

ASM-Haut Gap



Student-Parent Handbook 2022-2023

MISSION STATEMENT:

The mission of Advanced Studies Magnet-Haut Gap Middle School, working in partnership with students, families, the workplace and the community is to provide every child the opportunity to receive quality experiences commensurate with his/her needs and capacity for achievement. The school is committed to meaningful learning and excellent teaching, enabling students to advance academically, emotionally, socially and physically to function in a rapidly changing global environment. We are committed to the **CCSD's three Core Goals; Elevate the Achievement of all Students, Close the Achievement Gap between Groups of Students, and Increase the Graduation Rate.**

Advanced Studies Magnet – Haut Gap “HOME OF THE BULLDOGS” 2022-2023 PARENT/ STUDENT HANDBOOK

Welcome to Advanced Studies Magnet – Haut Gap Middle School. We are a student centered school which focuses on your success. An important goal of the program is that your time spent with us will be an exciting learning experience. We as faculty, staff, and administration will dedicate ourselves to your academic, social and physical development. We hope you will be inspired to become involved in all aspects of school life and that you will develop a “work ethic” that will serve you well in high school and for the rest of your life.

In order for you to become a lifelong learner, it is important that you read frequently, communicate your ideas clearly in speech and writing, and to think critically. We cannot think of a better preparation for your future than to accomplish these goals. We, as your administrators and your teachers, are here to help you and are dedicated to your success. Please familiarize yourself with the contents of the information that will make your school experience a happy and successful one. Have a great year!

-Mr. Travis Benintendo, Principal

School Colors – Blue/Gold/White

School Mascot – Bulldogs

ACADEMICS

ASM offers magnet, honors, and traditional classes in the four core curriculum areas of: English Language Arts, Mathematics, Social Studies, and Science. High school credit is also available for Algebra I, English I, Spanish I, and Computer Applications and Keyboarding. In accordance with state guidelines, students will also receive instruction in health and physical education each year. In addition, students have the opportunity to participate in band, STEM, art, strings, music appreciation, health and more.

Standardized Testing

All students are expected to achieve a score of “Exemplary” or an equivalent mastery level on state testing in the spring. A minimum score of “MET” or an equivalent mastery level is one of the requirements students must meet to be promoted to the next grade. Student expectations are outlined in the South Carolina Curriculum Standards, a grade-by-grade set of objectives for mathematics, language arts, social studies, and science. Parents can also review the standards on the SC Department of Education website, www.myschools.com.

Promotion and Retention Policies

Students in grades 6-8 must meet four criteria in order to be promoted academically at the end of the school year. Students are expected to:

- perform satisfactorily on SC Standards as demonstrated in their class work,
- earn passing grades in their academic classes,
- score “MET”/equivalent or above on standardized assessments, and
- meet state attendance requirements.

High-School Credit While in Middle School

8th Grade students at Haut Gap Middle School who qualify may earn high-school credit for the following courses: Algebra I (1 Carnegie unit), English 1 (1 Carnegie unit), and Spanish 1 (1 Carnegie unit). In order to qualify to earn high-school credit, middle-school students must pass any applicable end-of-course exams, earn a passing grade in the course, and meet attendance requirements.

Grading

Nine-week averages in each course are computed using such factors as test grades, exams (when appropriate), homework grades, and daily performance grades. Students will receive specific information from their teachers relative to grade assignments. Letter and/or numerical grades will be assigned based on averages as indicated below:

Average Grade Achievement

90-100	A	Excellent
80 - 89	B	Very Good
70 – 79	C	Satisfactory
60-69	D	Needs Improvement
Below 60	F	Unsatisfactory

Academic Calendar for 2022-2023

August 17	Wednesday	First Day of School for Students
August 22	Monday	First Day for Early Learning (Early Head Start/Head Start/CD)
September 5	Monday	Holiday-Labor Day (School and Offices Closed)
September 19	Monday	Progress Reports Distributed This Week
September 23	Friday	Early Release (Teacher Workday)
October 7	Friday	Early Release (Teacher Workday)
October 19	Wednesday	End of First Quarter
October 20	Thursday	Half Day for students
October 21	Friday	Teacher Workday/PD/Family Data Conferences
October 24	Monday	Report Cards Distributed This Week
November 7	Monday	Early Release Day
November 8	Tuesday	Election Day (School Closed)
November 21-22	Monday-Tuesday	Weather Make-Up Days (No School for students unless used as eLearning make-up days)
November 23-25	Wednesday –Friday	Fall Break (Schools Closed)
November 28	Monday	Progress Reports Distributed This Week
December 16	Friday	Half Day for Students
December 19-30	Monday-Friday	Winter Break (Schools and Offices Closed)
January 2	Monday	Winter Break (Schools and Offices Closed)
January 3	Tuesday	Teacher Workday/PD (No School for Students)
January 4	Wednesday	School Resumes for Students
January 16 Closed)	Monday	Holiday-Martin Luther King, Jr. Day (School and Offices
January 17	Tuesday	Teacher Workday (No School for Students)
		End of Second Quarter/First Semester

January 23	Monday	Report Cards Distributed This Week
February 3	Friday	Early Release Day (Teacher Workday)
February 17	Friday	Early Release Day (Teacher Workday)
February 20	Monday	Presidents' Day (School closed)
		Progress Reports Distributed This Week
March 10	Friday	Early Release (Teacher Workday)
March 24	Friday	Teacher Workday (No School for Students)
		End of Third Quarter
March 27	Monday	Report Cards Distributed This Week
April 7	Friday	Early Release (Teacher Workday)
April 10-14	Monday-Friday	Spring Break (Schools and Offices Closed)
May 8	Monday	Progress Reports Distributed This Week
May 12	Friday	Early Release (Teacher Workday)
May 29	Monday	Holiday-Memorial Day (Schools and Offices Closed)
June 6	Tuesday	Half Day and Last Day of School for Students
June 7	Wednesday	Weather make-up Day, if needed (Teacher Workday)
June 12	Monday	Report Cards Distributed This Week

Course Loads

Homework. Students are assigned homework to practice what has been taught. **Assignments are to be written in the assignment book each period and should be monitored by parents daily.** Completion of homework is important in order for students to be prepared for each school day.

