125	3.625	4.125
85	B	3.000	3.500	4.000
84	C	2.875	3.375	3.875
83	C	2.750	3.250	3.750
82	C	2.625	3.125	3.625
81	C	2.500	3.000	3.500
80	C	2.375	2.875	3.375
79	C	2.250	2.750	3.250
78	C	2.125	2.625	3.125
77	C	2.000	2.500	3.000
76	D	1.875	2.375	2.875
75	D	1.750	2.250	2.750
74	D	1.625	2.125	2.625
73	D	1.500	2.000	2.500
72	D	1.375	1.875	2.375
71	D	1.250	1.750	2.250
70	D	1.125	1.625	2.125
69	F	1.000	1.500	2.000
68	F	0.875	1.375	1.875
67	F	0.750	1.250	1.750
66	F	0.625	1.125	1.625
65	F	0.500	1.000	1.500
64	F	0.375	0.875	1.375
63	F	0.250	0.750	1.250
62	F	0.125	0.625	1.125
0-61	F	0.000	0.000	0.000
61	FA	0.000	0.000	0.000
61	WF	0.000	0.000	0.000
—	WP	0.000	0.000	0.000

The level assigned to each course offered in the high schools will be published in the District Master Course Catalog and shall be reviewed each year by the Division of Instruction. Courses without a specific designation will be considered “tech prep/college prep” for the award of quality points.

Class rank will be calculated by dividing the total number of units attempted into the total number of quality points accumulated. Quality points will be calculated by multiplying the value of the grade for the course times the credit value of the course.

Students transferring into the District from other school districts will receive quality points for course work to be counted toward a SC high school diploma using the procedure outlined above. Numerical grades, as available, will be used to determine grade points when letter grades equate to numerical values different than those used in the Georgetown County Public Schools.

Summer school and approved correspondence course grades will equate the same as courses taken during the regular school year.

## **Classroom Preparation**

It is very important that a student report to class prepared. This includes carrying to class the necessary materials (books, paper, pencil, etc.) Continued lack of preparation will necessitate a conference with the parents at school or more stern disciplinary measures.

## **Clubs**

Students are encouraged to become involved in extra-curricular activities. The following clubs are offered at CBHS.

Academic Team  
Art Club  
Beta Club  
Book Club  
Chess Club  
Drama Club  
Fellowship of Christian Athletes  
Future Farmers of America  
Mu Alpha Theta  
National Honor Society  
National Technical Honor Society  
Science Club  
Skills USA  
SOAL - Saturday Program  
SOS  
Spanish Club  
Student Government  
Tri-Music Society

## **Communicable Diseases**

The following is a list of communicable diseases and the length of exclusion from school as recommended by the SC Department of Health and Environmental Control.

Chicken Pox or Varicella - exclude until 7 days after onset of pocks or until vesicles become dry.

Common Cold - exclude during acute phase.

Diarrheal Diseases - exclude during acute phase.

Erythema Infectiosum (5th Disease) - after diagnosis, no exclusion.

Hepatitis A (Infectiosum) - exclude until physician allows return.

Hepatitis B (Serum) - exclude until physician allows return.

Head and Body Lice (Pediculosis) - exclude until 24 hours after first treatment with recommended shampoo or judged non-infective by the school nurse. Proof of treatment must be shown.

Impetigo - multiple lesions: exclude during period of peak symptoms.

Influenza - exclude during period of peak symptoms.

Measles (Rubella) - exclude from first symptoms until 5 days after appearances of rash.

Mononucleosis - need not exclude unless ill.

Mumps - exclude for 9 days from onset or until salivary gland swelling has subsided.

Ringworm - exclude until appropriate treatment has been started. (Ringworms of the scalp must be treated by a physician.)

Rubella (German Measles) - exclude 7 days after the onset of symptoms.

Scabies - exclude until 24 hours after treatment.

Shingles - exclude 7 days after onset of pocks or until vesicles become dry.

Streptococcal Infections (including Streptococcal Sore Throat and Scarlet Fever) - exclude 24 hours after start of effective antibiotic therapy and no fever.

Whooping Cough (Pertussis) - excluded until 21 days from first symptoms or may return after 5 days of antibiotic treatment.

