

James Island Elementary School



PARENT/ STUDENT HANDBOOK

1872 Grimball Road
Charleston, South Carolina 29412
Phone: 843-762-8240
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Vision

At James Island Elementary School
it is our vision that:

- Our children become “Beacons to the Future”
- Our children become responsible, lifelong learners in a safe and nurturing environment
- Our school participates in building and maintaining community and home/school partnerships
- Our children achieve academically, socially, and physically to their highest potential
- We honor and respect diversity

Mission

“Beacon to the Future”

A STEAM School of Excellence

Students will think like engineers, designers, and problem solvers. They will identify and utilize creativity, inventions, and innovative resources. Students will improve their ability to think critically and abstractly, work cooperatively, and comprehend what they read to find solutions. Students will model ethical and social responsibility and communicate ideas orally.

IMPORTANT SCHOOL NUMBERS

Main Office: 843-762-8240

School Fax: 843-762-8250

Guidance Office: 843-762-8240 ext 1011

Nurse: 843-762-8240 ext 1003

Kaleidoscope: 843-843-762-8240 ext 1012

STAFF MEMBERS

Jonetta Gregory, **Principal**

jonetta_gregory@charleston.k12.sc.us

Corrie Glover **Assistant Principal**

corrie_glover@charleston.k12.sc.us

Angela Hinton, **Math Coach**

angela_hinton@charleston.k12.sc.us

Eileen Tyne, **Reading Coach**

eileen_tyne@charleston.k12.sc.us

Darlene Taylor, **Secretary/Bookkeeper**

darlene_taylor@charleston.k12.sc.us

Caroline Boyd, **Student Data Specialist**

Caroline_boyd@charleston.k12.sc.us

Meredith Barnette, **Nurse**

meredith_barnette@charleston.k12.sc.us

Tonya Smalls, **Guidance Counselor**

tonya_smalls@charleston.k12.sc.us

Rhoda Harris, **Head Start Family Advocate**

Rhoda_harris@charleston.k12.sc.us

Mary Young, **Cafeteria Manager**

Mary_young@charleston.k12.sc.us

Amy Barrows, **Kaleidoscope Director--After School**

amy_barrows@charleston.k12.sc.us

SCHOOL-WIDE PROCEDURES

DAILY SCHEDULE

7:00 A.M. Car rider line opens

7:00 A.M. School Opens. Students go to breakfast or classroom

7:25 A.M. Breakfast ends

7:25 A.M. School begins. Students are expected to arrive at school on time. **ALL STUDENTS ARRIVING AFTER 7:25 A.M. WILL BE MARKED TARDY.**

2:25 P.M. Dismissal.

2:25 P.M. Kaleidoscope after school program begins. For more information call **843-762-2793**.

ATTENDANCE

Any student who is absent must bring an excuse from a doctor or parent/guardian explaining the reason for the absence within 3 school days of the student's return to school. Parent/guardian notes can also be submitted via Attendance Monitor in ParentPortal within 3 days of student's absence; however, medical notes must be submitted to the teacher or front office.

- First and last name of the student
- Teacher's name, grade, and section
- Date of the note and date(s) of absence
- Reason for absence
- Signature of parent or guardian

Students with 3 consecutive or 5 cumulative unlawful and/or unexcused absences will be reported to the administration.

ABSENCES

Parents, please contact your student's teacher first thing when your child is sick if you would like to pick up homework for that day. Teachers use their planning periods to get the homework together, and they need to receive the message early. Homework will be in the front office from 2:45 to 3:30 for pick up within 24 hours of the parent call.

TARDIES

If a student arrives in the classroom after the morning bell at 7:25 AM, the student will be considered late for school. Students arriving late must report to the office and be accompanied by a parent. When students are repeatedly late, it not only interrupts their own learning, but also the learning of others. **If a student is tardy 4 times during a 9-week period, the parents will be required to conference with the administration.** Chronic offenders will be referred to the CCSD Truancy Office.

CLINIC

Medication:

- All student medications must be dropped off in the clinic **by an adult** and should accompany a completed doctor's order form for administration at school. Your doctor may fax the order form directly to the school nurse at 854-800-4072
- All medications should be in their prescribed bottle/container with medication matching the description on the label.
- Students are not allowed to carry any medication while at school. If you wish your child to receive a special cream/ointment, inhaler, antibiotic, etc., please reach out to the school nurse and discuss administration.

Clinic: At JIES, we attempt to provide a safe environment for every child. If a child becomes ill or is injured, the child will be taken to the clinic and examined by the nurse. Parents will be notified **if the illness or injury warrants their prompt attention**. Our school nurse is on duty every day during the week. During her absence, a sub nurse will be on duty, and our front office staff are available to assist as needed. Prompt assistance and pick up by parents is required and extremely important. ***We are not allowed to have children remain in school with the following conditions:***

- Fever (100 or higher)
- Vomiting
- Diarrhea

Please note that we will not put sick children on the school bus. If we are unable to contact the parents, the next person listed on the child's School Nurse Health Emergency Card will be notified. We will not release a child to anyone not listed on the emergency card unless we are notified by the parent or guardian. Parents are required to make certain that information on the School Nurse Health Emergency Card is completed and kept up to date. These cards should be completed during registration or within the first week of school.

