



# JAMES ISLAND CHARTER HIGH SCHOOL

## Student Handbook and Code of Conduct

### SCHOOL COLORS

Orange/Blue

### SCHOOL MASCOT

Trojan

2017 - 2018

Timothy Thorn, Principal

## SCHEDULE #1 REGULAR BELL SCHEDULE

7:52            First Bell  
8:00 – 9:30    Period 1 (90 min)

9:35 – 10:20    Period 2 (45 min)    OR    9:35 – 11:10    Period 2/3 (95 min)  
10:25 – 11:10    Period 3 (45 min)

<u>Block A</u>	<u>Block B</u>	<u>Block C</u>
11:10 – 11:45 LUNCH (Period 4)	11:15 – 12:00 Period 4 (45 min)	11:15 – 12:50 Period 4/5 (95 min)
11:50 – 1:25 Period 5/6 (95 min)	12:00 – 12:35 LUNCH (Period 5)	12:50 – 1:25 LUNCH (Period 6)
1:30 – 3:00 Period 7 (90 min)	12:40 – 1:25 Period 6 (45 min)	1:30 – 3:00 Period 7 (90 min)
	1:30 – 3:00 Period 7 (90 min)	

## SCHEDULE #2 DELAYED START WITH ADVISORY

7:45 – 8:45      Faculty PLC time  
8:52              First Bell  
9:00 – 10:10    Period 1 (65 min)

10:15 – 10:50    Period 2 (35 min)    OR    10:15 – 11:30    Period 2/3 (75 min)  
10:55 – 11:30    Period 3 (35 min)    11:35 – 11:50    Advisory (15)  
11:35 – 11:50    Advisory (15)

<u>Block A</u>	<u>Block B</u>	<u>Block C</u>
11:50 – 12:20 LUNCH (Period 4)	11:55 – 12:40 Period 4 (40 min)	11:55 – 1:20 Period 4/5 (85 min)
12:25 – 1:50 Period 5/6 (85 min)	12:40 – 1:05 LUNCH (Period 5)	1:20 – 1:50 LUNCH (Period 6)
1:55 – 3:00 Period 7 (65 min)	1:10 – 1:50 Period 6 (40 min)	1:55 – 3:00 Period 7 (65 min)
	1:55 – 3:00 Period 7 (65 min)	

# CLASS SCHEDULE

## FALL SEMESTER 2017

PERIOD	CLASS	TEACHER	ROOM

## SPRING SEMESTER 2018

PERIOD	CLASS	TEACHER	ROOM

### NONDISCRIMINATION POLICY

*James Island Charter High School does not discriminate on the basis of race, sex, color, national origin, age, handicap, or veteran status in the provision of educational opportunities and benefits, in compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Section 504 of the Rehabilitation Act of 1973.*

## INTRODUCTION

Welcome to James Island Charter High School. The faculty and staff are looking forward to working with you and hope that 2017-2018 will be a successful school year. We are proud of the quality of education and the variety of opportunities available to our students and encourage you to fully participate in the areas that most interest you.

The James Island Charter High School Student Handbook is provided to help students become familiar with their responsibilities as well as general school policies and procedures. In these pages you will find academic, activity, athletic, attendance, discipline, and many other areas of interest.

Successful individuals set goals for themselves and develop a plan to achieve their objectives. In this fast-paced and ever-changing society, time management is more important than ever. The ability to arrange and use your time efficiently will help ensure success, both today and into the future.

So, do not wait to develop good habits, which will benefit you throughout your life.

Once again, welcome to James Island Charter High School. We hope you will help us make 2017-2018 the best year ever!

## STATEMENT OF PHILOSOPHY

The faculty and staff of James Island Charter High School recognize the diversity of student interests, abilities, and aptitudes and accept the challenge of providing meaningful educational experiences for all students regardless of cultural, ethnic, racial, religious, economic, and social differences. The primary goal is to provide educational opportunity for each pupil to develop to their fullest potential by providing a relevant multi-level program of study and activities and to enable the student to develop social, political and economic competence.

The entire faculty is cognizant of its responsibilities to the community with its special needs and opportunities, to the teaching profession, and to society. The curriculum provides a program of study designed to meet the needs of students planning to attend college, vocational, or technical school. Additionally, the program of study provides the opportunity for general education as well as the acquisition of trade and technical skills, which allow a student to take their place in society as a self-supporting individual. Further, a self-contained curriculum is provided for students with special needs. Social interaction is promoted through extra-curricular activities.

## MISSION STATEMENT

The Mission of James Island Charter High School is to develop confident, responsible, life-long learners who can excel in society by creating a diverse curriculum and extracurricular experiences in a safe, nurturing environment supported by faculty, parents and community.

## BELIEFS

- All students can learn.
- A safe environment will promote positive intellectual, physical and educational experiences.
- Challenging expectations increase individual student performance.
- Teachers, administrators, parents, students and the community share the responsibility for advancing the school's mission.

## GOALS

- **Academic Achievement** - We will accelerate achievement for all students and minimize the achievement disparities among all groups of students.
- **Safe and Orderly Environment** - We will create a safe learning environment that promotes accelerated achievement.
- **Community Collaboration** - We will establish community partnerships to promote accelerated achievement in a welcoming school environment.

# JCHS IS A HIGH SCHOOLS THAT WORK SITE



[High Schools That Work](#) (HSTW) is an efforts-based school improvement initiative founded on the conviction that all students can master rigorous academic and career/technical studies if school leaders and teachers create an environment that motivates students to make the effort to succeed.

## HSTW Ten Key Practices

**High expectations** – Motivate more students to meet high expectations by integrating high expectations into classroom practices and giving students frequent feedback.

**Program of study** – Require each student to complete an upgraded academic core and a concentration.

**Academic studies** – Teach more students the essential concepts of the college-preparatory curriculum by encouraging them to apply academic content and skills to real-world problems and projects.

**Career/technical studies** – Provide more students access to intellectually challenging career/technical studies in high-demand fields that emphasize the higher-level mathematics, science, literacy and problem-solving skills needed in the workplace and in further education.

**Work-based learning** – Enable students and their parents to choose from programs that integrate challenging high school studies and work-based learning and are planned by educators, employers and students.

**Teachers working together** – Provide teams of teachers the time and support to work together to help students succeed in challenging academic and career/technical studies.

**Students actively engaged** – Engage students in rigorous and challenging proficient-level assignments, using research-based instructional strategies and technology.

**Guidance** – Involve students and parents in a guidance and advisement system that develops positive relationships and ensures completion of accelerated program of study with an academic or career/technical concentration. Provide each student the same mentor throughout high school to assist with setting goals, selecting courses, etc.

**Extra help** – Provide a structured system of extra help to assist students in completing accelerated programs of study with high-level academic and technical content.

**Culture of continuous improvement** – Use student assessment and program evaluation data to continuously improve school culture, organization, management, curriculum and instruction to advance student learning.

# TELEPHONE DIRECTORY

Main Office 762-2755

## Administration

Mr. Timothy Thorn, Principal 762-2755  
Ms. Carrie Holland, Assistant Principal 762-8353  
Mrs. Maureen Jessup, Assistant Principal 762-8368  
Mrs. Stephanie Spann, Assistant Principal 762-5213  
Mr. Rasheem Neloms, Assistant Administrator 762-8425

## Attendance

Attendance Officer 762-2759

## Clinic

Nurse Pate / Nurse Olds 406-4090

## Guidance Office

Mrs. Sharon Gallagher, Guidance Secretary 762-2758  
Mrs. Deborah Farrell, Guidance Director 762-5211  
Ms. Erin Brandon, Guidance Counselor 762-2761  
Dr. Shanelle Fields, Guidance Counselor 762-8423  
Ms. Lashel Graham, Guidance Counselor 762-5208  
Mrs. Jennifer Smillie, Guidance Counselor 762-5209  
Mr. Robert Woods, Guidance Counselor 762-8370

Ms. Alice Garner, Special Services Coordinator 762-5206  
Mrs. Lindsey Barksdale, Special Services 762-5341

\*\* As of June 1, 2017. Subject to Change \*\*

Please visit the JICHS homepage at [jichs.ccsdschools.com](http://jichs.ccsdschools.com)  
for updated school information.

# 2017-2018 James Island Charter High School Academic Calendar



July 2017						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January	
1-2	Winter Break (School and Offices Closed)
3	Teacher Workday
4	School Resumes Report Cards
15	Martin Luther King, Jr. Day (School & Offices Closed)

February	
7	Progress Reports
16	Teacher Workday/Professional Development
19	President's Day (School Closed, Offices Open)

March	
14	End of Third Quarter
21	Report Cards
30	Teacher Workday

April	
2-6	Spring Break
25	Progress Reports

May	
21-31	Exam Window
28	Memorial Day (School and Offices Closed)
31	Half Day for Students

June	
1	Half Day for Students (Last Day of School for Students)
4	Teacher Workday
6	Report Cards

  Delayed Start (9 AM - 3 PM)
   Holiday/Break  
  Major Milestone

  Exam Window
   Teacher Workday (no students)  
  Early Release/Half Day

Make-up Days (if needed): Nov. 20, Nov. 21, Feb. 19

Note: Test Dates will be updated upon receipt from the SC Department of Education

\*Employees, refer to and follow your attendance calendar for actual workdays, non-workdays, and professional development times.

