

Charleston > excellence is our standard
County SCHOOL DISTRICT

***Student
Code of Conduct
2011 - 2012***

www.ccsdschools.com

Charleston County School District
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Charleston, SC 29401
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Charleston County School District
75 Calhoun Street
Charleston, SC 29401

Nancy J. McGinley, Ed.D., Superintendent of Schools
Michael Bobby, Chief of Finance and Operations

**CHARLESTON COUNTY SCHOOL DISTRICT
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Important Numbers (All of the numbers below use (843) area code.)

Adult & Community Education	746 - 6500
Categorical Programs	937 - 6570
Community Education	743 - 2556
Department of Prevention and Intervention	746 - 7407
Durham Bus Services	725 - 3160
ESOL	937 - 6341
Office of Communications	937 - 6303
Office of Exceptional Children	937 - 6500
Office of General Counsel	937 - 6515
Office of Health Services	745 - 2184
Office of Security	308 - 6580
Office of Student Support Services	937 - 6425
Professional Development & Instructional Support	937 - 6465
Public Affairs and Volunteers	937 - 6506
Public Relations and Community Outreach	937 - 6578
School Counseling & Guidance Services	937 - 6590

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

**Charleston County School District Code of Conduct
Acknowledgement of Review 2010-2011**

Student's Name

Teacher's Name

Dear Parent/Guardian:

Each student has the right to learn in a safe and secure environment. Inappropriate behavior which adversely affects the learning environment will not be tolerated. Please review the **CCSD Student Code of Conduct** with your child. His/Her teachers have taken time to discuss the policies which are outlined in this very important document. This **CCSD Student Code of Conduct** is a vital part of daily student life, supporting a safe and secure learning environment.

It is essential that the school and home work together to assure that all students meet the high expectations for behavior established in the **CCSD Student Code of Conduct**. This enables students to succeed in school and the community. Your support is vital in this process.

After you have reviewed the **CCSD Student Code of Conduct** with your child, please sign and return the signed form to the school. These forms are submitted annually.


I have read and discussed the **CCSD Student Code of Conduct** with my child. I understand that the Student Code of Conduct applies to all students at all times on all school district property, at school sponsored events, and in school vehicles.

Parent's/Guardian's Signature

Date

Student's Signature

Date

See also Technology Use Agreement on next page 

 Please detach and return this form to your child's teacher.

TEACHER/STAFF/STUDENT

Acknowledgement of Technology Acceptable Use Policy (see page 31-32)

STUDENT USER AGREEMENT:

I have reviewed and understand that compliance with policy GBEBD is required. I agree to comply with Policy GBEBD and further understand that any violation of it is unethical and may constitute a criminal offense. Should I commit any violation of Policy GBEBD, the consequence may result in my access privileges to technology being revoked for the remainder of the year and school disciplinary and/or appropriate legal action may be taken.

Student Signature

Printed Name

Date

SPONSORING TEACHER AGREEMENT:

I have read the District's Acceptable Use Policy GBEBD and understand that compliance with it is required of all CCSD employees and students. I have presented Policy GBEBD to the student named above. As the sponsoring teacher, I have instructed the student on acceptable use of technology and will enforce Policy GBEBD compliance.

Teacher Signature

Printed Name

Date

PARENT/GUARDIAN PERMISSION:

As the parent or guardian of the student, I understand that compliance with Policy GBEBD is required of my CCSD student. I recognize it is impossible for CCSD to restrict access to all controversial materials and I will not hold CCSD responsible for materials acquired on the network.

I understand that Policy GBEBD is available at www.ccsdschools.com for review. If I have questions regarding topics my child is researching or how my child is using technology and the Internet, I will contact his or her teacher. I understand the consequences if my child violates Policy GBEBD.

- Yes, my child has permission to access the CCSD Network and Internet.
- No, my child DOES NOT have permission to access the CCSD Network and Internet

Parent Signature

Printed Name

Date

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Message from the Superintendent of Schools, Dr. Nancy J. McGinley:



Dear Charleston County School District (CCSD) Students and Families:

Welcome to the 2011-2012 academic year!

As superintendent, it is my great privilege to work hand-in-hand with you to ensure that every student receives a world-class education that prepares him or her for success in college and the 21st Century workforce. This Code of Conduct booklet is an important tool designed to help you become familiar with the district's policies and regulations—all aimed at ensuring student safety and promoting achievement.

With excellence as our standard, we ask that every student, parent, and guardian read and understand this Code. **After reviewing this booklet, 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.

Together, we can help all students reach their full potential and continue to make progress towards the three goals outlined in our plan *Charleston Achieving Excellence*:

- 1) Elevate the achievement of all students;
- 2) Close the achievement gaps between groups of students; and
- 3) Increase the graduation rate.

This year, we look forward to extending the core mission, values, goals, and foundation of *Charleston Achieving Excellence* as we launch a new five-year *Vision 2016*. This new phase of our plan will strengthen our existing work, accelerate our progress, and make clear annual targets under each of our goals. Together, we will realize this vision of success for every single student in our system.

Thank you for your continued investment and involvement in our public schools, and have a wonderful school year!

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

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 are prohibited in school or at any school function.

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.

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. Appropriate behavior by students at bus stops and on the school bus is essential to maintaining safe transportation. Students who do not follow bus rules may face the loss of bus privileges. All disciplinary actions listed in this document are applicable to misconduct on the bus or while in sight of the driver at the bus stop.

The principal or designee has authority over all buses operating to or from school, to include loading or unloading, and the conduct of the students being transported.

Inappropriate behavior or activity jeopardizing the safe operation of the school bus or interfering with the welfare of other vehicle occupants is prohibited. The school bus operator will report promptly and in writing to appropriate administrative staff any conduct appearing to require disciplinary action. After administrative staff review, appropriate disciplinary action will follow.