### **Cutting Class**

Being absent from class or classes without permission is an unexcused absence and an act of truancy. There is no legitimate reason for cutting or skipping. Cutting is a cause for at least one of the following: loss of academic points, failing grade, detention, suspension, or expulsion. Severity of discipline will depend on the record of the student and the frequency of the offense.

The administration feels that a student assuming the responsibility of leadership also assumes an obligation to set a correct example for his/her peers. Offenses for cutting class are:

\* 1st Offense: Overnight Suspension (The suspension will be rescinded if a parent returns with the student.)

\* 2nd Offense: The student is suspended for one day.

\* 3rd Offense: The student is suspended for two days.

Any remaining offenses could lead to expulsion.

**Note: Once arriving on campus, students must not leave unless they properly check out through the main office. The penalty for leaving without permission will be a minimum of 3 days suspension.**

### **Discipline**

Policy JF: Student Rights and Responsibilities specifies the acceptable conduct for students while on campus, at school-sponsored events, and while riding on school buses or other school-provided transportation. This portion of the policy outlines consequences for student violations of the Rights and Responsibilities policy. Offenses and consequences listed are not comprehensive and are not limited to the items listed.

#### **Level I: Disorderly Conduct**

Disorderly Conduct is defined as those activities engaged in by the students which tend to impede orderly classroom procedures/instructional activities/orderly operation of the school, or the frequency or seriousness of which disturb the classroom or the school. This behavior will be handled by the teacher in authority until management options are exhausted. Serious offenses should be referred directly to the administrator. Records will be maintained for all offenses. Repeated Level I offenses may be considered Disruptive Conduct and moved to Level II.

### **Level II: Disruptive Conduct**

Disruptive Conduct is defined as those activities engaged in by the student which is directed against persons or property and the consequences of which tend to endanger the health or safety of oneself or others in the school. Some instances of Disruptive Conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

### **Level III: Criminal Conduct**

Criminal Conduct is defined as those activities engaged in by students which result in violence to oneself or another's person or property or which pose a direct threat to the safety of oneself or others. These activities usually require administrative action, which results in immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

### **Student Categories**

Suggested varying levels, which take into account the number of prior offenses, establish consequences a student has committed. Administrators have the option of moving to a higher consequence level in severe cases or moving to a lower consequence level if the situation warrants.

### **Make-Up Work**

Make-up of work missed during any period of suspension is the responsibility of the student. Work must be made up within 5 days of the return to school.

### **Level I: Offences may be an accumulation of any listed offenses:**

- tardiness
- cheating
- lying
- abusive language
- disorderly behavior
- forgery
- cutting class
- violating the dress code
- possession of any portable electronic device
- loading/attempting to load software on school computers without permission of the media specialist
- profanity

### **Suggested Consequences**

Category A: Up to 3 office referrals:  
loss of credit (automatic for cheating/cutting class) & parent conference  
administrative detention  
parent conference  
confiscation of electronic device until end of the next school day  
corporal punishment (parent consent)

behavior modification plan completed during administrative detention  
one day out-of-school suspension

Category B: Up to 4-5 office referrals:

loss of credit (automatic for cheating and cutting class) & parent conference

parent conference

administrative detention

behavior modification plan completed during administrative detention

1 day out-of-school suspension; parent/guardian may accompany student all day in lieu of suspension

Category C: Six or more office referrals:

loss of credit (automatic for cheating and cutting class) & parent conference

administrative detention

behavior modification plan completed during administrative detention

1-2 days out-of-school suspension

**Level II: Offences may include any combination within a category:**

possession/use of unauthorized substances

fighting or inciting a fight

improper sexual conduct

harassing others

unauthorized presence on school district property including all events

leaving school without administrative authorization

refusal to attend administrative detention

deliberate refusal to obey school personnel (defiance)

obscene language or gesture

vandalism (minor)

theft

unauthorized assembly

disrupting a lawful assembly (minor)

gambling

setting off fire alarms or discharging a fire extinguisher

possession/use of tobacco products while under school jurisdiction, whether on campus or at school-sponsored activities

accessing/modifying computer data or settings without permission

possession of obscene materials.