Updated July 13, 2017

# INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is an Act which prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. Has a record of such an impairment; or
3. Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, James Island Charter High School recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

In the event of a disagreement the parent/guardian can file a grievance in writing with the school's 504 coordinator.

If the parent or guardian disagrees with the determination made by the professional staff of the school, they have a right to a hearing with an impartial mediator.

The following is a description of the rights granted by Section 504 to students with disabilities. You have the right to:

- Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disabilities.
- Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- Examine all relevant records relating to any decision regarding your child's identification, evaluation, educational program, and placement.
- Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child.
- A response from the school to reasonable requests for explanation and interpretations of your child's record.

## DAILY DISMISSAL

It is expected that students leave campus by 3:30 unless under the direct supervision of a teacher, coach or administrator. Students may be in the Media Center until 4:00 pm Mondays - Thursdays and 3:30 pm on Fridays except on a Teacher Workday. Students may not return to campus after dismissal unless they are participating in an authorized school function. All transportation arrangements are the responsibility of the students and their parents and must be made before the end of the school day. **Failure to do so will result in administrative action.**

## SIGNING OUT

1. To receive a day's credit for being present in class, a student must be in attendance for at least 2/3 of the class period.
2. Students are permitted to leave school before their regular dismissal with the written request of a parent or guardian. Early dismissals must be obtained through the secretary in the attendance office. A student must have a dismissal slip and be signed out by the attendance office or a parent in order to leave the school building. The secretary must be given a telephone number where the parent can be reached.
3. Students bringing a written request for early dismissal must present it to the attendance secretary at the beginning of school. If the note is approved by an administrator or their designee, the student will be allowed to sign out in the main office.
4. **Students must also sign back in to the Attendance Office if they return to school.**

## LATE-IN/EARLY OUT

1. Students are automatically dismissed at the end of their last class of the day.
2. Any student who has an early out must leave school grounds immediately after his/her last class. Students who do not leave school grounds immediately will be assigned to study hall.
3. In all cases, early dismissal will be permitted only if the student's schedule permits. **SCHEDULES WILL NOT BE CHANGED TO ACCOMMODATE EARLY DISMISSALS OR LATE-INS.**
4. Students will not be able to leave campus without an early out ID or their class schedule.



5. Students requesting late-in/early out privileges must return a completed parental permission form to the Guidance office. Forms are available in the Guidance office.
6. Students with late-in are required to attend all classes on scheduled Advisory days.

## **TARDINESS**

The JICHS faculty is focused on putting an end to tardiness to school in the morning and to classes during the school day. Tardy students disrupt the teaching and learning environment for the teachers and students when they enter a classroom. Tardiness causes a valuable loss of time, is a lack of self-discipline, and should never be tolerated as habitual behavior.

Please be advised that tardiness due to traffic, over-sleeping, being caught behind construction vehicles, transporting siblings to school, etc... are not excused tardies. The only excused tardies to school are doctor appointments, court appearances, and bereavement. Those students should report to the attendance office.

At JICHS, teachers are instructed to close and lock their doors after the ringing of the late bell and to immediately begin their instruction. This promotes high-quality teaching and learning from “bell to bell.”

Students arriving to any class after the late bell are considered tardy to class. In order to prevent classroom disruptions, these students are escorted to tardy sweep (study hall) for the remainder of the class period.

It is critical to discuss the importance of timeliness with your children. Our mission is to develop confident, responsible, life-long learners. Please share with them our expectations to arrive to class on-time, prepared, and ready to learn.

Please refer to the tardy policy for tardy procedures and consequences. You may find a copy of the full policy at our school website at <http://jichs.ccsdschools.com>.

## **CAFETERIA**

Students are assigned to lunch according to their schedule. Students are to form lines leading into the cafeteria as directed by those supervising the lunchroom. Courtesy and consideration for others must be observed. To help create and maintain this condition, your cooperation is asked in the following guidelines:

1. Line up quickly but **DO NOT CUT IN LINE.**
2. When you have finished eating, leave the table and floor clean by carrying all trash to the disposal.
3. Students bringing lunch to school will be allowed to eat in the cafeteria.
4. Free lunch applications must be returned to the advisory teacher.
5. Failure to maintain cafeteria courtesy will result in disciplinary action.
6. Students must be in the cafeteria or courtyard before the tardy bell rings.
7. Students who have lunch detention must report to the teacher table at the beginning of the lunch period to check in with their ID.

## **DELIVERIES**

Any items such as food, flowers, balloons, or other gifts sent to students in the high school will not be delivered. James Island Charter High School will **not** accept any gift items for students

## **DRILLS**

Procedures for fire drills are posted in each room. In the event of any emergency drill, students will follow instructions given by their teacher. Failure to do so will result in disciplinary consequences.

## **FUND-RAISING**

No individual may carry out any fund-raising activities on school grounds unless conducted through an approved campus organization. No class, club, or organization may begin a fund-raising campaign without approval from the Principal.

## **GRADUATION**

Participation in the graduation ceremony is a privilege, not a right. Seniors must attend graduation practice and pay any fines or fees in order to participate in the graduation ceremony. Students can lose this privilege for any serious breach of the code of conduct.

## **HALLPASS**

No student is to be in the hall without a pass signed by the teacher, except at class change. The pass should have the date, time, destination and teacher's initial.

## HOMEBOUND

Students absent for extended periods of time may be eligible for homebound instruction. Students qualifying must have a doctor's note certifying that they cannot attend school but would benefit from tutorial instruction at home or in the hospital. Students who believe that they may qualify for homebound instruction should contact the Attendance Officer.

## INSURANCE

It is urged that all students take the school accident insurance protection plan offered at the beginning of the school year. Coverage includes any accident, which might occur on a direct route to school and back home. Insurance application forms may be secured from the grade level advisor. Accidents should be reported immediately to your teacher or the main office. Students participating in any sports are **required** to have "ALL-SPORTS" insurance.

## JUNIOR-SENIOR PROM

Attendance at the Junior - Senior Prom is a privilege and not a right. In the spring, Junior Board sponsors the Junior-Senior Prom. Only students who are in Junior or Senior advisory period may purchase tickets. Students in the "We Care" program can only attend with the explicit approval of the Principal. Students who have been expelled may not attend. Any student younger than 9<sup>th</sup> grade or older than 20 years of age will not be allowed to attend the prom. Additional prom etiquette will be issued by the prom advisor and must be adhered to by all in attendance. No tickets will be sold the day before prom or at the door.

**JICHS reserves the right to deny attendance to prom to any person.**

## LOCKERS

Each student will have the opportunity to be assigned a locker. Students should use the locker assigned and should not use unassigned lockers or share with friends. **It is strongly advised that each student keeps the locker secured at all times. A lock will be issued with the locker. If the lock is lost or damaged there will be a \$5.00 replacement fee.** James Island Charter High School cannot assume any liability for books or items placed in lockers.

*Lockers are the property of James Island Charter High School and are  
subject to inspection and search by school officials at all times.*

A student having mechanical difficulties with his/her locker should report this immediately to the Main Office. The administrator will secure assigned lockers without a lock.

## LOST AND FOUND

"Lost and found" is located in Room 120. Students may claim lost items with proper identification.

## PARKING

Parking on campus is a student privilege reserved for 12th, 11th and 10th grade students on a first come, first serve basis. This privilege may be suspended or revoked at the discretion of the administration if students violate school rules and policies. Student's behavior may affect consideration for parking privileges in future years. The 2017-18 cost for a parking permit is \$100 for the year (paid during first semester) and \$50 for second semester (no longer prorated quarterly). All payments are nonrefundable. Parking Decals will be placed on students car by a JICHS employee. Overflow parking for the 2017-2018 School year will be on the Athletic Drive (once the student parking lot is full). If you have questions regarding parking, please see Ms. Doane in Office 120.

In order to receive a parking permit, the following documentation must be attached and/or submitted:

1. Completed JICHS online Student Parking Application (not necessary to print off).
2. Copy of SC Drivers License.
3. Copy of vehicle registration.
4. Copy of proof of insurance.
5. Decals will be given out and placed on student vehicles. Students must have car with them to receive their parking permit.

All students parking on campus are subject to the following regulations!