Should a disciplinary problem arise while the bus is in route to or from school of such a nature that would affect the safe operation of the bus, the driver is instructed to park the bus in a safe location, call the dispatcher, and request police to report to the bus. Digital cameras are present on all school buses. Recordings will be made available to school administration.

Each student is expected to ride his/her assigned bus every day unless permission to do otherwise has been approved by the appropriate administrator.

Please review the ***Bus Behavior Expectations for All Students*** on the following page.

Bus Behavior Expectations for All Students

Students are expected to observe the following rules for safety and courtesy on the bus. The Student Code of Conduct applies on all CCSD buses and at all CCSD bus stops as well as for regularly scheduled and school-sponsored events.

1. At the Bus Stop	2. When the Bus Arrives
<ul style="list-style-type: none"> • Arrive at the assigned stop before bus pick up • Be respectful and aware of traffic • Wait in a quiet and orderly manner • Wait for the bus in a safe place, clear of traffic and away from where the bus stops • Stay off private property 	<ul style="list-style-type: none"> • Allow the bus to come to a complete stop • When boarding, wait until the bus has stopped with warning lights flashing and all traffic has come to a stop • If crossing the street is necessary, cross in front of the bus only • Board the bus in single file • Board the bus in a quiet and orderly manner
3. On The Bus	4. Exiting the Bus
<ul style="list-style-type: none"> • Follow the instructions of the bus personnel • Be respectful of all people, including all bus personnel • Use language appropriate for the school setting • Keep the bus neat and clean • Do not eat or drink • Talk quietly and politely • Sit in assigned seat if applicable • Stay in seat while bus is moving • Cell phones, radios, and CD players should remain off and out of sight 	<ul style="list-style-type: none"> • Remain seated until the bus comes to a complete stop • Exit at your assigned bus stop • Exit the bus and bus stop in an orderly manner • Cross in front of the bus only

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

1 st Offense	Additional Offenses
Parent Conference Disciplinary Action <ul style="list-style-type: none"> • Student Conference • Seat Change • Bus Suspension • School Suspension (when applicable) 	Bus Suspension Appropriate Disciplinary Action <ul style="list-style-type: none"> • Additional Bus or School Suspension corresponds to offense • Implement the Student Code of Conduct as appropriate • Serious disruptive behavior may result in bus suspension for the remainder of the year

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.

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

- Illness of the student
- Medical or dental appointment
- Court appearance
- 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

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 Home Based 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 burden of 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.**

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 reads:

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 reads:

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 reads:

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.

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

1. Talk to your child to find out why they do 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.

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.

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 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 on 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.

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 reflects this continuum of supports and interventions.

Response to Intervention

The RTI (Response to Intervention) model is a three-tiered approach to providing quality instruction and interventions to meet the individual needs of all students. RTI involves the use of “data-based decision making” to effectively modify instruction and implement scientifically based interventions. Each student’s progress is monitored frequently to make decisions about changes in instruction or goals. The RTI process has three tiers that build upon one other. Each tier provides more intensive levels of support. Students are able to move in and out of the individual tiers based on how well they respond. (Batsche et al., 2005; Florida Department of Education, 2008)

- **Tier I includes high quality instruction.** The school provides all students with access to high quality curriculum, instruction, and behavior supports in the general education classroom.
- **Tier II includes additional targeted, supplemental instruction/interventions.** The school provides interventions to small groups of students who need more support than they are receiving through Tier I.
- **Tier III includes intensive interventions.** The school develops and implements interventions to meet the individual needs of students.

Positive Behavioral Interventions & Supports

PBIS (Positive Behavioral Interventions and Supports) is a process for creating safer and more effective schools. PBIS aims to prevent inappropriate behavior through teaching and reinforcing appropriate behaviors (OSEP Technical Assistance Center on Positive Behavioral Interventions & Supports, 2007).

Consistent with the core principles of RTI, PBIS offers a range of interventions that are systematically applied to students based on their demonstrated level of need, and addresses the role of the environment as it applies to development and improvement of behavior problems.

What is Bullying?

- **Bullying is aggressive behavior that involves unwanted, negative actions.**
- **Bullying involves a pattern of behavior repeated over time.**
- **Bullying involves an imbalance of power or strength.**

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 of friends or leaving him/her out of things on purpose
- hitting, kicking, pushing, shoving, or locking him/her inside a room
- 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

What is Cyber Bullying?

Cyber bullying is bullying through email, instant messaging (IMing), chat room exchanges, Web site posts, or digital messages or images sent to a cellular phone or personal digital assistant (PDA) (Kowalski et al. 2008). Cyber bullying, like traditional bullying, involves an imbalance of power, aggression, and a negative action that is often repeated.

Six Most Common Forms of Cyber Bullying:

- **Harassment:** Repeatedly sending offensive, rude, and insulting messages
- **Denigration:** 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
- **Flaming:** Online "fighting" using electronic messages with angry, vulgar language
- **Impersonation:** 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.
- **Outing and Trickery:** Sharing someone's secrets or embarrassing information, or tricking someone into revealing secrets or embarrassing information and forwarding it to others
- **Cyber Stalking:** 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 (depending on the content of the message, it may be illegal)

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...

- If you feel safe, tell the bully to stop.
- If you don't feel safe, say kind words to the student being bullied.
- Be a friend!
- Don't encourage the bully by laughing or joining in.
- Tell other bystanders how to help stop bullying.
- Tell an adult.
- Encourage the bullied student to talk to someone about what happened.

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, moody, teary, or depressed when he or she comes home
- complain frequently of headaches, stomachaches, or other physical problems
- have trouble sleeping or frequent bad dreams
- experience a loss of appetite
- appear anxious and suffer from low self-esteem

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.