**Suggested Consequences**

Category A: 1 office referral

referral to appropriate agency

administrative detention

restitution

completion of a behavior modification plan during administrative detention

1-2 days out-of-school suspension

Category B: 2 office referrals

referral to appropriate agency

restitution

1-4 days out-of-school suspension

alternative schooling

recommended expulsion

Category C: 3 or more office referrals

referral to appropriate agency

2-5 days out-of-school suspension

restitution

recommended expulsion

alternative schooling

### **Level III: Criminal Conduct**

possession/transfer of a weapon\*

threatening another person with a weapon\*

threatening or intimidating school staff\*

threatening or intimidating other students

assault and battery\*

possession and/or use of illegal drugs, including alcohol\*\*

selling drugs or alcohol\*

bomb threats\*

igniting fires or fireworks, vandalism (major)

indecent exposure

sexual offenses, extortion

cruelty to animals

unlawful assembly

physically abusing a member of the school staff\*

disrupting a lawful assembly (major) illegally occupying or blocking in any way school property

with the intent to deprive others of its uses

loading/attempting to load software or files onto district network

without permission of the MIS Department

computer vandalism

### **Suggested Consequences**

out-of-school suspension (5 days)

recommended expulsion

restitution

warrant

### **\*Mandatory recommended expulsion**

Referral to appropriate law enforcement agency and Juvenile Justice Department is mandatory.

\*\***First Offense:** Five day suspension, warrant issued, mandatory counseling (public or private).

The student will have the period of suspension to show the school that he/she has started or is prepared to start a counseling program. The student must present to the school a written schedule of the counseling sessions, verified by the counseling center personnel. Written verification must be received by the school from the counseling center when the student completes the program. If the student does not successfully complete the counseling to the satisfaction of the counselor, a recommendation for expulsion will follow.

**Second Offense:** Recommendation for expulsion, warrant issued, mandatory counseling (in accordance with above stipulations) prior to readmission.

**Don't Fight – It's Not Worth the Price....**

**(prices are subject to change as warranted)**

DISRUPTION OF SCHOOL	\$ 895.00
SIMPLE ASSAULT	350.00
Total	\$1,245.00

SUSPENSION OR POSSIBLE EXPULSION  
ARREST, LOSS OF RESPECT

### Dress Code

Student dress and grooming should be neat, clean, and appropriate. The Board reserves the right to bar from school those students whose personal appearance is disruptive to the educational process and orderly operation of the school or presents a health or safety concern. As long as clothes are not disruptive to the educational process, as judged by the administrative team of a school, the attire will be acceptable. Clothing must be worn as the manufacturer intended. In complying with the above, the following guidelines are suggested:

- \* Belts should be buckled, sashes tied, and buttons buttoned, except at the neck.
- \* Shoe laces should be tied, buckled or worn as the manufacturer intended. Shoes that cause undue attention or a health and safety hazard should be avoided.
- \* Clothing, buttons, signs or other adornments which display pictures or language of an obscene nature or are related to the use of consumption of alcoholic beverages or controlled substances should not be worn.
- \* Hats, caps or head scarves should not be worn inside the building.
- \* Wearing sunglasses, with the exception of prescribed ones necessary for correction of medical problems, should not be worn inside the school building.
- \* Students' hair, including any facial hair, should be neat, clean and well groomed.
- \* Clothes must fit appropriately and should be worn with appropriate undergarments. Tank tops, sheer blouses or shirts that cause undue attention should be avoided. Length of skirts and shorts can be no shorter than the longest fingertip with arms fully extended down by your side.
- \* Combs (except for barrette-style combs), hair curlers and picks should not be worn in the hair.
- \* Appropriate shoes are required at all times. Bed slippers are not acceptable footwear.

### Early Dismissals

There will be no early dismissals. Students will be allowed to leave school early only for emergencies. Students will be marked absent from classes in which they do not attend 45 minutes of a 90 minutes class, and 25 minutes of a 45 minutes class..

### Early Graduation

Carvers Bay High School recognizes the value of a complete high school program and the encouragement of academic excellence. Therefore, we will consider early graduation only for students who, at the end of the junior year, will have acquired at least the units of credit required by the State Board of Education for a State High School Diploma.

**Students who wish to graduate early must file a request with the school principal no later than November 1 of each school year.**

Students receiving diplomas during summer school will be eligible to participate in graduation exercises at the conclusion of the summer session.