1. Each student parking on campus must purchase a parking permit. Students may not purchase a sticker for another student.
2. Students driving to school must vacate the parking lot immediately upon arrival and may not return to their vehicles without a pass from an administrator until leaving for the day.
3. Students must park **ONLY** in their assigned parking lot. They may **NOT** park or cut through the faculty lot, the bus lot, or any area behind the school.
4. Overnight parking will not be permitted without authorization. JICHS will not assume responsibility for vehicles or content of vehicles.

5. Violation of Student Parking Policies include:

- Speeding in excess of 10 mph
- Reckless driving
- Parking without a permit
- Improper parking
- Parking in unauthorized areas

6. Students violating any parking policy may be ticketed, towed at owner's expense, and /or face disciplinary consequences, including forfeiture of parking privileges.

7. Students who have their parking privileges revoked will not receive parking fee refunds or reimbursements.

8. Students may have the parking privileges suspended or revoked for disciplinary referrals(tardies, cuts, etc.). Please referral to tardy policy for specific details.

#### Athletic Drive Parking Rules.

1. Motor vehicles should be used in a safe and conscientious manner.

2. Students may park in the spots adjacent to the baseball concession stand and back towards the tennis courts (see map in Office 120).

3. There will be no selling, borrowing, using, or lending of vehicle permits by one student to another.

Students are to leave the parking lot area as soon as their cars have been parked. The lot is off limits during the school day.

4. All cars must leave by 3:15 or be moved to the student parking lot.

5. Overnight parking will not be permitted without authorization. JICHS will not assume responsibility for vehicles or content of vehicles.

6. Violation of Student Parking Policies include:

- Speeding in excess of 10 mph
- Reckless driving
- Parking without a permit
- Improper parking
- Parking in unauthorized areas

7. Students violating any parking policy may be ticketed, towed at owner's expense, and /or face disciplinary consequences, including forfeiture of parking privileges..

8. Students may have the parking privileges suspended or revoked for disciplinary referrals(tardies, cuts, etc.). Please refer to tardy policy for specific details. If parking privileges are revoked student will not receive parking fee refunds or reimbursements.

**IN ACCORDANCE WITH THE LAWS OF THE STATE OF SOUTH CAROLINA, ANY PERSON OR VEHICLES ENTERING THE PREMISES OF JAMES ISLAND CHARTER HIGH SCHOOL WILL BE DEEMED TO HAVE CONSENTED TO A SEARCH OF HIS OR HER PERSON AND EFFECTS.**

To receive a parking decal, students must have the following:

- a. Completed application online application.
- b. Paid for parking permit
- c. Copy of driver's license.
- d. Copy of vehicle registration.
- e. Copy of proof of insurance.

Parking decals must be placed in the lower left-hand corner of the windshield. Parking decals placed in the incorrect location will be need to moved to proper location at the expense of the student (replacement decals are \$5).

#### **TRIPS**

The principal must approve all school-sponsored trips well in advance. Students must get a parent permission form signed and turn it in to the person in charge of the trip.

# ACADEMICS

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## EXAMS

Students must follow the exam schedule. Exams cannot be taken earlier than scheduled. Students will not be allowed to make up final exams without a doctor or court excuse. **Students will be required to remain in their classroom until the exam period ends.**

### Exam Exemption Policy

- Students with an average of 90 or above in a 1 whole credit course, who have no unlawful absences (no unexcused/unverified absences), qualify for final exam exemption. Students enrolled in courses which have a state mandated, end-of-course exam, cannot exempt state mandated exams.
- Students who were required to complete attendance make-up to receive credit in a course may not exempt that exam.
- Students who have three or more unexcused tardies to a class cannot exempt that exam.
- Students who have been suspended out-of-school (OSS) cannot exempt that exam.
- Homebound students who miss more than 15 school days may not exempt the final exam.
- Students cannot exempt a ½ credit course final exam.
- Students must have written permission from a parent or guardian to sign out from school at the end of that exam period.
- The student must have transportation home and must be off campus within five minutes of signing out. **No last minute phone calls may be made to gain permission.**

## REPORT CARDS

Report cards will be distributed within one week after the end of the grading period.

## TRANSCRIPTS

To obtain a transcript, each student will complete a transcript release form in the Guidance Office. The grade level counselor will process the request within five school days (excluding holidays, standardized testing days, and end of grading periods). Each student will be responsible for mailing his/her own transcript and application.

## ATTENDANCE MAKE-UP SCHOOL

James Island Charter High School students may be granted permission by the principal to receive a grade in place of FA/50 due to excessive absences. This may be done by attending Attendance Make-up School and/or through the Credit Recovery Program.

## CREDIT RECOVERY

James Island Charter High School offers a self-paced, computer-based "Credit Recovery" program for JICHS students who have failed a course and would like to recover the lost credit. In order to be accepted in the Credit Recovery program, the student must be recommended by a guidance counselor, an administrator, or a classroom teacher. Students who are interested may inquire about Credit Recovery in the Guidance Office.

## WITHDRAWAL FROM SCHOOL

Students who withdraw during the school year should report to the appropriate guidance counselor with their parent/guardian. All school property may be returned to guidance. The guidance secretary will issue a withdrawal slip. The slip should be completed and returned to the secretary so that the student's records will be completed. No student will be allowed to withdraw from school if they are scheduled to attend a Discipline Board hearing with a recommendation of expulsion.

## LIBRARY / MEDIA CENTER

The James Island Charter High School Media Center houses a collection of print and non-print materials, which enrich and support the curriculum of the school. In addition, computers are available with Microsoft Office and Internet access.

### USE OF THE MEDIA CENTER

1. An atmosphere conducive to research, study, and reading will be maintained. Students who cannot adhere to this policy will be asked to leave.
2. General circulation books are circulated for fifteen-school days.
3. A copy machine is available for students at \$0.10 per copy.
4. Internet access is provided for student research.
5. Individual students may come on their own before school, during lunch, or after school. Individual students may also come during the school day with a signed agenda from their classroom teacher.
6. Scheduled classes take priority when resources are limited.

## FINES

1. Students are required to pay the replacement cost on any materials they lose.
2. Students who have outstanding library materials will not receive their report cards until obligations are satisfied.
3. Students who owe fines may have privileges revoked, such as parking on campus, attending school events, or participating in extra-curricular activities.

## HOURS

The media center is open from 7:15 a.m. until 4:00 p.m. Monday through Thursday and from 7:15 a.m. until 3:30 p.m. on Fridays.

## QUESTIONS?

Click on the [Ask A Librarian](#) link on the school library web page for library questions any time.

# STUDENT ACTIVITIES

James Island Charter High School offers a wide variety of extracurricular activities. Organizations currently recognized on campus:

Club/Organization	Advisor
Academic Team	Mrs. Barksdale
AFJROTC	LTC Evans
Art Club	Ms. Purvis
Band	Mr. Campbell
Beach Club	Ms. Smillie
Book Club	Ms. Crumpton/Ms. Ball
Bowling	Mr. Fennessey
Broadcast Journalism Club	Ms. Miley
Business Professionals of America	TBD
Budo/Jujitso	Mr. Neloms
Chess Club	Ms. Williams
Chick-fil-A Leadership Academy	Ms. Suttle
Creative Writing	Mr. Garvin
Dance	Ms. Bainbridge
DECA	Mr. Richardson
Doctor Who/Anime	Ms. Ball
Drama	Mr. Lucas
FBLA	Ms. Childs-Kindred
Fishing Club	Mr. Ducworth
French Club	Ms. Miller
Freshman Spirit	TBD
Global Equality	Ms. Morabito
HOSA	Mr. Walker
ITKOA - Glee Club	Mrs. Quinn
JI Trojans Against Bullying	Ms. Brandon
Junior Board (Prom)	Mrs. Quinn/Mrs. Barksdale
Junior Spirit	Ms. Howard
LGBT	Ms. Morabito
Mock Trial	Mr. Davis
Model UN	Mr. Tucker/Ms. Williams
National Art Society	Ms. Stafford
National French Honor Society	Mr. Tucker
National Honor Society	Ms. Mangum
National Spanish Honor Society	TBD
National Technical Honor Society	TBD
Odyssey of the Mind Club	Ms. Bird-Whitley
Photography Club	Mrs. Purvis
Rock Climbing	Mr. Krysty
Rugby	Mr. Neloms

Sailing Club	Ms. Morabito
Science & Recycling Club	TBD
Senior Spirit	Ms. Morabito
Spanish Club	TBD
Sophomore Spirit	Ms. Ahrens
Sounds of Troy Orchestra	Mrs. Quinn
Strings/Chorus	Mrs. Quinn
Student Council	Ms. Beyoglides
Students in Action (SIA)	Ms. Brandon
UBASA	Ms. Saunders
Yoga	TBD

## CLUBS AND ORGANIZATIONS

No school club or group meeting may be announced without the approval of the faculty member in charge of the activity. This includes meetings, practices, decorating, cleanup, or other group activity.