Bullying ● Harassment ● Threats ● Intimidation

Bullying, harassing, threatening, or intimidating, like other disruptive or violent behavior, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. School administrators, faculty, staff, and volunteers will demonstrate appropriate behavior by treating others with civility and respect, and will refuse to tolerate bullying, harassment, threats, or intimidation. 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.

It is prohibited for any student to bully, harass, threaten, or intimidate another person by means of any gesture, written, verbal, or electronically-mediated communication (i.e., texting, cyber-bullying, social networking), emotional or physical act that takes place on school property, at any school-sponsored function (on or off school property), or on a school bus and that:

Is motivated by any 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(s) 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.

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.

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 code of 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.

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 is 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 that may, in any way, be linked to a gang or gang-related activity or behavior that is displayed on personal and/or school property.

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.

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.

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 may be referred to the Office of Student Placement supporting 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.

Involvement of Law Enforcement Agencies

School personnel do not have jurisdiction over law enforcement decisions. The decision to make an arrest lies solely with the law enforcement agency.

Administration of Medications

School personnel will administer medications only pursuant to district policy and regulation.

No student shall carry medicine in school except for students given permission to do so to guard against a life threatening condition. Permission will be granted only after careful review by the School District in consultation with the registered professional school nurse and the student's parent/legal guardian and physician or legal prescriber. **A Health Management Plan must be completed.**

Any medication found in a student's possession (except as described above) will be confiscated by school officials. At the principal's discretion, the student may be sent home, a police report made, and/ or a referral to the Office of Student Placement made for additional disciplinary action taken as stated in CCSD Policy JICH (Substance Abuse).

General Rules Regarding Medications

1. Long-term prescription and non-prescription medication (over 2 weeks) require receipt of the completed *CCSD Medication Procedure Doctor's Orders* form signed by the parent/legal guardian and the child's legal prescriber. All medication must be provided in the properly labeled original container.
2. Short-term prescription medications (2weeks or less) require written permission from the parent/legal guardian and the original properly labeled prescription container.
3. Parents/guardians are expected to update CCSD forms annually or when there is any change in the medications, medical procedures, or health condition.
4. Parents/guardians should pick up any unused medication or medical supplies within one week of discontinuation or last day for students, whichever comes first. If medications are not picked up, disposed of medications will occur.
5. Parents/guardians will provide no more than a thirty (30)-day supply of medication to the school or the after-school individual responsible for giving medication.

Certain students with special health care needs may self-administer and/or monitor, provided the following requirements are met:

- CCSD Medication/Procedure Doctor's Order form is completed with the following: name of the medication/procedure; dosage, time, and route of the medication; statement from the legal prescriber that the student may self-medicate and monitor; signature of legal prescriber; signature of parent or legal guardian.
- An individualized health management plan (IHP) has been developed by the school nurse with input from the student's healthcare provider, the parent, and the student.
- Documentation has been received from the student's healthcare provider stating that the student has been trained and is competent to self-medicate and/or self-monitor.
- Signed release of information from the parent allowing sharing of information to those school employees with a legitimate need to know has been received.

Alcohol, Drugs, Other Substances, and Drug Paraphernalia

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

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

A student shall not be under the influence of any illegal drug, narcotic, controlled substance, chemical, inhalant, alcoholic beverage of any kind, any 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.

Drug paraphernalia is defined as all equipment, objects, or materials of any kind which are used, or intended for use, in injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance. Containers used to store controlled substances are also considered drug paraphernalia.

The principal shall refer to the Office of Student Placement any students found to be using, under the influence of, or in possession of drugs or alcohol or paraphernalia. The principal shall recommend expulsion for all students involved in the distribution of drugs, alcohol, or medication.

The principal or other responsible administrator shall report drug and alcohol-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.

For those students that commit the offense of drug possession, that is inclusive of being under the influence of a drug, 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 or drug 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 remain in school on District Probation or be placed in an alternative program, in lieu of expulsion.

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

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 or communication devices must be turned off (not on vibrate mode) and stored out of sight. Using a cell phone or telecommunication device may include but not be limited to text messaging, taking pictures or videos, playing games, receiving and/or sending calls. Students may not activate video cameras at any time unless they are acting pursuant to the express instructions of a teacher or administrator.

Cell phones or telecommunication devices may not be used in route to and from school on school buses. While on a school bus, a student's cell phone or telecommunication device must be turned off and stored out of sight.

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 in writing by the principal.

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 radio, i-Pod, CD player, MP3 player, music players of any other format, televisions, tape recorders, laptop computers, etc. Devices included 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. Failure to retrieve the device within 30 days of the end of the school year will result in the disposal of the device.

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

Student Behaviors: Offenses and Possible Actions

Introduction:

When students behave in positive ways, they will be successful.

Students are responsible for treating each other fairly and for acting in compliance with school policies and directions from school staff.

Since students spend the majority of their time in classroom environments where behavior must conform to high standards, most discipline matters are managed by the classroom teacher as addressed in Level 1.

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 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.

The student code of 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

CCSD Student Code of Conduct: Offenses and Possible Actions

Offenses and required actions on the following pages are not intended as an all-inclusive list.

