



**West Ashley High School
Student Handbook
2023-2024**

**Ryan Cumback, Principal
Andy Brandt, Associate Principal
Monique Cunin, Assistant Principal
Tristan Robinson, Assistant Principal
Emily Sandifer, Assistant Principal
Joshua Sherman, Assistant Principal
Shannon Turner, Assistant Principal
Kristan Willis, Director of School Counseling**

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GENERAL INFORMATION

Administrator Caseload:

| Last Name | Administrator | E-mail Address |
|-----------------------|---------------|---------------------------------------|
| | Mr. Cumback | ryan_cumback@charleston.k12.sc.us |
| | Mr. Brandt | andrew_brandt@charleston.k12.sc.us |
| 9th: L-Z | Ms. Cunin | monique_cunin@charleston.k12.sc.us |
| 10th-12th: Pai-Z | Ms. Robinson | tristan_robinson@charleston.k12.sc.us |
| 10th-12th: Gra-Pah | Ms. Sandifer | emily_sandifer@charleston.k12.sc.us |
| 10th-12th: A-Gou | Mr. Sherman | joshua_sherman@charleston.k12.sc.us |
| 9th: A-K | Ms. Turner | shannon_turner@charleston.k12.sc.us |

School Counselor Caseload:

| Grade/ Last Name | Counselor | E-mail Address |
|---------------------|---------------------|---|
| 10th-12th Grade P-R | Ms. Willis | kristan_willis@charleston.k12.sc.us |
| 9th Grade A-K | Ms. Such | chapin_such@charleston.k12.sc.us |
| 9th Grade K-Z | Ms. Szyszkiewicz | catherine_szyszkiewicz@charleston.k12.sc.us |
| 10th-12th Grade A-D | Ms. Estes | melissa_estes@charleston.k12.sc.us |
| 10th-12th Grade E-H | Mr. Sayre | joel_sayre@charleston.k12.sc.us |
| 10th-12th Grade I-O | Ms. Kerrigan | cassandra_kerrigan@charleston.k12.sc.us |
| 10th-12th Grade S-Z | Ms. Kyzer | rebecca_kyzer@charleston.k12.sc.us |
| Scholars Academy | Ms. Lenz | claudia_lenz@charleston.k12.sc.us |
| Graduation Coach | Mr. Keitt | michael_keitt@charleston.k12.sc.us |

2023 - 2024 Academic Calendar



2023-2024 CCSD Academic Calendar

| July 2023 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| August 2023 | | | | | | |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| September 2023 | | | | | | |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| October 2023 | | | | | | |
|--------------|----|----|----|----|----|----|
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| November 2023 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| December 2023 | | | | | | |
|---------------|----|----|----|----|----|----|
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| | |
|-------------------------------------|-------------------------------|
| Half Day | Holiday/Break |
| Teacher Workday /PD (Early Release) | Report Cards Progress Reports |
| Teacher Workday/PD (no students) | Major Milestone |
| Weather Make-up Days | |

| July | |
|------|--|
| 16 | School-Based PD @ Principal's Discretion |
| 17 | Teacher Workday |
| 18 | CCSD Elementary PD/School-Based Secondary Teacher Workday/PD |
| 21 | CCSD Secondary PD/School-Based Elementary Teacher Workday/PD |
| 22 | Teacher Workday |
| 23 | First Day of School for Students |
| 24 | First Day of School for Early Head Start |
| 28 | Staggered Entry for Head Start and Child Development & First Day for PIC |

| September | |
|-----------|--|
| 4 | Labor Day (Schools and Offices Closed) |
| 22 | Early Release for Teacher Planning |
| 25 | Progress Reports Distributed This Week |

| October | |
|---------|--|
| 13 | Early Release for Teacher Planning |
| 25 | Last day of First Quarter |
| 27 | Half Day for Students for Teacher Planning |
| 30 | Report Cards Distributed This Week |

| November | |
|----------|--|
| 7 | Family Data Conferences (No School for Students) |
| 17 | Early Release Day for Teacher Planning |
| 20-21* | Weather Make-Up Days, if needed (Schools Closed, Offices Open) |
| 22-24 | Fall Break (Schools Closed) |

| December | |
|----------|---|
| 1 | Early Release Day for Teacher Planning |
| 4 | Progress Reports Distributed This Week |
| 18-29 | Winter Break (Schools and Offices Closed) |

ACADEMIC CALENDAR NOTES:

- Weather Make-up Days:** November 20, November 21, June 11
- Employees, refer to and follow your attendance calendar for actual workdays and non-workdays.**
- Charleston County School District is a SCDE approved eLearning district. The current provision allows the district to use up to five (5) days in eLearning. These days are for emergency situations, such as inclement weather or utility interruptions (for example, water line breaks or power outages). They are not planned days on the calendar.