- **Make-Up Work.** In the event of an absence from school, it is the student's responsibility to obtain all missed assignments and to make arrangements to make up missed assignments. Teachers will assist students in this process. Teachers may use their Canvas page to post assignments for students and parents, GoogleClassroom or other means at their discretion.
- **Wednesday Communication Folder.** During the first days of school your child will be given a yellow Communication and Work Folder. This folder will be sent home every Wednesday and will include graded assignments, important notices, and other items that may or may not need your signature. It is important that all parents go through the folder every Wednesday evening and to make sure the student returns any required papers and the folder on the next day. If a student loses their folder, they may purchase a new one from the front office at a cost of \$3.00
- **Office Hours.** Haut Gap Middle School embraces the belief that all students can learn and succeed. Part of the learning process for students involves recognizing how to complete quality work properly. In an effort to assist students with this process, HGMS has adopted a system to foster support for students who need extra time or assistance in order to complete high quality work. Teachers choose an extra hour before or after school reserved for extra help in their subject. Office hours are a systematic way to support struggling students in accomplishing academic goals and objectives. As part of our focus on learning, teachers provide opportunities for additional help and instruction to any student before, during, or after school based on the teacher's scheduled office hours. It may be requested by a student or parent, or it may be assigned by the teacher based on the student's academic progress or the teacher's assessment of student work. In either case, the student, parent, and teacher will work together to determine the necessity and a time for extra help as applicable.
- **Availability of Courses.** Decisions on whether courses can be offered are dependent on student enrollment and teacher staffing. Haut Gap Middle School reserves the right to cancel or eliminate courses for any given school year.
- **Binder/Notebook.** Each student is encouraged to maintain a student binder (3-ring binder; 1½ to 2 inches). The notebook is designed to be taken from class to class, and back and forth from home each day. The notebook should contain dividers for each class, Wednesday Communication Folder, a pencil pouch, and an agenda. The agenda and communication folder will be provided by the school at the beginning of the school year. Should a student lose either of these items, they may be purchased in the front office.

ATTENDANCE

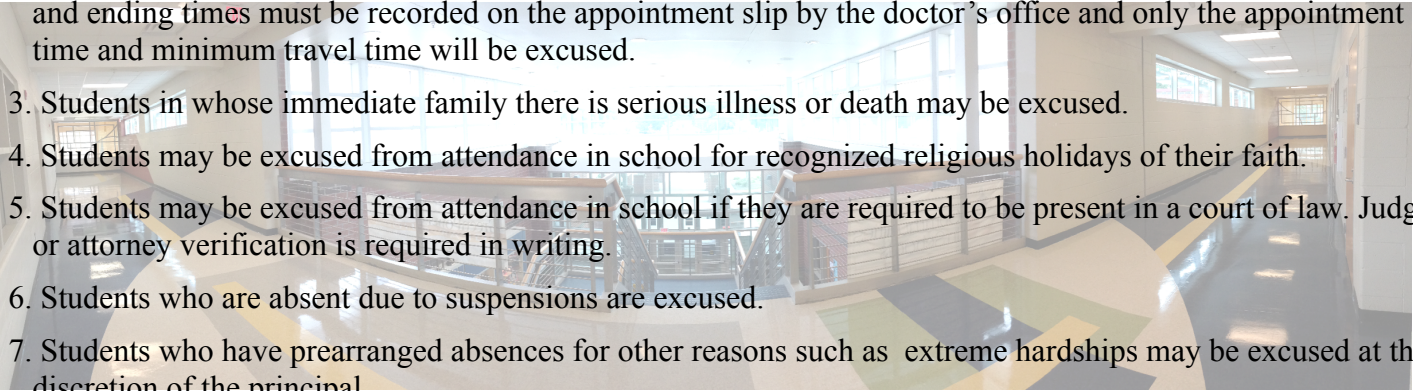
Regular attendance at school is a key indicator and catalyst of student success. It is critical for students to be at school each day. **Students in grades 6–8 may not be eligible for promotion if they have more than ten (10) absences in one school year.** Middle-school students away from school more than 50% of the instructional day will be counted as

absent for one day. The midpoint of the school day is at 10:30 AM. No student who is absent from school, unless excused by the principal, shall be permitted to participate later that day or that evening in any extracurricular or school-sponsored, authorized, or related activity or event.

Failure to attend class constitutes an absence. Students previously enrolled in the district and those residing in the state that are entering for the first time shall be counted absent without excuse (for promotion consideration) for each day missed due to late enrollment.

Absences are classified as excused (lawful) absences, unexcused (lawful) absences, or unlawful absences. Students are not allowed to make up work for unlawful absences. All absences require a written explanation from the parent/guardian within three (3) school days of return from the absence. Written explanation of absences must include the student's name as it appears on the permanent record, parent/guardian's full name and legal signature, address, daytime contact telephone number(s), dates of absence(s), and documentation of the reason for the absence. **Please note that family trips taken during school time may adversely impact your child's promotion to the next grade.**

Lawful Absences. Lawful absences have been defined as follows:

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1. Students who are ill and whose attendance in school would endanger their health or the health of others may be temporarily excused from attendance.
 2. Emergency medical or dental appointments that **cannot be scheduled outside of school hours**. Beginning and ending times must be recorded on the appointment slip by the doctor's office and only the appointment time and minimum travel time will be excused.
 3. Students in whose immediate family there is serious illness or death may be excused.
 4. Students may be excused from attendance in school for recognized religious holidays of their faith.
 5. Students may be excused from attendance in school if they are required to be present in a court of law. Judge or attorney verification is required in writing.
 6. Students who are absent due to suspensions are excused.
 7. Students who have prearranged absences for other reasons such as extreme hardships may be excused at the discretion of the principal.
 8. Students may be excused from attendance in class(es) for participation in activities representing the school if they have a passing average in each class they will miss and have not been excessively absent. All student absences for such school activities must have prior approval of the principal. Approved activities include state and national competitions and ceremonies honoring outstanding students.

Note: Students participating in approved field trips, students late due to bus problems, and students assigned to in-school suspension programs are not considered absent.

Unlawful Absences. Unlawful absences have been defined as follows:

1. Students absent from school without the prior knowledge of the parent.
2. Students absent from school without acceptable cause with parental knowledge. For example, a family vacation is an unlawful absence.
3. Students suspended from the school bus and not reporting to school.
4. Parental notes for student illnesses in excess of 10 days that cannot be substantiated by medical statements.
5. Students absent from class as a result of extracurricular activities not approved by school administration.

6. Routine appointments for medical, dental, or counseling services once a student has exceeded 5 absences per term course.
7. Homebound or home-based students who are not available for planned sessions.

Notes for Student Absences

- All absences will be listed as unverified and unlawful until the student brings in a note from his or her parent/guardian with a verifiable excuse and documentation.
- If a student is absent for any reason and wishes the day(s) to count as an excused absence, he/she must turn in his excuse no later than three (3) school days after the absence to the Main Office or the absence will remain as recorded, unverified/unlawful.
- When an excuse requires additional documentation, the three-day limitation will be extended to five days at the discretion of school administrators. Excuses for absences received after the designated deadlines may not be accepted.

Excuses are valid only for the date(s) of absence and must contain all of the information specified: date, name of student as it appears on the permanent record, reason for absence, date(s) of absence, legal signature of parent or guardian and a daytime contact phone number.

Excuses must be presented in the Main Office before first period to receive verification of the excuse permitting the classroom teacher(s) to provide make-up work and/or tests.

Physicians' notes and excuses for legal appointments and death in the family are important factors in determining if absences can be excused.

Dismissal Procedures

The following procedures are to ensure the safety and well-being of your child(ren).

Car Riders/Walkers:

Students dismiss after afternoon announcements and homeroom at 2:30 PM. Students are to exit the building through the main entrance only and wait for their ride in the courtyard or along the sidewalk (under the breezeway only). Students should be aware of the arrival of their ride at all times and board quickly. Walkers should never dismiss from the bus loop unless walking to the public library. A teacher will be on duty in the afternoon to unlock the gate to the library from campus. These students should exit with bus riders and walk directly to the gate.