Students are welcome to form new clubs as interests arise. New clubs must have a sponsor employed by Charleston County School District and must be approved by the Leadership Team. The deadline to request a club to Administration is September 15<sup>th</sup> of the current year. To be considered for the following year, a request must be made to Administration by May 15<sup>th</sup>.

Further information regarding specifics can be obtained by contacting the sponsor of the activity in question or go to the school website at <http://jichs.ccsdschools.org> for a brief description of the club or organization and the qualifications for participation.

## NATIONAL HONOR SOCIETY

### NHS SELECTION PROCESS

- Students may not apply for membership.
- The faculty council reviews academically eligible students in the tenth and eleventh grade.
- To be academically eligible, a student must have a **4.10** GPA and have taken or be taking an average of **three** honors level or higher courses per year.
- **All** teachers evaluate all academically eligible students in scholarship, service, leadership and character.
- Official **discipline reports (including tardy sweep)** from the administration are obtained for each student undergoing review.
- Students must demonstrate examples of **leadership** (which includes participation in **2** or more extracurricular activities (sports, clubs, band...) and /Or community organizations (one of which should be school based)), **service**, and **character** in an information form that the student completes.
- Based on all information available, the faculty council selects the students who are invited to become members of the James Island Chapter of the National Honor Society.
- To maintain membership members are required to attend  $\frac{3}{4}$  of all meetings, fully participate in the chapter service projects (2-4 hrs/each, 4 per year, 1 per 9 weeks), earn 9 individual service hours (NOT including the Chapter service Project) / 9 weeks, maintain a 4.10 GPA, no referrals or disciplinary actions that result in ICE or OSS or academic dishonesty, and meet financial and fundraising obligations.

**Advisor:** Ms. Mangum

## STUDENT PUBLICATIONS

James Island Charter High School has three publications, The Odyssey (the school newspaper), The Iliad (the yearbook), and the Final Draft (a literary magazine).

### THE FINAL DRAFT

Final Draft is the school's literary magazine and is published annually. The magazine is a compilation of literary works (such as poems and short stories), artwork (sketches and paintings), and photography submitted by James Island Charter High School students.

**Advisor:** Mr. Garvin

## THE ILIAD

The Iliad, the James Island Charter High School yearbook, is published at the end of each school year. The Iliad serves as a permanent record of all that has happened in school during the year. The Iliad staff is selected in the spring and meets in the Iliad workroom daily.

**Advisor:** Ms. Childs-Kindred

## THE ODYSSEY

The Odyssey, James Island Charter High School's newspaper, is published an average of five times per year. This award-winning scholastic newspaper keeps students and parents up-to-date on school news and sports and also has special features and human-interest stories. It also provides experience in journalistic writing, editing, and business management.

**Advisor:** Ms. Morabito

# ATHLETICS

For 2017-2018, James Island Charter High School is designated as 5A and competes with other 5A schools in league play. **All Varsity and Junior Varsity Athletics train throughout the year. Multiple sport athletes train with their in season sport only.** All players, parents, and coaches must sign an athletic participation code of conduct contract to participate in athletics at JICHS. The South Carolina High School League governs all athletics

Varsity letters are awarded for participation at the discretion of the head coach. When a **VARSITY** player letters for the first time in any sport, he or she will receive a Block JI letter. A player at the varsity level who letters more than one year will receive a chevron for each additional year.

## ELIGIBILITY RULES

### SOUTH CAROLINA HIGH SCHOOL LEAGUE

1. A contestant and their parent must sign up for an account at [planeths.com](http://planeths.com) and furnish all of the information requested.
2. A contestant must be under nineteen years of age. See your principal for exceptions to this rule.
3. A contestant must not participate under an assumed name.
4. A contestant must be a bona fide student carrying a full course load for which no previous credit has been received.
5. A contestant must not have received a high school diploma or its equivalent.
6. A contestant must meet all academic requirements as explained below.
7. A contestant must satisfy eligibility requirements in the semester preceding participation.
8. A contestant will be ineligible at the end of the fourth school year from the time he/she first entered the ninth grade.
9. A contestant must have attended school at least sixty days in the semester immediately preceding the present semester.
10. A contestant must not practice with, nor participate on, any athletic team other than a team representing his/her school during the school season.
11. A contestant must live with his/her parents or legally appointed guardian and attend the high school of his/her attendance area.

## ACADEMIC REQUIREMENTS

All students participating in school activities must be academically eligible to participate. The following regulations are in effect regarding eligibility.

- 1) A student must be taking a minimum of four academic courses, or their equivalent, for which no previous credit has been received. A student who is repeating a course for which he has previously received credit cannot count this course as one of the four required for eligibility. This is considered monitoring a course.
  - a) To participate in interscholastic activities, students in grade nine through twelve must achieve an overall passing average and either:
    - i) Pass at least four academic courses, including each subject the student takes, up to four, that is required for graduation or
    - ii) Pass a total of five academic courses.
  - b) Students must satisfy eligibility requirements in the semester preceding participation.
    - i) First semester eligibility will be determined by using the final grade for full-year courses and the semester grade for courses taken during the second semester only.
    - ii) Credits earned in a summer school approved by the State Department of Education may apply for first semester eligibility.
- 2) In a 4x4 block schedule where **units** of  $\frac{1}{2}$  **units** are granted at the end of the first semester the following will apply:
  - a) If eligible first semester, must earn 2 units.
  - b) If not eligible first semester, must earn 2  $\frac{1}{2}$  units.

## **BASEBALL**

Any student who meets the eligibility requirements is eligible to participate on the baseball team. Baseball season runs from February through May.

**Varsity Coach:** Mr. Spivey

## **BASKETBALL**

Any student who meets the eligibility requirements is eligible to participate on a basketball team. Basketball season runs from November through February.

**Varsity Boys Coach:** Mr. Wilkins  
**Varsity Girls Coach:** Ms. Beyoglides

## **CHEERLEADERS**

Any student who meets the eligibility requirements is eligible to participate with one of the three cheerleading squads.

**Varsity:** Senior, junior, and sophomore girls compose the varsity squad and are selected by a UCA judging panel in the spring of the preceding year.

**Junior Varsity:** Freshmen and sophomore girls compose this squad which is selected each spring. Rising freshmen and sophomores are eligible to try-out for the junior varsity squad.

**Coach:** Ms. Davidson  
**Advisors:** Mrs. Cowart

## **CROSS COUNTRY**

Any student who meets the eligibility requirements is eligible to participate on the cross country team. Cross country season runs from August through November.

**Boys Coach:** Mr. Lee  
**Girls Coach:** Mr. Eshelman

## **FOOTBALL**

Any student who meets the eligibility requirements is eligible to participate on the football team. Football season runs from August through November.

**Coach:** Mr. Allred

## **GOLF**

Any student who meets the eligibility requirements is eligible to participate on the Golf team. Girls' golf season runs from August through November. Boys' golf season runs from February through May.

**Boys Coach:** Mr. Krysty  
**Girls Coach:** Mr. Holland

## **LACROSSE**

Any student who meets the eligibility requirements is eligible to participate on the Lacrosse team. Tryouts begin in October and there are boys' and girls' teams.

**Boys Coach:** Mr. Loda  
**Girls Coach:** Ms. Francis

## **SOCCER**

Any student who meets the eligibility requirements is eligible to participate on a soccer team. Soccer season runs from February through May.

**Varsity Boys Coach:** Mr. Robinson  
**Varsity Girls Coach:** TBD

## **SOFTBALL**

Any student who meets the eligibility requirements is eligible to participate on the softball team. Softball season runs from February until May.

**Varsity Coach:** TBD

## **SWIMMING**

Any student who meets the eligibility requirements is eligible to participate on the Swim team. Swim season runs from August through October.

**Coaches:** Mr. Fernandez  
**Assistant Coach:** Mrs. Quinn



## **TENNIS**

Any student who meets the eligibility requirements is eligible to participate on a tennis team. Girls' tennis season runs from August through November. Boys' Tennis runs from February through May.

**Boys Coach:** Mr. Eppelsheimer

**Girls Coach:** Mr. Eppelsheimer

## **TRACK**

Any student who meets the eligibility requirements is eligible to participate on the track team. Track season runs from February until May.

**Coach:** Mr. Lee

## **VOLLEYBALL**

Any student who meets the eligibility requirements is eligible to participate on the volleyball team. Volleyball season runs from August through November.

**Varsity Coach:** Ms. Costello

## **WRESTLING**

Any student who meets the eligibility requirements is eligible to participate on the wrestling team. Wrestling season runs from November through February.