### Excuses

Excuses should be presented at the attendance office prior to the beginning of school, during both lunches, or after school. Students will not be excused for tardies to class to turn in excuses. Students should turn in excuses within 3 days of returning to school after an absence. Medical excuses must be on legal stationary or have original stamp; **copies will not be accepted.** Credit will be withheld for classes with excessive absences (5 absences for semester courses, 3 absences for half-semester courses and 10 for yearly courses are allowed). CBHS reserves the right to verify any and/or all excuses.

### Fire Drills

Fire drills are held periodically during the year. Students' cooperation is needed to evacuate the building safely. The signal for a fire drill is one long blast on the buzzer. At this time everyone is required to evacuate during a fire drill and follow these procedures:

Walk in a single file through the appointed exit into the yard a safe distance from the building.

Remain outside until the all-clear signal is given. A fire evacuation plan is posted in each room. Students should be familiar with it. One (1) continuous ring will be the signal for the fire drill. A bullhorn and/or whistle will be used in an emergency.

When the fire alarm sounds, students will immediately stand and form ranks of two (2) as they leave the room. No one is to pass another or break the line of march. Running is not permitted. The first students to reach an outside door are to hold it open until all have left the building. No one is allowed to talk.

**ALL EVACUATION PROCEDURES ARE EXPLAINED IN DETAIL BY THE TEACHER AND POSTED IN EACH CLASSROOM; FIRE EXIT INSTRUCTIONS ARE POSTED IN EACH CLASSROOM ON THE RIGHT-HAND SIDE OF THE DOOR.**



### **Food and Drink**

Food and drink are restricted to the lunchroom. No snacks or drinks are allowed in any classrooms or hallways.

### **Grading System**

A - 93-100 average

B - 85-92 average

C - 77-84 average

D - 70-76 average

F - 61-69 assigned

I – Incomplete

WP.....Withdrew Passing

Withdrew passing means students may withdraw from a course within 3 days in a 45-day course, 5 days in a 90-day course, or 10 days in a 180-day course.

WF.....Withdrew Failing

Students who withdraw after the specified time listed above shall be assigned a WF and the F will be calculated in the student's overall grade point average/ratio with a grade of 61.

Final examinations will be a component of each course offered in grades 9-12 and will count as 20% of the final grade. Exemptions will be permitted only in conjunction with IEP stipulations or if the student has an A average in the class and has not exceeded 5 absences for the semester or 10 absences for the year. Final examinations will be preceded by a thorough review of the course content.

Final grades of the high school will be calculated as follows:

1st grading period 20% 3rd grading period 20%

2nd grading period 20% 4th grading period 20%

Final Exam 20%

Numerical grades shall be used on report cards and permanent records in grades 6-12.

In grades k-12, schools will issue report cards for student progress each nine weeks. Interim reports will be issued at the midpoint of the grading period.

### **Graduate Follow-Up Service**

The guidance department tries to maintain an accurate file on graduates and dropouts. At the end of the senior year, each student completes a personal data sheet. Students are urged to report their plans to the guidance department to help in providing accurate information to improve the programs of Carvers Bay High School.

**Graduation Requirements**  
**SC Requirements for Graduation (9-12)**

English/Language Arts	4.0 units required
Math	4.0 units required
Science	3.0 units required
US History and Constitution	1.0 units required
Economics	0.5 units required
US Government	0.5 units required
Other Social Studies	1.0 units required
Physical Education or Jr. ROTC	1.0 units required
Computer Science (including Keyboarding	1.0 units required
Foreign Language 1, 2 or Occupational Ed 1, 2	1.0 units required
Electives	7.0 units required
Total	24.0

**Guidance**

Guidance services are available in Georgetown County to assist students in overcoming problems which impede learning and to provide complete information and guidance in making effective educational, occupational and life plans which hold promise for personal fulfillment as mature and responsible men and women.

Students are encouraged to visit the guidance department between 8 a.m. and 3:30 p.m. on school days. Parents may call the guidance office to discuss problems or to arrange appointments.

Students are urged to contact the counselor when they feel they are experiencing difficulty in a class, need help in planning or adjusting, would like to discuss vocational interests, need an interpretation of various test scores, need to discuss personal problems, or want information about future educational opportunities.

**College Catalogs**

The guidance office has catalogs from all colleges and universities in SC and many from Georgia, Florida, North Carolina, etc.