Bus Riders:

Bus riders will dismiss with their teacher and exit through the rear doors or the exit near the nurse's clinic only. Students should board their bus as quickly as possible and should remain on the sidewalk if any bus is in motion (until an adult directs for safe crossing).

Bus Change:

Students who will be riding an alternate bus or any bus that they are not assigned to should present a parent-signed note stating this change to the front office during breakfast or lunch. All notes should be in the front office by 12:00 pm. The data clerk will call to verify the validity of the note each day. Students will be provided a bus pass to retrieve from the front office. Students will not be allowed to ride an alternate bus without presenting this pass. Students who do not present this pass by 12:00pm may not be allowed to ride an alternate bus without a parent-initiated contact to the school.

Dismissal to Charleston County Public Library (Johns Island Location):

We are fortunate to have adjacent access to the public library. Parents may opt to allow their student to dismiss to the public library. Students should present a parent signed note stating this change to the front office during breakfast or lunch. All notes should be in the front office by 1:00 pm. The data clerk will call to verify the validity of the note each day. Students will not be allowed to dismiss to the public library without presenting this pass. Students who do not present this pass by 12:00pm may not be allowed dismiss to the public library without a parent initiated contact to the school.

City of Charleston Parks and Recreation Access following dismissal:

Haut Gap Middle School's athletic fields are for the sole use of HGMS during school operating hours. After school (2:40 PM) this property is for public use (City of Charleston Parks and Recreation). It is preferred that students have a written parent note to dismiss to the athletic field. These students should dismiss with car riders/walkers and remain on the side walk/courtyard before crossing the street to this facility. Parents/guardians assume responsibility for their students who opt to utilize the athletic fields after school (as this is now public use). Please speak with your students about safe practices as they utilize this recreational field.



DRESS CODE - STUDENTS

ASM-HGMS students will be required to wear uniforms to school beginning the first day.

6th grade- Solid Red Collared Shirts with khaki slacks, shorts, or skirts.

7th grade- Solid Navy Blue Collared Shirts with khaki slacks, shorts, or skirts.

8th grade- Solid White Collared Shirts with khaki slacks, shorts, or skirts.

All students may wear **PLAIN NON-HOODED** cardigans, sweatshirts, or sweaters that are SOLID red, white, gray, navy blue, or black only. The collar of the student's uniform shirt should be seen when wearing a sweatshirt or cardigan.

- All shirts must be plain, solid, and have a collar.
- Bottoms must have a belt.
- Skirts and shorts are to be a maximum of 4" above the knee.
- Students are not allowed to wear Jackets, Hooded Sweatshirts or any Coats in the building.
- Shoes must be closed toed and with a back.



Dress Code Exceptions

Dress Down Days – Occasionally, students will be given the opportunity to “dress down” as a reward or for fund-raisers.

1. **Students may not wear any clothing that reveals bare skin between the upper chest and mid-thigh.** This includes clothing that reveals skin or undergarments by way of rips, tears, or holes in this area. Shoulders must be covered at all times (no sleeveless shirts or tank tops).
2. **Clothing must fit appropriately.** Pants and shorts will be worn at the waist.
3. **Clothing must be appropriate for the educational setting.** Undershirts as the only garment and sweat pants are NOT acceptable attire outside the gym. See-through clothing and pajamas are not acceptable at any time.
4. **No clothing, jewelry, or accessory will be permitted that displays profanity, weapons, violence, suggestive phrases, alcohol, tobacco, drug advertisements or other inappropriate phrases or symbols** as determined by the administration.
5. **The minimum length of skirts, shorts, etc., must reach the point of the leg that is 4 inches above the knee**
6. **Students may not wear hats, sweat bands, goggles, bandanas, hair picks, or any headgear on campus.** Hooded sweatshirts, sweaters, or shirts may not be worn.

Administrators reserve the right to prohibit any jewelry, accessory or hair style that may be a distraction or safety issue to other students.

NO facial jewelry (facial piercings, “grills” or dental items unless prescribed by a doctor)

Students not dressed properly may lose privileges and/or be removed from class. Parents may be contacted to bring appropriate clothing to school in order to keep students in the learning environment or student will be subject to disposition per CCSD's Progressive Discipline Plan.

Electronic Devices

Cell Phones, headphones, and other electronic devices are strictly prohibited. Devices, if brought on campus, should be powered off and stowed when in "No Cell Phone Zones". Students may use the above devices in the mornings before morning dismissal and after HR dismissal without violating CCSD Code of Conduct. If devices are being used for educational purposes and are requested by the teacher, the principal may choose to temporarily approve such devices in advance for specific classroom activities. **If items do not have prior approval from the principal and are found or seen by faculty members and staff, they will be confiscated.** If confiscated items are not picked up on or before the last day of the school year, they will be donated to a charitable organization.

Procedure is as follows:

First Offense and Second Offense: Electronic device will be confiscated and may be picked up by student from the front office at the end of the day. The item will be identified and recorded in the main office.

Third Offense: Electronic device will be confiscated and must be picked up by a parent **only** from the front office.

Fourth Offense: Electronic device will be confiscated and cannot be picked up until the end of the semester or at the discretion of administration.

Cell phones or telecommunication devices may not be used in route to and from school on school buses. While on a school bus, a student's cell phone or telecommunication device must be turned off and stored out of sight. If confiscated items are not picked up on or before the last day of the school year, they will be donated to a charitable organization.

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

Administration is not required to investigate the theft or loss of a cell phone, pager, or other communication device. Haut Gap Middle School assumes no responsibility for any loss or theft of such devices.

Emergency Cards

A parent should fill out the student's emergency card completely. It is crucial that a student's emergency contacts are adults who are usually available to pick up him/her. Any significant health problems should be noted on the emergency card. The emergency card authorizes the school to obtain emergency medical care in case of a serious accident, injury or medical situation.

Fees (Lost/ Replacement/Restitution)

Haut Gap provides various educational resources to our students. It is important that students assume personal responsibility for items in their possession.

Chromebook (Intentional/Negligent Property Damage or Lost): Price of the Chromebook

Textbooks (Lost/Damaged) Dollar amount outlined by the SC Dept. of Education

Library (Lost/Damaged) Dollar amount outlined by the SC Dept. of Education

ID Badge (Lost/ Intentional Damage) \$3.00/ ID

Locker (padlock) \$5.00

Intentional Property Damage Amount assessed by Charleston County School District

Students with outstanding fees may lose privileges to participate in school- sponsored extra-curricular activities.

Fire Drills and Other Evacuation Plans

Each teacher will review fire drills and other evacuation plans with his/her classes. Students must be quiet during emergency situations or drills. Students and teachers should stay with assigned groups.

Guidance

The Guidance Department's goal is to serve the students by providing educational, career, social, and personal counseling. This department also advises students and/or parents regarding academic and attendance problems. Guidance services are available to all students. Students needing to visit the counselor must have a pass from his/her classroom teacher. Parents and students wishing to schedule a guidance appointment or teacher conference may contact the office at 843.559.6418.

