

Student Code of Conduct 2012-2013

Charleston County School District
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Charleston, SC 29401
(843) 937-6300

www.ccsdschools.com

Charleston County School District
75 Calhoun Street
Charleston, SC 29401

Nancy J. McGinley, Ed.D., Superintendent of Schools

**CHARLESTON COUNTY SCHOOL DISTRICT
BOARD OF TRUSTEES**

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Secondary Learning Community	Mr. Louis Martin
Innovation Zone	Dr. James Winbush
Academic and Instructional Support	Dr. Lisa Herring

Important Numbers (All of the numbers below use (843) area code.)

Academic and Instructional Support	937 - 6425
Access and Opportunity	937 - 6465
Adult & Community Education	746 - 6500
Community Education	743 - 2556
Department of Exceptional Children Services	937 - 6500
Durham Bus Services	725 - 3160
ESOL (English Speakers of Other Languages)	514 - 2199
Office of Communications	937 - 6303
Office of General Counsel	937 - 6515
Office of Nursing Services	745 - 2184
Office of Security and Emergency Management	746 - 7404
Office of Student Placement	937 - 6533
Professional Development & Instructional Support	937 - 6465
Public Affairs and Volunteers	937 - 6506
Public Relations and Community Outreach	937 - 6578
Student Intervention Services	852 - 6524

District Offices (Residency Information and Constituent Board Contact)

Districts 1 & 2 - McClellanville & East Cooper	849 - 2878
Districts 3 & 4 - James Island & North Charleston	745 - 7150
Districts 9 & 20 - John's Island & Downtown Charleston	937 - 6513
District 10 & 23 - West Ashley & Hollywood, Edisto, & Ravenel	937 - 6300

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Welcome to the 2012-2013 academic year, CCSD students and families!

In May 2012, we released *Charleston Achieving Excellence: Vision 2016*. This next phase of the district’s strategic plan is built on what has been working so that we can aim higher and place a laser-like focus on closing the achievement gap. It has established bold achievement goals with annual targets, all aimed at transforming the lives of our students and future of our community.

Your support is incredibly important to your child’s success. The *CCSD Code of Conduct* is an important tool designed to help you become familiar with the district’s policies and regulations—all aimed at promoting student safety and achievement.

With excellence as our standard, we ask that every student, parent, and guardian read and understand this Code. **After reviewing the Code of Conduct, please sign the detachable form inside the front cover and return it to the school.** I encourage you to discuss the Code with your family and use it as a reference throughout the school year.

Vision 2016 is rooted in the core belief that—with the right supports, high expectations, and great teaching—every child can graduate from high school with the skills to succeed in college, the workforce and life. With this as our guide, I look forward to working with you in the 2012-2013 academic year!

Nancy J. McGinley, Ed.D.
Superintendent of Schools

MISSION

The mission of the Charleston County School District, a dynamic system of challenging educational choices, is to increase student achievement overall and close achievement gaps in order to prepare all students to compete in a global economy and make a positive contribution to our community and nation.

VISION

Every child will graduate from CCSD with the critical skills and knowledge necessary to succeed in college and the 21st Century global workforce.

VALUES

Results

We will prioritize student achievement outcomes in everything we do, and align every strategy and action with a measurable goal.

Access

All students—held to the highest expectations imaginable—will be provided with excellent instruction, enrichment opportunities, and challenging courses. Parents will be empowered with a full portfolio of great school choices.

Partnerships

Student success relies on partnerships between schools, families, and communities. We will encourage transparency, collaboration and feedback, and strengthen partnerships with every person, agency, and organization invested in our students.

Diversity

We see diversity as a strength and an asset. Fostering an environment of dignity and respect, our students will be prepared for a competitive world and our employees will represent the community that we serve.

OUR GOALS

1. Close the achievement gap
2. Elevate achievement overall
3. Raise the graduation rate

Positive School Climate

CCSD emphasizes proactive strategies for defining, supporting, and teaching appropriate behaviors to create a positive school climate. Creating an orderly and positive school climate is key for a successful education. To better promote improved student behaviors, the CCSD Student Code of Conduct now promotes character traits essential for students to demonstrate success in social and academic settings.

Expected Character Traits

These positive character traits are the cornerstones of good character and should be modeled and maintained by students!

Respect

Showing high regard for self, others, and property

Responsibility

Being accountable for individual behavior

Compassion

Showing concern for the well-being of others

Honesty

Being truthful in word and action

Equality

Demonstrating impartial, unbiased, and equitable treatment for all

Citizenship

Being an informed, responsible, and caring participant in the community

Courage

Doing the right thing in the face of difficulty and following the conscience instead of the crowd

Perseverance

Staying the course and not giving up; demonstrating commitment, pride, and a positive attitude in completing tasks

Integrity

Acting in a way that is fair, just, and moral

Patience

Waiting until later for what you want right now

Registering Your Child for a CCSD School

Policy JFAAA Assessing Legal Residence and Domicile

Students who live in Charleston County and are seeking admission to a school or special school program must verify where they live. A student's residence is the place where he/she is physically present and regards as home.

A student's residence shall be verified not later than the date the student is admitted to the school. A school may also choose to verify residence at the time a student applies for admission for those schools which have an application process.

Once a student has been admitted, it shall be necessary for the student to re-establish residence each year.

Visit or call your child's assigned neighborhood school or the charter or magnet school you would like your child to attend in order to schedule an appointment. Ask about required applications, forms, or additional required documents.

Special circumstances

If your family is living in a special situation such as in a shelter, motel, vehicle, campground, on the streets, in an abandoned building, trailer, inadequate accommodations, or is doubled-up with friends or relatives because you cannot find or afford housing, please inform the school's admissions personnel to gain assistance with enrollment.

If a student is not living with a parent/legal guardian, other primary caregiver, or in a secondary residence, any adult resident of the district with whom a student lives must provide an affidavit as required by law to show that the child is residing with the adult.

If you are unsure of the neighborhood school to which your child would be assigned or need more information, please call the Organizational Advancement Department at (843) 937-6401 or visit the CCSD website.

Parent Involvement

Parent Responsibilities as outlined in the South Carolina Code of Regulations, SECTION 59-28-180:

Parent involvement influences student learning and academic performance; therefore, parents are expected to:

- uphold high expectations for academic achievement;
- expect and communicate expectations for success;
- recognize that parental involvement in middle and high school is equally as critical as in elementary school;
- ensure attendance and punctuality;
- attend parent-teacher conferences;
- monitor and check homework;
- communicate with the school and teachers;
- build partnerships with teachers to promote successful school experiences;
- attend, when possible, school events;
- model desirable behaviors;
- use encouraging words;
- stimulate thought and curiosity; and
- show support for school expectations and efforts to increase student learning.

School Achievement Begins With Regular Attendance

Parents/guardians must ensure that all school-age children in their care are in school and on time every day.

Students have the responsibility to be on time and attend all classes.

All absences require a written explanation from the parent/guardian within three (3) school days of return from the absence. Written explanation of absences must include the student's name, parent/guardian's full name, address and telephone number(s), dates of absence(s), and documentation of the reason for absence.

Absences in excess of ten days per year will not be considered excused with a parent/guardian note unless they are accompanied by official medical or legal documentation.

Lawful Absences (Excused)

- Illness of the student
- Medical or dental appointment
- Court appearance or court ordered activity
- Death in the immediate family
- Observance of a religious holiday
- Activities approved by the administrative team
- Extenuating circumstances as determined by the principal

Unlawful Absences (Unexcused)

Absences from school, including absence for any portion of the day, shall be considered **unlawful** under the following conditions:

- Absence from school without the knowledge of their parents
- Absence from school without acceptable cause with the knowledge of their parents
- Home-bound or bomebased students who are not available for planned sessions

Important Notes:

Suspensions are not counted as unlawful for truancy purposes. A deadline will be imposed for the work to be made-up and the responsibility for getting and completing assignments will be on the student.

Students are not considered absent in the following cases:

- Approved school field trips
- Students late due to bus problems
- Students assigned to in-school suspension program

Students previously enrolled in the district and those residing in the state who are entering for the first time shall be counted unlawfully absent (for promotion and credit consideration) for each day missed due to late enrollment.

Tardiness

It is very important that students be on time at the beginning of the school day. Schools are required to admit students regardless of their arrival time. However, students who report late are required to report to the appropriate administrative office to obtain a late pass before being admitted to any classroom or other school area. Reporting to the office is very important in making sure that the student is recorded as present. Students are required to follow their school's tardy policy. **Excessive tardiness will result in disciplinary action.**

Early Sign-Outs

When a student is signed out early on an ongoing basis, his/her academic performance may be negatively impacted. Parents/guardians are strongly encouraged to ensure that children in their care are in school for the full day every day. Signing out early may count toward establishing a pattern of non-attendance. Students who have excessive early sign-outs will be addressed on a case-by-case basis by school administration.

What does the South Carolina law say about student attendance?

South Carolina Code of Laws Section 59-65-10 (as amended) reads:

All parents or guardians shall cause their children or wards to attend regularly a public or private school ~ of this State ~ from the school year in which the child or ward is five years of age before September first until the child or ward attains his seventeenth birthday or graduates from high school. All children are required to attend a public or private kindergarten beginning at age five. If parents choose not to send their children to kindergarten, they must sign a waiver, which may be obtained at the local school.

South Carolina Code of Laws of Section 59-65-20

Any parent or guardian who neglects to enroll his child or ward or refuses to make such child or ward attend school shall, upon conviction, be fined not more than fifty dollars or be imprisoned not more than thirty days; each day's absence shall constitute a separate offense; provided, the court may in its discretion suspend the sentence of anyone convicted of the provisions of this article.

South Carolina Code of Laws of Section 59-65-70

If the court determines that the reported absence occurred without the knowledge, consent, or connivance of the responsible parent or guardian or that a bona fide attempt has been made to control and keep the child in school, the court may declare such a child to be delinquent and subject the provisions of the law in such cases.

South Carolina Code of Laws of Section 16-17-510

It is unlawful for a person to encourage, entice, or conspire to encourage or entice a child enrolled in any public or private elementary or secondary school of this State from attendance in the school or school program or transport or provide transportation in aid to encourage or entice a child from attendance in any public or private elementary or secondary school or school program. A person who violates the provisions of this section is guilty of a misdemeanor and, upon conviction, must be fined not more than one thousand dollars or imprisoned not more than two years, or both.