| January 2024 | | | | | | |
|--------------|----|----|----|----|----|----|
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| February 2024 | | | | | | |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | | |

| March 2024 | | | | | | |
|------------|----|----|----|----|----|----|
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| April 2024 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| May 2024 | | | | | | |
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| Su | M | Tu | W | Th | F | Sa |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| June 2024 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| January | |
|---------|--|
| 1 | Winter Break (Schools and Offices Closed) |
| 2 | Teacher Workday and/or PD (No School for Students) |
| 3 | School Resumes for Students |
| 15 | Martin Luther King, Jr. Day (Schools and Offices Closed) |
| 23 | End of Second Quarter/First Semester |
| 24 | Teacher Workday (No School for Students) |
| 26 | Early Release Day for Teacher Planning |
| 29 | Report Cards Distributed This Week |

| February | |
|----------|--|
| 16 | Early Release for Teacher Planning |
| 19 | Presidents' Day (Schools Closed, Offices Open) |
| 26 | Progress Reports Distributed This Week |

| March | |
|-------|--|
| 15 | Early Release Day for Teacher Planning |
| 28 | End of Third Quarter |
| 29 | Half Day for Students for Teacher Planning |

| April | |
|-------|--|
| 1-5 | Spring Break |
| 8 | Teacher Workday (No School for Students) |
| 9 | Report Cards Distributed This Week |

| May | |
|-----|---|
| 6 | Progress Reports Distributed This Week |
| 24 | Early Release Day for Teacher Planning |
| 27 | Memorial Day (Schools and Offices Closed) |

| June | |
|------|--|
| 10 | Half Day for Students (Last Day for Students) |
| | Last Day for Head Start/Child Development |
| 11* | Weather make-up Day, if needed |
| | Last Day for Early Head Start |
| | Teacher Workday and/or PD if not used as weather make-up day |
| 12 | Teacher Workday and/or PD if weather make-up day is used on 6/11 |

*No School for Students unless used as make-up day



2023-2024 Bell Schedule

| | | | | | | | | | | |
|-----------|---------------------|---------------------------------|----------------------------|---------------------------------|---------------------------------------|---------------------------------------|---------------------------------|--------------------------|-------------------------------|-------------------------|
| A Mon | Path 1 7:35-8:30 | Path 2 8:35-9:30 | Path 3 9:35-10:30 | P1 10:35-11:19 | P2 10:35-10:57 & 11:21-11:40 | P3 10:59-11:40 | Path 5 11:50-12:45 | Path 6 12:50-1:45 | Path 7 1:50-2:45 | |
| B Tue | Path 4 7:35-8:40 | Path 1 /Path 3B 8:45-9:40 | Path 3 A/B 9:45-10:30 | P1 10:25-11:05 | P2 10:25-10:45 & 11:07-11:25 | P3 10:47-11:25 | Path 6/8B 11:30- 12:25 | Path 8A/B 12:30-1:05 | Path 7A/B 1:10- 1:45 | Path 5A/7B 1:50-2:45 |
| C Wed | Path 2 7:35-8:10 | Path 4 /Path 2B 8:15-9:10 | Path 1 A/B 9:15-10:20 | P1 10:25-11:05 | P2 10:25-10:45 & 11:07-11:25 | P3 10:47-11:25 | Path 8 11:30- 12:25 | Path 7 12:30-1:35 | Path 6 1:40-2:45 | |
| D Thur | Path 4 7:35-8:10 | Path 2/Path 4B 8:15-9:10 | Path 1 A/B 9:15-9:50 | Path 3/Path 1B 9:55-10:50 | P1 10:55-11:35 | P2 10:55-11:15 & 11:37-11:55 | P3 11:17-11:55 | Path 8 12:00- 1:05 | Path 5A/B 1:10-1:45 | Path 5B/7A 1:50-2:45 |
| E Fri | Path 2 7:35-8:40 | Path 4 8:45-9:40 | Path 3 9:45-10:50 | P1 10:55-11:35 | P2 10:55-11:15 & 11:37-11:55 | P3 11:17-11:55 | Path 6B/8A 12:00-12:55 | Path 6 1:00-1:35 | Path 5 1:40-2:45 | |

Building Hours

The building is open for students from 7:10 a.m. - 3:00 p.m. Monday through Friday. Students are not permitted in the building at other times unless accompanied by a faculty or staff member.

For safety, supervision, and security reasons, students are not to loiter about the building after their daily programs are finished. **All students not under the direct supervision of a staff member must exit the building by 3:00 p.m.** Students may wait out front for a ride outside on the student parking lot side of the building. **Students in the building unsupervised after 3:00 p.m. are subject to disciplinary action.**

Lost and Found

Students who find lost articles are asked to take them to the Student Service Center where the owners may claim them. All items remaining in the Lost and Found will be donated at the end of each month. Jewelry, electronics, money, and other valuables should be turned in to the front office.

Personal Property

West Ashley High School is not responsible for books, personal belongings or property that are misplaced or stolen from any location on campus. This includes but is not limited to items left in common areas, classrooms, and vehicles.

Lost or Stolen Electronic Devices

The student must secure his/her device at all times and never leave it unattended. Students should guard against theft as they would in any public building or area. Theft of such devices is a major problem in schools, and often the devices cannot be recovered. Students should keep the devices on their persons at all times or locked away. School personnel and/or administrators are not responsible for the loss or damage of any cell phone or device brought on school property. **West Ashley High School assumes no responsibility for any loss or theft of such devices.**

Student Messages, Gifts and Food Deliveries

West Ashley High School will be unable to deliver messages to students, except in cases of an emergency. Gifts, flowers, food, etc. **will not** be delivered to students. Students will not be permitted to carry balloons, gifts, flowers, stuffed animals, birthday cakes, etc. throughout the building. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of the other students in the class for any reason other than an emergency. 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.