Sick Policy: Students who have had fever, vomiting or diarrhea should not return to school unless they have been fever/vomiting/diarrhea free for **24 hours without medications**. If a student has lice, parent(s) must communicate treatment with the school nurse before returning to school. If lice are detected while at school, the student is allowed to remain at school for the rest of the day but cannot return until treatment has been done and verified by the school nurse.

VISITORS

While we welcome and encourage people to visit our school, CCSD requires that all visitors check in and get a Visitor's Pass at the office. The safety of our students is our number one concern! The office will issue a "Visitor's Pass" to the visitor to be worn in the building. *You are welcome to enter any classroom to observe, except during arrival and dismissal times and special testing.* Visiting times are between 8:00 am and 1:45 pm only. We all enjoy your visits! They enable us to show off the good things going on at James Island Elementary.

IDENTIFICATION BADGES

All visitors, volunteers, substitutes, and any adults in the building must wear an ID badge. Parents or other visitors are not permitted to enter classrooms without required identification. All visitors must check in with the office and show a driver's license. A Visitor's Pass with the

picture will then be printed. Staff members are expected to ask any adult without identification to please check in with the office. This is for the safety of all our children.

VOLUNTEER CLEARANCE

All volunteers must complete a clearance form that can be found on our district's website or by using this link - <https://apps.raptortech.com/Apply/Mzg2OmVuLVVT>. The completion of this form approves you to work in the classroom, chaperone on field trips, and work in the school on school wide events.

FIELD TRIPS

Students must be marked present at school and must ride the school bus with the teacher and other classmates. Parents can not transport students to or from any field trip. If a student does not attend a field trip, refund requests may not be granted. This is due to the fact that the school pays many of the field trip invoices in advance based on bus mileage and number of students enrolled.

All chaperone forms must be submitted at least two weeks prior to field trips due to CCSD's policy concerning background check. **Due to liability, younger siblings/children may not accompany the chaperone on the field trip.** A CCSD volunteer form must be completed by every adult that wishes to chaperone on a field trip. You can complete this form by going to [ccsdschools.com](https://apps.raptortech.com/Apply/Mzg2OmVuLVVT) under the volunteering link or by using this link <https://apps.raptortech.com/Apply/Mzg2OmVuLVVT>.

CAR RIDER

In order for the car rider system to move along at a steady and safe pace, there are certain rules that must apply:

1. Turn into the driveway. Follow the line/path and do not park to pick up or drop off your child. Please remain in your vehicle and move with the flow of the car rider line.
2. Cars will pull all the way forward, stacking cars as closely and safely as possible. Children will not exit or enter their cars until they are in the drop off/ pick up area. Parents do not need to get out of the car. Staff members will be along the line to help students out of vehicles.
3. At the end of the day, children must remain in their assigned location until their name is called to come to the car rider line.
4. Car rider tags must be on display in clear view.

Car Rider Dismissal Procedure: A school issued car rider tag must be visible when picking up students in the car rider line. If a school issued car rider tag is not available during pick up the person picking up a student must come inside and present their state issued ID before leaving with the student. Students should be picked up no later than 2:45 pm. After 2:45 pm the student will be brought to the front office for parents to sign them out. After the third occurrence a parent will be required to come in for a conference with administration.

TRANSPORTATION CHANGES

All transportation changes should be sent using the Pikmykid app. Under rare circumstances if you are unable to use the app, please call the front office prior to 10:30 AM.

BRINGING THINGS TO SCHOOL

Any item not related to, or contributing to, or an item that is a distracting influence, is prohibited. Some examples include: play weapons, sports equipment and balls, chewing gum, candy, skateboards, video games, cards, and toys of any kind.

BIRTHDAY CELEBRATION POLICY

PARTY INVITATIONS Please do not send party invitations to school to be passed out. Unless each child in the classroom receives one – feelings can be hurt. **The school office and classroom teachers are not allowed to give out phone numbers and addresses.** Instead, children will be featured on the JIES Morning News, receive a birthday treat (small surprise from front office), and have the opportunity to participate in the birthday book program. ***Outside food is not allowed to celebrate children's birthdays.***

If you would like to celebrate your child's birthday at school, please do so by bringing non-food related treats like:

- fun pencils or erasers
- stickers
- a book to share with the class

TELEPHONE CALLS

The school requests that your child be given all necessary instructions at home eliminating phone calls to school. **In urgent matters, however, the office will relay emergency messages to your child until 1:00 P.M. Please do not ask your child to use the school phone.** Teachers will not be interrupted during class to receive phone calls. There will be no phone calls made for forgotten materials (pencils, homework, etc.). Students will not be called out of class for a phone call.