Hall Passes

Students are not permitted in the halls during class periods and before or after school unless they are accompanied by a faculty/staff member or have a **signed** agenda pass. Students are expected to use their school issued agendas and are responsible for obtaining appropriate signatures on the pass. If students have lost their agenda and have not purchased a new one, teachers may grant hall access with a temporary signed pass. Student ID's must be worn in addition to the signed agenda for hallway access. Verbal permission is not acceptable and will result in the student being directed back to class.

Hall Traffic

Class traffic in the hallways and on the walkways may be congested. All students should maintain continual movement as they proceed to class. Students should always walk on the right side of the hall. "Hanging" on the hallway walls or stopping to socialize during a class change in the hallway will be considered loitering in an unauthorized area. Students must follow traffic patterns in hallways as directed in order to maintain the safety of all students.

Identification Badges

All students will be issued an Identification Badge and are solely responsible for the upkeep of these badges. It is to be worn in the building at all times. Students are not to share/trade ID Badges. ID Badges will be directly linked to student accounts (including: cafeteria accounts, Library books/materials, and textbook accounts).

Internet Use/Acceptable Use Policy

Use of technology at the school is a privilege. The use of Haut Gap's computer network must be in support of education and research that is consistent with the mission of the school and district. Each student who wants to utilize technology, Internet, etc., must read and agree to the terms of the Charleston County School District's Technology Acceptable Use Policy as outlined in the CCSD Student Code of Conduct 2022-2023. Students and their parents/guardians are required to read and sign the acceptable use agreement acknowledgements located in the Code of Conduct prior to the student using any technology on campus. Please refer to the Code of Conduct for more specific information. Haut Gap Middle School and the Charleston County School District reserve the right to deny access to any user if it is determined that the user is engaged in unauthorized or inappropriate activity or is violating the CCSD Technology Acceptable Use Policy.

Lockers

Students will not be allowed to carry book-bags, sacks, other large bags or heavy jackets during the school day.

Students will carry their books to class during the day, exchanging them as needed during scheduled locker breaks. Students will be provided a combination lock for their lockers. Students may not bring in or use a personal combination lock on any homeroom locker.

Teachers will record student combinations as a safeguard for students forgetting their combinations. Lockers and combinations are not to be shared. The administration reserves the right to cut locks from lockers if necessary. Items students need for after-school, overnight, or weekend activities that are too large for lockers are not to be brought to school.

Lockers and locks are the property of Haut Gap Middle School. Use of lockers is a privilege, not a right. The school reserves the right to inspect all lockers at any time. Students will be held responsible for all contents of their assigned lockers. Students are expected to keep lockers neat and clean. Students may not decorate lockers using any adhesive material or labeling devices. Lockers should not be defaced with stickers or other items that detract from the overall appearance of the school. Any items attached to the lockers should be easily removable at the end of the year.

Any damage to lockers will be considered vandalism and will be subject to severe disciplinary action. Writing on the lockers, scratching or denting lockers, etc. is considered vandalism. **Any items left in lockers after the locker use deadline will be donated to a charitable organization.**

Lost and Found

A student's personal property is his/her own responsibility – please label items. Students who find lost articles are asked to take them to the front office where the owners can claim them. **Items unclaimed at the end of each quarter will be donated to charity.**

Make-up Work

Students who are lawfully absent from school must make arrangements with their teachers to complete any make-up work. Make-up work from days of absence should be completed within 5 days after returning from an absence. Work should be made up at times convenient to the teacher. In case of extended absences, the teacher may extend the make-up time. Failure to meet a reasonable teacher-imposed deadline for extended make-up is grounds for awarding zeros for the missed work. Also, failure to meet an appointment for make-up will result in loss of make-up privileges unless the teacher agrees to change the appointment before the fact or unless an emergency exists as determined by the administration.

Failure to produce work within the guidelines of this policy will result in the awarding of zeros for missed assignments. In the event of a dispute over make-up rights, the principal will be the final authority.

If a student is absent for several days, the parent may call the Main Office to request assignments. It will be necessary to have 24-hour notice before assignments can be picked up in order to give the teachers time to collect necessary materials and deliver them to the front office.

Medical Needs.

Illness at School.

Students who become ill may report to the clinic located behind the Main Office reception area for evaluation. Students should always obtain passes to go to the clinic. Students who fail to report to class or to the office because of illness are subject to disciplinary action. If a student's condition warrants leaving school, the nurse will try to contact a parent or designated adult on the emergency card. If a student leaves school through the nurse's office, he/she will be permitted to return to school that day only with prior administrative approval.

Additionally, students are not to use cell phones or other means to contact parents if they are feeling ill without going through the clinic. Nurses are required to keep track of students leaving for illness; therefore, students must not bypass the clinic to be signed out early for illness.

Immunization

All South Carolina schools must adhere to state laws regarding immunization. Certificates of Immunization must be received in order for children to attend school; these can be obtained through a family doctor or the county health department. Students must have the following:

- 3 Polio shots on or after the fourth birthday
- 3 Tetanus shots on or after the fourth birthday
- 2 MMR shots (kindergarten through 10th grade)
- 3 Hepatitis B shots
- 1 Varicella vaccine (chickenpox) or positive history of the disease
- TDAP vaccination before 7th grade school year

Administration of Medications.

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

Medications at School. Medications to be taken for greater than two weeks require a CCSD Medication Permission Request Form to be signed by the doctor and parent/legal guardian. These forms are available from the school nurse, the physician, or on the CCSD website (www.ccsdschools.com). Prescription medicine must be in the proper prescription bottle. It is no longer necessary to label over-the-counter medicines. Medicines to be taken for two weeks or less must be accompanied by a note from the parent and signed.

STUDENTS MAY NOT CARRY ANY MEDICATIONS AROUND. STUDENTS FOUND WITH ANY TYPE OF MEDICATION WILL BE DISCIPLINED ACCORDING TO COUNTY POLICY.

Off Limits/ Restricted Areas.

1. Upon arrival at school at 7:05, students are to remain on campus until officially dismissed.
2. Students are not allowed in wooded areas, at bicycle racks, in parking lots, or in any of the surrounding areas before school, after school, or during school hours. When a student arrives, he/she should proceed to his/her designated grade-level area to wait for school to begin.
3. Students will remain in the cafeteria during their assigned lunch period. Students may not loiter in the cafeteria lobby during lunch.
4. Students are not allowed in grade-level hallways other than their own during the school day. In addition, students may not go to restrooms located on other hallways other than those where their assigned classes are located.
5. Students should not loiter on campus during the school day.
6. Students are not allowed in the faculty restrooms/work rooms. Students may not use vending machines designated for teacher and staff use.

7. Loitering in or near restrooms or in hallways will not be accepted at any time. Students are prohibited from entering the roof or storage areas at any time.
8. Wooded areas, bus lots, and open fields on campus are strictly off limits to students unless they are accompanied by a staff member.