Students are not permitted to order food for delivery to campus during school hours, this includes deliveries through the side gate. Parents are not allowed to bring students any restaurant food for students during school hours.

STUDENT ATTENDANCE AND TARDIES

School achievement begins with regular attendance. As a result of the Education Improvement Act of 1984, guidelines have been established for student attendance and absences. Attendance is a requirement for promotion and/ or credit. Students must complete the State of South Carolina required amount of seat time in each term course to receive one unit of credit. The state stipulates that 120 hours of seat time are required to earn one Carnegie Unit. Students are considered absent if they miss more than 50 percent of the instructional day.

All excuses for absences must be documented in writing and delivered to the Attendance Office within three (3) school days of return from the absence. All documentation can be submitted

outside of class time between the hours of 7:00 am and 3:00pm. It is the responsibility of the parent/student to submit a note signed by a parent or physician confirming the reason for the absence. Electronic mail and faxes with handwritten notes may be accepted as long as the information can be verified with the parent/guardian of record in PowerSchool. Taking class time to submit an excuse does not exempt a student from the attendance/tardy policy.

Note: No student who misses any portion or all of a school day, 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.

CREDIT DENIAL AND SEAT TIME

Students not meeting seat time expectations will be denied credit for that class(es), regardless of whether they have a passing grade. Credit will be denied regardless of whether absences are lawful: SC-UNEX=Unexcused/Unverified, SC-EX=Excused, SC-PN=Parent Note, SC-UEPN=Unexcused Parent Note. Students will receive an FA on their report card and the student will earn an FA on their transcript for the associated course(s).

Attendance will be reviewed every quarter. Students who do not meet seat time expectations may be assigned to SLT until their attendance improves.

Absences coded as Medical (SC-MED), Bereavement (SC-BRV), Legal (SC-LEG), and Religious holiday (SC-REL) absences DO NOT require seat time.

Absences

Early Dismissal

Students are expected to attend all classes each day of the school year. Once a student arrives on campus he/she is present for the day and may not leave unless properly dismissed. The procedure for dismissal is as follows:

1. A student should present a note written by a parent/guardian for early dismissal to the front vestibule **before the first class of the day**. Notes presented after the first period may require a verbal confirmation from a parent/guardian or may not be honored.
2. Each note should include the student's full name, reason for dismissal, signature of parent/guardian, and a phone number where the parent/guardian can be reached for verification. If the student is leaving with someone other than the parent/guardian of record in PowerSchool, that individual's name must be included in the dismissal note from the parent. A West Ashley High School student cannot sign out another West Ashley student. **E-mail requests for early dismissal will not be honored unless it is an emergency.**

3. Dismissal notes for the end of class are encouraged to avoid class interruptions.
4. Students who drive to school must sign out at the front vestibule before leaving school grounds. Students who do not drive to school must have a parent/guardian report to the front vestibule to verify he/she is authorized to sign out his/her student. If a student returns the same day from an early dismissal, he/she must sign back into school through the front vestibule immediately upon returning to campus.
5. Except in emergency situations, students should not be checked out early after 2:15.
6. When picking up a student a physical (not from a phone) valid state issued driver's license, state issued ID or a passport must be presented in order to pick up a student. Persons picking up a student(s) must be on the student's emergency contact form.

Note: Once a student arrives on campus he/she is present for the day and may not leave unless properly dismissed.

Illness at School

Students who become ill may report to the Clinic for evaluation. Students should always obtain a pass 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 the student's condition warrants leaving school, the nurse will try to contact a parent or designated person 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.

Tardies

Students who are tardy miss valuable instructional time and disrupt the learning of other students. Students are expected to be in their classrooms wearing their IDs on their neck when the bell rings at the beginning of each class. Students who arrive at school late due to a late bus will obtain a bus pass and will not be counted as tardy to class. **Only a medical or judicial excuse presented at check-in will excuse a tardy arrival.** Students who arrive after a certain cut-off point (**half the class**) each class will be counted absent.

Tardy Consequences

| Tardy 1 | Tardy 2 | Tardy 3 | Tardy 4 |
|---|--|---|--|
| <ul style="list-style-type: none"> - Reteach/ clarify expectations - Verbal warning | <ul style="list-style-type: none"> - Teacher/ student conversation - Explanation of tardy plan | <ul style="list-style-type: none"> - Parent/ teacher phone call - Call home. Logged in R360 as a teacher managed incident, including parent contact - Last warning. Next tardy escalates to an office managed referral | <ul style="list-style-type: none"> - Teacher writes office referral coded 271- failure to comply with a disciplinary action |

| 271- Failure to comply 1st Offense | 271- Failure to comply 2nd Offense | 271- Failure to comply 3rd Offense | 271- Failure to comply 4th Offense |
|--|---|---|--|
| <ul style="list-style-type: none"> - Admin/ parent contact- Explanation of tardy progression by class. - Loss of ILT time (if applicable) - Saturday school or comparable time in ISS | <ul style="list-style-type: none"> - Review of PDP - ISS- 1 day with services | <ul style="list-style-type: none"> - Conditional suspension - ISS- 2 Days | <ul style="list-style-type: none"> - Admin escalates referral to refusal to obey/ defiance. Consequences may be assigned up to the 2nd offense for this infraction |

** The importance of classroom attendance, to include being on time, will be stressed through PACK and incentives will be provided using PBIS. This document is a **reactive guide** to assist with the management of tardies. Ultimately, the goal is to increase the amount of time a student is in your class and to eliminate the disruption to the learning environment created when a student arrives late.