FEES

Student fees are \$40.00 per student. These fees help to pay for supplemental materials such as workbooks, classroom supplies and classroom activities. The fees are due at the beginning of the school year and checks are payable to James Island Elementary or families can pay on Revtrak.

MEDIA RELEASE

James Island Elementary often has opportunities for positive media coverage—either from outside media sources or from the district's Communications Office—of special events, accomplishments or initiatives while students are at school or participating in school or district-sponsored events. The school district encourages media coverage so that the citizens of Charleston County may learn about the great things that students and teachers are doing. Unless you object, your child may be included in such media coverage at your student's school or at district-sponsored events. This coverage may include still photographs, articles on the district website, in newspapers and educational literature, videotapes, and audio recordings. **If you do not wish to grant permission for your student to participate in media coverage associated with your child's school, please select "NO" on the Media Release Form.**

PARENT TEACHER ASSOCIATION (PTA)

JIES is fortunate to have phenomenal teachers and amazing families to support the school. PTA fundraising helps pay for field trips, teacher grants for items needed in classrooms, staff/faculty shirts, teacher luncheons and school promotional materials. PTA has also helped cover the cost of school improvement projects like playground equipment and the lighthouse mural in the school's entry. In the past, PTA has also coordinated volunteer opportunities, such as duty-free lunch for teachers and running the school store. We encourage all families to join the PTA. For more questions, feel free to email jiespta@gmail.com.

SCHOOL IMPROVEMENT COUNCIL (SIC)

In South Carolina, a School Improvement Council is an advisory council to the principal and school on issues related to school improvement. By law, every K-12 public school in South Carolina must have an SIC that is made up of parent, teacher, and community member representatives. At JIES, we believe in participatory management and decision-making. The input of teachers, parents, students and our community is sought and respected. The SIC offers valuable guidance in our decision-making process. We welcome everyone to attend SIC meetings. Meeting dates will be published yearly and shared on the school website.

PARENT COMMUNICATION PROCEDURES

COMMUNICATING WITH TEACHERS

1. Parents may email teachers at their school email address.
2. Parents may call the school and be connected to the teacher's room extension. You must leave a message if you want the teacher to return your call.
3. Teachers may not be able to answer their classroom phones during instructional time. Teachers do have breaks during the day, but they also have additional obligations so you must also leave a message.
4. Parents may come to the front office to fill out a conference request form that will be placed in the teacher's mailbox. Please allow the teacher at least 24 hours to confirm your conference.

COMMUNICATING WITH ADMINISTRATORS

1. Parents may email me at – jonetta_gregory@charleston.k12.sc.us
2. Parents may call me at 843-762-8240. The front office personnel will take a message if I am not available.
3. Parents may come to the front office and fill out a conference request form to meet with me. I will confirm or reschedule the conference within 24 hours.

CONFERENCES

Teacher/parent conferences are more effective and productive when teachers can prepare for the conferences and have all necessary information for parents. Please call the school at 843-762-8240, email the teacher, or complete a parent conference request form to schedule a conference in advance. We ask that parents do not conference with teachers while teachers are teaching and supervising children.

THURSDAY FOLDERS

All school-wide weekly correspondence and signed/graded papers will be sent home on Thursdays for your review and signature. Please return your child's "Thursday Folder" as promptly as possible.

BEHAVIOR EXPECTATIONS FOR STUDENTS

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

At James Island Elementary, teachers and students practice PBIS or Positive Behavior Interventions and Supports. This means students learn, practice and are rewarded for showing behaviors that support their success at school.

We call this LEAD – which is an acronym for Lead by example, Engage with purpose, Act responsibly, and Demonstrate respect. The LEAD rules are agreed upon by the entire school faculty and staff and include everything from behaviors in the classroom to the cafeteria to the bus. Here's an example of the LEAD rules look like at JIES:

LEAD by example – Follow classroom rules, leave the restroom cleaner than you found it, include others and be a good sport