Students interested in attending any type of institution of higher learning should consult these catalogs. They provide entrance requirements, programs and degrees offered, tuition and dormitory fees. Information is also given relating to loans and scholarships granted by the college or university. If a catalog is not available, the guidance department will furnish you with information to obtain one.

## **Transcripts**

Transcripts of a student's high school record may be prepared and mailed to a college or business firm **ONLY** upon written request. Each student may send two transcripts at no charge; there is a charge of one dollar (\$1.00) for each additional transcript.

## **Gymnasium Rules**

- \* No food or drinks are allowed in the gym at any time.
- \* The gym floor is off limits to anyone wearing hard sole shoes.
- \* No running or playing on the bleachers is allowed.

Students, other than those taking physical education at that particular time, are not allowed in the gym unless they have a prior written excuse from the physical education teacher.

## **Hallways**

Students should walk on the right hand side of the hall and move quickly and quietly through the halls without running, pushing or playing. Loitering in the halls is strictly prohibited at any time.

## **Hall Passes**

No passes will be issued except in cases of emergency or for the purpose of instructional activities assigned by the teachers. Any student out of an assigned class **MUST** have their regularly assigned teacher's hall pass with them. **Students will not leave a class unless it is an absolute necessity.** Any student found in the building or grounds without such a pass, in a location other than specified on the sign-out sheet, or off the most direct route to the class or destination will be disciplined. Only on rare occasions will teachers need students from other classes. When this is necessary, it is the responsibility of the teacher needing the students to make arrangements with the students' teacher. This is not the responsibility of the student. Consequences for not properly signing out and/or violation of being at another location other than the designated area:

1st offense: Overnight Suspension

2nd offense and all subsequent offenses: 1 day suspension

## **Health Room**

The health room is provided for those students who become ill or are injured at school. Students must have written permission (pass) from a teacher or administrator before being admitted to the health room (unless emergency). There will be a sign in/out sheet located in the nurse's station. Students are required to sign in and out of the nurse's station.

Students who are too sick to return to class may go home if parent permission is obtained. Students who leave school/campus through the health room must sign out in the main office. An excuse from either the doctor or parents must be given to the attendance office for classes missed.

Any medicine brought on campus must be taken to the health room and given to the nurse

for dispensing as needed. If the nurse is not available, see Mrs. White. A note from the parent must accompany any medicine to be taken.

Students with special health problems are to report to the school nurse at the beginning of the school term or when such a problem arises. (Special problems include allergies, vision, hearing, diabetes, epilepsy, rheumatic fever, recent surgery, medication or anything that might limit student performance at school.) A physician's note regarding these problems/illnesses should be given to the school nurse to keep on file.

### **Honor Graduates**

Students who have earned at least 28 credits and who have outstanding academic performance will be recognized as Honor Graduates with one of the following accolades: **With Highest Honors**: Students will wear the gold honor cord and tassel as part of their graduation attire. Highest Honors is defined as those students with a cumulative GPA of at least 4.5 or above after the 135th day of their senior year.

**With Honors**: Students will wear the silver honor cord and tassel as part of their graduation attire. Honors is defined as those students with a cumulative GPA of at least 4.0 after the 135th day of their senior year.

The GPA for honor graduates is determined by using the weighted rank and is calculated after the first semester of the 2nd term of the senior year. The valedictorian and salutatorian shall be students who enrolled early enough to be eligible for a report card the first grading period of their junior year and attended continuously until graduation and who have earned at least 28 credits. In case of a tie, co-valedictorians or co-salutatorians will be named.

### **ID Badges**

Students are required to have their ID badges on and visible at all times. ID badges are used for identification and safety purposes and are required to purchase lunch or check out library books. Students will be disciplined accordingly for failure to have their ID badges. **Any alterations made to an ID will make them void.** Additional IDs may be purchased for \$5.00 each in the library. Temporary IDs are \$1.00. Students coming to school without their ID badges may be placed in an alternative educational setting until a parent brings their badge to school or disciplined otherwise by the administration.

### **Illness or Injury**

Students who become ill or are injured at school will get a pass and report to the school nurse. If injury warrants, students will be taken to the emergency room and parents notified. If student is too ill to remain at school, parents will be called.