Truancy: Three Levels

Truant

A child, at least 6 but not yet 17 years old, who has **accumulated three consecutive unlawful absences or a total of five unlawful absences**

Habitual Truant

A child, at least 12 but not yet 17 years old, who **(1)** fails to comply with the intervention plan developed by the school, the child, and the parents or guardians, **and (2)** accumulates two or more additional unlawful absences

Chronic Truant

A child, at least 12 but not yet 17 years old, who **(1)** has been through the school intervention process; **(2)** has reached the level of a habitual truant and **has been referred to family court and placed under an order** to attend school; and **(3)** continues to accumulate unlawful absences

What happens if my child has unlawful absences?

1. School personnel must communicate any attendance problems or concerns to parents/guardians in a timely manner. When a student accumulates three (3) unlawful absences, the school notifies the parent or guardian by telephone or mail.
2. When a student accumulates three (3) consecutive or a total of five (5) unlawful absences the principal or designee will complete a truancy investigation.
 - a. A conference is required with student and parent or guardian to develop a truancy intervention plan designed to improve student attendance and eliminate unlawful absences.
 - b. A written truancy intervention and attendance contract should be signed by all participants with a copy provided to the parent and student.
3. When a student accumulates seven (7) unlawful absences the school will update the truancy intervention plan, indicate why the plan was unsuccessful, and make amendments as needed.
4. The student's absences will be monitored. If a student continues to be unlawfully absent, a truancy referral is made to the Office of Student Placement, and a district level conference will be scheduled.
5. In the event that unlawful absences continue following the district level conference, the case will be reviewed for additional interventions and/or further action. The case may be referred to the Department of Social Services, the Ninth Judicial Circuit Solicitor's Office for participation in Family Court, or other interventions.

What should I do if I am having problems getting my child to attend school?

1. Talk to your child to find out why he/she does not want to attend.
2. Try to resolve any issues that may be causing your child not to want to attend.
3. Call the school for assistance.

Attendance Requirement for Promotion and/or Credit

All students previously enrolled in the district and those residing in the state who are entering for the first time shall be counted unlawfully absent for each day missed due to late enrollment.

All absences are defined as lawful or unlawful. Students having a lawful absence shall be permitted to make up work missed during the absence. Absences determined as unlawful will not entitle a student to make up work missed during the time of the absence. Principals may use discretion in permitting students to make up work.

K – 8

Students in kindergarten through eighth grades missing more than 50% of the instructional day will be counted as absent for the day. Students in grades K-8 may not be eligible for promotion if they have more than ten absences in one school year.

High School

High school students will be counted absent for a full period if they miss more than half of the period. The principal may determine the lawful or unlawful nature of the absences.

Students in grades nine through twelve must attend eighty-five (85) days of each ninety (90) day semester to receive a half credit,

OR

Eighty-five (85) days of a four by four course to receive one credit,

OR

One hundred seventy days (170) of a yearly course to receive one credit.

Appeal Process for Denial of Credit

Consistent with state regulations, parents/guardians have the right to appeal attendance violation decisions and/or to question the school records regarding attendance. The appeal should be made in writing to the school principal. The decision of the principal may be appealed to the Associate Superintendent. The decision of the Associate Superintendent may be appealed to the Constituent Board by written request for appeal within ten (10) days of receipt of the decision of the Associate Superintendent.

The decision of the Constituent Board may be appealed to the CCSD Board of Trustees in writing within ten (10) days following the date of notification.

Things that WE can do TOGETHER to help increase students' attendance:

- Encourage students to keep up with their school work, so they don't become overwhelmed and disinterested in school.
- Schedule appointments and obligations outside of the school day. If students must attend an appointment during the school day, make sure they attend at least half of the day.
- Encourage students to get a well-balanced diet, the required amount of sleep, and some exercise.
- Give students opportunities to become connected to others through school activities.

Transportation and Bus Behavior

CCSD provides a countywide system of school bus transportation. This extensive system involves transportation of many thousands of students between their homes and school each day.

Policy EEAEC Student Conduct on Buses

Safety is of prime importance for our students as we transport them to and from school and school-sponsored activities. Safety requires the cooperation of students, parents/legal guardians and school personnel.

Charleston County School District charges students with the responsibility of conduct that shall result in safe transportation, respect for school personnel and respect for other students. The school bus is an extension of school activity. Therefore, the board expects students to conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. All bus riders must cooperate fully with the bus driver and observe the bus rules.

The principal or his/her designee 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.

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular and extracurricular events. Charleston County School District may use video cameras to monitor student behavior. The district may use videotapes as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administrative regulations.

Students are expected to observe rules for safety and courtesy as follows:

1. At the Bus Stop
 - Arrive at the assigned stop before bus pick up
 - Wait for the bus in a safe place
 - Wait in a quiet and orderly manner
 - Be respectful and aware of traffic
 - Stay off private property
2. On Bus Arrival
 - Allow the bus to come to a complete stop before attempting to board
 - Cross only in front of the bus
 - Board the bus single file in a quiet and orderly manner
3. On the Bus
 - Follow the instructions of the bus personnel
 - Be respectful of all people
 - Use appropriate language
 - Keep the bus neat and clean
 - Stay in seat while bus is moving
4. Exiting the Bus
 - Remain seated until the bus comes to a complete stop
 - Exit in a safe and orderly manner at your assigned bus stop
 - Cross only in front of the bus

Consequences for Infractions Related to Transportation include, but are not limited to:

Parent Conference	Assigned Seat
Student Conference	Bus Suspension
Seat Change	School Suspension (when applicable)

Note: Serious disruptive behavior may result in bus suspension for the remainder of the year.

Dress Appropriately

The administration in each school has the discretion to determine proper or improper dress. Students who are found to be in violation of the dress code are subject to disciplinary action. Please refer to your school's dress code for further clarification.

Appropriate dress, appearance, proper behavior, and cleanliness are vital to each member of the school community. Wearing appropriate dress to school promotes a positive influence on the school climate.

Clothing

- All clothing is to be worn appropriately and in the manner for which it was designed.
- Pants should be worn at waist level.
- Undergarments shall not be exposed at any time.
- Profanity, obscenity, violence, weapons, or symbols of hate are prohibited.
- Promotion or display of alcohol, tobacco, and drugs is prohibited.
- Bare skin between upper chest and mid thigh should be covered by clothing.
- Clothing shall be free of inflammatory, suggestive, racial, or other inappropriate writing, advertisement, or artwork.

Shoes

- Shoes must be worn at all times.

Headwear

- Headwear should only be worn for health, safety, or religious reasons.

Examples of inappropriate dress:

- Loungewear or pajamas
- See-through clothing
- Backless or strapless blouses or dresses
- Halter tops, strapless tops, bare-shouldered tops, or spaghetti straps
- Hats, caps, combs, picks, or sunglasses
- Bedroom slippers
- Clothing, jewelry, accessories, and/or manner of grooming which by color, arrangement, trademark, symbol, or any other attribute indicates or implies gang membership or affiliation with such a group

Extreme clothing or accessories that would interfere with the learning process, cause a disruption of the educational environment, or be a health or safety hazard are prohibited.

Board of Trustees Code of Conduct Policies

Policy JIC Student Conduct

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and all school district employees, their language, their dress and their manners. The board believes self-discipline is an interpersonal goal of public education.

Students have a responsibility to know and respect the policies, rules and regulations, as defined in the student Code of Conduct of Charleston County School District and the schools they attend. Violations of such policies, rules and regulations shall result in disciplinary actions.

The Board directs the administration to establish a student code of conduct and schoolwide progressive discipline plan to create and preserve conditions essential to orderly operation of the schools. The board authorizes its school authorities to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy.

Policy JICDA Code of Conduct

The Superintendent and the Board of Trustees shall implement the CCSD Code of Conduct and discipline to achieve and maintain order in the schools. In the student code of conduct, the board and the administration offer a list of offenses along with the required or recommended dispositions for the information of students, parents/legal guardians and school personnel.

Disciplinary actions shall include appropriate hearings and review. The removal of a student from the learning environment shall occur only for just cause and in accordance with due process of law. The administration shall consider extenuating circumstances when taking disciplinary action.

The student code conduct is effective under the following circumstances:

- on the school grounds during and immediately before or immediately after school hours
- on the school grounds at any other time when the school is being used by a school group
- off the school grounds at a school activity, function or event
- en route to and from school on a school bus or other school vehicle

Code of South Carolina

Notice of Regulations: Upon admission to school, each student shall be given a copy of these rules and a form of acknowledgment to be signed by the parents/guardians and returned to school.

Legal Authority:

The Board of Trustees of the Charleston County School District is required by the State Statute (see Sections 59-15-40, 59-19-90 et. seq. and 59-63-210 et. seq. Code of Laws of South Carolina, 1976, and Act No. 340 of the Acts of 1967) to make and adopt rules setting forth standards of scholastic achievement and standards of conduct and behavior that must be met by all students as a condition to the right of such students to attend schools in this District. The rules shall take into account the necessity of proper conduct on the part of all students and the necessity for scholastic progress in order that the welfare of the greatest number of students shall be promoted, even though such rules may result in the ineligibility of students who fail to observe the required standards and may require the suspension or permanent dismissal of such students.

Application of Code Jurisdiction:

The Code of Conduct and its provisions are in effect during regularly scheduled school hours as well as at such other times and places, including, but not necessarily limited to: school-sponsored events, field trips and athletic functions where appropriate public school administrators have authority over students or the behavior has a direct effect on the order and general welfare of the school.

Provisions of this Code of Conduct regarding Vandalism and/or Destruction of School Property and Theft of School Property are applicable whether or not school is open or in session at the time the offense is committed.

State Statute 59-24-60 Law Enforcement Notification:

In addition to other provisions required by law or by regulation of the State Board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored activity which may result or results in injury or serious threat of injury to the person or to another person or his property as defined in local board policy.

Please note that school personnel no longer have discretion regarding calling the police. This statute means just what it says, "Must contact law enforcement authorities immediately."

Search of Persons and Property Without Probable Cause

In accordance with the laws of the State of South Carolina, any person entering the premises of any school shall be deemed to have consented to a reasonable search of his or her person and effects.

School principals or their designees may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels with or without probable cause.

Any weapons, alcohol, stolen property, contraband or controlled substances found in such search shall be seized by the school official, the appropriate police agency notified, and the student recommended for disciplinary actions. Failure to cooperate may result in a recommendation of expulsion for a student and the appropriate police agency shall be notified.