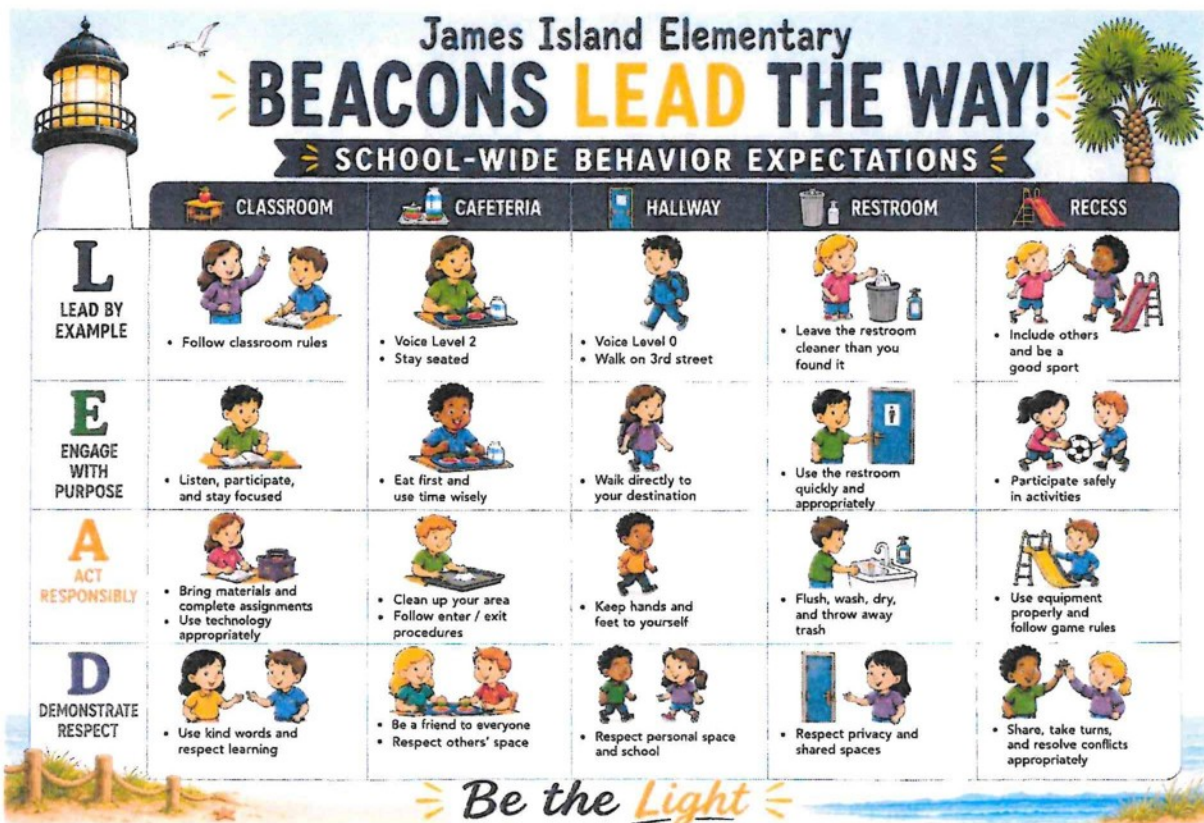
ENGAGE with purpose – Listen, participate, and stay focused, participate safely in activities

ACT responsibly - Clean up your area, keep hands and feet to yourself, follow game rules

DEMONSTRATE respect - Use kind words and respect learning, share, take turns and resolve conflicts appropriately

This approach to teaching and supporting successful school behaviors is positive and effective. Students are acknowledged for showing LEAD behaviors by receiving Beacon Bucks and other recognitions like LEAD Student of the Month. If students need to correct a behavior they are given the opportunity to reflect and make a better choice.

Please take this opportunity to talk to your child about the expectations at school and the importance of continuing to demonstrate LEAD behaviors. With your continued support and involvement, James Island Elementary students will reach new heights!



STUDENT CODE OF CONDUCT

The Charleston County School District (CCSD) Student Code of Conduct is followed at James Island Elementary (attached in Appendix). Students are required to conduct themselves at all times and in all places in an appropriate manner that is acceptable for a learning environment. The conduct of a pupil in any manner which disrupts class work or involves substantial disorder or invasion of the rights of others is a basis for suspension. Each student's right to learn will be protected and reasonable standards of behavior are expected.

SCHOOL BUS RULES

- Stay in your seat at all times.
- Keep your hands and feet to yourself.
- Talk quietly on the bus.
- Listen to the bus driver.
- Keep backs against the seat and bottoms flat on the seat.

CCSD's Bus Progressive Discipline plan will be utilized to address bus infractions.

STUDENT DRESS

Responsibility for the personal appearance of students shall normally rest with the students themselves and their parents/legal guardians. The school shall not attempt to enforce codes of style or taste, but shall not permit student grooming which does the following: affects the health or safety of individuals on school property disrupts in any way the learning process within the classroom or school causes unusual wear on floors, furniture, or equipment.

The school may not permit any person to wear in the school building during the school day clothing that contains any picture or writing evoking sexual or racial references, profanity, illegal drugs, alcoholic beverages, and/or tobacco products. The school may not permit any student to wear in the school building during the school day any headgear (cap, hat, etc.) other than for religious or medical reasons.

If there is a disagreement between students and/or parents/legal guardians and the staff regarding the appropriateness of clothing, the principal will use discretion to make the decision. Disciplinary action regarding the enforcement of this policy is listed in the student code of conduct.