### **Immunization**

State Law requires that every student have on record a Certificate of Immunization (permanent or temporary). No student will be allowed to enroll at CBHS without this certificate.

### **Initiation**

Initiations are prohibited at CBHS. Anyone involved in an initiation will be suspended for a minimum of 3 days and could be recommended for an expulsion hearing.

### Leaving School

If it is necessary for a student to leave school, the parent or guardian must come to the school to make arrangements. A parent or guardian must pick up students. Once students arrive on school campus, they may not leave until they are properly checked out through the office. Students are to remain in class until a parent comes to pick them up. Students will be called from class to report to the main office when they have been properly checked out. **Students must remain in classes for 35 minutes to be marked present for the class.**

### Locks

A lock will be issued to every student during registration. The student is to keep the lock on his/her locker at all times. Under no circumstances is the lock to be taken off the locker. A missing lock will be charged to the student at a cost of \$8.00 each. Any lost, misplaced, or stolen locks must be paid for in order to receive a new lock.

### Lockers

Students are to go to the lockers only at the beginning of school, during lunch or after school. No student is allowed to go to lockers during class time. CBHS locks should be on lockers at all times. Other locks will be removed.

- \* Lockers should be kept clean and free from trash and papers.
- \* No signs, stickers or writing are allowed on outside of lockers.
- \* Articles of value should never be kept in lockers.
- \* The lock is to be locked and secured at all times.

The school is not responsible for anything missing from the lockers. Lockers are the property of CBHS and are subject to searches at the discretion of the administration.

### Loitering

When leaving one class and going to the next, students are to take the most direct route. When reaching the class, students are to enter the room and remain unless given written permission to leave by the teacher. **THERE WILL BE NO LOITERING IN THE HALLS, CAFETERIA OR THE GYM. THERE WILL ALSO BE NO LOITERING AFTER SCHOOL HOURS. UNAUTHORIZED RUNNING IS NOT PERMITTED IN THE HALLS.** Violation of this policy will be dealt with by the administration.

### Lost and Found

Any article found should be turned in to the office. Students may ask in the office concerning the lost item. The school is not responsible for personal belongings, money, etc. brought to school. **DO NOT BRING EXCESS MONEY OR VALUABLES TO SCHOOL.**

### Lunch Program

Adequate school breakfasts and lunches are provided for students. A La Carte and extra milk are available for purchase.

Students are required to enter the cafeteria by the end of the tardy bell. Depositing food or trash on the floors and tables or leaving trays on the tables will result in disciplinary action. Students are required to use their ID badges for lunch. Cards cannot be shared and cannot be used by anyone other than the rightful owner. According to Federal regulations (USDA) every student must present his/her ID badge to the cashier.

### **Lunchroom**

Any student who is found breaking in the lunch lines will receive appropriate disciplinary action. Any student who fails to return his/her tray to the designated area will be referred to the appropriate grade-level administrator for disciplinary action.

### **Media Center**

The school media center is a pleasant place to read and study. It is open thirty (30) minutes before and after school. **FOOD AND DRINKS ARE NOT ALLOWED IN THE MEDIA CENTER.**

Circulation Policy:

- \* Books are checked out for 2 weeks and may be renewed for another 2 weeks.
- \* Students may not check out other books if they have an overdue book or fines.
- \* Students must pay for lost or damaged books before they can check out other books.
- \* A fine of 5 cents per book per day is assessed for overdue books. Books may be returned and fines paid at a later date in order to make the book available to other students.
- \* Some reference books may be borrowed overnight. Materials borrowed overnight are due back in the media center by the beginning of first block. A fine of \$1.00 per day will be charged for reference items returned late.

### **Marshals and Ushers**

Marshals and ushers for graduation exercises are the top ten students from the Junior Class, based upon the 135th day weighted academic averages. The four marshals are the four juniors who have the highest five-term academic averages. The six ushers are the juniors who have the highest academic averages based on the 135th day.

### **Miss Carvers Bay High School**

Miss Carvers Bay High candidates may not be married and must have attended CBHS at least one year prior to the contest.

### **Moment of Silence**

A moment of silence is to be observed immediately following the Pledge of Allegiance each day.