**Coach:** Mr. Spalviero

## **MANAGERS**

A student under the direction of the coach manages each varsity sport. Students interested in becoming a manager should contact the head coach of that particular

# STUDENT CODE OF CONDUCT

This Code of Conduct is presented to you so that you can become familiar with the school rules and regulations. It is by no means a document that is all encompassing. Obviously, there are times and special conditions that will warrant closer examination before a decision can be made on the actions taken.

We ask that you review this Code of Conduct with your child so that the maximum success can be realized this year. We have high expectations for positive behavior and academic excellence at JICHHS. It is only through a cooperative effort, that we can provide a safe and orderly environment for your student to reach his or her full potential.

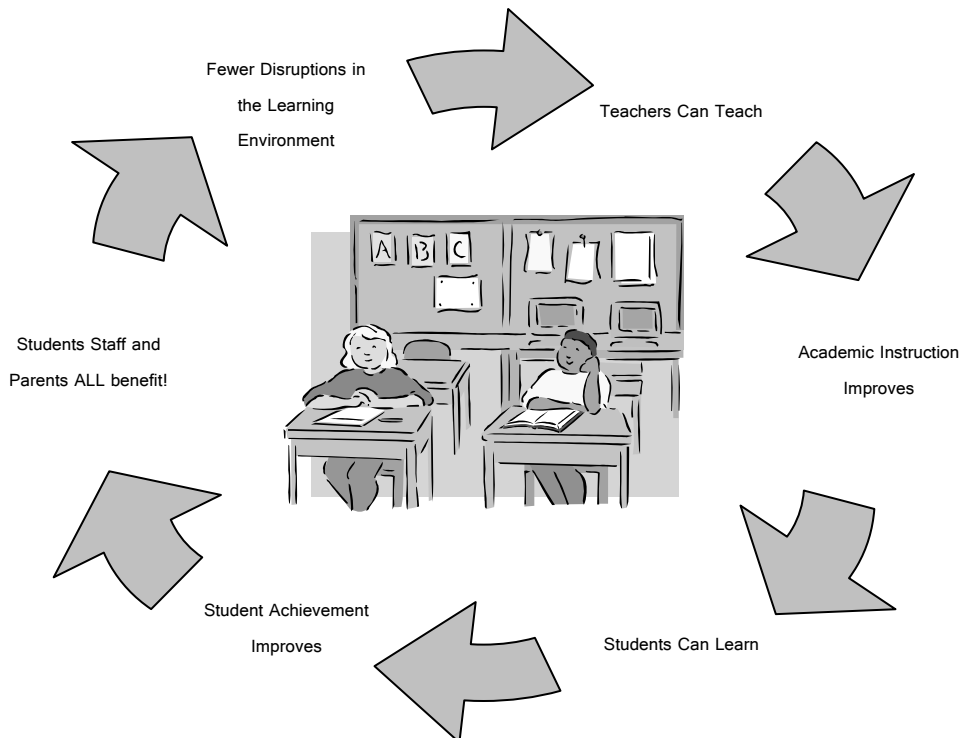
## Creating an Orderly and Positive School Climate

JICHHS 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. Attention is focused on sustaining a three-tiered system of support to enhance student learning. To better promote improved student behaviors, the JICHHS Student Code of Conduct now reflects this continuum of supports and interventions.

## Positive School Climate

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James Island Charter High School uses a proactive approach to school-wide discipline. This approach is important in creating and supporting an environment where social and academic learning can prevail.



James Island Charter High School has established high standards for student behaviors. The following behaviors are examples of expectations we hold for our students and are offered here as an illustration. When students demonstrate these positive behaviors, they help create a safe and orderly learning environment that promotes accelerated achievement. These behaviors also lead to personal satisfaction and greater success in school.

## I will show *Respect* for...

### **Myself** by:

- Attending school regularly and being on time.
- Following rules and directions of adults.
- Trying my best to complete my school work and homework.
- Exhibiting impulse control and controlling my behavior.
- Remaining on school grounds unless I have permission to leave school.
- Accepting consequences for my actions.
- Choosing not to bring tobacco, alcohol, drugs, or weapons to school.

### **Others** by:

- Showing empathy when speaking to others and behaving towards others.
- Treating others as I would like to be treated.
- Saying positive things to others.
- Being honest.
- Cooperating with others.
- Dressing in a way that is appropriate for the learning environment.
- Using language that is appropriate for school.
- Using problem-solving and anger management skills to solve problems peacefully.
- Staying out of others' personal business.
- Staying out of others' personal space.

### **Learning** by:

- Cooperating with others.
- Behaving in a way that helps others and me.
- Working quietly.
- Staying in my assigned area.
- Keeping focused on my work.
- Following school rules and procedures.
- Participating in class activities and discussions.
- Completing my own school work and homework.
- Following rules and directions of adults.
- Keeping my eyes on my own paper when taking quizzes and tests.

### **Property** by:

- Taking care of things in my school and on school grounds.
- Leaving dangerous or distracting things at home.
- Using school materials for their intended purposes.
- Following rules about safety.

# DRESS CODE

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## Create a Respectful and Safe Environment

Students are responsible for dressing in an appropriate manner at all times while on a school campus or while involved in a school or district sponsored event/activity. Wearing appropriate attire promotes a positive influence on the school climate. In addition to clothing, hats, and shoes, student attire includes any jewelry, emblem, badge, symbol, sign, comment, or other items worn or displayed by an individual.

Each school administrator has the discretion to determine appropriate or inappropriate attire. Students who are found to be in violation of the dress code are subject to disciplinary action.

Appropriate dress, appearance, proper behavior, and cleanliness are vital to each member of the school community. For this reason, young people enrolled at JICHS are to strive to be neat, clean, and professional in their dress.

### Guideline for Attire

- Clothing is to be worn appropriately and in the manner for which it was designed.
- Pants shall be worn at waist level.
- Shorts/running shorts/skirts/dresses must reach mid thigh.
- Undergarments shall not be exposed at any time.
- Leggings must be worn with a top that reaches the mid thigh.
- Clothing shall not reveal bare skin between upper chest and mid thigh, with no visible midriff.
- No hats, hoods, or sunglasses shall be worn in school (unless approved for health or religious reasons).
- Shoes shall be worn at all times.
- Minimum of three (3) finger width tank top straps.

### Prohibited Attire

- Clothing or other attire with words or images depicting or relating to tobacco, drugs, or alcohol.
- Clothing or other attire displaying inflammatory, suggestive, racial, sexist, or other inappropriate writing, advertisement, or artwork.
- Clothing or other attire displaying profanity, obscenity, violence, weapons, symbols of hate, or offensive content.
- Clothing, jewelry, accessories, and/or manner of grooming which indicates or implies gang membership or affiliation.
- Loungewear, pajamas, and bedroom slippers.
- Shirts, tops, or dresses that are backless, strapless, halter-style, cut-out, or spaghetti straps.
- Extreme clothing or other attire that would interfere with the learning process, cause a disruption of the educational environment, or be a health or safety hazard.

Students who are not dressed in accordance with the dress code will be sent to the office to call parents, who, in turn, will bring a change of appropriate clothes or the student may wear clothing provided by the school. A student's absence from class will be marked as "unexcused." Students that refuse to conform to the dress code will remain in "ICE" until they choose to do so.

**THE JICHS DRESS CODE WAS BUILT BY CONSENSUS OF ADMINISTRATION, STUDENT BODY THROUGH STUDENT COUNCIL, AND STUDENT LEADERSHIP**

# TRANSPORTATION AND BUS BEHAVIOR

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Students are expected to observe the following rules for safety and courtesy on the bus. The Student Code of Conduct applies on all JICHS buses and at all JICHS bus stops.

Per South Carolina Code of Laws and the James Island Charter High School By-Laws, James Island Charter High School is only required to transport students who are assigned to Attendance District 3, which is James Island and Folly Beach. Students residing outside of District 3 are not permitted to ride these local buses. Transportation for students residing outside of District 3 is the responsibility of the parents or guardians.

However, the JICHS Board of Directors may decide to provide transportation options for students residing outside of District 3. You may find more information on transportation services by going to the James Island Charter High School website at <http://jichs.ccsdschools.com>.

## AT THE BUS STOP

- 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

## WHEN THE BUS ARRIVES

- 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

## ON THE BUS

- 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

## EXITING THE BUS

- 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

**Busses are considered to be school property and are subject to the same rules and codes as are enforced on the school grounds proper.**

JICHS provides a system of school bus transportation. This extensive system involves transportation of many 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.

## **Achievement Begins With Regular Attendance**

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**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 five (5) 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. Absence excuses will not be accepted after five (5) days of return from absence.

### **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 acceptable cause with the knowledge of their parents
- Absence from school without 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/attendance purposes.

Students having a lawful absence shall be permitted to make up worked 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.

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.