CELL PHONES AND COMMUNICATION DEVICES

The Charleston County School District (CCSD) Student Possession of Mobile Communication Policy is followed at James Island Elementary (attached in Appendix). Elementary school students (pre-K through fifth grade) may possess mobile telephones, smart phones, or other such devices as described above provided such devices are not visible, used, or activated and are kept in the "off" position throughout the instructional school day. Students must keep such devices stored in a purse, locker, backpack, or other non-visible secure location during the instructional school day.

WEAPONS IN SCHOOL

No firearms, knives, razors, box cutters, metal knuckles, slingshots, bludgeons, tasers, pepper spray, BB guns, or any other type of weapon or device, or object which may be used to inflict bodily harm or death shall be allowed on any school district property or at any school-sponsored event. This also includes household items or toys that bear weapons resemblance. This prohibition shall apply on school grounds, in school buildings, on buses, or at school-related functions. Vehicles parked on school property may not contain any of the aforementioned items.

HARASSMENT, INTIMIDATION, OR BULLYING

The Charleston County School District (CCSD) Harassment, Intimidation or Bullying Policy is followed at James Island Elementary (attached in Appendix). The school prohibits acts of harassment, intimidation, or bullying of a student by students, staff, and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For purposes of this policy, harassment, intimidation, or bullying is inclusive of any gesture, electronic communication, or a written, verbal, physical, emotional, or sexual act reasonably perceived to have the effect of any of the following:

- harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school
- demonstrates motivation by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or by any other distinguishing characteristic.

Any student who feels he/she has been subjected to harassment, intimidation, or bullying is encouraged to report the incident(s) in accordance with procedures established by the school. Complaints will be investigated promptly, thoroughly, and confidentially. At each school, the principal or his/her designee is responsible for receiving reports alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or his/her designee. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy. Reports by students or employees may be made anonymously, but disciplinary action may not be based solely on the basis of an anonymous report and will conform to the law and district policies regarding due process.

The school expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students and employees have a responsibility to know and respect the policies, rules, and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation as outlined in the Student Code of Conduct/Progressive Discipline Plan or Employee Conduct Policy.

WELLNESS

MISSION STATEMENT

James Island Elementary School recognizes that the physical, social, and emotional well-being of our students, staff and parent body are all crucial elements of a student's academic success and lifelong health and wellness. Our Mission is to promote the health and wellness of our students, staff and community through education and efforts that:

- Encourage habits of wellness
- Increase awareness of factors and resources that contribute to well-being
- Inspire and empower individuals to take responsibility for their own health
- Support a sense of community in which the health and overall well-being of our students is recognized as an essential element of their success.

FOOD POLICY

James Island Elementary School is committed to providing a safe school setting for all our students. The high number of life-threatening food allergies, coupled with the extreme increase in childhood obesity has caused us to make a few changes in our food policies. Working together, we can help our children learn to choose healthier lifestyles and ensure that all children are safe at school. Thank you in advance for your support of the policies listed below.

HEALTHY SNACK POLICY

We are greatly reducing the amount of food sent to school, also known as “outside food”. Outside food will only consist of daily lunch, daily snack, and food for scheduled classroom parties or special events. For school parties, holiday celebrations, club meetings, etc, JIES encourages healthy snacks (fruit, veggies, cheese, whole grains, etc) or non-food treats (stickers, pencils, erasers, etc) only. Please refrain from sending in candy, cookies, cupcakes, chips, etc. If your child has a life-threatening or severe food allergy, please make sure his/her teacher is aware as well as the school nurse. For more information call 843-762-8249.

WATER DRINKING POLICY

At JIES, we believe staying properly hydrated is essential to optimum performance at school and overall wellness. We encourage students to bring water bottles to school daily. We have several water bottle filling stations throughout the school, so students can replenish their bottles regularly. If you do not have a water bottle, have your child notify his/her teacher. Please wash out water bottles daily to ensure safety. Parents, ONLY send water in your child’s water bottle. Students may receive other fluid options at mealtimes, but we believe water is the best option throughout the day and in the classrooms and hallways. Please consider donating bottled water to the nurse’s clinic to ensure that students always have access to water should they forget or do not have a water bottle.

STUDENT SUPPORT SERVICES

GUIDANCE

As the School Counselor at James Island Elementary Dr. Smalls works with students through whole-school programs, classroom lessons as well as confidential small group and individual counseling. The focus of the JIES counseling program is to provide proactive and comprehensive social emotional services that support learning for all children.

Why Might a Student See the School Counselor?

- Behavioral and/or learning difficulties
- Help with building peer relationships/social skills
- Worry or anxiety that affects learning
- Family changes, such as parental separation or divorce
- Crisis intervention
- Absenteeism
- Grief and loss
- Any other concern that is interfering with the child’s ability to learn

How Can a Student Be Referred to the School Counselor for Group or Individual Services?

- Students request to see the counselor.
 - Teachers, administrators or other school staff refer the student.
 - Parents request and indicate a need and desire that the counselor meets with their children.
- Dr. Smalls can be reached at tonya_smalls@charleston.k12.sc.us or 843-762-8240.