### **National Honor Society**

The CBHS Chapter of the National Honor Society includes juniors and seniors who meet and maintain certain standards as set forth by the National Council: scholarship (GPA), leadership, service and character. Students must achieve and maintain a 3.7 GPA, demonstrate leadership within the school and/or community, provide service to the school or community and exhibit exemplary character. The Faculty Council will make final decisions about selection for membership.

### **Parent - Teacher Conferences**

If a parent desires a conference with a teacher, the parent should call the teacher (558-6920) to arrange a convenient time for the conference during the teachers' planning period.

### **Physical Education**

All students must participate in physical education or the equivalency in MCJROTC. It is strongly urged that the student visit his family doctor for a complete physical examination before entering school. If any limitation is to be placed on participation in physical education, a written statement should be presented which clearly sets forth the limitations and is signed by the family doctor. This statement will be made a part of the student's record. Students who fail to dress out and participate without a doctor's statement will be dropped from physical education.

### **Pledge of Allegiance**

The SC Legislature has passed a bill requiring the Pledge of Allegiance to be said in all of the schools in SC. Students and others do not have to participate and cannot be penalized for their decision.

### **Principal's Discretion**

The principal has the discretion of making policy changes/updates as needed concerning agenda items, disciplinary actions, etc.

### **Prohibited Articles**

Students may not have any articles which may be hazardous to the safety of others. Such articles would be paging devices, telephones, pocketknives, sharp objects or weapons of any kind.

### **Profanity**

The use of profanity, obscene language and/or gestures **will not be tolerated** at Carvers Bay High School. Excessive profanity will result in immediate suspension and possible recommendation for expulsion from school, based on the discretion of the administration.

### **Promotion and Retention**

Students must successfully complete 80% of the course objectives with a minimum of 70% accuracy in English, mathematics, science and social studies courses and receive a passing

grade to pass a course.

Classification: The following requirements must be met in order to receive a Georgetown County School District diploma.

To be classified as a sophomore, a student must have earned a minimum of four units. Those units must include at least one unit in English, one unit in math, and one unit in social studies.

To be classified as a junior, a student must have earned a minimum of 12 units. Those units must include two units of English, two units of math, two units of social studies, and one unit of science.

To be classified as a senior, a student must have earned a minimum of 20 units. Those units must include three units of English, three units of math, three units of social studies, and two units of science.

No student will be assigned to the senior class unless eligible for graduation at the end of that academic year. Students will be classified only at the beginning of a school year.

### **Property**

Students should take pride in the appearance of CBHS. As members of the school community, students assume responsibility for proper care of all school property. All damages should be avoided.

### **Public Display of Affection**

Public displays of affection are not allowed. Public displays of affection are defined as, but not limited to, hugging, kissing, sitting on laps, etc. Violators will be referred to the appropriate administrators.

### **Schedule Changes**

When students choose a course, they are expected to complete the course. A schedule change will be made only if one of the following criteria applies and is verified by the guidance office:

The student has already passed this course.

The student has been placed in the incorrect level of the course.

### **Solicitation**

Students are not allowed to distribute materials without permission from the principal. No outside clubs or organizations will be allowed to solicit at CBHS.

### **Student Correction**

Faculty and staff members have the authority and the responsibility to correct any student he/she feels needs correcting. Students must respect all staff members.



### **Students Remaining After School**

Any student remaining after the regular school day must be under the direct supervision of a faculty/staff member. This means that the student must be in the presence of the faculty/staff member responsible. Students will not be allowed to remain unsupervised at school in order to attend or participate in extracurricular or athletic events.

### **Student Withdrawal and Transfer**

Students withdrawing or transferring from school must pick up a withdrawal form and have it completed before withdrawing or transferring, return all books, etc. and pay all outstanding fees. The students must have the permission of a parent. No transcripts will be furnished until this process is completed.

### **Tardies to School/Class**

Students are expected to be on time to school and to all classes and will receive a tardy each class period they do not arrive at class before the tardy bell rings. This includes arriving to school and being in class before the tardy bell rings. Exception: If a note from the doctor's office for that day is presented at the time of arrival to school or if a parent or guardian takes the initiative to enter the school and explain the circumstances to the attendance officer, the tardy will be excused. No students will be allowed to enter class late without a statement from the attendance office. Tardies are cumulative for each semester.