**Credit for any course may be denied if a student does not meet attendance requirements.**

## ATTENDANCE PROCEDURES

1. Any student who is absent from school for one or more class periods must present a medical or court excuse or a note from his/her parent or guardian upon returning to school. The written excuse will be accepted as evidence that the student was not truant. Written excuses must contain the following information: a) Name of student, b) Date, c) Reason for absence, d) Date of absence, and e) Legal signature of parent.
2. Students will receive a readmit slip when they have submitted their written excuse.
3. Students may not make-up semester or final exams without a doctor's, religious holiday, bereavement or court excuse.
4. **Medical notes will not be accepted after five days.**
5. Students may receive up to three excused absences for funeral of immediate family members (parent, sibling, grandparent). Documentation such as funeral program or obituary with a parent written request is required for documentation.
6. In order to exempt an exam, a student will not be allowed to have any unlawful or unexcused absence. Written notes will not be accepted after five days.
7. Refer to "SIGNING OUT" in the first part of this student handbook for information regarding signing out from school.

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.

## GUIDELINES FOR DENIAL OF CREDIT/PROMOTION

*The principal is designated to deny credit/promotion on the basis of attendance.*

1. Teachers must communicate with parents when student is in danger of exceeding state attendance regulations.
2. Denial of credit for high school students shall occur at the 6<sup>th</sup> absence per one unit course (4<sup>th</sup> absence per half unit course).
3. The principal may make exceptions for denial/promotion.
4. Exceptions for denial of credit/promotion are limited to:

- a. Court intervention with appropriate documentation.
- b. Serious illness or disabling injury with medical documentation required **within 5 days of student's return**.
- c. Death in the immediate family with appropriate documentation.
- d. Other extraordinary hardships that prevented attendance with applicable documentation.

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.

**School provided attendance make-up and/or credit recovery may be used separately or in combination to bring a student back in line with state mandated attendance requirements.**

**Appeal Process for Denial of Credit:**

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 Board of directors by written request for the appeal within ten (10) days of receipt of the report card. **The decision of the Board is final.**

## **What does the South Carolina law say about student attendance?**

**South Carolina Code of Laws Section 59-65-10**

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

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

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

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

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

**Things that WE can do TOGETHER to help increase student 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.

## **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. In the event that unlawful absences continue following the Truancy Intervention conference, the case will be reviewed for additional interventions and/or further action. The case may be referred to the Department of Social Services, the Ninth Judicial Circuit Solicitor's Office for participation in Family Court, or other interventions.

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

1. Talk to your child to find out why 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.

# **BULLYING / HARRASSMENT / INTIMIDATION**

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## **BULLYING**

Bullying is defined as "any ongoing physical or verbal mistreatment where there is an imbalance of power and the victim (target) is exposed repeatedly to negative actions on the part of one or more students." Examples of bullying listed in the policy include verbal and written offensive name-calling and threats, aggressive personal contact, intimidating body language, invading personal space, and damage, destruction, and theft of property. The James Island Charter High School Board will not tolerate bullying.

Bullying, harassment, or intimidation, 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, 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, or intimidate another person by means of any gesture or written, verbal, electronic, 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, 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.

At JICHHS, 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 JICHHS policies regarding due process.

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

The JICHHS prohibits reprisal or retaliation against any person who reports an act of bullying, harassment, 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 JICHHS, JICHHS will cooperate to the fullest with law enforcement authorities.

Consequences and appropriate remedial actions for a student found to have falsely accused another as a means of bullying, harassment, or intimidation range from behavioral interventions and/or consequences up to suspension or expulsion.

## 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.

JICHS has an anti-bullying organization to promote kindness and respect throughout our building. This organization strives to increase awareness, empower students, and provide student support. Please see Ms. Brandon, Mr. Rivers or the School Resource Officer for further information.

### How to Differentiate Between Bullying and Other Peer Conflicts and Teasing

**What is Bullying?** Bullying is defined as a deliberate, repeated act with intention to hurt, insult or threaten another person in school, on school grounds, in school vehicles, or at school events. Bullying consists of an imbalance of power.

Friendly Teasing	Hurtful Teasing	Peer Conflicts	Bullying
Equal power Neutral	Unequal power Sensitive topic	Equal power Occurs occasionally	Imbalance of power Occurs repeatedly
Purpose is to be playful	Purpose is to upset	Accidental	Intentional and serious
Joins relationships	Excludes	Negotiations and options	Seeks to gain power
Funny to both parties	Sarcastic	Withdrawing and options	Victim is vulnerable
		Relationship is valued	No remorse
		Effort to resolve	No effort to resolve
<b>Friendly Teasing:</b> One student comments to another student that he should turn his/her jersey inside out because his favorite team lost last night.	<b>Hurtful Teasing:</b> One girl comments to another girl that she looks chubby in the outfit she is wearing.	<b>Peer Conflicts:</b> Two students have a disagreement on the playground about which one will be the pitcher in kickball.	<b>Bullying:</b> One student repeatedly threatens another student that if he walks down a specific hallway he will get "beat up". Another example is one student repeatedly calling another student a name regarding his sexual orientation.

**Three questions guide CCSD school officials to determine when a behavior constitutes bullying.**

1. Was the alleged bullying behaviors repeated and deliberate?
2. Did the alleged bullying behaviors inflict harm or suffering?
3. Is there an imbalance of real or perceived power between the alleged victim and alleged author of the behavior?

## Sexual Harassment

James Island Charter High School 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 JICHS should file a complaint of the alleged act immediately with the school's designated complaint manager, an assistant principal or the principal. 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.

At JICHS, Mrs. Amy Ball and Mr. Willie Rivers are responsible for receiving complaints alleging violations of this regulation.

**Public Display of Affection:**

Public Display of Affection (PDA) is inappropriate behavior and subject to disciplinary action.

## **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, metal knuckles, slingshots, bludgeons 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.

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, blackjacks, or other items which are generally considered to be weapons.

**JICHS 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.

## **Alcohol, Drugs, and Other Substances**

No student shall be in possession of, use, manufacture, sell, dispense, or distribute a controlled substance, a counterfeit controlled substance, an imitation controlled substance (as defined by State law), an illegal drug or narcotic, or chemical, inhalant, alcoholic beverage of any kind, or any medication not prescribed for the student by a physician.

A student shall not be under the influence of any illegal drug, narcotic, controlled substance, chemical, inhalant, alcoholic beverage of any kind, or any medication not prescribed for the student by a physician.

The principal may refer to the JICHS Disciplinary Review Committee 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, or charged by local law enforcement with the offense of possession, the JICHS Disciplinary Review Committee can recommend in lieu of expulsion 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 disposition or recommendation, the student may be provided with the opportunity to remain in school. 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.

## **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 administration in consultation with the registered professional school nurse and the student's parent/legal guardian and physician or legal prescribing party. 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 disciplinary action taken as stated in JICHS Policy (Substance Abuse).

## **Academic Honesty Policy**

The faculty of JICHS stresses the importance of academic integrity and instructs students regarding the severity of such offenses and how to avoid any form of academic misconduct. Teachers will guide, instruct and assist students as they progress through challenging material. Academic misconduct will not be tolerated. It will be dealt with swiftly and in accordance with this policy. First offenses, while severe, can teach life lessons; however, subsequent offenses establish a pattern of academic misconduct that may bring into question the child's integrity. Offenses of any academic misconduct may affect membership in honor societies, teacher and college recommendations, and, ultimately, the student's educational experience. You may find a copy of the full policy at our school website at <http://jichs.ccsdschools.org>

## **Student Identification Cards**

In order to facilitate the maintenance of a safe environment each student is issued a photo identification card. **This ID must be visible and worn around the neck all times while on campus.** Any variance from this must have administrative approval. ID cards are non-transferable and are the property of JICHS. Any ID must be surrendered at the request of a staff member.

Defaced or lost ID's may be purchased from the media center Lanyards, clips and ID pockets are sold at cost

Students who do not have their ID card will be issued a temporary ID. A replacement charge of \$5 is assessed for lost, defaced, and/or damaged cards. Non-payment of fines will result in loss of privileges. Excessive ID violations will result in disciplinary consequences. Please see our website for the updated ID Policy.

# Student Behaviors

## Levels of Possible Interventions and Consequences

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### 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.

The following three pages provide detailed information about the infractions that may occur and the levels of interventions and consequences used to address them.

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.

Behaviors resulting in Disruptive or Criminal Conduct are managed by the school administration through an office referral. Interventions and consequences are based on the severity of the infraction as addressed in Levels 2 and 3.

The JICHS Code of Conduct applies to all students at all times while:

- In school buildings
- On school grounds
- On school vehicles
- At all school related activities

If students do not behave in positive ways, consequences will follow.