RESOURCE

The Resource Program provides individualized help to students who qualify. The student's classroom teachers, as well as any teacher who serves the student, make referrals. Students are served by the Resource teacher for up to three periods each day. Students may not be placed in special programs such as Resource without parental permission. Our Resource program utilizes an inclusion model. We employ Collaborative Consultation, which enables the classroom teacher and the Resource teacher to work closely together in helping all our students be successful.

SPEECH

We have a full time Speech Clinician at our school. This program is designed to help students overcome language and speech disorders. Any teacher serving a student may make a referral. Our speech teacher also will go into classrooms as much as possible.

SAIL

Students Actively Involved in Learning (SAIL) is the Charleston County School District's program for identified gifted students in grades three through five. The program is designed to challenge and stimulate the academically gifted students through a multidimensional teaching approach involving special curricula, enrichment and acceleration of course content. The SAIL program stresses opportunities for students to be involved in complex content, to learn new processes and produce products. It seeks to provide each child with opportunities for intellectual stimulation through group interaction with others of similar academic abilities and a curriculum of experiences and activities outside the limits of the regular classroom.

APPENDIX

Policy JH Student Absences and Excuses

Issued 6/19

Purpose: To direct the superintendent or designee on allowing and excusing student absences.

The school year consists of 180 school days. High school students must attend 85 days of each 90-day semester to receive one-half unit of credit or 85 days of a 4x4 course to receive one credit (45 days of a 4x4 course to receive one-half credit). Students must attend 170 days through the course of the school year to receive one unit of credit.

Students in grades K through 12 may not be eligible for promotion if they have more than 10 absences. The superintendent or designee shall approve or disapprove any student's absence in excess of 10 days, whether lawful, unlawful, or a combination thereof, for students in grades K through 12. For the purposes of awarding credit for the year, the superintendent must approve or disapprove absences in excess of 10 days regardless as to whether those absences are lawful, unlawful, or a combination of the two.

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

The superintendent or designee shall utilize a written intervention plan for improving student attendance. The purpose of the plan shall be to link students with attendance problems and their families to all appropriate school and community resources. The Charleston County School District's Attendance/Truancy Manual shall act as the administrative regulation for this policy and will provide additional implementation information.

The superintendent or designee shall take all reasonable, educationally sound, and corrective actions prior to resorting to the juvenile justice system.

All absences require a written explanation from the parent/guardian within three (3) school days of return from the absence. Written explanation of absences must include the student's name, parent/guardian's full name, date(s) of absence(s), documentation of the reason for absence, and a parent/guardian's signature. Per South Carolina Department of Education guidelines, **text messages and emails are not** acceptable documentation for student absences. All documentation required by the school is subject to review and must be approved by the principal.

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

If a student fails to provide a valid excuse to school, he/she shall automatically receive an unlawful absence. If a student provides a false (or forged) excuse, the student shall be referred to the school administration for appropriate action.

Lawful absences shall include but are not limited to:

- absences caused by a student's own illness and whose attendance in school would endanger his or her health and the health of others; the principal shall require a physician's certificate from the parent/legal guardian of a student reported continuously absent for illness
- absences due to an illness or death in the student's immediate family
- absences due to a recognized religious holiday of the student's faith
- absences due to activities that are approved in advance by the principal. Approved activities include the following:

- state and national competitions
- ceremonies honoring outstanding students
- work approved or sponsored by the school, the school district, or the state department of education, accepted by the associate superintendent or school principal or their designees as reason for excusing the student
- out-of-school suspension
- in-school suspension
- field trips approved by the principal or designee
- absences for students whose parent/legal guardian (a) is an active duty member of the uniformed services, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, upon presentation of appropriate military orders, be granted up to five days of excused absences to visit with his/her parents/legal guardians upon principal approval

Unlawful Absences include but are not limited to:

- absences of a student without the knowledge of his/her parent/legal guardian
- absences of a student without acceptable cause with the knowledge of his/her parent/legal guardian
- absences due to out of town trips/vacations will be considered unexcused

Participation in After-School Activities

No student who misses all or any portion of a school day, unless excused by the principal, shall be permitted to participate later that day or evening in any extracurricular or school-sponsored or authorized or related school activity.

Adopted 7/22/81; Revised 9/24/84, 9/9/85, 7/11/88, 10/12/98, 1/23/06, 7/17/17, 6/24/19

Legal References:

United States Code of Laws, as amended:

Every Student Succeeds Act, Pub. L. No. 114-95, 129 Stat. 1802.

McKinney-Vento Homeless Assistance Act, 42 U.S.C.A. Section 11431, *et seq.*

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

Section 59-38-10 - South Carolina Education Bill of Rights for Children in Foster Care.

Section 59-46-10, *et seq.* - Interstate Compact on Educational Opportunity for Military Children.

Section 59-65-20 - Parents/Legal guardians required to ensure child or ward attends schools.