CCSD Student Code of Conduct: Offenses and Possible Actions

Level 1	<p><u>DISORDERLY CONDUCT</u> adversely affects a student's educational progress. Level One offenses should be handled by the teacher. In cases of multiple offenses, Level Two options may be used and/or a referral to the Core Team.</p> <p>Classroom Level Interventions and Consequences</p> <ul style="list-style-type: none"> • Warning (written or verbal) • Letter of apology • Loss of privileges • Teacher conference with student • Seat change • Mentoring • Student Problem-Solving Worksheet • Written reflection about incident • Other teacher interventions • Referral to Core Team • Behavior contract • Guidance referral for individual and/or small group intervention • Parent contact (phone, letter, conference) • Teach/reteach behavior expectations • Confiscation of unauthorized items • Before or after school detention • Reinforcement of appropriate behaviors • Teacher detention • Temporary removal from class
2	<p><u>DISRUPTIVE CONDUCT</u> significantly disturbs the positive learning environment and/or endangers the health or safety of oneself or others. Some instances of Disruptive Conduct may overlap with certain criminal offenses, justifying both administrative and legal sanctions.</p> <p>Appropriate When Conduct Meets Criteria For Disruptive Conduct Or When Level One Interventions/Consequences Have Become Ineffective</p> <ul style="list-style-type: none"> • Parent/guardian notification required • Any of the interventions and consequences in Level One • Administrator/teacher/parent/student conference • Parent/guardian shared responsibility • Conditional suspension • Administrative detention • In-school suspension • Out of School Suspension (up to 5 days) • Referral to Core Team • School Probation • Community service assignment • School/yard/cafeteria detail • Loss of participation privileges (including parking) • Saturday school • Restitution of property and damages • Referral to Law Enforcement • Referral to outside agency • Referral to the Office of Student Placement as a frequent offender
3	<p><u>CRIMINAL CONDUCT</u> occurs in offense(s) which significantly disrupt the learning environment or pose a direct and serious threat to the safety of oneself or others. These activities require administrative action and may require action by law enforcement, Office of Student Placement, Associate Superintendent, or the Constituent District Board.</p> <p>Appropriate When Conduct Meets Criteria For Criminal Conduct Or When Level Two Interventions/Consequences Have Become Ineffective</p> <ul style="list-style-type: none"> • Parent/guardian notification required • Interventions and consequences from Levels One and Two • Restricted Activity • Assignment to Twilight • Mandated Community Service at the school or in the community (no less than 30 hours) • Loss of Participation in School Events (i.e.: Athletics, Prom, Graduation, etc.) • Extended suspension (with approval from the Associate Superintendent) • Referral to District and/or community-based alternative programs • Referral to the Office of Student Placement • Recommendation for expulsion • Repeat Level 3 offenders will automatically be referred for expulsion

Levels of Offenses		Levels		
Code	Offenses (See pages 17-21 for additional information.)	1	2	3
001	Aiding Others	•	•	
680	Alcohol/Liquor Law Violation			•
500	Arson			•
510	Assault, Aggravated			*
520	Assault, Simple			•
003	Bite/Pinch/Spit	•	•	
260	Bomb Threat			•
530	Bribery (for lesser offense see Dishonesty)			•
651	Bullying (see also Threat - lesser offense)			•
540	Burglary			•
340	Bus Violation		•	
190	Cheating	•	•	
220	Computer Violation		•	•
407	Confrontation/Altercation		•	
004	Contraband	•	•	
430	Contract Violation		•	
170	Cutting Activity		•	
160	Cutting Class		•	
150	Cutting School		•	
652	Cyber Bullying			•
005	Detention Violation		•	
006	Dishonesty	•	•	
420	Disrespect		•	
007	Disrupting Class	•	•	
560	Disturbing School (for lesser offense see Major Disruption)			•
280	Dress Code Violation	•	•	
305	Driving Violation		•	
570	Drug Distribution			*
580	Drug Possession			•
008	Drug Violation		•	•
590	Embezzlement			•
400	Excessive Noise	•		
600	Extortion			•
275	Failure to Complete Work	•		
009	Fighting		•	•
350	Fire Alarm			•
010	Fireworks		•	•
011	Forgery			•
620	Fraud			•
630	Gambling			•
250	Gang Activity			•
410	Hall Pass Violation	•		
012	Harassment (lesser offense of Intimidation)		•	
014	Hit/Kick/Push	•	•	
640	Homicide			*
405	Horseplay	•	•	

*School Crime Incident Report Required

Levels of Offenses Continued		Levels		
Code	Offenses (See pages 17-21 for additional information.)	1	2	3
360	Identification Violation	•		
015	Inappropriate Affection	•	•	
017	Inappropriate Behavior		•	•
016	Inappropriate Language	•	•	
018	Inappropriate Materials	•	•	
022	Inappropriate Physical Contact		•	
019	Indecent Exposure		•	•
650	Intimidation (for lesser offense see Threat)			•
660	Kidnap/Abduction			*
670	Larceny/Theft			•
320	Leaving Class	•	•	
310	Leaving School		•	
370	Littering	•		
240	Loitering			•
020	Major Disruption (lesser offense of Disturbing School)		•	
021	No form return	•		
290	Obscene Gesture	•	•	
200	Off Limits (Out of Area)	•	•	
700	Other Offenses			•
300	Parking Violation		•	
330	Phone Violation	•	•	
710	Pornography			•
380	Probation Violation		•	
210	Profanity	•	•	
023	Property Misuse		•	
720	Prostitution			•
270	Refusal to Obey	•	•	
730	Robbery			•
024	Running	•		
013	Sexual Harassment			•
610	Sexual Offense - Forced			*
690	Sex Offense - Non-Forced			•
740	Stolen Property			•
180	Tardy	•		
027	Threat (lesser offense of Intimidation)	•	•	
028	Throwing Objects	•	•	
230	Tobacco		•	
151	Truant		•	
152	Truant - Habitual			•
153	Truant - Chronic			•
390	Unauthorized Device (Forbidden)	•	•	
029	Urination		•	
760	Vandalism			•
770	Vehicle Theft			•
789	Weapons (Specify Type, See pg 29)			*

*School Crime Incident Report Required

Offense Descriptions

To maintain a safe and orderly environment students have the responsibility to engage in behaviors that support a positive educational setting. The following pages define the offenses listed on pages 15-16 in greater detail.

Aiding Others: A person who assists in or supports the commission of an offense and who usually has knowledge before or after the fact.

Alcohol/Liquor Law Violation: Violation of laws prohibiting sale, purchase, barter, transportation, possession, distribution, consumption, or being under the influence of alcoholic beverages (See Page 28)

Arson: To unlawfully and intentionally damage or attempt to damage any real or personal property by fire

Assault - Aggravated: (Criminal) An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner or the victim suffers obvious severe or aggravated bodily injury

Assault - Simple: An unlawful physical attack by one person upon another where the offender neither uses nor displays a weapon and the victim does not suffer obvious severe or aggravated bodily injury

Bite/Pinch/Spit: To cut, wound, or tear with the teeth; to constrict or squeeze painfully; to eject saliva from the mouth

Bomb Threat: Indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity

Bribery: Offering, giving, receiving, or soliciting of money or other items of value to sway the judgment or action of a person

Bullying: Repeated, conscious, willful, and deliberate intent to antagonize or distress someone else; a direct or indirect behavior over a period of time that makes a person feel unsafe or uncomfortable. (See pg 23)

Burglary: Unlawful entry or attempt to unlawfully enter a building or other structure with the intent to commit a felony or theft

Bus Violation: Conduct or behavior which interferes with or endangers the orderly, safe, and expeditious operation of a school bus

Cheating: Providing, receiving, or viewing answers to assignments, quizzes, or tests; accessing academic materials without permission

Computer Violation:

Non-Criminal: Unauthorized or inappropriate use of computers or use of computer resources without permission; unauthorized modifications of school system computers that do not permanently damage the system resources

Criminal: Using school computers to commit a criminal act such as hacking into servers, altering school data, etc.; purposely damaging school system computer resources

Confrontation/Altercation: An exchange of words between students resulting in conflict; a heated or angry dispute; a noisy argument or controversy

Conspiracy: Joining in an agreement to do an unlawful or wrongful act

Contraband: A chemical compound or material which is categorically not permitted on school grounds or at school related activities

Contract Violation: Non-compliance with a written agreement

Cutting Activity: Failure to attend or complete an assigned school activity or event

Cutting Class: Failure to attend or complete scheduled class

Cutting School: Failure to attend or complete a school day

Cyberbullying: Willful and repeated harassment or intimidation of a person through the use of digital technologies, including, but not limited to, email blogs, texting, social media (i.e.: Facebook, MySpace, Twitter, etc.), chat rooms, sexting, instant messaging, or video voyeurism (See Page 24)

Detention Violation: Failure to serve a period of time during recess, lunch, before or after the school day as a consequence for a behavior infraction

Dishonesty: (Non-criminal; lesser offense of Forgery/ Counterfeiting) Failure to knowingly tell the truth; also includes petty stealing

Disrespect: Inappropriate comments or physical gestures toward students, staff, or others

Disrupting Class: Behavior that interferes with instruction, learning, and a safe and orderly environment which includes but is not limited to chronic talking, throwing objects, horseplay, teasing, refusal to remain in seat, rude noises, selling items on campus, etc.