### LEVEL 1

**DISORDERLY CONDUCT** *adversely affects a student's educational progress. Level One offenses which relate to problems in the classroom should be dealt with by the teacher. In cases of multiple offenses, Level Two options may be used.*

- 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
- Behavior contract
- Guidance referral for individual and/or small group intervention
- Referral to CORE Team
- Parent contact (phone, letter, conference)
- Confiscation of unauthorized items
- Before or after school detention
- Reinforcement of appropriate behaviors
- Teacher detention
- Temporary removal from class

## LEVEL 2

**DISRUPTIVE CONDUCT** *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.*

**Appropriate When Conduct Meets Criteria For Disruptive Conduct Or When Level One Interventions/Consequences Have Become Ineffective**

- Parent/guardian notification required
- Any of the interventions and consequences in Level One
- Administrator/teacher/parent/student conference
- Parent/guardian shared responsibility
- Conditional suspension
- Administrative detention
- ICE
- Out of school suspension
- Referral to CORE Team
- Administrative probation
- Community service assignment
- School/yard/cafeteria detail
- Loss of participation privileges (including parking)
- Saturday school
- Restitution of property and damages
- Referral to law enforcement
- Referral to outside agency
- Referral to the JICHS Discipline Board
- Alternative programs (consistent offenders)

## LEVEL 3

**CRIMINAL CONDUCT** *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 and/or JICHS Disciplinary Review Committee.*

**Appropriate When Conduct Meets Criteria For Criminal Conduct Or When Level Two Interventions/Consequences Have Become Ineffective.**

- Parent/guardian notification required
- Any interventions and consequences from Levels One and Two
- Restricted activity
- Mandated community service
- Loss of participation in school events (i.e. athletics, prom, graduation, etc.)
- ICE
- Extended out-of-school suspension (with approval from the Principal)
- Referral to the JICHS Discipline Board
- Referral to law enforcement
- JICHS and/or community-based alternative programs

## Levels of Offenses \*School Crime Incident Report required

Code	Infraction	Level 1	Level 2	Level 3
1	Aiding others	•		
680	Alcohol / Liquor Law Violation		•	
500	Arson			•
510	Assault, Aggravated			•
520	Assault, Simple			•
3	Bite/Pinch/Spit		•	
260	Bomb threat			•
530	Bribery		•	
651	Bullying			•
540	Burglary			•
190	Cheating	•	•	
220	Computer Violation / Non criminal		•	
700	Computer Violation / Criminal			•
407	Confrontation / Altercation		•	
4	Contraband	•		
160	Cutting Class	•		
150	Cutting School		•	
652	Cyber Bullying			•
5	Detention Violation	•		
420	Disrespect (staff)		•	
420	Disrespect (students)	•		
560	Disturbing School			•
305	Driving Violation	•		
570	Drug Distribution			•
580	Drug Possession			•
575	Drug Usage		•	
590	Embezzlement			•
400	Excessive Noise	•		



600	Extortion			•
271	Failure to Comply with Disciplinary Action	•		
9	Fighting		•	
350	Firm Alarm			•
10	Fireworks			•
11	Forgery / Counterfeit		•	
620	Fraud		•	
630	Gambling		•	
250	Gang Activity			•
12	Harassment		•	
14	Hit / Kick / Push	•		
640	Homicide			•
22	Inappropriate Physical Contact / PDA / Horseplay / Sexual Violation	•		
19	Indecent Exposure			•
650	Intimidation			•
660	Kidnap / Abduction			•
320	Leaving class	•		
310	Leaving school		•	
240	Loitering	•		
20	Major Disruption		•	
790	Misc. Weapons		•	
290	Obscene Gesture	•		
200	Off Limits area	•		
700	Other Offenses / Criminal			•
200	Parking Violation	•		
700	Pornography			•
380	Probation Violation		•	
210	Profanity		•	
23	Property Misuse	•		
720	Prostitution			

				•
270	Refusal to Obey / Difiant		•	
730	Robbery			•
13	Sexual Harassment			•
610	Sexual Offense / Forced			•
690	Sexual Offense / Non forced		•	
740	Stolen Properly		•	
180	Tardy	•	•	
	Repeat Tardy			•
670	Theft / Larceny		•	
27	Threat		•	
230	Tobacco		•	
750	Trespassing		•	
151	Truant	•		
153	Truant – Chronic/Habitual		•	
390	Unauthorized Device	•		
29	Urination			•
760	Vandalism		•	
760	Vandalism			•
770	Vehicle Theft			•
700	Weapons			•

### **Withholding of Privileges**

The term “withholding of privileges” as used in this code means the forfeiture of riding the bus, to participate in certain clubs, athletics, parking on campus or other approved area, or other activities sponsored by the school. Authority rests with the administration.

#### *Procedures*

- Investigation and documentation of charges
- Formal notification to student, parent or guardian
- Written notice will be given to include the following: (1) a statement of the breach of conduct. (2) Notice of what privilege will be withheld. (3) length of time privilege will be withheld.

## Suspension

**Suspension** is the temporary out of school exclusion of a student from school and school activities for a period of time not to exceed five school days for any one offense as determined by the principal or assistant principal. The suspension may be extended up to an additional five days by the School Principal.

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 School Principal during standardized testing periods or the last ten 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.

Any assistant principal may suspend a student for infractions committed at school. Students suspended out of school may not be on campus for any reason. Students returning after Out of School Suspension (OSS) must report to the principal who assigned the suspension for a readmit slip. Students will not be allowed to return to class without a readmit slip. At the discretion of the Principal, students will be permitted to make up work for an unexcused lawful absence.

**The parent/guardian shall expect that the school administration:**

1. Conducts an investigation and documents charges
2. Confers 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 Disciplinary Review Committee.

### Appeal to the Principal – Due Process

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

If the principal reinstates the student, all privileges will be restored. No appeal will be allowed to the Board of Directors from a suspension.

## Expulsion of Student

**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 JICHS Disciplinary Review Committee or Board of Directors. The Disciplinary Review Committee, subject to appeal to the Board of Directors, may authorize or order the expulsion 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 Disciplinary Review Committee 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 JICHS policy.

## Restrictions

- A student expelled from JICHHS shall be ineligible to attend school in any other Constituent District.
- Once the expulsion process is initiated and prior to the hearing before the Disciplinary Review Committee, 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.

## JICHHS Disciplinary Review Committee

The JICHHS Disciplinary Review Committee shall consist of five (5) members. The committee shall be qualified parent members elected at the annual meeting to serve for the ensuing year.

The Disciplinary Review Committee, shall be empowered to examine all facts, hear appeals, and render a decision pertaining to suspension and expulsion brought on an appeal of an Administration decision. A finding and recommendation of the Disciplinary Review Committee pertaining to any suspension and expulsion must be approved by three-fourths of the members of the Committee. The student or the JICHHS Administration may appeal any suspension or expulsion finding and/or recommendation to the Board of Directors with the Board's decision on the issues being final and without further review.

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

## Expulsion Procedures

- The administration shall investigate and document all charges.
- Immediate oral notification to parent/guardian will be provided.
- The student may be suspended by school administration for a specified number of days.
- A conference with the student, parent, and administration will take place.
- The parent/guardian will receive formal written notification of the offense(s) which the student is accused.
- The principal will confer with the Disciplinary Review Committee when an expulsion is mandatory. If the Disciplinary Review Committee concurs in the recommendation of expulsion, a recommendation for expulsion will be submitted. In the event that an expulsion hearing is scheduled, JICHHS Administration shall notify the parents/legal guardians in writing of the time and place of a hearing.

## Expulsion Hearing Procedures

- In the event that a hearing cannot be granted by the Disciplinary Review Committee 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 legal counsel. However, **no counsel will be provided by JICHHS.**
- 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 school administration, where possible, will make available any witnesses or evidence within the control of the school system when requested to do so.
- Hearing will be conducted at the JICHHS Disciplinary Review Committee designated area.
- Hearing shall be held in closed session and will not be open to the public.
- The expulsion hearing may result in a disposition for expulsion or referral for alternative placement or other required interventions.
- If the Disciplinary Review Committee expels the student, this decision will be communicated in writing to the student's parent or guardian in person or by certified mail. Information regarding the appeals process is included in the notice of the disposition.

## Appeals

- The student, parent, or principal may submit a written request for appeal of the Disciplinary Review Committee's decision to the JICHHS Board of Directors within ten days upon receipt of the disposition.

If the student is reinstated by the JICHHS Board of Directors, 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 for readmission to school upon completion of the expulsion period unless permanently expelled.

The Disciplinary Review Committee 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.