Section 59-65-50, *et seq.* - Nonattendance reported to court of proper jurisdiction.

S.C. State Board of Education Regulations:

R43-274 - Student attendance.

Charleston County School District

CHARLESTON COUNTY SCHOOL DISTRICT VOLUNTEER APPLICATION INSTRUCTIONS

Thank you for your interest in becoming a volunteer with the Charleston County School District! In order to ensure a safe school environment for CCSD students, faculty, staff, and visitors, all individuals serving as a volunteer with the Charleston County School District must complete an online application process that includes a complete criminal background check.

In order to be considered for a volunteer position with the Charleston County School District, please complete the following procedure:

1. Access a link to the online volunteer application by visiting the CCSD volunteering page at <https://apps.raptortech.com/Apply/Mzg2OmVuLVVT>
2. Complete the online application with the information being requested. Failure to provide the requested information may delay the processing of your application and/or result in the application being denied.
3. Once you have reached the end of the application, you must agree to the listed disclaimer and click "Submit."
4. You will receive an email at the address you provided in your application with confirmation that the application has been received for processing.
5. If your application to become a volunteer is approved, you should receive an email within five business days of submission notifying you of this information. When the application is approved, your name will automatically be entered into the "Approved Volunteers" database accessible by school staff.
6. If you do not receive a response regarding your application within five business days, please contact the Office of Security and Emergency Management at 843-308-6580 or via email at raptor@charleston.k12.sc.us.

*** Prior to serving as a volunteer in a Charleston County School District facility, you must first complete this application process and have your name listed in the CCSD Approved Volunteers database. ***

Policy JICA Student Dress/Uniforms

Issued 3/20

Purpose: To establish the basic structure for determining appropriate dress standards for students.

Responsibility for the personal appearance of students shall normally rest with the students themselves and their parents/legal guardians. The superintendent shall not attempt to enforce codes of style or taste, but shall not permit student grooming which does the following:

- affects the health or safety of individuals on school property
- disrupts in any way the learning process within the classroom or school
- causes unusual wear on floors, furniture, or equipment

The superintendent may not permit any person to wear in the school building during the school day clothing that contains any picture or writing evoking sexual or racial references, profanity, illegal drugs, alcoholic beverages, and/or tobacco products.

The superintendent may not permit any student to wear in the school building during the school day any headgear (cap, hat, etc.) other than for religious or medical reasons.

If there is a disagreement between students and/or parents/legal guardians and the staff regarding the appropriateness of clothing, the principal will use discretion to make the decision. Disciplinary action regarding the enforcement of this policy is listed in the student code of conduct.

Uniforms

The superintendent shall permit schools which elect to do so to have a program of mandatory school uniforms.

The school decision on dress code shall be made by the principal with the input of the faculty and parents/legal guardians. Any school that decides to mandate uniforms shall do the following:

- give notice of at least three (3) months to parents/legal guardians before implementing the change to uniforms
- for students who cannot comply for reasons of financial hardship, shall not deny the student the right to attend school and shall not penalize the student in any way
- shall not consider a student non-compliant for wearing on a regular meeting day the uniform of a nationally recognized youth organization, such as the Boy Scouts or Girl Scouts or Junior ROTC program
- shall permit any parent/legal guardian to submit a request to exempt his/her child from the uniform policy by completing the Application for Exemption from the Student Uniform Requirement and complying with the procedures set out in the administrative rule; the application will be reviewed by a school-based committee for approval or denial. In the event the application is denied, the parent/legal guardian may appeal to the executive director for a final decision

Prior to initiating any disciplinary action against a student not complying with the policy, a conference with the parent/legal guardian shall be held to solicit parental cooperation and support. A student shall not be considered non-compliant if his/her parent/legal guardian has opted out of the program.

Adopted 8/18/70; Revised 2/13/95, 4/96, 11/28/05, 1/9/06, 3/23/20

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- use in a manner that is profane, indecent, obscene, threatening, discriminatory, bullying, or harassing through language, pictures, or gestures

Other Acceptable Uses

Use of mobile telephones, smart phones, or other such devices as described above are permissible in the following circumstances:

Instructional or educational purposes

Mobile telephones, smart phones, or other such devices as described above may be used during a class period or school activity when specifically approved by the principal or teacher in conjunction with educationally appropriate objectives.

IEP, 504, or healthcare/medical plan

Students may use mobile telephones, smart phones or other such devices as described above during class time when authorized pursuant to an individualized education program (IEP), a Section 504 accommodation plan, or a healthcare/medical plan with supportive documentation from the student's physician.

Health, safety, or emergency reasons

Principals may make exceptions to the restrictions in this policy, in part or in its entirety, for health, safety, or emergency reasons.

School trips or school-sponsored activities

The use, display, or activation of mobile telephones, smart phones, or other such devices as described above during school trips or school sponsored activities shall be at the discretion of the principal or designee, but shall not be disruptive to the activity.