**The progression is for each respective class and resets quarterly.

** Once escalated to a level 2 referral for refusal to obey/ defiance, administration will assign appropriate interventions/ consequences in alignment with the [CCSD PDP](#) on a student-to-student basis at the discretion of that administrator.

MAKEUP WORK

If a student misses a class, it is the student's responsibility to consult with the teacher on the first day back concerning makeup work or missed assignments. Students will be responsible for adhering to the makeup work policy as set forth by the teacher which has been approved by administration. Teachers are not obligated to provide makeup work from unlawful or unverified absences. If a student misses an assigned test, it is his/her responsibility to arrange to make up the test within the time limit determined by the teacher. Work should be made up at times designated by the teacher.

DRESS CODE AND ID BADGES

Dress Code

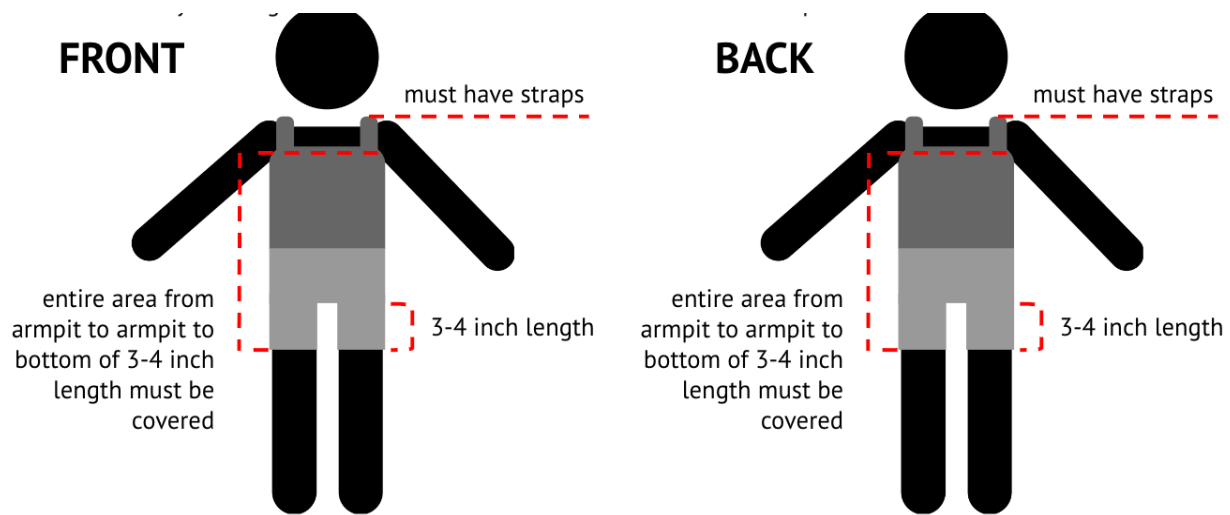
At West Ashley High School, we take pride in our students' diverse personalities and interests. Therefore, our goal is to respect and protect their rights to express themselves through the way they dress while maintaining an all-inclusive environment where all Wildcat students feel safe and comfortable. The policy guidelines listed below are intended to provide guidance for all students, staff, and parents/guardians on WAHS dress code expectations. WAHS's dress code policy aligns with [CCSD Board Policy JICA](#).

Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit and length within hand placement when areas are by sides (see images below).
 - Tops must have visible shoulder straps.
 - Shirts must not reveal bare skin between upper chest and mid-thigh.
 - No pajamas or bedroom slippers
 - Rips or tears in clothing should be lower than 3 to 4 inches in length.
 - Athletic shorts should be loose fitting and lower than 3 to 4 inches in length.
2. Shoes must be worn at all times and should be safe for the school environment.
3. See-through or mesh clothing must have appropriate coverage underneath that meet minimum dress code requirements.
4. Hats, bonnets, bandanas, or any head coverings are not permitted to be worn in school (unless administratively approved for health or religious reasons).
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear. These garments must meet minimum dress code requirements.
6. Must be visibly wearing their WAHS student ID at all times while on campus.

Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, or other illegal/controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts. i.e. Playboy Bunny shirts
3. Clothing may not display or imply vulgar, discriminatory, or obscene language/images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that denotes membership in a gang that advocates illegal or disruptive behavior by its color, arrangement, trademark, or any other attribute is prohibited.