Disturbing School: (Criminal) To willfully or unnecessarily interfere with or disturb the students or teachers of any school, loiter about on school premises, or act in any obnoxious manner thereon; for any person to enter upon school premises or loiter around premises without permission of the principal; also Disorderly Conduct which includes behavior that tends to disturb the public peace, scandalize the community, or shock the public sense of morality

Dress Code Violation: Noncompliance with the District and/or school dress code (See Page 11)

Driving Violation: Failure to abide by SC driving laws or failure to comply with driving

Drug Distribution: It is unlawful for any person to possess with intent, aid, abet, or conspire to manufacture, distribute, dispense, deliver, or purchase an illegal substance, a substance represented as drugs, and/or a mood altering substance (See Page 28)

Drug Possession: Use, possession, or being under the influence of an illegal substance, a substance represented as drugs, and/or a mood-altering substance (See Page 28)

Drug Violation: The use, possession, sale, or solicitation of any chemical compound or material which is categorically not permitted on school grounds or at school related activities such as prescription or non-prescription medication (See Page 28)

Embezzlement: The unlawful misappropriation by the offender of money, property, or some other thing of value for personal use while entrusted to his/her care, custody, or control

Excessive Noise: Any loud sound that is unnecessary or interferes with one's hearing; senseless shouting or outcry

Extortion: To unlawfully obtain money, property, or any other thing of value without that person's consent through the use or threat of force, misuse of authority, threat of destruction of reputation or social standing, or through other coercive means

Failure to Complete Work: The act of not completing assigned written, oral, or physical work

Fighting: The exchange of mutually aggressive physical contact between students, with or without injury

Fire Alarm: In the absence of an emergency, to activate or set off a fire signal indicating the presence of a fire emergency

Fireworks: Possession and/or detonation of an explosive pyrotechnic device

Forgery: Criminal - 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; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud

Fraud: (Criminal) *Deliberately* deceiving another in order to damage him/her; usually, to obtain property or services from him or her unjustly

Gambling: Betting or wagering money or something else of value; assist, promote, or operate a game of chance for money or some other stake

Gang Activity: Any group of three or more persons associated with a group of individuals or organization, whether formal or informal, which engage in criminal and/or school conduct violations. The existence of such group of individuals associated may be established by evidence of a common name or common identifying signs, symbols, tattoos, graffiti, or attire or other distinguishing characteristics. (See Page 28)

Hall Pass Violation: To be in a hallway without written permission; to alter or change a hall pass from its original intent

Harassment: Any threatening, insulting, or dehumanizing action which negatively impacts another person's emotional or mental well-being (lesser offense of bullying)

Hit/Kick/Push: To deal a blow to, come in to contact with, or strike; to strike with foot or feet; to apply pressure against for the purpose of moving

Homicide: The killing of one human by another, not including manslaughter or attempted murder

Horseplay: Rough or boisterous play or pranks

Identification Violation: Failure to comply with school identification rules

Inappropriate Affection: Unsuitable or improper physical contact, extreme feeling, or emotion towards another person

Inappropriate Behavior: Actions or gestures of conducting oneself in a disruptive or disrespectful manner; provoking a fight –OR– non-criminal conduct that is not covered in the existing list or codes –OR– any offense (including criminal offenses off campus) deemed serious enough by the principal that the student's presence in the school would not be in the best interest of other students –OR– student who has committed multiple Level 2 offenses

Inappropriate Language: Unsuitable or improper communication of thoughts or feelings through voice, sounds, or written symbols having understood meanings

Inappropriate Materials: Related to the possession or viewing of items considered to be unsuitable for school or school related activities

Inappropriate Physical Contact: Touching or immediate proximity of another person exceeding personal boundaries unsuitable or improper for the location or setting

Indecent Exposure: The deliberate exposure in public a portion(s) of private area(s) of one's body

Intimidation: (Criminal; for lesser offense see Threat) To unlawfully place another person in reasonable fear of bodily harm through the use of menacing words or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack; Intimidating behaviors can be made in person, over the telephone, electronically, via social media networks, or in writing.

Kidnap/Abduction: To unlawfully seize and carrying away a person by force, fraud, or against his or her will

Larceny/Theft: To steal or possess property without the permission of the owner

Leaving Class: Departing from class without permission before the school day is complete

Leaving School: Departing from campus without permission before the school day is complete

Loitering: (Criminal) Wandering on school premises without apparent business such that the person poses a threat to public safety

Major Disruption: Lesser offense of Disturbing School - no arrest made

Obscene Gesture: A movement or position of the hand, arm, body, head, or face that is expressive of an offensive idea, opinion, and emotion

Off Limits (Out of Area): To be present in an unauthorized location

Other Offenses: (Criminal) Other acts of criminal conduct as set forth in State and Federal Law, not covered in the existing list or codes, that occur on school property, at school sponsored events, or on school

Parking Violation: Parking on campus or at a school sponsored event without authorization or in a manner that is not consistent with expectations of the property owner

Phone Violation: (See Page 23)

Pornography: Possession, manufacturing, or distribution of sexually explicit/obscene material

Probation Violation: Infraction(s) resulting in the student breaking a written probation contract

Profanity: Abusive, vulgar, or irreverent language, swearing, cursing, foul speech, or speech that shows disrespect or dishonor toward another

Property Misuse: (Non-criminal; the lesser offense of Vandalism) Minor damage or defacement of property belonging to the school or others

Prostitution: To engage in or promote sexual activities for profit

Provoking a Fight: Student attempts to initiate a physical altercation through words, deeds, or physical aggression

Refusal to Obey: Refusing to follow a request or a specific direction/instruction of an adult through disobedience, defiance, unruliness, or noncompliance which includes but is not limited to walking away when an adult is talking to you, talking back to an adult, refusal to work in class, refusal to report to the office, refusal to allow search, etc.

Robbery: Taking or attempting to take anything of value under confrontational circumstances from the control, care, or custody of another person by force, threat of force, or invoking fear of immediate harm

Running: To go quickly by moving the legs more rapidly than when walking unsuitable or improper for the location or setting

Sexual Harassment: Sexual harassment includes any unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written, electronic or physical conduct of a sexual nature that creates an intimidating, hostile or offensive environment. (See Page 26)

Sexual Offenses

Forced: Any sexual act directed against another person, forcibly or against the person's will, or not forcibly or against the person's will where the victim is incapable of giving consent

Non-forcible: Unlawful, unforced sexual acts or indecent exposure that is overtly sexual in nature, or other sexually inappropriate behaviors

Stolen Property: Goods obtained by larceny, by stealing, by robbing, by theft; something unlawfully taken from its rightful owner

Tardy: Arriving late to school or class

Threat: Making statements or gestures of intent to do physical harm to a staff member or student; see also bullying and harassing (Lesser offense of Intimidation)

Throwing Objects: To propel or cast in any way anything that is visible or tangible

Tobacco: Possession and/or use of cigarettes, cigars, and/or other tobacco products; and/or use of smokeless products

Trespassing: Being on school property or at a school sponsored event without permission, including while on suspension or after expulsion; entry of a structure without intent to commit a serious crime or theft

Truancy: (See Page 8)

Truant: A student, ages 6 to 17 years old, who has three consecutive days of unlawful absences or a total of five unlawful absences during the current school year

Habitual Truant: A student ages 12-17 years old, who fails to comply with the intervention plan developed by the school AND accumulates two or more additional unlawful absences

Chronic Truant: A student, ages 12-17 years old, who has been through the school intervention process, has reached the level of habitual truant, has been to Family Court, AND continues to accumulate unlawful absences

Unauthorized Device: Contraband item including but not limited to a lighter, radio, CD player, Gameboy, i-Pod, laser pointer, camera, toys, dice, cards, etc.

Urination: Deliberately passing or discharging of the fluid produced by the kidneys anywhere other than the designated receptacle in the bathroom

Vandalism: (Criminal; see also Destruction of Property as a lesser included offense) Willfully or maliciously destroying, damaging, or defacing real or personal property

Vehicle Theft: To steal from or possess a vehicle without permission of the owner

Weapons: The violation of laws prohibiting any person, except law enforcement officers or personnel authorized by school officials, to carry on his or her person, while on any school property, a knife, a blackjack, a metal pipe or pile, firearms, or any type of weapon, device, or object that may be used to inflict bodily injury or death. Also included in this category when carried in a concealed manner includes a dirk, slingshot, metal knuckles, razor, or other deadly weapon used for the infliction of personal (See Page 29)

Cell Phones and Communication Devices

No student may use a cell phone or portable communication device on school property during the school day. During school hours cell phones and/or communication devices must remain in vibrate mode and stored out of sight. Using a cell phone and/or communication device may include but not be limited to text messaging, taking pictures or videos, playing games, receiving and/or sending calls, and use of Social Media. Students may not activate video cameras at any time unless they are acting pursuant to the express instructions of a teacher or administrator. Students may use social media or other applications for instructional purposes only as defined by the teacher with prior approval from the principal.

Students using or having cell phones or telecommunication devices visible during the school day or after school hours inside of school buildings shall have their cell phone or communication device confiscated. The device shall be returned to the student at the end of the school year or earlier to a parent or guardian at the discretion of the school's administration. Failure to retrieve the device within 30 days of the end of the school year will result in the disposal of the device.

Students using a cell phone or telecommunication device to illegally enhance their own or another student's academic performance or to engage in any other illegal and/or unethical manner, including bullying, harassing, threatening, or intimidating, shall be banned from having such a device for the remainder of their attendance in a CCSD school. Additional disciplinary action may be imposed as well.

Students found to be in violation of this policy may be subject to additional disciplinary action at the discretion of the principal or designee. Any exception to this regulation must be approved in advance by the principal and associate superintendent.

School personnel and/or administrators are not responsible for the loss or damage of any cell phone or telecommunication device brought onto school property.

Electronic Devices Other Than Cell Phones

Students are not permitted to have electronic devices other than cellular phones on school property during the school day without the written approval of the school principal.

This policy applies to any electronic device other than a communication device including but not limited to a radio, i-Pod, CD player, MP3 player, other music players, televisions, tape recorders, etc. Devices, including those listed being used for educational purposes should have prior approval of the principal.

Students using or having such electronic devices visible during the school day or after school hours inside of school buildings shall have their electronic devices confiscated and returned to the student at the end of the school year, or earlier to a parent/legal guardian at the discretion of the school's administration.

At no time may an electronic device be used for illegal or unethical purposes.

Bullying

Bullying inflicts physical hurt or psychological distress on one or more persons through unwanted, purposeful written, verbal, nonverbal, or physical behavior. Bullying may include any threatening, insulting, or dehumanizing gesture that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage, discomfort or humiliation, or to unreasonably interfere with the individual's performance or participation in school. Bullying is often carried out repeatedly and characterized by an imbalance of power.

It is prohibited for any student to bully another person(s) on school property, at any school-sponsored function (on or off school property), or on a school bus. Persons who incite others to bully or who gather groups with intent to bully shall be held as guilty of the offense as those who perform these acts.

Bullying:

Often targets an actual or perceived characteristic such as race, color, religion, ancestry, nationality, origin, gender, sexual orientation, gender identity, weight or size, OR a mental, physical or sensory disability OR any other distinguishing characteristic

AND

A reasonable person should know, under the circumstances that the act will have the effect of harming a student or staff member or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property

OR

Has the effect of insulting or demeaning any student, group of students, staff member or group of staff members in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Sometimes it is hard to tell the difference between playful teasing and bullying. Teasing usually involves two or more friends who act together in a way that seems fun to all the people involved. Often they tease each other equally, but it never involves physical or emotional abuse.