## Disciplinary Procedures for Students with Disabilities

### 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, JICHHS 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 at school function.
- Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

### Recommendation for Long-Term Removal

When a student with disabilities is recommended for long term removal by the principal, 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
- Review the appropriateness of the IEP
- Review the appropriateness of the placement in the current setting
- Develop or review the Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP)
- If a BIP is in place, review the implementation of interventions based on the data collected
- Document any necessary amendments according to the *Office of Exceptional Children Special Education Procedures Manual (OEC Manual)*

**If the MDT determines that the behavior IS related to the disability:**

- The IEP team must determine appropriate placement
- Discussion of services to be provided
- Discussion of and revisions to IEP

**If the MDT determines that the behavior IS NOT related to the disability and the student is excluded, the IEP team must convene immediately to determine placement options.**

# Acceptable Use of Technology

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## 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 JICHS and 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 JICHS or Charleston County School District information technology system.

## 4. Scope

These standards shall include the following JICHS or 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 JICHS or 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 JICHS.
- Personal e-mail is not permitted on JICHS or Charleston County School District e-mail systems.

### *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 or 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

JICHS and 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 JICHS 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 JICHS 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.

JICHS 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.

JICHS 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 care due 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.

## TECHNOLOGY AND THE INTERNET

Students should use technology and the Internet in an appropriate manner. Technology is an integral part of a student's educational experience and must be used in support of education and research consistent with the educational objectives and the Technology Acceptable Use Policy of James Island Charter High School. Technology includes, but is not limited to, computers, other hardware, electronic devices, software, Internet, e-mail, all other networks, etc. Student use of technology is a privilege. Students are responsible for appropriate use of all computers to which they have access. Obscene,



pornographic, threatening, or other inappropriate use of technology, including, but not limited to, e-mail, instant messaging, web pages, and use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community, is prohibited, even if such uses take place off school property (i.e., home, business, private property, etc.). Altering the pre-set JICHHS software image is prohibited. **The use of any proxy service or other service to reach or to bypass sites blocked by our filter is strictly prohibited.**

### **GENERAL TERMS AND CONDITIONS OF USE**

1. Transmission of any material in violation of federal, state, local law, or JICHHS Board policy, regulation or the *Student Code of Conduct* is prohibited. This includes, but is not limited to the following: copyrighted material, threatening, violent, obscene, or pornographic material, material protected by trade secret, and uploaded or created computer viruses.
2. Use of technology for commercial or non-educational activities is prohibited unless explicitly permitted by the JICHHS Board of Directors. Commercial activity includes, but is not limited to the following:
  - a. Any activity that requires an exchange of money and/or credit card numbers;
  - b. Any activity that requires entry into an area of service for which the school will be charged a fee;
  - c. Any purchase or sale of any kind; and
  - d. Any use for product advertisement or political lobbying.

### **ACCEPTABLE/SAFE USE POLICY**

The following rules are in effect for all James Island Charter High School computers unless otherwise directed by a teacher or administrator:

1. It is the responsibility of each student to ensure that student-loaded files and programs do not consume hard drive space needed for instructional or educational requirements.
2. Students are prohibited from accessing or attempting to access instant messages, chat rooms, forums, e-mail, message boards, or hosting personal web pages during the instructional day. Teachers may authorize students to use Internet communication that includes filtered e-mail for instructional purposes only.
3. Pornographic, obscene, or vulgar images, sounds, music, video, language or materials, including screen savers, backdrops, and/or pictures, are prohibited.
4. Downloading, uploading, or importing games, screen animations as well as programs or files that can be run or launched as a stand-alone program is prohibited at all times.
5. Downloading, uploading, or importing music and videos is allowed outside of school hours, so long as it does not violate copyright law or contain words or images that are pornographic, obscene, graphically violent or vulgar.
6. Illegal use or transfer of copyrighted materials is prohibited. Students should only download/import music or materials (files) to a school-owned computer that they are authorized or legally permitted to reproduce, or for which they have the copyright.
7. Students are prohibited from playing or installing games during the instructional day unless otherwise directed by a teacher or administrator.
8. File sharing must be approved and directed by the supervising teacher.
9. The use of any proxy service or other service to reach or to bypass sites blocked by our filter is strictly prohibited.
10. Headphones may be used during the instructional day with teacher permission as long as the use does not interfere with the instructional program.
11. Students are prohibited from sharing passwords with anyone for any reason and should make every effort to keep all passwords secure and private.
12. Students should not knowingly introduce or knowingly allow the introduction of any computer virus to any JICHHS computer. In addition, students should not knowingly waste limited resources nor knowingly download unauthorized materials.
13. Putting non-school related material (files) on a school file server is prohibited.
14. The use of cameras (including cell phone cameras) is strictly prohibited on school campus or buses, without prior approval by school personnel.

**The JICHHS administration, including law enforcement officers, has the authority to search any electronic device if they have just cause or reasonable suspicion that any of the above listed offenses have occurred.**

**James Island Charter High School is not responsible for the loss or theft of student's electronic devices.**

## **PERSONAL RESPONSIBILITY AND INTEGRITY**

All who use JICHS technology resources must recognize that the work of all users is valuable; therefore, every user must respect the privacy of others. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent or assume the identity of other users.

To protect students while at school, and to meet the Children's Internet Protection Act (CIPA) requirements, access to the Internet is filtered through a commercial filtering system. All students are expected to behave responsibly and with integrity when using technology. These responsibilities include, but are not limited to, the following:

1. Use of technology for school-related purposes only during the instructional day;
2. Revealing unauthorized personal information about yourself or others is prohibited;
3. Do not copy, change, read, or use files in another user's storage area (such as hard disk space, diskettes, mail, server space, personal folders, etc.) without the user's permission.

Using any electronic translation program constitutes a form of plagiarism. Although students' ideas may be their own, the language produced is not. The consequences will be the same as they would be for any other plagiarism violation.

## **SECURITY**

Security on any computer system is a high priority. Attempts of a user to log on to the JICHS network using another's identity are prohibited. Bypassing or attempting to bypass JICHS filtering software is prohibited. Students are strictly prohibited from using proxies or proxy programs on school grounds. All security problems must be reported to an administrator.

Violations of these regulations will result in serious disciplinary action and may also result in criminal charges if the violation of the regulation is also a violation of state law. Examples of such dual violations are (1) computer hacking or trespassing, (2) harassment or threats via computer and (3) computer fraud. Ignorance of these regulations will not excuse an infraction.

Disciplinary actions may include long-term suspension, expulsion, or any action deemed appropriate by the principal, JICHS Disciplinary Board, or James Island Charter Board of Directors in accordance with the *Student Code of Conduct*. Where South Carolina law is violated, legal action may be taken.

## **TELEPHONE**

A student may use the telephone in the main office **FOR SCHOOL BUSINESS ONLY** and must have a pass from his/her teacher that period.

## **CELL PHONES**

Students can use cell phones before school, during their scheduled lunch period, and after school. Also, teachers have discretion to allow students to use cell phones for educational purposes inside the classroom. Cell phones or headphones **MAY NOT** be used in the hallways.

Any students not in accordance with the above policy will have their phone confiscated. Confiscated phones will be returned to the student's parent or guardian.

Any non-educational technology items which disrupt the learning environment are prohibited on school campus during school hours. If seen or heard, they will be confiscated, and a disciplinary referral will be issued. In the event a search is necessary, all inappropriate items found will be confiscated. Items will be returned to the parent after the student serves Saturday School. The school will claim no responsibility for confiscated items.

# **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.

If there are any questions, please call your child’s guidance counselor at 762-8356.

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 use the following address:

U.S. Department of Education  
 Family Policy Compliance Office  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-5920

## South Carolina Code of Laws

*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 Directors 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 school at JICHHS . 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, darts, 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: Repeated, conscious, willful, and deliberate intent to physically, socially, 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

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)

Mischiefous 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

Contact Violation: Students who continue to have physical contact after being warned to stay away from one another

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 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) Willful disturbance of school activities that prevents the orderly conduct of school, classes, or activities or that unnecessarily interferes with the safety of students or teachers in school

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

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

**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 accrued multiple disciplinary infractions

**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:** Three or more persons conspiring to or engaged in causing a disturbance or interrupting the learning environment

**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, or in writing.

**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

**Other Offenses:** Non-criminal conduct that is not covered in the existing list or codes - may include the arrest or indictment for an off-campus crime that might lead to school disruption

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

**Pornography:** Possession or distribution of 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

**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

**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.

**Sexual Offenses:**

**Forcible:** Any sexual act on another person without his/her consent

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

**Shared Responsibility:** The principal may request that a parent/guardian attend school with the student for a period of time not to be less than one full school day. 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

Suspension: The removal of a student from school and school activities, by the Principal or designee, for a period of 1-5 Days.

Tardy: Arriving late to school or class

Threats: Making statements or gestures of intent to do physical harm to a staff member or student; also includes bullying and harassing

Trespassing: Being on school property or at a school sponsored event without permission, including while on suspension or after expulsion

Vandalism: (Criminal; see also Destruction of Property as a lesser included offense) Willfully or maliciously destroying, damaging, or defacing personal or school 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 Substance: Any chemical compound or material which is categorically not permitted on school grounds or at school related activities