Level		
1	<p><u>DISORDERLY CONDUCT</u> <i>adversely affects a student's educational progress. Level One offenses should typically be handled by the teacher. In cases of multiple offenses, Level Two options may be used and/or referral to Core Team.</i></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 • Complete Student Problem-Solving Worksheet • Written reflection about incident • Other teacher interventions • Guidance referral for individual and/or small group intervention • Parent contact (phone, letter, conference) • Teach/reteach behavior expectations • Confiscation • Before or after school detention • Reinforcement of appropriate behaviors • Teacher detention • Temporary removal from class • Behavior contract 	
2	<p><u>DISRUPTIVE CONDUCT</u> <i>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.</i></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 • Suspension • Administrative detention • In-school suspension • Community service assignment • School/yard/cafeteria detail • Administrative probation • Loss of participation privileges (including parking) • Saturday school • Conditional suspension • Restitution of property and damages • Referral to Law Enforcement • Referral to outside agency • Referral to the Office of Student Placement (frequent offender) 	
3	<p><u>CRIMINAL CONDUCT</u> <i>occurs in activities 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, or the Constituent District Board.</i></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 • Any interventions and consequences from Levels One and Two • Restricted activity • Extended suspension (with approval from the Associate Superintendent) • Referral to the Office of Student Placement • District and/or community-based alternative programs • Recommendation for expulsion 	

Levels of Offenses

* School Crime Incident Report Required

Offenses/Infractions - See glossary for additional information.		Levels		
Code	"See also" indicates a lesser non-criminal version of the category	1	2	3
680	Alcohol (Liquor Law Violation) Under the Influence/ Possession/ Distribution/ Consumption/ Possession with Distribution			•
780	Ammunition with harmful intent			*
497	Ammunition without harmful intent		•	
500	Arson			•
510	Aggravated assault			*
260	Bomb threat			•
530	Bribery			•
440	Bullying/ Threatening/ Harassing Staff		•	
440	Bullying/ Threatening/ Harassing Students		•	
340	Bus violation		•	
190	Cheating/academic dishonesty	•	•	
	Computer misuse			
700	Criminal			•
700	Malicious modification/ misuse <i>Criminal</i>			•
220	Mischievous modification/ misuse <i>Non-Criminal</i>		•	
220	Unauthorized		•	
700	Conspiracy			•
430	Contract violation		•	
	Cutting			
170	Cutting activity		•	
160	Cutting class		•	
172	Cutting detention		•	
173	Cutting Saturday school		•	
150	Cutting school		•	
496	Destruction of property		•	
491	Dishonesty/ lying	•	•	
420	Disrespect to staff		•	
470	Disruptive conduct as determined by administration		•	
480	Disturbing class	•	•	
560	Disturbing school (<i>see also Disruptive conduct</i>)			•
280	Dress code violation	•	•	
	Drugs (includes prescriptions and non-prescription substances)			
580	Under the Influence/ Possession/ Consumption (including drug paraphernalia and prescription or over-counter medication)			•
570	Distribution/ Possession with Distribution (arrest)			*
571	Distribution/ Possession with Distribution of Non-prescription or legal substance (no arrest)			•
581	Possession of Imitation Drugs			•
590	Embezzlement			•
780	Explosives – possession or detonation			*
600	Extortion			•
350	False fire alarm			•
	Fireworks			
390	Possession		•	
700	Detonation			•
550	Forgery/ counterfeiting (<i>see also Dishonesty/ lying</i>)			•
620	Fraud (<i>see also Dishonesty/ lying</i>)			•
386	Frequent offender		•	
630	Gambling			•
250	Gang activity			•
410	Hall pass violation	•		
450	Hits/ touched		•	
640	Homicide			*
660	Kidnapping/ abduction			*

Levels of Offenses

*School Crime Incident Report Required

Offenses/Infractions - See glossary for additional information.		Levels		
Code	"See also" indicates a lesser non-criminal version of the category	1	2	3
360	Identification violation	•		
360	Chronic ID violation		•	
	Intimidation (see also Threats)			
650	Intimidating students			•
650	Intimidating staff			•
320	Leaving class without permission	•	•	
310	Leaving school without permission		•	
370	Littering	•		
240	Loitering (see also out of area/ off limits)			•
251	Lynching (assault by 2 or more persons)			•
400	Noise (excessive)	•		
700	Other: Offense (Criminal) • Other acts of criminal conduct as set forth in State and Federal Law that occur on school property, at school sponsored events, or on school vehicles			•
495	Other: Offense (Non-Criminal) • Other acts of non-criminal conduct , not otherwise set forth by CCSD policy • 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		•	
290	Obscene gesture	•	•	
200	Out of area/ off limits	•	•	
300	Parking violation		•	
710	Pornography			•
492	Possession of an unauthorized substance		•	
380	Probation violation		•	
	Profanity/ abusive language			
210	Toward students	•	•	
210	Toward staff		•	
720	Prostitution			•
460	Provoking a fight		•	
270	Refusal to obey	•	•	
494	Sexual harassment			•
	Sexual offenses			
610	Sexual offense (forcible)			*
690	Sexual offense (non-forcible)			•
	Simple assault			
520	On student (see also Hits/ touched)			•
520	On staff			•
	Stealing			
540	Burglary			•
670	Larceny/ theft			•
493	Petty stealing		•	
730	Robbery			*
770	Vehicle theft			•
740	Stolen property - possession			•
	Tardiness			
180	School or class	•		
180	Chronic		•	
330	Telephone/ cell phone violation	•	•	
230	Tobacco violation		•	
750	Trespassing			•
390	Unauthorized device	•	•	
760	Vandalism (see also Destruction of Property)			•
490	Verbal altercation		•	
	Weapons (including imitation weapons)			
780	Weapons Type 0 – Other			*
781	Weapons Type 1 – Hand guns			*
782	Weapons Type 2 – Rifles/shotguns			*
783	Weapons Type 3 – Other firearms			*
498	Weapons in Car			•
499	Weapons – Fake/ Imitation			•
699	Weapons with less than 2" Blade			•

Suspension

(See page 29 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.

A student shall not be suspended without the approval of the Associate Superintendent during standardized testing periods or 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. Conferences 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

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.