Bullying may include:

- saying mean or hurtful things to someone, making fun of someone, or calling someone mean or hurtful names
- completely ignoring or excluding someone from their group or other activities on purpose
- hitting, kicking, pushing, shoving, or restricting movement
- telling lies or spreading false rumors about someone
- sending mean notes (on paper or electronically)
- trying to make other students dislike someone
- and doing other hurtful things

Cyber Bullying and Sexting

Cyber Bullying is willful harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email blogs, texting, social media (i.e.: Facebook, MySpace, Twitter, etc.), chat rooms, sexting, instant messaging, or video voyeurism.

Cyber Bullying may include:

- repeatedly sending offensive, rude, and insulting messages
- distributing information about another that is derogatory and untrue through posting it on a Web page, sending it to others through email or instant messaging, or posting or sending digitally altered photos of someone
- online "fighting" using electronic messages with angry, vulgar language
- breaking into an email or social networking account and using that person's online identity to send or post vicious or embarrassing material to/about others
- sharing someone's secrets or embarrassing information, or tricking someone into revealing secrets or embarrassing information and forwarding it to others
- repeatedly sending messages that include threats of harm or are highly intimidating, or engaging in other online activities that make a person afraid for his or her safety; cyber stalking (depending on the content of the message, it may be illegal)

Sexting is the act of engaging in sexual activity via cell phone or computer, including the exchange of nude photographs and videos. Sexting can occur with or without a one's permission. Sexting can result in criminal charges, including possession of child pornography, obscenity, and indecency with a child. Even a minor who is caught creating, distributing, or possessing sexually explicit image of another minor could be charged under the State's felony child pornography statutes and be required to register as a sex offender.

Parents:

If you suspect your child is being bullied, review these common signs to help you recognize if bullying is occurring. Your child may:

- come home with torn, damaged, or missing pieces of clothing, books, or other belongings
- have unexplained cuts, bruises, and scratches from fighting
- have few, if any, friends with whom he or she spends time
- seem afraid of going to school, walking to and from school, riding the school bus, or taking part in organized activities with peers (such as clubs or sports)
- take a long, "illogical" route when walking to or from school
- lose interest in school work or suddenly begin to do poorly in school
- appear sad, depressed, or anxious
- complain frequently of headaches, stomachaches, or other physical problems
- have trouble sleeping or frequent bad dreams
- experience a loss of appetite

Assistance for Bullying

Students:

If you are being bullied...

- Tell someone – a parent, a teacher, or a counselor.
- Try not to show anger or fear.
- Calmly tell the student to stop or say nothing and walk away.
- Try to avoid situations where bullying is likely to happen.

If you know someone who is being bullied...

- Don't encourage the bully by laughing or joining in.
- If you feel safe, tell the bully to stop.
- Encourage the bullied student to talk to someone about what happened.
- Tell an adult.

Filing a Complaint

At each school, the principal or designee is responsible for receiving complaints alleging violations of this regulation. All school employees are required to report alleged violations of this regulation to the principal or designee. All other members of the school community, including students, parents, volunteers, and visitors are encouraged to report any act that may be a violation of this regulation. Reports by students may be made anonymously, but disciplinary action may not be based solely on the basis of an anonymous report and will conform to the law and District policies regarding due process. Each school will provide students with a safe means of reporting incidents of bullying, harassment, and intimidation.

The principal and/or designee is responsible for determining whether an alleged act constitutes a violation of this regulation. In doing so, the principal, guidance counselor, and/or designee shall conduct a prompt, thorough and complete investigation of the alleged incident.

If you are being bullied, know someone who is being bullied or know of a person or group who is bullying others, please call the CCSD Bully Hotline at 877-250-2790, 24 hours a day, 7 days a week.

Reprisal or Retaliation

The School District prohibits reprisal or retaliation against any person who reports an act of bullying, harassment, threats, or intimidation. The consequence and remedial action for a person who engages in reprisal or retaliation shall be determined by the principal or designee after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulations, and district policies and procedures. Should reprisal or retaliation take place outside the jurisdiction of the School District, the District will cooperate to the fullest with law enforcement authorities.

Sexual Harassment

The Charleston County School District is committed to maintaining a learning environment for all students which provides for fair and equitable treatment, including freedom from sexual harassment.

It is prohibited for any student, male or female, to harass another student by making unwelcome sexual advances or requests for sexual favors or engaging in other verbal, written, electronic, or physical conduct of a sexual nature.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronic, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. A student shall not sexually harass another student or any school employee, volunteer, teacher, or any other person present in school facilities or at school functions.

Examples of activities which could constitute sexual harassment include, but are not limited to:

- Unwelcome leering, sexual flirtations or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- Graphic comments about an individual's body or overly personal conversation
- Sexual jokes, stories, drawings, or pictures
- Spreading sexual rumors
- Inappropriate or suggestive sexual gestures
- Touching an individual's body or clothes in a sexual way
- Cornering or blocking of normal movements with sexual intent
- Displaying sexually suggestive objects

Any student who believes that he/she has been subjected to sexual harassment by another student, teacher, administrator, adult, or agent of the Charleston County School District should file a complaint of the alleged act immediately with the school's designated complaint manager, the school principal, the assistant principal or the associate superintendent. The complaint should be made in writing.

False charges of sexual harassment shall be treated as a serious offense, and those persons making false charges shall be subject to disciplinary action.

Gang/Neighborhood Affiliation

Gang activity is defined as any group of three or more persons associated with a group of individuals or organization, whether formal or informal, which engage in criminal and/or school conduct violations. The existence of such group of individuals associated may be established by evidence of a common name or common identifying signs, symbols, tattoos, graffiti, attire, or other distinguishing characteristics.

Students found to be identified as participating or engaging in gang/neighborhood affiliated activities that disturb the learning environment may be referred to the Office of Student Placement with a recommendation for expulsion.

Examples of Gang Activity

- Presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies gang membership or affiliation with such a group.
- Intimidation, harassment or threats by such group affiliations that are likely to cause physical or mental harm to students or staff.
- Using or relying upon gang or neighborhood affiliation to threaten, intimidate, or to harass students or staff.
- Graffiti, tagging, or otherwise defacing school or personal property with symbols or slogans that may, in any way, be linked to a gang or gang-related activity or behavior.

Tobacco-Free Policy

ALL CCSD schools, programs, and offices are tobacco-free.

Use of tobacco products is PROHIBITED on ALL CCSD property.

Students shall NOT be in possession of, use, manufacture, sell, dispense, or distribute any tobacco products or paraphernalia including, but not limited to, cigarettes, cigars, pipes, smokeless tobacco and snuff. This restriction applies to school grounds, in school buildings, in personal vehicles on school property, on buses or in any other Charleston County School District vehicle, during any time under the administrative jurisdiction of the school, whether on or off school grounds.

Alcohol, Drugs, Other Substances, and Drug Paraphernalia

No student shall be in possession of, use, manufacture, sell, dispense, or distribute the following:

- **an alcoholic beverage of any kind**
- **an illegal drug or narcotic**
- **a controlled substance**
- **a counterfeit controlled substance**
- **an imitation controlled substance (as defined by state law)**
- **a chemical inhalant**
- **a medication not prescribed for the student by a physician**
- **an over-the-counter medication**

A student shall not be under the influence of any alcoholic beverage, illegal drug, narcotic, controlled substance, chemical, inhalant, medication not prescribed for the student by a physician, or over the counter medication that is used for purposes other than recommended on the label.

Possession of drug paraphernalia is prohibited. Drug paraphernalia includes any equipment, product, or material used to produce, conceal, consume, manufacture, compound, convert, process, prepare, inject, ingest, inhale, or otherwise introduce into the human body illegal drugs or a controlled substance.

Possession of a prescribed or non-prescribed medication or controlled substance is prohibited unless the student has an approved Health Management Plan. (See page 38.)

The principal shall refer to the Office of Student Placement any students found to be using, under the influence of, or in possession of alcohol, drugs, or alcohol or paraphernalia.

For those students who commit the offense of alcohol and/or drug possession, that is inclusive of being under the influence of alcohol and/or drugs, in possession of drug paraphernalia, misuse of prescription or non-prescription medication, or charged by local law enforcement with the offense of possession, the Office of Student Placement can recommend the student's participation in and successful completion of an approved Alcohol and Other Drug (AOD) intervention program. If the parent or legal guardian and the student choose to adhere to the above recommendation, the student may be provided with the opportunity to be placed in an alternative program, in lieu of expulsion. Upon completion of a recommended drug and alcohol program, a student may appeal to the Associate Superintendent for reconsideration of the initial consequences.

Students who commit any drug offense of possession with intent to distribute and are charged with this offense by local law enforcement will be recommended for expulsion.

The principal shall report alcohol and/or drug-related offenses by students to the appropriate police authority. The principal shall retain a copy of any written report filed with the police in a file established for that purpose.

Weapons in School

No firearms, knives, dirks, razors, box cutters, metal knuckles, slingshots, bludgeons, tasers, pepper spray, blackjacks or any other type of weapon, device or object which may be used to inflict bodily harm or death shall be allowed on any school district property or at any school-sponsored event. Students found in possession of a weapon will be referred to the Office of Student Placement and may result in a recommendation for expulsion.

This prohibition shall apply on school grounds, in school buildings, on buses or at school-related functions. No student may possess any item capable of inflicting injury or harm (hereinafter referred to as a weapon) to persons or property.

No vehicles parked on school property may contain firearms, knives, dirks, razors, box cutters, metal knuckles, slingshots, bludgeons, tasers, pepper spray, blackjacks, or other items which are generally considered to be weapons.

The District will expel for no less than one calendar year a student who has brought or possessed a firearm on school property, a school bus, at District-related or school related functions, or any setting under the jurisdiction of the District. A firearm is generally defined as a gun or destructive device and will be interpreted in accordance with the State and Federal law.

Violators will incur not only school disciplinary action but also penalties under the law.

Weapons will be coded according to type as follows:

**School Crime Incident Report Required*

- *Rifles/Shotguns
- *Handguns
 - Knife with Blade < (less than) 2 inches
- *Knife with Blade > (greater than) 2 inches
- *Knife with Blade > (greater than) 2.5 inches
- *Other Firearms
- *Other Weapons

Involvement of Law Enforcement Agencies

School personnel do not have jurisdiction over law enforcement decisions. Once law enforcement becomes involved in a situation, school personnel defer to law enforcement authority. The decision to make an arrest lies solely with the law enforcement agency.