ID Policy

CCSD Security protocol requires all students to visibly wear ID badges while on CCSD campuses. To remain in compliance with that mandate, West Ashley High School requires students to have their student ID visibly on their person at all times while they are on campus. Their ID badges will be used for checking into class, hall passes, the cafeteria, checking out materials, and providing identification to staff members. This policy aims to increase sight security for all West Ashley students and staff. Ensuring the safety and security of students and staff is our top priority. Wearing ID badges also provides a professional setting and further promotes College and Career Readiness for our students.

An ID badge and lanyard will be provided to every student at the beginning of the school year.

Every student must wear their ID badges visibly at all times while on campus. It is crucial that we are able to identify everyone on our campus. Identification of students and staff is a safety issue and will not be compromised.

The following guidelines must be adhered to when wearing wearing their ID Badges:

- Students must be wearing their ID badges at all times while on West Ashley High School campus.
- ID Badges are to be worn on a lanyard around the neck, attached to book bags, etc. They must be visible!
- If a student is wearing a jacket, sweatshirt, or hoodie, the ID lanyard must remain on the outside of the clothing.
- Lost, stolen, altered, damaged, and/or defaced ID cards must be replaced.

School faculty will be doing student ID badge checks each day. Students must be wearing their ID badge to enter the classroom. For a student who does not have his/her ID badge, they will be sent to an ID badge kiosk station prior to being allowed to enter their class.

- **If a student needs a temporary student ID badge** (for a single-day), they will be able to request one prior to the beginning of school starting from the breezeway/cafeteria area ID badge station kiosks. Temporary ID badges must be worn visibly on the outside of their clothing. There will be a fee of \$1 for a temporary ID.
- **If a student needs a permanent replacement ID badge**, they can request one prior to the beginning of school starting from the breezeway/cafeteria area ID badge station kiosks or from the student service center. A \$5 replacement ID badge fee will be added to the student's account.

ELECTRONIC DEVICE GUIDELINES AND SOCIAL MEDIA

All students at WAHS are issued Chromebooks as part of a take-home technology model. Please see [this link](#) for the student mobile device user agreement. The full Chromebook Acceptable Use Policy can be found here.

Electronic Devices Cell Phones, Watches, Headphones, Earbuds etc..

During the school day, these phones and devices may be used between classes, during lunch, and before and after school but never during a class, advisory, or study hall period without the explicit, direct permission of the teacher.

| When communications devices can be used | Where Communication devices can be used |
|--|---|
| <ul style="list-style-type: none"> ● Prior to the first class bell ● During class exchanges ● During assigned lunch ● During ILT | <ul style="list-style-type: none"> ● Common areas <ul style="list-style-type: none"> ○ Cafeteria ○ Hallway ○ ILT Spaces ● Classroom with prior instructor approval ● Offices with permission of supervising staff members. |

Clarifications:

- Communication devices may not be used during instructional time.*
 - *Students may use communication devices during instructional time ONLY if the classroom teacher gives explicit permission for such things as lesson enhancement, assessment, student organization, etc.
- Speaker functions may not be used. Music or conversations should not be heard by others.
- Ear phones, earbuds, and Bluetooth devices may only be used during the student’s scheduled lunch time.
- Ringtones must be placed on “vibrate” or “silent.”
- Students must still follow all school rules while operating communication devices. Not being able to hear or see directives will never serve as an acceptable excuse for non-compliance.
- **Students may not activate the video, camera, or sound recording function of the device at any time unless they are acting pursuant to the express instructions of a teacher or administrator.**
- If students use electronic devices to illegally enhance their own academic performance or another student’s performance, the student(s) involved will receive additional severe consequences for academic dishonesty and may be banned from having such a device for the remainder of their attendance in CCSD schools.
- If students use the communication devices to engage in illegal or unethical behavior such as bullying, cheating, harassing, threatening, or intimidating, the students involved will receive additional severe consequences for such conduct and may be banned from having such a device for the remainder of their attendance in CCSD schools.

Social Media

Teachers, students, staff, and other school community members use social networking/media (SnapChat, Instagram, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking can be valuable, there are risks you should keep in mind when using these



tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online. It is the practice of the CCSD to monitor social media activity and utilize the information for the safety and security of all students and staff.

Technology Misuse

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

The CCSD policy on electronic device usage for students can be found [here](#).

FLEXIBLE MODULAR (FLEX MOD) SCHEDULE

Beginning with the 2023-2024 school year, West Ashley High School is transitioning to an innovative flexible modular (flex mod) schedule. Within this schedule, the school day consists of 24 modules (mods). Each day of the week consists of combinations of the classes into 8 Paths of instruction to encompass the entire school day.

Classes will either operate on an A Phase or a B Phase cycle. An ‘A Phase’ course will meet 4 days per week and a ‘B Phase’ course will meet 3 days per week. The remaining mods of time within a student’s schedule that are not scheduled as face-to-face instruction will be Independent Learning Time (ILT). The middle band of the day (P1, P2, P3) will be for PACK and Lunch.

Why Flex Mod?