Appeal to Associate Superintendent – Due Process

An appeal to the Associate Superintendent must be made in writing prior to completion of suspension. After conducting the hearing with the principal, parent or guardian, and student, the Associate Superintendent may affirm the principal's decision or may reverse the principal's decision and reinstate the student.

If the Associate Superintendent reinstates the student, all privileges will be restored. No appeal will be allowed to either the Constituent Board or the County Board from a suspension.

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 administrator (principal or assistant principal) for:

- Level Three offense(s) as defined on pages 22-23 in the CCSD Student Code of Conduct Note: Drugs, Alcohol 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.
- Frequent Offender (386) defined as a student who has committed multiple Level 2 offenses
- Other Offense Non-Criminal (495) defined as 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
 - the student is transferring to CCSD from another alternative program
 - the student was recommended for expulsion and withdrew before process could be completed
 - the student is currently expelled from school outside of CCSD
- Re-entry from placement at a Department of Juvenile Justice (DJJ) or other long-term facility having lasted 45 days or longer

Disciplinary Referral Procedures for Administrators

- The school administration shall investigate and document all charges.
- The parent/guardian will be notified of the offense which the student is accused and the pending recommendation for expulsion.
- 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 or designee will compile a District Disciplinary Referral Packet (DDRP) following the guidelines provided by the OSP.
- The principal or assistant principal will forward the recommendation for expulsion to the Office of Student Placement.
- The Office of Student Placement Hearing Officer will conduct a due process disciplinary hearing or forward the case to the Constituent District's Board supporting the recommendation for expulsion.

Expulsion Procedures

- 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 hearing will be conducted in a formal manner.
- Presenting evidence will rest with the principal or designee.
- All witnesses giving testimony shall be sworn in under oath.
- 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.
- Hearing shall be heard in closed session, not open to the public, but must be voted on in open session.
- The school administration, where possible, will make available any witnesses or evidence within the control of the school system when requested to do so.
- Hearings will be conducted at the Constituent District Board's designated area.
- 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.

Note:

- Once the expulsion process is initiated and prior to the hearing, a student cannot withdraw from school and enter another public school in Charleston County School District to avoid expulsion.
- 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.

Dispositions

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

- Uphold recommendation for expulsion
- Recommendation to CCSD or other Alternative Programs
- Probation for a specified amount of time inclusive of, but not limited to:
 - Successful completion of an 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

Expulsion

(See page 29 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.

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

Restrictions

- A student expelled from any CCSD Constituent District shall be ineligible to attend school in any other CCSD Constituent District.
- Once the expulsion process is initiated, and prior to the hearing before the Constituent School Board, a student cannot withdraw from school and enter another public school or be home schooled in Charleston County to avoid possible expulsion or alternative placement.
- Students expelled from school are prohibited from coming onto school property, attending school functions, or riding a school bus.

Authority to expel a student rests with the Constituent Board. **A Constituent Board may delegate its authority to initially hear a student's case 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.

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

Students may still participate in any CCSD Adult Education program with approval of the Constituent Board.

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.

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

Every expelled student shall have the right 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.

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.

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 Multi-Disciplinary Team (MDT).

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 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 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 MDT (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
- Develop or review the implementation of the Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) if appropriate

If the MDT 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 *Office of Exceptional Children Special Education Procedures Manual (OEC Manual)*

If the MDT 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 suspension, services must be provided to ensure progress on the IEP.

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

Charleston County School District Technology Acceptable Use Policy GBEBD

Issued 1/09/2006

1. Purpose

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

2. 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). This policy shall be implemented through the following acceptable use standards for information technology.

3. Applicability

The following acceptable use standards for information technology (standards) are applicable to every employee, contractor, student or other person who uses, accesses or otherwise interacts with a Charleston County School District information technology system.

4. Scope

These standards shall include the following Charleston County School District information technology systems:

- telephones, cell phones, PCS devices, radios, pagers
- computer systems, hardware, software, personal digital assistants (PDAs), wired and wireless networks
- e-mail, web, intranet and Internet services
- video systems including distance learning and ETV systems
- application systems including, but not limited to, district financial systems, human resource systems and student information systems
- other information technology or electronic communications systems

5. Acceptable use standards for information technology

Access to and use of Charleston County School District information technology systems is subject to the following standards. By accessing or using applicable systems, the user accepts without limitation or qualification the terms and conditions of these standards.

5.1 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.
- Copyrighted material which may include software, text, music, graphics or other media.
 - Display of the copyright symbol is not required for protection under the Copyright Act.
 - Permission of the author or copyright owner is required for copying, downloading or distribution.
 - Presence on the web does not mean an item is in public domain.
 - Permission for software use shall be evidenced by license. 'Shrink-wrap' licenses shall be complied with. Records of licenses shall be maintained. Copying or distribution shall comply with "Fair Use" provisions of the Copyright Act when applicable.
- Use must comply with all applicable Charleston County School District policies, regulations and directives.

5.2 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 e-mail.
- 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 Charleston County School District.
- Personal e-mail is not permitted on Charleston County School District e-mail systems.

Technology Acceptable Use Policy - *Continued*

5.3 Technology products and use shall conform to district standards.

- Hardware and software to be installed on district systems must be district approved.
- Websites and pages created or hosted on district systems must be district approved.
- Technology and communications systems must be used in a secure manner.
 - Passwords are not to be shared, posted or disclosed.
 - Only authorized software is to be loaded on district devices.
 - Anti-virus scans are to be made on any software, executable code, scripts, e-mail, other data loaded on district devices or laptops and computer devices to be connected to district networks.
 - Personally identifiable information on individuals including students which may be protected by law or considered confidential is not to be disclosed.