Suspension

(See page 36 for Disciplinary Proceedings for Students with Disabilities)

Suspension is the temporary exclusion of a student from school and school activities for a period of time not to exceed five (5) school days for any one offense as determined by the principal or assistant principal. The suspension may be extended up to an additional five (5) days by the Associate Superintendent. State law prohibits students from being suspended for more than thirty (30) days in any one school year.

Under state law, a principal or designated administrator may suspend a student for committing a crime, gross immorality, gross misbehavior, persistent disobedience, violating written rules and regulations or when the presence of the student is detrimental to the best interest of the school or disruptive to the educational process.

The Associate Superintendent must approve suspension during standardized testing periods or during the last ten (10) days of school if the suspension will make the student ineligible to receive credit for the school year unless the presence of the student constitutes an actual threat to a class or a school.

Students are entitled to make up work missed during suspension in accordance with State Law and each school's policy. Students must take the initiative to make up work.

The parent/guardian shall expect that the school administration:

1. Conducts an investigation and documents charges
2. Conferes with the student
3. Immediately verbally notifies parent/guardian, if possible
4. Provides written notification to student and parent/guardian to include:
 - a. Description of offense
 - b. Length of suspension including dates
 - c. Date for parent conference
5. At the discretion of the principal, a written behavior contract may be required upon the return of the student to school.

Parent Conference

If a conference cannot be arranged or a satisfactory way cannot be found to deal with the student's infractions of school rules within three days, either the student or parent or guardian may appeal or the principal may request that the case be referred to the Associate Superintendent.

Suspension Appeal Process

When a student is suspended from a class or a school, the administrator shall notify, in writing, the parents or legal guardian of the student, giving the reason for such suspension and setting a time and place when the administrator shall be available for a conference with the parent or legal guardian. The conference shall be set within three days of the date of the suspension. After the conference, the parent or legal guardian may appeal the suspension to the board of trustees or to its authorized agent.

Office of Student Placement

The Office of Student Placement (OSP) was created to ensure that our school district will continue to have a unified focus in providing a safe environment for all of our students and employees. It is the responsibility of this department to review and respond to referrals of Student Code of Conduct violations from Charleston County School District's elementary, middle, and high schools. OSP supports schools in creating and maintaining a safe and orderly school climate for all students by:

- Establishing consistency regarding case dispositions among all schools in the referral and reporting process of CCSD Student Code of Conduct violations.
- Assigning case dispositions that support schools toward improving school environment while providing students with opportunities for continuing their education in the most appropriate setting.
- Identifying interventions and alternative educational programs for students, in lieu of expulsion.

Students may be referred to the Office of Student Placement by the school principal or assistant principal for:

- Level 3 offense(s) as defined on pages 15-16 in the CCSD Student Code of Conduct*
 - * Alcohol, Drugs, or Weapons violations or other Level 3 offenses that may be considered to result in a safety or security issue must be referred to the Office of Student Placement for review.
- Multiple Level 2 offenses as defined on pages 15-16 in the CCSD Student Code of Conduct
- Any offense including criminal offenses off campus deemed serious enough by the principal that the student's presence in the school would not be in the best interest of other students
- Request for admission to CCSD schools from other school districts or alternative programs when:
 - the terms of the placement were not completed
 - transferring to CCSD from another alternative program
 - recommended for expulsion and withdrew before process could be completed
 - currently expelled from school outside of CCSD

Due Process Disciplinary Procedures

- The school administration shall investigate and document all charges.
- The student will be afforded an opportunity to tell his/her side of the offense for which he/she is accused.
- The parent/guardian will be notified of the offense which the student is accused and the pending recommendation to the Office of Student Placement.

- The student may be suspended by school administration for a specified number of days. If the suspension is longer than five (5) consecutive school days, permission for the additional suspension days must be granted by the Associate Superintendent prior to the extended suspension.
- The principal will contact the Associate Superintendent and a District Disciplinary Referral (DDR) will be compiled following the guidelines provided by the Office of Student Placement.
- The principal or assistant principal will forward the DDR to the Office of Student Placement.
- The Office of Student Placement decisions will be referred to the appropriate Associate Superintendent to confirm final recommendations.
- The Office of Student Placement Hearing Officer will conduct a due process disciplinary hearing or forward the case to the Constituent District Board supporting the recommendation for expulsion.

Dispositions

Disciplinary or expulsion hearings conducted by the Office of Student Placement or a Constituent Board may result in one of the following dispositions:

- Probation for a specified amount of time inclusive of, but not limited to:
 - Successful completion of a CCSD approved alcohol and other drug (AOD) community-based program (CCSD will not incur cost)
 - Completion of community services at approved location/site
 - Recommendation for counseling services
 - Recommendation for other interventions and/or other community-based programs
- Recommendation to CCSD or other Alternative Programs
- Expulsion

Completion of Alternative Assignments

Students who are assigned to an alternative setting or mandatory program must complete the assignment before returning to the traditional educational setting.

Withdrawing from CCSD and later re-enrolling will not circumvent an assignment to an alternative setting for disciplinary purposes.

Students who leave Charleston County School District without attending or completing an alternative assignment and return at a later date must meet with the Office of Student Placement prior to seeking re-enrollment.

Transition Services

Students re-entering CCSD from placement at the Department of Juvenile Justice (DJJ) or other long-term DJJ placements will be reviewed through Transition Services to determine the appropriate educational setting.

Expulsion

(See page 36 for Disciplinary Proceedings for Students with Disabilities)

Expulsion is the forfeiture of a student's rights to attend school and school sponsored events for the remainder of the school year or for a specified period of time as designated by the Constituent or the County Board. The Constituent Boards, subject to appeal to the County Board, may authorize or order the expulsion or transfer of any student for the commission of any crime, gross immorality, gross misbehavior, persistent disobedience or for violation of written rules and promulgated regulations established by the County Board or the State Board of Education or when the presence of the student is detrimental to the best interest of the school.

Authority to expel a student rests with the Constituent Board. A Constituent Board may delegate its authority to expel students to the Office of Student Placement. After the Constituent Board has rendered its written decision concerning the recommendation of expulsion, either party may appeal that decision to the County Board of Trustees.

If the initial hearing is held by any authority other than the Constituent Board, either party has the right to appeal the decision to the Constituent Board.

Expulsion Hearing Procedures

All hearings shall be conducted in accordance with State Law and the CCSD Student Code of Conduct.

- In the event an expulsion hearing is scheduled, the Associate Superintendent's Office shall notify the parents/legal guardians in writing of the time and place of a hearing.
- In the event that a hearing cannot be granted by the Constituent Board within ten days of the notice, the student shall be readmitted to school on a probationary status pending the hearing unless there is probable cause to believe that the student's presence in school would constitute a threat to the safety or education of others.
- The student has the right to be represented by lay or legal counsel with the right to cross-examine witnesses and present evidence. Notification must be provided to the Constituent Board three days in advance of the hearing if the family will be represented by legal counsel. Counsel will not be provided by CCSD for the student.
- The hearings will be conducted at the Constituent District Board's designated area.
- The hearing will be conducted in a formal manner.
- The hearing shall be heard in closed session, not open to the public, but must be voted on in open session.
- All witnesses giving testimony shall be sworn in under oath.
- Presenting evidence will rest with the principal or designee.
- The hearing must be heard in the presence of all parties involved including, but not limited to, student and parent(s)/guardian(s), the school administrator and a representative from the Office of Student Placement.
- The school administration, where possible, will make available any witnesses or evidence within the control of the school system when requested to do so.

Expulsion Hearing Procedures Continued

- The expulsion hearing may result in a disposition of expulsion, a referral for alternative placement, or probation.
- If the Constituent Board expels the student, this decision will be communicated in writing to the student's parent or guardian by certified mail. Information regarding the appeals process is included in the notice of the disposition.

Restrictions for Expelled Students

- A student expelled from any CCSD Constituent District shall be ineligible to attend school in any other CCSD Constituent District.
- Students expelled from school are prohibited from coming onto CCSD property, attending school functions, or riding a school bus.
- Students who withdraw from CCSD once the expulsion process is initiated must appear before the Office of Student Placement for appropriate action before being re-admitted back into the school system.

NOTE: Eligible students may still participate in any CCSD Adult Education program with approval of the Constituent Board.

Re-Admission Prerequisites (following completion of the expulsion period)

Every expelled student is required to petition the Constituent Board for readmission to school upon completion of the expulsion period unless permanently expelled.

The Constituent Board may refuse to admit or may permanently expel any incorrigible student. Any student expelled for a second time for a serious offense may be considered incorrigible and may be permanently expelled.

Appeals

The student, parent, principal, or Associate Superintendent may submit a written request for appeal of the Constituent Board's decision to the Charleston County Board of Trustees within ten days upon receipt of the disposition.

Any student, parent or guardian aggrieved by the order of the CCSD Board of Trustees has the statutory right to appeal to the Circuit Court within ten days of receipt of decision.

If the student is reinstated by the Superintendent, Constituent Board, or County Board, he/she will be restored all privileges and allowed to make up all work while absent as a result of the procedures.

Extraordinary Proceedings

When a majority of the Charleston County School Board shall agree that the action of a Constituent Board in readmitting a student to school or maintaining a student in school constitutes a reasonable chance of danger to persons or property, or that the student's admittance or maintenance so clearly undermines the goals of quality education that the integrity of the system is jeopardized, the CCSD Board of Trustees may then on its own motion require the matter to be brought before it for hearing de novo without regard to any decision formerly reached by a Constituent Board. To overturn an action of a Constituent Board under this Extraordinary Proceeding de novo hearing, a vote of six members of the County Board shall be required.

CCSD Alternative Programs

Daniel Jenkins Creative Learning Center

Daniel Jenkins Creative Learning Center provides individualized opportunities and alternatives for middle grade students in a non-traditional setting. Each student will develop academic and social skills to reach his or her fullest potential with a comprehensive support system of committed and highly qualified educators.

Liberty Hill Academy

Liberty Hill Academy serves students placed in special education programs who need a highly structured, highly supervised environment with daily access to counseling services. Students are placed at Liberty Hill by a multidisciplinary team and participate in a therapeutic day treatment model. Liberty Hill strives to provide students with academic, behavioral, and therapeutic strategies to enable success in a regular school environment.

Liberty Hill Academy also provides educational services to students at the following locations:

- Windwood Farm Home for Children
- Juvenile Detention Center
- Interim Alternative Education Setting (IAES)
- Palmetto Lowcountry Behavioral Health

Septima P. Clark Academy

Septima P. Clark Academy is an academic alternative for students who have fallen behind in their studies. Clark offers small class sizes and individual attention that many students need to succeed in high school. In addition to core academic classes in math, English, social studies and science, Clark offers a limited number of electives, credit recovery classes and other acceleration opportunities. Unlike most high schools, Clark is not organized by grade levels; instead, students are scheduled according to their individual needs, and all students participate in activities regardless of their age or number of credits.