Parent Conferences

Those parents with concerns that require the input and advisement of faculty and staff are invited to contact the front office (843-559-6418) to schedule conferences. If at all possible, we recommend a phone conference; however, when several teachers must be involved, these conferences will be arranged in order for the student's team of teachers to meet with his or her parents. Parents may also choose to set up conferences with a guidance counselor by calling the guidance counselor directly.

Personal Property

Haut Gap Middle School is not responsible for books, personal belongings, electronics, and property that are misplaced or stolen from any location on campus. This includes but is not limited to items left in classrooms, lockers, hallways, and locker rooms. Administration is not obligated to investigate theft of such materials.

Posting or Distributing Materials.

All public announcements, such as signs, brochures, etc., must be approved by the designated administrator before being displayed or distributed on the school campus. No adhesive material may be used on interior or exterior walls or furnishings to post materials. Any infraction will result in administrative disciplinary action.

Records

Haut Gap Middle School uses computers for grade reporting and issuing report cards at the end of each nine-week period. Students will receive a progress report at the midpoint of each grading period. Numeric grades are recorded on report cards and permanent records.

Release of Student Information

The administration of the Charleston County School District and administrators at Haut Gap Middle School take the privacy of student records very seriously. Nevertheless, Haut Gap Middle School occasionally might receive requests for information about students enrolled or the school might wish to use a student's name in a news release or for some other purpose. A student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent previous educational agency or institution attended by the student are designated as "directory information."

Unless the parent of a student notifies Haut Gap Middle School in writing that such information may not be released, “directory information” will be released without further notice. **Requests not to release such information must be delivered in writing annually to the main office of Haut Gap Middle School. The appropriate form may be obtained at Haut Gap’s main office.**

Under certain situations, student information may be released without parental consent. At the official request of law enforcement officers, a student’s address, telephone number, and date of birth may be released. A special resolution adopted by the U.S. Congress provides that schools will make available students’ names and addresses to authorized representatives of the U.S. Armed Forces. Also, release of information to emergency workers is permitted if necessary to protect the health or safety of the student or other persons.

School Drink Policy

Students can carry a water bottle during the school day and may drink water while they are in class. Any other drinks are not permitted outside of the cafeteria and may be confiscated from the student.

Student Messages, Gifts, and Other Deliveries

Students will not be permitted to carry balloons, gifts, flowers, stuffed animals, birthday cakes, large packages, etc., throughout the building. We will not deliver gifts, flowers, etc., to students. In addition, we will be unable to deliver messages to students, except in cases of an emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop or interrupt the instruction of the other students in the class for any reason other than an emergency. Students who check text messages with their phones will be subject to phone confiscation. The nature of the emergency must be specified to a school official before classroom activities will be interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the message later. Arrangements for routine matters such as rides to and from school, house key delivery and pick-up, meeting places, etc., should be made before students arrive at school.

Student Telephone Use

Office, workroom, and classroom telephones are for school business use only. Students may use school phones only in cases of emergency as determined by school officials. Students will not be called to the telephone, and office staff will deliver only urgent messages for students (see *Student Messages* section above). Students will not be dismissed from class to use the phone. Students should not request to use the phones to arrange early dismissal or to ask parents to bring in assignments that are due. Early dismissals are handled through verifiable notes from parents. These notes should be delivered to the main office upon arrival at school. Any student who calls 911 for non-emergencies shall be suspended, referred to the Office of Student Placement for review, and reported to the appropriate law enforcement agency.

Students are restricted from utilizing their cellular phones during any time of the instructional day. Parents are discouraged from contacting students during instructional hours. Please contact the main office at 843.559.6418 for immediate assistance. Student cell phones should be locked in student lockers during the instructional day per school policy.

Testing

Testing is a necessary part of effective teaching and counseling. Interest, achievement, and aptitude testing will be done as prescribed by Charleston County School District. All students are encouraged to visit the Guidance Office to talk to their counselors, explore careers, or obtain general information.

Textbooks and Chromebooks

Textbooks are owned by the State Department of Education, and each student is responsible for textbooks issued to him/her. The same is true for district-owned technology. Students should check the textbooks and devices carefully when issued and be sure the teacher is aware of any previous damage or abuse to the textbooks or Chromebooks. Textbooks and Chromebooks are loaned to the students. Students are responsible for keeping textbooks and devices clean and handling them carefully. Textbooks that are officially issued to students should not be left in classrooms.

Textbooks and Chromebooks are barcoded in order to maintain an accurate inventory. Students will be required to pay for lost, stolen, or damaged books and Chromebook. If a textbook or Chromebook is lost, a student should check immediately with his/her teachers. Students should also check in the lost and found bin in the main office. It is the student's responsibility to pay the replacement cost for any lost or stolen textbook or Chromebook that was issued to him/her. All textbooks turned in to the office will be returned to the subject teacher or administrator in charge.

Lost textbooks and Chromebook are to be paid for in the main office. Students should ask their teachers for the specific replacement cost of a particular textbook. Students should keep their payment receipt for the replacement book. A refund will be issued with this receipt if the original book is found in usable condition.

Transportation

Families must arrange transportation for students prior to the end of the school day. We cannot guarantee that messages regarding transportation will be delivered on time to students. Any changes in transportation plans should be communicated prior to the end of the instructional day.

Bicycles

Bicycles are to be parked at the bike racks upon arrival on the school grounds. No one will be allowed to ride bicycles on the campus prior to, during, or after the school day. Students are required to lock bicycles at the bike racks. Haut

Gap Middle School accepts no responsibility for lost or stolen bikes. Students who do not ride safely will be restricted from bringing bicycles on school grounds.

Buses

Bus transportation to and from school is a privilege. Students who ride the bus must obey the driver and all school rules, as the bus is an extension of the school. Students will be referred for disciplinary action and may be denied the privilege of riding the bus if they misbehave or fail to obey regulations. **Students may also be denied the privilege for the remainder of the school year if the school's efforts to correct a student's misbehavior are not successful.**

Motorized Transportation, Wheeled Shoes, and Roller Blades are not allowed on campus due to safety considerations.

Visitors

In order to provide a safe and orderly learning environment, all visitors to Haut Gap Middle School must report to the main office, show state-issued photo identification, and state the reason for their visit in order to receive visitors' badges. Visitors may not interrupt class instruction in any way. Students may not bring visitors to school without prior permission from a school administrator. Visitor parking is provided at the front of the building.

Withdrawal From School

The parent/guardian of a student must come to the Guidance Office to sign a Withdrawal Form as soon as he/she is aware that his/her child must withdraw from Haut Gap Middle School. On the day prior to the day of withdrawal, the student should go to his/her guidance counselor to get a Withdrawal Form. Counselors will initial the Withdrawal Form and collect books. At the end of the school day, the Withdrawal Form must be taken to the front office after all teachers have initialed it. The clerk will then sign it, and a copy will be given to the student.

Any student who leaves school without formally withdrawing will be charged with the price of all his textbooks, any library books and any other fees owed. The school will not issue a copy of the student's transcript or re-enroll the student until all textbooks are returned and all fees are cleared with the school. Requests for records from other schools will not be honored until all fees are cleared.