Successful Outcomes for Students (Independent Learning Time – ILT)

- Trust is built by allowing students to make independent choices about academic work; students become self-directed decision makers
- Spirit of collaboration amongst peers and with teachers
- Access to (multiple) teachers in real time during the school day
- Ability to complete some work during the time with access to teachers and peers
- Managing non-instructional appointments (counseling, technology, meetings) without interrupting class time

ILT/SLT

Independent Learning Time (ILT)

A leading objective in a flexibly scheduled high school is to offer opportunities to students for self-direction. We believe that modular scheduling provides students with the opportunity to learn to make wise decisions about where to spend their unstructured time.

The teachers and administrative staff feel most students are mature enough to use unstructured time properly and to accept the responsibilities that accompany this privilege.

Independent Learning Time refers to the time when students are not assigned to a classroom and when students themselves will direct the use of their time through selecting one of the options open to them. Students will be expected to maintain the following in order to receive ILT.

- On Grade Level (credits)
- 4.5 Weeks Academic reports that include no more than two failing courses.
- College or career ready completer (for seniors)
- Meeting attendance expectations

ILT Expectations for Transitions

- Students must move quickly and quietly between locations.
- Students must scan in immediately upon arrival if room is available.
- If the desired area is over-capacity, students must quickly and quietly move to alternate and available ILT Location.

ILT Locations

- Media Center
- Cafeteria
- Cafeteria Back Patio
- Student Service Center Lobby
- Grab and Go Cafe- Room 103
- English - 425
- Social Studies - 412
- Science - 315
- Career and Technology Education (CTE) - 315
- Math – 222
- World Language- 222

Voice Levels

- 0- Silent, No Noise
- 1- Whispers
- 2- Low collaborative speaking
- 3- Social Conversations

ILT Norms

- Honor time and keep appointments.
- Leave no trace; leave areas better than you found them.
- Respect others who are working.
- Use time wisely.
- Collaborate with teachers, classmates and other students.
- Hold each other accountable.
- Stay in designated areas.
- There should not be any gathering of large groups on the academic wings.
- Academic wings should only be used as the extension of the classroom.

What can Students do during ILT?

- Grab a bite to eat from the grab and go Cafe
- Go to ILT rooms and get extra help on school work from your teachers
- Go to the cafeteria and collaborate with friends while working on assignments
- Study/Collaborate with peers in the breezeway
- Read a book and have a snack on the back patio
- Work on assignments/study/read a book quietly in the Media Center

Structured Learning Time (SLT)

SLT is a support structure/place that selected students will report to after evaluating their past and current academic progress, needs, and goals. SLT is placed on a student's schedule after recommendation by administration and/or school counselors. Students will report to SLT in order to work on academic needs and receive support. A staff member will help facilitate the learning and serve as a liaison between the student and the student's teachers.

There are different types of SLT for students at West Ashley. Content SLT is for students needing to engage in Credit Recovery and/or Initial Credit courses through our Edgenuity platform in Math, English, or Social Studies. Finally, Restorative SLT is a support structure for students that need additional support in using personal responsibility to manage their time wisely during ILT.

It is the goal of Restorative SLT, for students to realize they will be held accountable for their education while learning proper academic and behavioral habits.

Students may be scheduled for SLT as a result of the following...

- students that are behind grade level/credit deficient
- failing 2 or more classes
- not meeting attendance expectations
- not meeting college/career readiness expectations

When a student shows improvement and maintains a level of expected performance, then their SLT time will be added back to their schedule. Academic reports will be run every 4.5 weeks to reassess where students are at.

All SLT sessions will be part of the student's schedule and not showing up for the sessions will incur the same consequences as not going to any other class. Attendance will be taken for all scheduled SLT sessions and unexcused absences will be sent to the student's administrator for discipline.

What can I do during SLT?

- Credit/Content Recovery
- Work ahead with Edgenuity classes
- Make up missing assignments
- Receive extra support with your academics
- Seat time recovery

PACK

What is PACK?

PACK is an acronym that stands for our West Ashley Habits of Success: Personal Responsibility, Advocacy, Collaboration, and Kindness. PACK is an elective course in which each student at WAHS will be enrolled in all four years of their high school experience. PACK curriculum is designed by a team of West Ashley teachers to help students develop life skills and have an adult advocate in the building to help them succeed academically and personally during their time at WA.

How is my PACK scheduled?

PACK is grouped by grade level. All students in a PACK will be in their same year in high school (1st year high school student, 2nd year high school student, etc.) All PACKs are homogenous and random, ensuring diversity and inclusion for all students at West Ashley.

How will I be graded in PACK?

Your PACK grade is a direct result of an evidence log you will keep during your PACK class in which you assess your *growth* in our West Ashley Habits of Success. Your evidence throughout a nine week period will then be discussed in a one-on-one conversation with your PACK leader. Together you two will determine your rating on a [rubric](#) based on your conversation. This will all be discussed in the first few weeks of school and reiterated to help you succeed throughout the school year.

STUDENT CONDUCT

Harassment/Bullying

Any form of harassment, whether cyber, physical, sexual or verbal, is a serious matter and will result in serious disciplinary action. Victims of harassment must report the incident immediately to a teacher or an administrator. Refer to the CCSD Student Code of Conduct for more information. It is the expectation that witnesses and/or bystanders will also report incidents immediately.