6. Conditions of use

Charleston County School District operates technology protection measures to protect against access through district computers to material that is obscene, pornographic or harmful to minors.

Users are cautioned that such technology protection measures are not considered 100% effective. 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 Charleston County School District electronic communications and computer systems shall be filtered and may be monitored, logged, disclosed, deleted, or terminated by the district.

Employees and students have no expectation of privacy in use of Charleston County School District information technology and electronic communications.

Employees have a duty to protect district information and technology resources entrusted to their use.

Employees shall report violations of these standards to district authorities.

Violations of this policy and these standards by employees may be cause for revocation of use privileges and for disciplinary action.

Charleston County School District may change these standards without prior notice when it deems such changes to be in its best interest.

7. Disclaimers

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

Charleston County School District assumes no responsibility or liability for accuracy, integrity, quality or acceptability of information or content of non-district technology including, but limited to, non-district websites which may have interconnecting links with district websites.

Users are cautioned to use due care when accessing non-district information technology resources.

Legal references:

A. Federal law:

1. 47 U.S.C. Section 254(h) - Children's Internet Protection Act.
2. The Digital Millennium Copyright Act of 1998, Section 512 - Limitations on liability relating to material online.
3. 17 U.S.C. Section 101, et seq. - Copyright Act.
4. 18 U.S.C. Section 1030 - Computer Fraud and Abuse Act of 1986, as amended.
5. 18 U.S.C. Section 2510 - Electronic Communications Privacy Act of 1986.

B. S.C. Code of Laws, 1976, as amended:

1. Section 16-3-850 - Encountering child pornography while processing film or working on a computer.
2. Sections 16-16-10, et seq. Computer Crime Act.

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."

Glossary:

Ammunition without Harmful Intent: Possession of bullets, pellets, BBs, arrows, or other objects that could be used as a weapon to inflict harm

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

Aggravated Assault: (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

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

Bullying / Harassment: Repeated, conscious, willful, and deliberate intent to physically, socially, electronically, or verbally antagonize or distress someone else; a direct or indirect behavior over a period of time that makes a person feel unsafe or uncomfortable. See pgs 10-13

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

Cheating/Academic Dishonesty: Providing, receiving, or viewing answers to assignments, quizzes, or tests; accessing academic materials such as notes, books, without permission

Community Service: An unpaid service for the benefit of the public that is performed as part or all of a consequence for committing an offense

Computer Misuse: Unauthorized or inappropriate use of computers

Criminal: Using school computers to commit a criminal act such as hacking into servers, altering school data, etc.

Malicious Modification / Misuse: Purposely damaging school system computer resources (Criminal offense)

Mischievous Modification / Misuse: Unauthorized modifications of school system computers that do not

permanently damage the system resources

Unauthorized: Using computer resources without permission

Conditional Suspension: Possible temporary exclusion of a student from school grounds for a prescribed time period, which may be avoided if the parent/guardian of the student agrees to attend a conference with school administrators - Failure to meet with the school administrator will result in suspension from school. Use of this consequence with special needs students should be in accordance with their IEP.

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

Contract Violation: Non-compliance with a written agreement

Core Team: A team of individuals who meet regularly to problem solve and develop intervention strategies for students who exhibit academic and behavior problems that significantly interfere with the learning process

Criminal Offense: Any behavior that is considered against the law

Cutting Activity: Failure to attend or complete a school scheduled event such as class, activity, assembly, detention, Saturday school, etc.

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

Detention: Keeping a student for a period of time during recess, lunch, before or after the school day as a consequence for a behavior infraction

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

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

Disruptive Conduct: (Non-criminal version of Disturbing School)

Disturbing 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) (1) To willfully or unnecessarily (a) interfere with or disturb the students or teachers of any school, (b) loiter about on school premises, or (c) act in any obnoxious manner thereon; (2) for any person to (a) enter upon any such school premises, or (b) loiter around premises without permission of the principal. Also included, Disorderly Conduct which includes behavior that tends to disturb the public peace, scandalize the community, or shock the public sense of morality.

Drug Distribution: See pg 18

Drug Possession: See pg 18

Due Process: A student facing disciplinary action must be provided an oral and written notice of the allegations. He/she will have the opportunity to hear the evidence and respond prior to disciplinary action. A student who poses a danger to persons or property may be removed immediately with the notice and hearing following as soon as possible.

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

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

Forgery/ Counterfeiting: (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 them - usually, to obtain property or services from him or her unjustly

Frequent Offender: Student who has committed multiple Level Two offenses

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: See pg 15

Hits/touched: Student slaps or otherwise touches another student with force and then immediately withdraws from the situation

Infraction: An offense or behavior that breaks a rule

Intervention: A deliberate attempt or action to improve a student's behavior, social, or academic progress in a positive direction

Intimidation: (Criminal; see also threats as a lesser offense) 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.

Liquor Law Violation: Violation of laws prohibiting sale, purchase, transportation, possession, or use of alcoholic beverages (i.e., under the influence, possession, distribution, consumption, possession with distribution)

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

Lynching: A physical attack by two or more persons on another person meant to cause bodily harm or injury

Medication or Controlled Substance Violation: Possession of or distribution of prescribed or non-prescribed medication or controlled substance with an exception of an approved Health Management Plan. See pg 17

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 vehicles

Other Offenses: (non-Criminal) 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

Paraphernalia: See pg 18

Plagiarism: Deliberately presenting the ideas, works, or statements of another as one's own without acknowledgement of the source

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

Probation: Disciplinary status granted in lieu of a more severe consequence on the promise of good behavior in the future - Probation should be for a definitive period of time during which time critical examination and evaluation of the student's progress should take place.

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

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.