SPECIAL SERVICES

EEO/Title IX/Section 504 Statement. It is the policy of the Charleston County School District not to discriminate on the basis of race as required by Title VI of the Civil Rights Act of 1964, on the basis of sex as required by Title IX of the 1972 Education Amendments, or on the basis of handicap as required by Section 504 of the Rehabilitation Act of 1973; Individuals with Disabilities Education Act, PL 10-476; and other Civil Rights Laws.

Rehabilitation Act of 1973 (Section 504)

Section 504 is an act that prohibits discrimination against persons with a handicap in any program receiving federal financial assistance.

This act defines a person with a handicap as anyone who:

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

In order to fulfill its obligation under section 504, CCSD recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. The school district will not knowingly permit discrimination against any person with a handicap in any of the programs and practices in the school system.

Exceptional Education Services

Students who qualify for exceptional education services will have an Individual Education Plan (IEP). The following three programs exist for students who qualify:

Self-Contained Placement - This transitional program is designed to assist students in reaching their academic and vocational potential. Training in employability and life skills is stressed.

Resource Placement – This program is designed to assist students academically through IEP goals and objectives. Exceptional education teachers' work directly with students in a smaller group setting during a Related Arts class time.

Inclusion Placement – This program is designed to assist students academically through IEP goals and objectives using a co-teaching model. Exceptional education teachers work directly with students in the core academic setting.

DISCIPLINE Note that discipline dispositions are assigned per CCSD's Progressive Discipline Plan (PDP). The PDP is a working title which is often updated and amended by CCSD DAP.

In any community of students it is necessary for expectations to be established and enforced. Haut Gap Middle School will provide all students with a safe, comfortable environment where learning is the priority. As a PBIS Demonstration School all Haut Gap staff will teach students the procedures for his/her class activities that will be consistent with the overall school expectations. Our discipline plan has been developed from our Bulldog Creed:

"As a Haut Gap Middle School student, I am an individual who is committed to understanding my work. I am a learner who prefers a challenge and independent mastery. I am a positive manager of perceived obstacles, a problem solver, and an independent thinker who is invested in my learning."

This creed is derived from research based information regarding academic achievement. The Bulldog Pride matrix is a collection of standards designed to ensure the integrity and fidelity of our Bulldog Creed. Consequences have been developed and will be applied with fidelity for any behaviors that are contrary to our Bulldog PRIDE matrix. The rules, regulations, and due process procedures are designed to protect all members of the educational community in the exercise of their rights and responsibilities.

These rules are effective during the following times and in the following places: on the school grounds during and immediately before or immediately after school hours; on the school grounds at any other time when the school is being used by a school group; off the school grounds at a school activity, function, or event; and en route to and from school on a school bus (to include bus stops) or other school vehicle. Each student is under the direct control of all staff members and their substitutes. Standard procedures for disciplinary infractions will be enforced fairly, promptly and equitably to every student. Additional guidelines can be obtained from the Charleston County School District Student Code of Conduct 2022-2023.

LAWS AND POLICIES

Haut Gap Middle School operates under and is bound by state and municipal laws, codes, and regulations as well as Charleston County School District policies. State laws that require criminal charges and penalties are in addition to administrative action taken at the school. **Parents are urged to read and summarize these laws and policies as appropriate for their children.**

Disturbing School

“It shall be unlawful: (1) for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this State (b) to loiter about such school or college premises or act in an obnoxious manner thereon; or (2) for any person to (a) enter upon any such school or college premises or (b) loiter around the premises, except on business, without the permission of the principal or person in charge.” Any person violating any provisions of this section shall be guilty of a misdemeanor and, on conviction, thereof, shall be fined or imprisoned.

Safe School Act

The South Carolina Safe Schools Act of 1990 makes it a criminal offense to distribute a controlled substance while in or on or within a radius of one-half mile of grounds of a public school. The penalty is up to a \$10,000 fine or 10 years imprisonment, or both. The penalty is greater if the substance involved is crack cocaine. The penalty for purchase is less. Carrying a weapon on school property is a felony that carries a \$3,000 fine and a maximum prison term of five years.

The Act also provides that it is unlawful for anyone knowingly and willfully to deliver or convey to a public official, teacher or principal any letter, document, etc., that contains a threat of death or bodily harm to the person or a member of the person’s immediate family.

Canine Inspections

Haut Gap may conduct canine inspections periodically throughout the school year. Each search is conducted under the direction of the administration in conjunction with the canine handler. These visits are unannounced. Canine visits to classes are conducted with students waiting outside the classroom under the supervision of the teacher. The handler and an administrator will conduct the inspection in the room. Any inappropriate items discovered during the visit will be addressed by administration.

South Carolina School Safety Act

This law amends the Code of Laws of South Carolina, 1976, by adding section 16-3-615, which provides that if a student commits an assault and battery that is not aggravated on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity, the student is guilty of the crime of assault and battery on school personnel. In addition, this law states that such an offense carries a penalty of a misdemeanor and, upon conviction; the student can be fined up to \$1,000 or imprisoned up to one year, or both.

Furthermore, the new law mandates that all offenses be placed in a student’s permanent record and notice be sent to all teachers who deal with the student. Penalties for aggravated assault and battery are much harsher.

Threatening a public official, a teacher, or principal now carries a fine of \$5,000 or five years, or both. Threatening a public employee (which means any other staff member who works for the District) carries a fine of \$500 or 30 days in jail, or both.

Threats

It is unlawful for any person knowingly and willfully to deliver or convey to a public official, to a teacher, or to a principal of any school any letter or paper, writing, print, or electronic communication that contains any threat to take the life of or to inflict bodily harm upon the public official, teacher, principal, or member of their immediate families. Any person violating the provision of this section must, upon conviction, be punished by a term of imprisonment of not more than 5 years

Searches of Persons and Property

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.

School principals or their designees may conduct reasonable searches of the person and property of visitors on school premises. Failure to cooperate may result in a recommendation of expulsion for a student and the appropriate police agency shall be notified. Any weapons, liquor, wine, beer, stolen property, contraband or controlled substances found in such a search shall be seized by the school official, the appropriate police agency notified, and the student assigned appropriate disciplinary consequences.

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 school sanctioned or sponsored activities that may result or that results in injury or serious threat of injury to the person or to another person or his property as defined in local board policy.

False Fire Alarms & False 911 Calls

State law reads as follows: "16-17-570. Interference with fire alarm and police alarm boxes; giving false alarms. Any person who shall willfully, maliciously or mischievously interfere with, cut or injure any pole, wire, insulator or alarm box, give a false alarm from such box or by use of a telephone, or break the glass in such box of any fire or police alarm system in this state or any of the appliances or apparatus connected therewith shall be guilty of a misdemeanor and, upon conviction, shall be sentenced to hard labor in the State Penitentiary or on the chain gang for a term of not less than sixty days or the payment of a fine of not more than \$200."