Hall Passes

At WAHS, we will be utilizing “School Pass” to manage our hall passes. **A student’s ID will serve as their hall pass.** Students will be required to scan in and out of all classroom using his/her school IDs. Attendance will be taken for a class once a student scans into that classroom (devices for scanning will be used in every student space). When a student leaves the room during class time for any reason, the student will scan out and scan in upon his/her return.

Students are not permitted in the halls during class unless they are accompanied by a faculty/staff member or have a pass. Students are responsible for obtaining a pass in order to visit a teacher at all times, including lunch. **Verbal permission is not acceptable.**

Hallway and Stairway Behavior

Class traffic in the hallways, corridors, and stairways 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 out” in the hallway or by walls or stopping to socialize before school or during a class change in the hallway or stairwell will be considered loitering in an unauthorized area. Students must follow traffic patterns in hallways and stairwells as directed. Students should refrain from standing in the middle of the hall or at intersections of halls. Running or talking loudly in the halls or stairwells is not appropriate.

Restricted Areas of WAHS

1. Upon arrival at school, students are to remain on campus until officially dismissed.
2. Students are not allowed in parking lots or surrounding areas during school hours. Students who need to go to the parking lot during school hours must receive written permission from an administrator.
3. When a student arrives early, he/she should lock his/her vehicle and leave the parking lot immediately. Students who arrive early should go to the cafeteria
4. Students are allowed in the cafeteria during lunch and ILT. Students may not loiter in the hallways during lunch.
5. Students are not allowed in classroom areas or gym areas during lunch. In addition, students are not allowed in the restrooms in these areas or the hallways/walkways near these areas during lunch. Students should utilize restrooms in the cafeteria during their lunch.
6. Students should not loiter on campus during the school day in areas not designated for ILT.
7. School policy restricts loitering in or near restrooms, hallways, the school store, areas near the rotunda, or stairwells at any time. Students are prohibited from entering the roof or stairway storage areas at any time.
8. Wooded areas, ponds, wetlands, and open fields on campus are strictly off limits to students unless they are accompanied by a staff member.
9. Athletic and practice fields, tennis courts, and the areas between the school building and athletic and practice fields are off limits to students during the school day unless they are accompanied by a staff member.
10. Sound, lighting, and backstage areas of the Auditorium are off limits to students unless they are accompanied by a staff member.

Video Surveillance

As part of West Ashley High School's safety and supervision plan, our school and campus are monitored by video surveillance equipment. Tampering or otherwise altering video equipment will result in disciplinary action, restitution, and possible arrest.

DISCIPLINE

WAHS Expectations

WAHS operates under and is bound by state laws and regulations and Charleston County School District policy. State laws that require criminal charges and penalties are in addition to administrative action taken at the school. 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 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. You can find all policies in CCSD's Code of Conduct. All disciplinary actions can be found in CCSD's Progressive Discipline Plan.

Students at WAHS are required to conduct themselves in a manner that will be in the best interest of the school at all times and places. Conduct that contributes to any disturbance or invasion of the rights of others is a basis for student suspension or expulsion. The rules, regulations, and due process procedures are designed to protect all members of the educational community and allow them to exercise 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 vehicles.

The administration, faculty, and staff assume that high school students are mature and responsible for their own proper behavior at school and that all discipline matters can be handled in a calm and reasonable manner. In order to maintain an atmosphere conducive to learning, certain standards of behavior are necessary. Standard procedures for disciplinary infractions will be enforced fairly, promptly, and equitably to every student. Additional guidelines can be obtained from the Charleston County Student Code of Conduct.

Alternative School Placement

In lieu of expulsion, the WAHS administration may refer a student to an alternative school placement through the Charleston County School District's [Department of Student Support \(DoSS\)](#).

Disciplinary Action Process

In general, any conduct by a student that is injurious to others, poses a threat to the health or safety of persons or property, or conduct that disrupts or interferes with the education of him/her 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 they be allowed to preserve uninterrupted his/her educational goals. Disciplinary measures should be used constructively when possible, punitively when necessary. Forms of disciplinary action may be used according to approved procedures as outlined by the [Charleston County School District Progressive Discipline Plan](#).

Disciplinary action will increase according to a Progressive Discipline Plan implemented by WAHS staff. Serious offenses may warrant a referral to the Department of Student Support (DoSS). Due process will follow and DoSS or the Constituent School Board will make appropriate decisions

Disciplinary Probation

The Principal, Department of Student Support (DoSS), Executive Director, 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 the 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 privilege 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/she may have additional consequences.

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 readmission 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. The 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.

In-school, Out-of-School, or Conditional 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 they are notified by a school administrator.

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.

Withholding Privileges

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

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. The director or a designee 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.

The principal or designee 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 search shall be seized by the school official, the appropriate police agency notified, and the student assigned appropriate disciplinary consequences.

Please refer to the Charleston County School District Student Code of Conduct for a comprehensive list of offenses which will result in disciplinary action, and the Progressive Discipline Plan for a list of appropriate consequences.

Random Search Policy

A safe and secure learning environment is the number one priority at WAHS. As a result, we will have random searches conducted during the school day throughout the school year. Please review Charleston County School District's Random Search Program for more information.