Restitution: Replacing items that were stolen or damaged or providing fair market value by way of compensation or service

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

Saturday School: Attending school on Saturday for disciplinary or academic reasons

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 pg 14

Sexual Offenses:

Forcible: Any sexual act on another person without his/her consent or ability to consent due to age or mental or physical in-capacity

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

Shared Responsibility: At the principal's request, the parent or guardian attends all classes and periods with the student, including lunch, and sits next to the student for the entire school day. In the event that the parent/guardian cannot participate in shared responsibility, then alternative consequences may be imposed. If a parent refuses to accept shared responsibility, the principal will pursue the next appropriate consequence.

Simple Assault: 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

Student Problem - Solving Worksheet: Method of intervention whereby the student completes a guided worksheet to think through the actions that resulted in reprimand, evaluate all of the factors involved, and gain a better understanding for future alternatives in similar situations

Tardy: Arriving late to school or class

Threats: Making statements or gestures of intent to do physical harm to a staff member or student; see also bullying and harassing (Level 2 Non-Criminal offense; see Intimidation for Level 3, Criminal offense)

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

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

Verbal Altercation: An exchange of words between students resulting in conflict

Withholding Privileges: Loss of student's privileges or rights to participate in school sponsored activities

Work Detail: Specific tasks required of a student as a mode of discipline which may include yard or janitorial work, at a designated time. Tasks may not be performed during an academic period.

Unauthorized Device: Contraband item such as lighter, radio, CD player, Gameboy, i-Pod, laser pointer, camera, toys, dice, cards, etc.

Unauthorized Substance: Any chemical compound or material which is categorically not permitted on school grounds or at school related activities

Weapons: See pg 16

CCSD Directory of Schools					
School	Level	Dist	Address	City & Zip	Phone #
St. James-Santee	ES	1	8900 N. Highway 17	McClellanville 29458	723-0863 887-3395
Belle Hall	ES	2	385 Egypt Rd	Mt. Pleasant 29464	849-2841
James B. Edwards	ES	2	885 Von Kolnitz Blvd	Mt. Pleasant 29464	849-2805
Laurel Hill	PS	2	3100 Thomas Cario Blvd	Mt. Pleasant 29466	849-2200
Jennie Moore	ES	2	1256 Hamlin Rd	Mt. Pleasant 29466	849-2815
Mt. Pleasant Acad	ES	2	605 Center St	Mt. Pleasant 29464	849-2826
Pinckney	ES	2	3300 Thomas Cario Blvd	Mt. Pleasant 29466	856-4585
Sullivan's Island	ES	2	<i>Temp-1120 Rifle Range Rd</i>	Mt. Pleasant 29464	883-3118
Whitesides	ES	2	1565 Rifle Range Rd	Mt. Pleasant 29464	849-2838
Harbor View	ES	3	1576 Harbor View Rd	Charleston 29412	762-2749
James Island	ES	3	1872 Grimbald Rd	Charleston 29412	762-8240
Murray-LaSaine	ES	3	691 Riverland Dr	Charleston 29412	762-2765
Stiles Point	ES	3	883-A Mikkell Dr	Charleston 29412	762-2767
Corcoran	ES	4	8585 Vistavia Rd	N. Charleston 29406	764-2218
Goodwin	ES	4	5501 Dorchester Rd	N. Charleston 29418	767-5911
Hunley Park	ES	4	1000 Michigan Ave	N. Charleston 29404	767-5914
Ladson	ES	4	3321 Ladson Rd	Ladson 29456	764-2225
Lambs	ES	4	6800 Dorchester Rd	N. Charleston 29418	767-5900
Pepperhill	ES	4	3300 Creola Rd	N. Charleston 29420	767-5905
Angel Oak	ES	9	6134 Chisolm St	Johns Island 29455	559-6412
Frierson	ES	9	6133 Maybank Highway	Wadmalaw Is. 29487	559-1182
Mt. Zion	ES	9	3464 River Rd	Johns Island 29455	559-3841
Ashley River	ES	10	1871 Wallace School Rd	Charleston 29407	763-1555
Drayton Hall	ES	10	3138 Ashley River Rd	Charleston 29414	852-0678
St. Andrews	ES	10	30 Chadwick Dr	Charleston 29407	763-1503
Oakland	ES	10	505-A Arlington Dr	Charleston 29414	763-1510
Springfield	ES	10	2741 Clover St	Charleston 29414	763-1538
Stono Park	ES	10	1699 Garden St	Charleston 29407	763-1507
Buist Academy	ES	20	<i>Temp-942 Whipple Rd</i>	Mt. Pleasant 29464	724-7750
Charleston Progressive	ES	20	<i>Temp-1600 Saranac St</i>	N. Charleston 29405	720-2967
Memminger	ES	20	<i>Temp-2685 Leeds Ave</i>	N. Charleston 29405	724-7778
Mitchell	ES	20	2 Perry St	Charleston 29403	724-7262
Blaney	ES	23	7184 Highway 162	Yonges Island 29449	889-3992
Jane Edwards	ES	23	1960 Jane Edwards Rd	Edisto Island 29438	559-4171 869-2124
Ellington	ES	23	5540 Old Jacksonboro Rd	Ravenel 29470	889-9411 889-9412
Minnie Hughes	ES	23	8548 Willtown Rd	Hollywood 29449	889-2976
Montessori Community	ES	10	2120 Wood Ave	Charleston 29414	769-0346
Cario	MS	2	3500 Thomas Cario Blvd	Mt. Pleasant 29466	856-4595
Laing	MS	2	<i>Temp-1560 Mathis Ferry Rd</i>	Mt. Pleasant 29464	849-2809
Moultrie	MS	2	645 Coleman Blvd	Mt. Pleasant 29464	849-2819
Ft. Johnson	MS	3	1825 Camp Rd	Charleston 29412	762-2740
James Island	MS	3	1484 Camp Rd	Charleston 29412	762-2784
Northwoods	MS	4	7763 Northside Dr.	N. Charleston 29420	764-2212
Zucker	MS	4	6401 Dorchester Rd	N. Charleston 29418	767-8383
Haut Gap	MS	9	1861 Bohicket Rd	Johns Island 29455	559-6418
St. Andrews	MS	10	721 Wappoo Rd	Charleston 29407	763-1533
West Ashley	MS	10	1776 Kennerty Dr	Charleston 29407	763-1546
C. E. Williams	MS	10	640 Butte St	Charleston 29414	763-1529
Lincoln	7-12	1	714 Lincoln Rd	McClellanville 29458	577-0970 887-3244
Wando	HS	2	1000 Warrior Way	Mt. Pleasant 29466	849-2830