Weapons

State laws (and school district policies) prohibit any person, except law enforcement officers and personnel authorized by school officials, to carry on his person, while on any school property, a knife, a blackjack, a metal pipe or pole, firearms or any other type of weapon, device or object which may be used to inflict bodily injury or death. This category also includes the carrying, in a concealed manner, a dirk, slingshot, metal knuckles, razor or other deadly weapons usually used for the infliction of personal harm.

Gang Activity

Displaying any apparel, accessory, bandana, book bag or other items that by virtue of its color, arrangement, trademark, markings or other attributes, denotes membership in a gang that advocates illegal, disruptive, or

delinquent behavior is strictly prohibited, both during the school day and at any school activity. Violations will result in serious disciplinary action. Repeat violations will result in referral to the Office of Student Placement.

Harassment, Bullying, or Intimidation

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 gather groups with intent to bully shall be held as guilty of the offense as those who perform these acts. Any form of harassment, whether verbal, sexual, or physical, is a serious matter and will result in serious disciplinary action. Victims of bullying, harassment, or intimidation must report the incident immediately to a teacher or an administrator. Parents are urged to review the complete bullying policy in the Charleston County School District Student Code of Conduct.

Cyber bullying

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

Possession or Discharge of Mace, Pepper Spray, etc.

Any person who has possession of or discharges mace, pepper spray, or the like will be subject to disciplinary action.

Possession, Distribution, or Use of Drugs/ Alcohol/ 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 on the school grounds, at school-sponsored events, on the school bus, or on school-sponsored trips. 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 Office of Student Placement any students found to be using, under the influence of, or in possession of drugs, 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 law enforcement in a file established for that purpose.

Trespassing

Charleston County School District prohibits the presence of individuals on school campuses for any reason other than school-related business, functions, and activities. Any non-student entering the campus must report to the main office in the front of the building. Individuals loitering or lingering on campus without administrative approval will be considered trespassing and are subject to arrest. Any student who has been expelled may not enter any CCSD school campus without prior administrative approval. In addition, any student who is placed in an alternative program by the Office of Student Placement may not attend any school-sponsored events. If the student enters the campus without administrative permission, he/she is subject to arrest.

Vandalism

Graffiti on walls, desks, lockers, and other school areas is vandalism. Students who disfigure property, break windows, or do other damage to school or personal property or equipment will be disciplined severely. The student

must make restitution for damaged property as well as make reimbursement for any rewards given. Students are subject to a referral to the Office of Student Placement due to any vandalism.

Facility Responsibility

Students must respect our campus. Use of furniture must be for its intended purpose. Students will not be permitted to stand on or abuse any interior or exterior furniture, fixtures or equipment. In addition, no adhesive material may be used on interior or exterior walls or furnishings. Students should not prop their feet onto walls or furnishings. Any damage to the facility will result in disciplinary consequences.

Environmental Responsibility

Students must respect the natural environment of the campus. Students must not approach, apprehend, or harm in any way the natural wildlife on the campus. Any damage to the campus environment will result in disciplinary consequences.

Academic Misconduct

Academic misconduct includes, but is not limited to, inappropriate use of a Haut Gap computer, cheating, plagiarism, and falsifying information. Teachers will contact parents/ guardians in the event that a student is found to be cheating. Further incidents of academic misconduct will result in disciplinary consequences.

Smoking or Use of Tobacco Products

The possession and/or use of tobacco products is prohibited on the property of all schools in the Charleston County School District. All students are prohibited from the possession and/or use of tobacco products while inside school facilities, riding school buses and activity vehicles, and during the practice of or participation in or spectator to extracurricular activities sanctioned by the CCSD.

The term "tobacco products" includes, but is not limited to, the use of cigarettes, cigars, pipes, chewing tobacco, smokeless tobacco, and snuff. Since students are not to be in the parking lot during the school day, the use of the parking lot as a place to smoke or use tobacco products may result in several separate violations of policies. Each one of the violations may be counted as a separate offense.

Tardy Policy

A tardy is defined as any student who is not in his assigned classroom when the bell rings. Students at ASM Haut Gap Middle School are expected to be in class and ready to begin work at the beginning of each instructional period. Tardy infractions will result in disciplinary action.

Technology Misuse

Unauthorized or illegal use of or access to computers, software, telecommunications, and related technologies and any willful act that causes physical, financial, or other harm or otherwise disrupts information technology are absolutely prohibited. Violations will result in severe disciplinary action.

DISCIPLINARY ACTION PROCESS

Note that discipline dispositions are assigned per CCSD's Progressive Discipline Plan (PDP). The PDP is a working title which is often updated and amended by CCSD DAP.

In general, any conduct by a student that is injurious to others or that poses a threat to the health or safety of persons or property or conduct that disrupts or interferes with the education of himself or other students shall result

in disciplinary action. The Board of Trustees of Charleston County School District affirms that every effort should be taken on the part of each school to work constructively with the student in such a manner that he be allowed to preserve uninterrupted his educational goals. Disciplinary measures should be used constructively when possible, punitively when necessary. Use of consequences with special needs students will be in accordance with their respective IEPs.

The following modes of disciplinary action may be used according to approved procedures: (1) Detention, (2) Work Detail, (3) Saturday School, (4) Withholding of Privileges, (5) In-School Suspension, (6) Conditional Suspension, (7) Parent Conferences, (8) Shared Responsibility, (9) Disciplinary Probation, (10) Suspension, (11) Alternative School Placement, (12) Expulsion, and (13) other consequences deemed appropriate by school administration, in accordance with the PDP. If parent or pupil refuses punishment, the student will be suspended.

Disciplinary action will increase according to a progressive discipline plan implemented by Haut Gap staff. Special circumstances may warrant a referral to the Office of Student Placement for review and/or a recommendation for expulsion.

Detention

Detentions may be assigned for violations of school or classroom rules. Detentions may be held before, during or after school as determined by school officials. It is the responsibility of the student and parent to arrange transportation, if applicable, to and from detention. Failure to report to detention may result in more severe disciplinary consequences.

Withholding Privileges

Student misconduct may result in the loss of the following privileges: bus transportation, locker use, participation and attendance in extracurricular activities, or other privileges as determined by the administration.

Work Detail

Work detail may be required of a student as a mode of discipline. No work will be assigned that will be harmful to a child. Authority rests with the administrators.

Saturday School

Saturday School is a program designed to correct behavior while allowing students to remain in classes during the week. Students are required to bring textbooks in order to complete any academic assignments. Members of our staff will be present to supervise students in completing academic assignments and “work detail.” Students can be given several Saturdays on any single assignment. The number of Saturdays assigned depends upon the severity of the infraction.