Consequences for unexcused tardies:

1<sup>st</sup> offense-Warning

2<sup>nd</sup> offense-Call to parent

3<sup>rd</sup> offense-1/2 day in ISS

4<sup>th</sup> offense-1 day in ISS

5<sup>th</sup> offense-2 days in ISS

6<sup>th</sup> offense-1 day OSS

### **Morning Tardy Policy**

If a student receives 5 morning tardies (tardy to school), their driving privileges and or car-riding privileges will be revoked and 1 day OSS. The student will receive 1 day OSS for every tardy after their 5th morning tardy.

### **Telephone**

School phones are NOT to be used except in case of emergencies. The office staff can only relay messages to students when the message is of extreme importance or emergency in nature. Students are not allowed to have cellular phones while on school campus; if found, they will be taken and not returned until the end of the school year.

### **Textbooks**

Textbooks are owned by the State Department of Education, and each student is responsible for textbooks issued to him. Students should check the textbooks carefully when

issued and be sure the teacher is aware of any previous damage or abuse to the textbooks. All basic texts are loaned to students for their use during the school year. The students pay for other supplies. Textbooks are to be kept clean and handled carefully.

Textbooks are recorded by state barcode and issued to respective students. Students will be required to pay for lost or damaged books. Lending or borrowing state textbooks is discouraged.

If a textbook is lost, a student should check immediately with the subject teacher. Any textbooks turned in to the office will be returned to the subject teacher or to the bookroom.

**Students must pay for lost or damaged textbooks.**

### **Tobacco Products**

The Carvers Bay High School grounds and facilities are 100% smoke free.

### **Tornado Drills**

#### **Tornado Secondary Shelter Assignments**

Signal: The move-to-shelter signal will be by a prolonged blasting of an air horn.

Shelters are assigned:

Students in main building should move quickly to the same areas designated as secondary shelter areas.

Students in the shop area should move quickly into their respective tool rooms and instructor's office.

#### **Tornado Evacuation**

The signal to evacuate the building will be the continuous ringing of the school bell or the blowing of a referee's whistle. Evacuate the building using routes designated as a post-tornado evacuation route.

Note: It is important for safety reasons that everyone should be orderly and quiet. Silence should be maintained so that communications to and from the emergency control center will remain open.

### **Transportation to Extracurricular Activities**

The school has an activity bus for transporting students to and from extracurricular activities. A licensed driver will transport all students on this vehicle or a state-owned school bus. Only students and faculty members will be transported since only students and faculty members are covered by school insurance.

### **Visitors**

Students are not permitted to bring visitors to school. Anyone coming on school grounds, other than CBHS students, must report to the office immediately.

**CARVERS BAY HIGH SCHOOL**  
**Work Ethic Expectations for Students**

We expect the following:

Attendance - We expect students to be dependable, to be absent only for illness or emergency, and to personally clear with school authorities to get “pre-excused” any absences other than illness or emergency.

Classroom Work Habits - We expect students to be:

On Time - with appropriate supplies, materials, and equipment to do the job.

Prepared - having given appropriate study, time, and effort to the assigned lesson.

Positive Workers who can work both independently and cooperatively without having to be told what to do next and to turn out a quality product before the deadline.

Homework Habits - We expect students to carry their books home, complete all assignments and be prepared for the following day at school.

Extra Effort - We expect students to readily volunteer to go beyond what is required, to take on new challenges like a “life-long learner” would, and to be of service to others.

Personal Responsibilities - We expect students to take complete personal responsibility for courtesy and manners—and for the way they look, talk, and act in school.

**Student/Parent Commitment Statement**

I understand the Work Ethic Expectations of Carvers Bay High School.

I sincerely commit to the very best of my ability to meet or to exceed these expectations and to cooperate to provide an environment where learning is an essential part of my daily commitment to Carvers Bay High School.

Student’s Signature: \_\_\_\_\_

Parent’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Student Handbook is only available online at <http://cbh.gcsd.k12.sc.us>.

**Carvers Bay High Alma Mater**

Far above all other high schools

Proudly does she stand

Carvers Bay our alma mater

Noblest in the land

In the hearts of all her students

She stands first and last

Great and good her glowing future

Bears we hold thee fast

Refrain: High we hold her crimson banner

Never shall it fall

Carvers Bay our alma mater

Noblest of them all