CCSD Directory of Schools *Continued*

School	Level	Dist	Address	City & Zip	Phone #
Academic Magnet	HS	4	5109-A West Enterprise St	N. Charleston 29405	746-1300
Garrett Academy	HS	4	2731 Gordon St	N. Charleston 29405	745-7126
Military Magnet Academy	6-12	4	2950 Carner Ave	N. Charleston 29405	745-7102
School of the Arts	6-12	4	5109-B West Enterprise St	N. Charleston 29405	529-4990
Stall	HS	4	3625 Ashley Phosphate Rd	N. Charleston 29418	207-3700
St. John's	HS	9	1518 Main Rd	Johns Island 29455	559-6400
West Ashley	HS	10	4060 West Wildcat Blvd	Charleston 29414	573-1201
Burke	7-12	20	244 President St	Charleston 29403	579-4815
Clark Academy	HS	3	1929 Grimball Rd	Charleston 29412	762-2774
Burns	ES	4	3750 Dorchester Rd	N. Charleston 29405	745-7113
Chicora	ES	4	1912 Success St	N. Charleston 29405	745-7099
Dunston	ES	4	1825 Remount Rd	N. Charleston 29406	745-7109
Mary Ford	ES	4	3180 Thomasina McPher	N. Charleston 29405	745-7131
Hursey	ES	4	4542 Simms St	N. Charleston 29406	745-7105
Midland Park	PS	4	2415 Midland Park Rd	N. Charleston 29405	574-2183
North Charleston	ES	4	4921 Durant Ave	N. Charleston 29405	745-7107
Pinehurst	ES	4	7765 Northside Dr.	N. Charleston 29420	824-8728
Sanders-Clyde	CD-8	20	805 Morrison Dr	Charleston 29403	724-7783
James Simons	ES	20	<i>Temp-2685 Leeds Ave</i>	N. Charleston 29405	724-7763
Morningside ARMS	MS	4	1999 Singley Lane	N. Charleston 29405	745-2030
Morningside EXCEL	MS	4	1999 Singley Lane	N. Charleston 29405	745-2000
North Charleston	HS	4	1087 East Montague Ave	N. Charleston 29406	745-7140
Baptist Hill	7-12	23	5117 Baptist Hill Rd	Hollywood 29449	889-2277
Early Childhood Education					
Child & Family Development	PS	4	3180 Thomasina McPher	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					
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					
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
James Island Charter High	9-12	3	1000 Ft. Johnson Rd	Charleston 29412	762-2754
Greg Mathis	9-12	4	2872 Azalea Dr	N. Charleston 29405	557-1611
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
Apple Charter	K-6	3	1101 Camp Rd	Charleston 29412	795-6877

**Charleston County School District
2011 - 2012 Academic Calendar**

August 10	School-based PD a.m.; Teacher Workday p.m.
August 11	Teacher Workday
August 12	District PD
August 15	Teacher Workday
August 16	First Day for Students
September 5	Holiday – Labor Day (Schools and Offices Closed)
September 16	Progress Reports
October 18-20	HSAP Fall Testing (make-ups through October 28)
October 18	45 th School Day
October 21	No Students - School-based PD a.m.; TWD p.m.
October 25	Report Cards
October 26	Early Release (2 hours) for Parent Conferences
November 11*	Holiday – Veterans' Day (Schools and Offices Closed)
November 18	Progress Reports
Nov. 23-25	Holiday – Thanksgiving (Schools Closed)
Nov. 24-25	Holiday – Thanksgiving (Offices Closed)
December 19-30	Holiday – Winter Break (Schools Closed)
December 22-26	Holiday – Winter Break (Offices Closed)
January 2	Holiday – New Year's Day (Schools and Offices Closed)
January 3	Students return from Winter Break
January 11	90 th School Day
January 12	No Students - School-based PD
January 13	No Students - Teacher Workday
January 16	Holiday - Martin L. King, Jr. Day (Schools & Offices Closed)
January 18	Report Cards
February 16	Progress Reports
February 17	No Students - School-based PD
February 20	Holiday – Presidents' Day (Schools Closed; Offices Open)
March 20-21	PASS Writing (make-ups through March 30)
March 21	135 th School Day
March 23	No Students - Teacher Workday
March 27	Report Cards
March 29	Early Release (2 hours) for Parent Conferences
April 9-13	Holiday – Spring Break (Schools Closed)
April 9-10	Holiday – Spring Break (Offices Closed)
April 17-19	HSAP Spring Testing (Make-ups through April 27)
April 27	Progress Reports
May 8-11	PASS Testing (Make-ups through May 18)
May 28	Holiday – Memorial Day (Schools and Offices Closed)
May 31	Half Day for Students
June 1	Last Student Day (Half Day) – 180th School Day
June 4*	No Students - Teacher Workday

**Make-up day if needed*