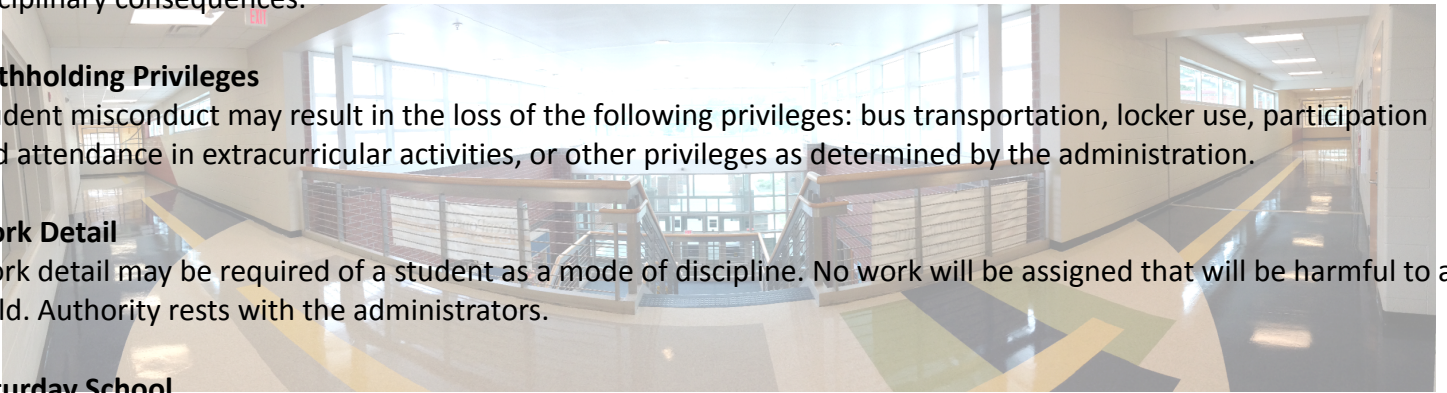
In-School Suspension

ISS provides an alternative to suspending students from school for behavioral problems. Students may be assigned for one or several periods depending on the circumstances. Lack of improvement in student behavior upon return from ISS to regular classes will subsequently result in more severe disciplinary consequences.

Conditional Suspension

Conditional suspension is a 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 scheduled by school administrators. Failure to meet with the school administrator will result in the student’s suspension from school

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 up to and including suspension may be imposed. If a parent refuses to accept shared responsibility, the principal will pursue the next appropriate consequence.

Parent shared responsibility may also include immediately picking up your child if he/she commits an offense that requires the immediate removal of the student from school grounds, a threat to him/herself is imminent, the student is not following the direction of any staff member/administration, and/or causes a major school disruption.

Out-Of-School Suspension

The purpose of suspension is to notify the parent that the child's behavior is unacceptable. The term "suspension" is used in this code to mean the temporary exclusion of a student from school grounds and participation in school-sponsored activities. If another breach occurs while a student is under suspension, the suspension may be extended. Students are entitled to make up work missed during suspension. It is the student's responsibility to initiate makeup work with his or her teachers and complete all makeup work within five days of returning to school. A student is under suspension from the time he/she is notified by a school administrator.

Disciplinary Probation

The school administrators, Office of Student Placement, Associate Superintendent, or Constituent Board of Trustees may place a student who has been found to be in violation of the Student Code of Conduct on probation. Notice of such action shall be given to student and parent. A parent conference shall be held in order to explain the guidelines for probation. The parent and student shall sign an acknowledgment of the probation.

During the probation period, the student may be denied the privileges of participation in or attendance at all extracurricular activities. At the close of the probationary period, the individual case shall be reviewed, and the student may regain all privileges. If the student is further involved in an infraction of school rules during the probationary period, he shall be suspended and/or expelled. No student shall be administratively placed on probation twice in any school year.

Expulsion

The term "expulsion" is used in this code to mean the forfeiture of a student's right to attend school in the Charleston County School District. A student excluded from any constituent district shall be ineligible to attend school in any other constituent district. Every expelled pupil shall have the right to petition for re-admission for the succeeding school year. Once the expulsion process is initiated and prior to the hearing before the Constituent Board, a student cannot withdraw from school and enter another public school in Charleston County to avoid expulsion. Authority to expel a student rests with the Constituent Board of Trustees. Any student who has been expelled may not enter any CCSD school campus without prior administrative approval. Students entering the campus without prior administrative permission are subject to arrest.

Student Appeals Process

Every student is entitled to due process in discipline matters. Any student has the right to appeal disciplinary actions according to the process outlined in the CCSD Student Code of Conduct.

BULLDOG PRIDE	Classrooms	Hallways	Cafeteria	Mobile Device	Restroom	Arrival & Departure	Bus	Clinic
Personal Responsibility	Take ownership of surroundings -Trash -Furniture -Materials Utilize Agenda consistently	Walk two by two on the right Walk one by one on the stairway Keep one stair open between people Keep right hand on railing Keep hallway clean	Enter in an orderly manner Sit in assigned area Remain seated Keep food in cafeteria	Carry Chromebook on top of binders/textbooks and under smaller items like pencil pouches and library devices Use/open only when instructed Use on flat, stable surface Notify teacher if device is missing, damaged, or has low battery	Throw your trash away Maintain personal space Wash hands	Bring necessary materials to and from school Be at your bus on time	Get on the bus quickly and quietly Remain in your seat until it is your stop	Knock on door Identify yourself by giving your last name first
Respect	Use positive words and actions Use directed voice levels Obtain teacher's attention in an acceptable manner	Keep hands, feet, and objects to self Use voice level 0 or 1	Use voice level 1 or 2 Wait your turn in line Keep hands and feet to self	Keep device clean and clear of personal stickers and away from liquids/food Leave CCSD sticker and keys in correct location Use as a laptop Touch only your device	Use voice level 1 Keep surfaces clear of graffiti Flush Avoid littering	Follow all adult directions	Keep hands and feet to yourself Pick up all materials when you exit the bus	Use level 0 or 1 Wait patiently
Individual Readiness	Arrive to class on time Have all materials including pencil/pen, binder, books, agenda, assignments, other required materials Follow school dress code	Have agenda and all materials for class Be on time Move directly to assigned area Follow dress code	Clean up after yourself and put waste in the correct container Follow school dress code Know what you want to order Have money ready	Have your agenda with logins ready to use Stay focused on the assigned application or assignment Follow all Check-In/Out procedures	Ask permission before leaving class Follow school dress code Have restroom pass Use facilities in a timely manner	Have permission for alternative transportation Follow school dress code	Speak quietly to those around you Keep your seat clean	Be honest and specific about your needs Have signed and dated pass Follow school dress code
Demonstrated Learning	Commit to understanding the work Complete required work to mastery Invested in learning	Be a role model by following the hallway procedures Stay away from negative behaviors	Eat well to obtain maximum learning Make nutritious choices	Use for educational purposes only Follow CCSD Acceptable Use Agreement Use applications correctly	Minimize bathroom time to maximize instructional time	Move directly to assigned area	Bring all needed materials home for class preparation	Follow Nurse's instructions
Effective Behaviors	1. Follow instructions politely 2. Gain teacher's attention appropriately 3. Accept "NO" for an answer 4. Accept feedback appropriately			5. Disagree appropriately 6. Make a request appropriately 7. Make appropriate decisions 8. Resist peer pressure		9. Use proper negotiation skills 10. Properly respond to teasing 11. Deal with accusations appropriately 12. Apologize appropriately		