Summit Program

Summit is a computer-based high school credit program designed to expand educational opportunities and meet the individual academic needs of students in 9th through 12th grades who:

- are referred for participation in lieu of a recommendation for expulsion
- are transitioning from another alternative setting
- have significant socialization issues that interfere with learning
- become overwhelmed and unable to adapt to the high school environment

Summit is not a comprehensive high school program. Admission to the program is determined on a case-by-case basis and certain restrictions apply.

Disciplinary Procedures for Students with Disabilities (CFR34 Sec.300.530)

Suspension and/or Removal from Placement in Excess of Ten Days

In the event that a student with a disability is removed from his/her current placement in excess of ten school days during the course of the school year, the District shall ensure that services are provided to allow the student to participate in the general curriculum and progress toward meeting the goals of his/her Individual Education Plan (IEP).

Removal of a student with disabilities outside of the school personnel's authority, for more than ten consecutive days, and/or for long-term removals which constitute a Change of Placement will be addressed by the IEP Team.

If the behavior is a manifestation of the disability, the student may not be suspended or expelled, but the IEP team may consider placement options.

45 Day Removal*

School administration may remove a student to an Interim Alternative Educational Setting (IAES) for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the child:

- Carries a weapon to or possesses a weapon at school, on school premises, or at a school function
- Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function
- Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function

*** Students may be also be referred to the Office of Student Placement (OSP) in addition to the 45 day removal for the above mentioned behaviors.**

Recommendation for Long-Term Removal

When a student with disabilities is recommended for long-term removal, the IEP Team (including the Special Education Coordinator) must convene a **Manifestation Determination Review** meeting within ten days of the action, at which time the Local Education Authority (LEA) Representative:

- Will review each statement on the Manifestation Determination Review form
- Will develop or review the implementation of the Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) if appropriate

If the IEP Team determines that the behavior IS related to the disability:

- The IEP team must determine appropriate placement and services to be provided.
- Develop or review the implementation of the Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP).
- Document any IEP amendments according to the *Department of Exceptional Children Services Procedures Manual (DECS Manual)*.

If the IEP Team determines that the behavior IS NOT a manifestation of the disability:

- The student may be subjected to regular disciplinary procedures and regular removals, as in the case of a similarly-situated, non-disabled student.
- If the student is subjected to long-term removal, services must be provided to ensure progress on the IEP as determined by the IEP team.

Services Available to Students with Special Health Care Needs

Parent Notice Required By S.C. Code Ann. Section 59-63-90 (Supp. 2005)

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people—such as teachers on duty during recess, bus drivers, and cafeteria employees—to make sure that the students' needs are met throughout the school day.

Individual Health Care Plans or Individual Health Plans (IHPs)

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school nurse or CCSD Office of Nursing Services at 745-2184.

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact your child's school or the CCSD 504 Coordinator at 937-7916.

Individuals with Disabilities Education Act (IDEA)

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. Contact the Department of Exception Children Services at 937-6500 to learn more about the IDEA.

Medical Homebound Instruction

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's

illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school. To learn more about medical homebound services, contact your child's school or the CCSD Pupil Accounting Office at 937-6400.

Parent Information for Medications and Medical Procedures

The Charleston County School District has established a policy (JLCD) identifying procedures for the safe administration of medications and/or medical procedures performed during school hours. No student shall carry medicine in school except for students given permission to do so by the Individualized Healthcare Plan to guard against a life threatening condition.

Medications

1. When possible, medications should be given by parents/guardians before or after school hours. Any medication to be given during the school day, including over the counter medication, must be accompanied by a completed *CCSD Medication/ Procedure Doctor's Order* form from a health care practitioner who is recognized by SC's Dept of Labor, Licensing, and Regulation as authorized to prescribe medications. The form must also be completed by the parent.
2. CCSD and its employees reserve the right to refuse to honor medication requests that are not consistent with professional standards and/or deemed unsafe for the school setting. If this occurs, alternatives for meeting the student's needs will be discussed.
3. Requests from parent/guardians for administration of herbal/alternative medicinal products, "off-label" or investigational medications will be evaluated on a case-by-case basis.

Procedures

1. Medical Procedures require receipt of the completed *CCSD Medication/ Procedure Doctor's Orders* form and necessary equipment for the procedure.
2. The school nurse, in consultation with the parents, physician and student, will develop an Individualized Health Management Plan for the medical procedure.

Parent Responsibility

1. Deliver the completed *CCSD Medication/ Procedure Doctor's Orders form* along with medication in the original labeled prescription container and/or proper equipment for medical procedure to the school.
2. Inform the school of any changes in the student's health condition, medical procedure or medication.
3. Update CCSD forms annually or when there is any change in the medication or medical procedure.
4. Pick up any unused medication or medical supplies within one week of discontinuation or last day for students, whichever comes first, after which medications will be disposed of.
5. Provide no more than a thirty (30) day supply of medication to the school.
6. Be responsible for medication/equipment until it is received by principal or his/her designee.

Self-Medicating and/or Self Monitoring

Certain students with special health care needs may self-administer and/or self-monitor provided that certain conditions are met.

For additional information regarding medications and medical procedures, please contact your child's school nurse or Nursing Services at 745-2184.

Student Records

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

Technology Acceptable Use Policy GBEBD

Purpose: To establish the board's vision and the basic structure for the acceptable use of technology resources in Charleston County School District.

Acceptable Use: It is the policy of Charleston County School District that use of district information technology shall be lawful and ethical, shall be for district educational or business purposes, shall conform to district technology and security standards, and shall comply with all applicable board policies and regulations.

This policy constitutes an Internet safety policy within the meaning of the Children's Internet Protection Act ([47 U.S.C. § 254](#)).

Applicability: This policy applies to every person who uses a district information technology or electronic communications system or service in any manner.

Scope: The following district systems and services are within the scope of this policy.

- telephones, cell phones, PCS devices, radios, pagers, facsimile systems
- computer systems, hardware, printers, personal digital devices, wired and wireless networks
- email, web content and systems, intranet and Internet services
- video systems, including distance learning and ETV systems
- software including, but not limited to, the following
 - instructional and office software
 - district financial systems
 - human resource systems
 - student information systems
- all other district information technology or electronic communications, whether owned, leased, contracted or otherwise utilized by the district

Standards for Acceptable Use of Information Technology: Use of district information technology systems and services is subject to the following standards. By accessing or using these systems or services, the user accepts without limitation or qualification the terms and conditions of these standards.

Use shall be lawful and ethical.

- Unlawful, threatening, harassing, libelous, defamatory, obscene or offensive use is prohibited.
- Access to visual depictions that may be obscene, pornographic or harmful to minors is prohibited.
- Using false or deceptive identity is prohibited.
- Unauthorized access to or alteration or disruption of a communications or computer system is prohibited.
- Compliance with copyright, trademark, patent and other property rights is required.
 - Copyrighted material commonly includes text, software, music, graphics, photos and other creations that are available in print, on the web or in other electronic media.
 - Permission of the copyright owner generally is required for copying, downloading or distributing material protected by copyright. For example, this requirement applies to email distribution and web publication and to copying copyrighted software.
 - Be aware that the copyright symbol is not required for protection under the copyright act and that availability of an item on the web does not mean it is without copyright protection.
 - Permission to use copyrighted software is granted by license. Users shall comply with software licenses including 'shrink wrap' license and records of all licenses must be maintained.

- Use must comply with all applicable Charleston County School District policies, regulations and directives. Use shall be for district educational or business purposes
- Commercial, personal, political and religious uses are not allowed. For example, "My car is for sale" is not permitted on the district web or email systems.
- Personal calls on desktop or 'wireline' phones are limited to incidental local calls.
- Personal long distance calls and personal cell phone calls are reimbursable to the district.
- Personal email is not permitted on district email systems. Technology products, services and use shall conform to district standards
- Hardware and software to be installed on district systems must be district approved.
- Websites and web pages created for the district must be district approved.
- Technology and communications systems must be used in a secure manner.
 - Passwords are not to be shared, posted or disclosed.
 - Anti-virus scans are to be made on any software, executable code, scripts, email or other data on devices to be connected to district networks.
 - Personally identifiable information on students and other persons that is protected by law or considered confidential is not to be disclosed to unauthorized persons.
 - Use of information technology shall comply with security standards established by the district through its information technology department.
 - Only authorized software is to be loaded on district devices.
 - Student guidance shall include instruction in appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms, and cyber bullying awareness and response.

Conditions of Use: Safe and secure use by minors of direct electronic communications (including email, chat rooms and instant messaging) shall be assured. Use of district computers by minors to access the Internet shall be supervised at all times to comply with the standards of this policy.

Employee and student use of district electronic communications and computer systems shall be filtered for appropriate usage and content. Filtering shall be provided for all Internet enabled computers used by students, patrons and staff. Filtering shall be disabled only for bona fide research or other lawful purposes.

Persons using district technology and electronic communications shall have no expectation of privacy in such use. Usage of district technology and electronic communications may be monitored, logged, disclosed, deleted or terminated by the district. Online activities of minors shall be monitored for appropriate use.

Employees have a duty to protect district technology resources entrusted to their use and to ensure that users comply with this policy. Employees shall report violations of this policy to district authorities.

Violations of this policy and its standards may be cause for revocation of use privileges, disciplinary action, including termination, and law enforcement actions.

Disclaimers: No warranties for the accuracy, quality, functionality or availability of technology and communications are expressed or implied by this policy and these standards.

The district assumes no responsibility or liability for accuracy, integrity, quality or acceptability of information or content of non-district technology including, but not limited to, non-district websites which may have links with district websites. Users are cautioned to use due care when accessing non-district information technology resources.