FEDERAL & STATE LAWS RELATED TO DISCIPLINE

Safe Schools Act

The South Carolina Safe Schools Act of 1990 makes it a criminal offense to distribute a controlled substance while in, 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. 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 to knowingly and willfully deliver or convey to a public official, teacher or principal any letter, document, etc. which contains a threat of death or bodily harm to the person or a member of the person's immediate family.

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 or both.

South Carolina Safe School Climate Act

This law amends the Code of Laws of South Carolina, 1976, by adding sections 59-63-120 and 59-63-130, which provide that a person may not engage in harassment, intimidation, or bullying. It clarifies that harassment, intimidation, or bullying means a gesture, an electronic communication, or a written, verbal, physical or sexual act that is reasonably perceived to have the effect of insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school. It is also the obligation of the school employee, student, or volunteer who witnesses, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall report the incident to the appropriate school official.

GRADE LEVEL CLASSIFICATION AND GRADUATION

To earn a high school diploma, students must pass their classes and meet the state requirements regarding attendance. Students are promoted from grade to grade based on meeting the minimum requirements for credits earned each year. Grade level promotions occur only at the end of the school year.

Promotion Requirements

| Grade Level | Requirements |
|-------------|---|
| 9th Grade | <ul style="list-style-type: none">● Complete all requirements of 8th grade |
| 10th Grade | <ul style="list-style-type: none">● 1 unit in English 1● 1 unit in Mathematics● 4 additional units |
| 11th Grade | <ul style="list-style-type: none">● 1 unit in English 1● 1 unit in English 2● 2 units in mathematics● 1 unit in science● 7 additional units |
| 12th Grade | <ul style="list-style-type: none">● 1 unit in English 1● 1 unit in English 2● 1 unit in English 3● 3 units in mathematics● 2 units in science● 10 additional units |

Graduation Requirements

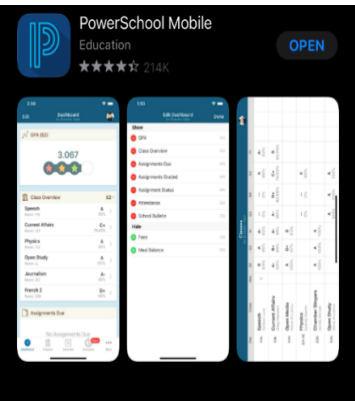
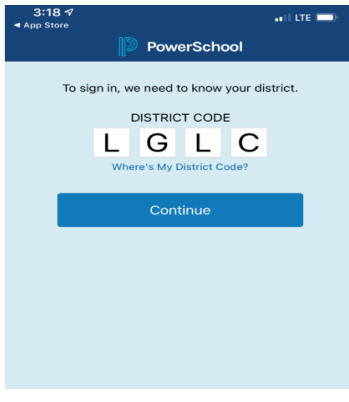
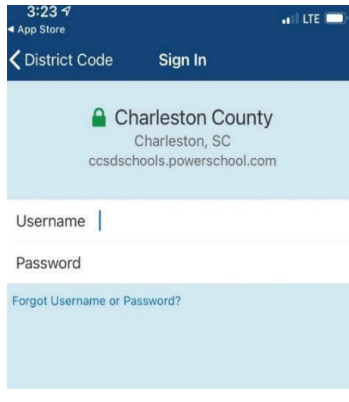
South Carolina High School Diploma Requirements

| | |
|--|-----------------|
| English/Language Arts | 4 units |
| Mathematics | 4 units |
| Science | 3 units |
| U.S. History/Constitution | 1 unit |
| Economics | .5 unit |
| U. S. Government | .5 unit |
| Other Social Studies | 1 unit |
| PE or JROTC | 1 unit |
| Computer Science (including Keyboarding) | 1 unit |
| Foreign Language OR Career and Technology Education | 1 unit |
| TOTAL CORE UNITS | 17 units |
| Electives: Language Arts, Math, Science, Social Studies, Visual & Performing Arts, Foreign Language, Career & Technology, P.E., etc. to include Health Education. | 7 units |
| TOTAL UNITS | 24 units |

PARENT PORTAL

PowerSchool's Parent Portal (PPP) is where you can find out what's going on at school anytime, anywhere. The PowerSchool Mobile App gives parents and students instant access to information they need to stay up-to-date on things like student grades, performance, and attendance.

- Receive real-time push notifications with updates about grades, scored, attendance, assignments, teacher comments, daily bulletins, schedules, and fee transactions
- View grades, assignments, attendance, GPA, and more
- View announcements from schools
- Designed for iPhones/iOS, tablets, and Google/Android devices.
- You can download the PowerSchool Mobile to your phone

| | | |
|---|---|--|
|  |  |  |
| <ul style="list-style-type: none"> ● It should look like this in the app | <ul style="list-style-type: none"> ● When you open the app and it asks for the District Code use: LGLC | <ul style="list-style-type: none"> ● Next enter your Username and Password: |

If you do not know your username and password, please reach out to your school counselor.

LINKS FOR MORE INFORMATION

- [West Ashley High School](#)
- [CCSD Attendance Policy](#)
- [Additional Information about SC Diploma Requirements](#)
- [CCSD Code of Conduct](#)
- [CCSD Progressive Discipline Plan](#)
- [CCSD Random Search Program](#)