Other reasons

Other reasons may be determined appropriate by the principal.

Responsibility/Liability

Any student who chooses to bring to school a mobile telephone, smart phone, or other such device as described above shall do so at his or her own risk and shall be personally responsible for the security of his or her device. Neither the school personnel nor the board will assume any responsibility or liability for loss, theft, damage, or vandalism to a mobile telephone, smart phone, or other such devices as described above brought onto school property or for the unauthorized use of any such device.

Cf. JICDA

Adopted 1/23/06; Revised 6/27/16, 8/26/19

Legal References:

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

Section 59-63-280 - Requires board to adopt a policy on student use of electronic devices.

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Policy JICDA Code of Conduct

Issued 7/19

Purpose: To establish the basic structure and vision for a code of conduct and discipline for students.

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

The superintendent will implement the district's code of conduct and discipline to achieve and maintain order in the schools. In the student code of conduct, the board and the administration offer a list of offenses, along with the required or recommended dispositions, for the information of students, parents/legal guardians, and school personnel.

Students have a responsibility to know and respect the policies, rules, and regulations, as defined in the student code of conduct of Charleston County School District. Violations of such policies, rules, and regulations will result in disciplinary actions.

The board directs the administration to establish a student code of conduct and progressive discipline plans to create and preserve conditions essential to orderly operation of the schools. The board authorizes its school authorities to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy (see policies JKD and *Suspension of Students*, and JKE, *Expulsion of Students*).

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

The student code of conduct is effective under the following circumstances:

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

Adopted 8/21/72; Revised 7/2/74, 8/8/88, 8/28/89, 11/28/05, 1/9/06, 7/15/19

Legal References:

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

Section 16-3-1040 - Threatening the life, person or family of a public official.

Section 59-5-65 - Minimum standards for student conduct, attendance and scholastic achievement; enforcement.

Section 59-19-90(3) - Authority of board to regulate student conduct.

Section 59-63-210, et seq. - Grounds for suspension, expulsion, or transfer.

Section 59-63-250 - Transfer of pupils.

Section 59-63-260 - Corporal punishment.

Section 59-63-270 - Regulation or prohibition of clubs or like activities.

Section 59-63-280 - Possession of paging devices by public school students; mobile telephones included; adoption of policies.

Section 59-63-370 - Administrator notification of a student's conviction or delinquency adjudication for certain offenses; placement of information in permanent school records.

Section 59-67-240 - Bus driver discipline of students for misconduct.

S.C. State Board of Education Regulations:

R43-243 - Special education discipline guidelines.

R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

Charleston County School District

Policy JICFAA Harassment, Intimidation, or Bullying

Issued 7/19

Purpose: To establish the basic structure for maintaining a safe, positive environment for students and staff that is free from harassment, intimidation, or bullying.

The board prohibits acts of harassment, intimidation, or bullying of a student by students, staff, and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For purposes of this policy, harassment, intimidation, or bullying is inclusive of any gesture, electronic communication, or a written, verbal, physical, emotional, or sexual act reasonably perceived to have the effect of any of the following:

- harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school
- demonstrates motivation by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or by any other distinguishing characteristic.

Any student who feels he/she has been subjected to harassment, intimidation, or bullying is encouraged to report the incident(s) in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly, and confidentially. At each school, the principal or his/her designee is responsible for receiving reports alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or his/her designee. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy. Reports by students or employees may be made anonymously, but disciplinary action may not be based solely on the basis of an anonymous report and will conform to the law and district policies regarding due process.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a report of harassment, intimidation, or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation or, bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students and employees have a responsibility to know and respect the policies, rules, and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation as outlined in the Student Code of Conduct/Progressive Discipline Plan or Employee Conduct Policy.

Students, parents/legal guardians, teachers, and staff members should be aware that the district may take disciplinary action for behavior initiated and/or conducted off-campus. If such conduct, including the inappropriate use of the Internet or web-based resources, poses a threat or substantially interferes with or disrupts the work and discipline of the schools, disciplinary action may be taken.

The superintendent will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers, and members of the community, including its applicability to all areas of the

school environment as outlined in this policy.

The superintendent will also ensure that a process is established for discussing the district policy with students.

The Charleston County School District's Bullying Procedure Manual will become the administrative regulation for this policy and will provide additional implementation information.

Cf. GBEB, JIAA, JICDA

Adopted 1/23/06; Revised 1/8/07, 9/27/10, 7/15/19

Legal References:

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

Section 16-3-510 - Hazing unlawful.

Section 16-3-755 - Sexual battery with a student.

Section 59-63-110, *et seq.* - Safe School Climate Act.

Section 59-63-275 - Student hazing prohibited; definitions.

Federal Cases:

Kolwalski v. Berkeley County Schools, 652 F.3d 565 (4th Cir. 2011).

S.C. State Board of Education Regulations:

R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

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