CCSD Directory of Schools

School	Level	Dist	Address	City & Zip	Phone #
Academic Magnet	HS	4	5109-A West Enterprise St	N. Charleston 29405	746-1300
Angel Oak	ES	9	6134 Chisolm St	Johns Island 29455	559-6412
Ashley River	ES	10	1871 Wallace School Rd	Charleston 29407	763-1555
Baptist Hill	7-12	23	5117 Baptist Hill Rd	Hollywood 29449	889-2277
Belle Hall	ES	2	385 Egypt Rd	Mt. Pleasant 29464	849-2841
Blaney	ES	23	7184 Highway 162	Yonges Island 29449	889-3992
Buist Academy	ES	20	(Temp) 942 Whipple Rd	Mt. Pleasant 29464	724-7750
Burke	7-12	20	244 President St	Charleston 29403	579-4815
Burns	ES	4	3750 Dorchester Rd	N. Charleston 29405	745-7113
C. E. Williams	MS	10	640 Butte St	Charleston 29414	763-1529
Cario	MS	2	3500 Thomas Cario Blvd	Mt. Pleasant 29466	856-4595
Charleston Progressive	ES	20	(Temp)1600 Saranac St	N. Charleston 29405	720-2967
Chicora	ES	4	1912 Success St	N. Charleston 29405	745-7099
Corcoran	ES	4	8585 Vistavia Rd	N. Charleston 29406	764-2218
Drayton Hall	ES	10	3138 Ashley River Rd	Charleston 29414	852-0678
Dunston	ES	4	1825 Remount Rd	N. Charleston 29406	745-7109
Ellington	ES	23	5540 Old Jacksonboro Rd	Ravenel 29470	889-9411 889-9412
Frierson	ES	9	6133 Maybank Highway	Wadmalaw Is. 29487	559-1182
Ft. Johnson	MS	3	1825 Camp Rd	Charleston 29412	762-2740
Garrett Academy	HS	4	2731 Gordon St	N. Charleston 29405	745-7126
Goodwin	ES	4	5501 Dorchester Rd	N. Charleston 29418	767-5911
Harbor View	ES	3	1576 Harbor View Rd	Charleston 29412	762-2749
Haut Gap	MS	9	1861 Bohicket Rd	Johns Island 29455	559-6418
Hunley Park	ES	4	1000 Michigan Ave	N. Charleston 29404	767-5914
Hursey	ES	4	4542 Simms St	N. Charleston 29406	745-7105
James B. Edwards	ES	2	885 Von Kolnitz Blvd	Mt. Pleasant 29464	849-2805
James Island	ES	3	1872 Grimball Rd	Charleston 29412	762-8240
James Island	MS	3	1484 Camp Rd	Charleston 29412	762-2784
James Simons	ES	20	(Temp) 2685 Leeds Ave	N. Charleston 29405	724-7763
Jane Edwards	ES	23	1960 Jane Edwards Rd	Edisto Island 29438	559-4171 869-2124
Jennie Moore	ES	2	1256 Hamlin Rd	Mt. Pleasant 29466	849-2815
Ladson	ES	4	3321 Ladson Rd	Ladson 29456	764-2225
Laing	MS	2	(Temp)1560 Mathis Ferry Rd	Mt. Pleasant 29464	849-2809
Lambs	ES	4	6800 Dorchester Rd	N. Charleston 29418	767-5900
Laurel Hill	PS	2	3100 Thomas Cario Blvd	Mt. Pleasant 29466	849-2200
Lincoln	7-12	1	714 Lincoln Rd	McClellanville 29458	577-0970 887-3244
Mary Ford	ES	4	3180 Thomasina McPher	N. Charleston 29405	745-7131
Memminger	ES	20	(Temp) 2685 Leeds Ave	N. Charleston 29405	724-7778
Midland Park	PS	4	2415 Midland Park Rd	N. Charleston 29405	574-2183
Military Magnet Academy	6-12	4	2950 Carner Ave	N. Charleston 29405	745-7102
Minnie Hughes	ES	23	8548 Willtown Rd	Hollywood 29449	889-2976
Mitchell	ES	20	2 Perry St	Charleston 29403	724-7262
Montessori Community	ES	10	2120 Wood Ave	Charleston 29414	769-0346
Morningside ARMS	MS	4	1999 Singley Lane	N. Charleston 29405	745-2030
Morningside EXCEL	MS	4	1999 Singley Lane	N. Charleston 29405	745-2000
Moultrie	MS	2	645 Coleman Blvd	Mt. Pleasant 29464	849-2819

**Charleston County School District
2012 - 2013 Academic Calendar**

CCSD Directory of Schools Continued

School	Level	Dist	Address	City & Zip	Phone #
Mt. Pleasant Acad	ES	2	605 Center St	Mt. Pleasant 29464	849-2826
Mt. Zion	ES	9	3464 River Rd	Johns Island 29455	559-3841
Murray-LaSaine	ES	3	691 Riverland Dr	Charleston 29412	762-2765
North Charleston	ES	4	4921 Durant Ave	N. Charleston 29405	745-7107
North Charleston	HS	4	1087 East Montague Ave	N. Charleston 29406	745-7140
Northwoods	MS	4	7763 Northside Dr.	N. Charleston 29420	764-2212
Oakland	ES	10	505-A Arlington Dr	Charleston 29414	763-1510
Pepperhill	ES	4	3300 Creola Rd	N. Charleston 29420	767-5905
Pinckney	ES	2	3300 Thomas Carlo Blvd	Mt. Pleasant 29466	856-4585
Pinehurst	ES	4	7765 Northside Dr.	N. Charleston 29420	824-8728
Sanders-Clyde	CD-8	20	805 Morrison Dr	Charleston 29403	724-7783
School of the Arts	6-12	4	5109-B West Enterprise St	N. Charleston 29405	529-4990
Springfield	ES	10	2741 Clover St	Charleston 29414	763-1538
St. Andrews	ES	10	30 Chadwick Dr	Charleston 29407	763-1503
St. Andrews	MS	10	721 Wappoo Rd	Charleston 29407	763-1533
St. James-Santee	ES	1	8900 N. Highway 17	McClellanville 29458	723-0863 887-3395
St. John's	HS	9	1518 Main Rd	Johns Island 29455	559-6400
Stall	HS	4	3625 Ashley Phosphate Rd	N. Charleston 29418	207-3700
Stiles Point	ES	3	883-A Mikell Dr	Charleston 29412	762-2767
Stono Park	ES	10	1699 Garden St	Charleston 29407	763-1507
Sullivan's Island	ES	2	<i>Temp-1120 Rifle Range Rd</i>	Mt. Pleasant 29464	883-3118
Wando	HS	2	1000 Warrior Way	Mt. Pleasant 29466	849-2830
West Ashley	MS	10	1776 Kennerty Dr	Charleston 29407	763-1546
West Ashley	HS	10	4060 West Wildcat Blvd	Charleston 29414	573-1201
Whitesides	ES	2	1565 Rifle Range Rd	Mt. Pleasant 29464	849-2838
Early Childhood Education					
Child & Family Development	PS	4	3180 Thomasina McPherson Dr	N. Charleston 29405	529-3911
Midland Park Early Learning Center	PS	4	2415 Midland Park Rd	N. Charleston 29406	574-2183
Rising Star at St. James-Santee	PS	1	8900 Hwy 175	McClellanville 29458	887-5051
Sanders-Clyde Early Learning	PS	20	805 Morrison Dr	Charleston 29403	724-7783
Stall Early Learning	PS	4	3625 Ashley Phosphate Rd	N. Charleston 29405	764-2200
Alternative Programs					
Clark Academy	HS	3	1929 Gimbball Rd	Charleston 29412	762-2774
Daniel Jenkins Creative Learning	6-8	4	2670 Bonds Ave	N. Charleston 29405	747-6609
Liberty Hill Academy	ML	4	5025 West Enterprise St	N. Charleston 29405	566-8892
Summit Program	HS		4360 Headquarters Rd	N. Charleston 29405	745-5417
Charter Schools					
Apple Charter	K-6	3	1101 Camp Rd	Charleston 29412	795-6877
Charleston Charter Math & Science	6-10	20	1002 King St Mail: P.O. Box 21406	Charleston 29403 Charleston 29413	720-3085
Charleston Development.	K-7	20	233 Line St	Charleston 29403	722-2689
East Cooper Montessori	1-8	2	250 Ponsbury Rd Mail: P.O. Box 2248	Mt. Pleasant 29464 Mt. Pleasant 29465	216-2883
Greg Mathis	9-12	4	2872 Azalea Dr	N. Charleston 29405	557-1611
James Island Charter High	9-12	3	1000 Ft. Johnson Rd	Charleston 29412	762-2754
Orange Grove	CD-5	10	1225 Orange Branch Rd	Charleston 29407	763-1520
Pattison's Academy	K-8	10	2014 Bees Ferry Rd	Charleston 29414	556-1070

August 15	School-Based PD a.m.; Teacher Workday p.m.
August 16	Teacher Workday
August 17	Teacher Workday
August 20	District PD
August 21	School-Based PD a.m.; Teacher Workday p.m.
August 22	First Day for Students
September 3	No Students- Holiday – Labor Day (Schools & Offices Closed)
September 4	First Day for CD and Head Start Students
September 24	Progress Reports
October 23-25	HSAP Fall Testing (Make-ups through November 2)
October 24	45th School Day
October 26	No Students- Teacher Workday
October 29	Report Cards
November 1	Early Release (2 hours) for Parent Conferences
November 6	No Students – Holiday – Election Day (Schools & Offices Closed)
Nov. 19*-23	No Students- Holiday – Thanksgiving (Schools Closed)
Nov. 22-23	Holiday – Thanksgiving Break (Offices Closed)
December 3	Progress Reports
December 21- January 1	No Students- Holiday - Winter Break & New Year's Day (Schools Closed)
December 24- January 1	Holiday - Winter Break & New Year's Day (Offices Closed)
January 2	Students return from Winter Break
January 15	90th School Day
January 17	No Students- School-Based PD
January 18	No Students- Teacher Workday
January 21	No Students- Holiday- Martin L. King, Jr. Day (Schools & Offices Closed)
January 23	Report Cards
February 18	No Students - Holiday – Presidents' Day (Schools Closed; Offices Open)
February 20	Progress Reports
March 6	Early Release (2 hours) for Parent Conferences
March 19-20	PASS Writing (Make-ups through March 26)
March 26	135th School Day
March 29	No Students – Teacher Workday
April 1-5	No Students – Holiday - Spring Break (Schools Closed)
April 1-2	Holiday – Spring Break (Offices Closed)
April 9	Report Cards
April 16-18	HSAP Spring Testing (Make-ups through April 26)
May 2	Progress Reports
May 7-10	PASS Testing (Make-ups through May 17)
May 17	Last Day for CD and Head Start Students
May 27	No Students- Holiday – Memorial Day (Schools & Offices Closed)
June 5	Half Day for Students
June 6	Last Student Day (Half Day) – 180th School Day
June 7*	No Students - Teacher Workday

*Make-up day if needed