

**The**



**CHARLESTON**  
Charter School for Math and Science

# **Charleston Charter School for Math & Science**

**Parent-Student Handbook  
2016-2017**



1002 King Street, Charleston, SC 29403  
[www.charlestonmathscience.org](http://www.charlestonmathscience.org)  
Phone: 843.720.3085 ~ Fax: 843.720.3196



## **DISCLAIMER**

This handbook is for informational purposes only and is not intended to create, nor does it create, a contract between you and CCSMS. Nothing in this handbook legally binds CCSMS to any specific procedures, policies, or privileges. Our objective for this school year is to be successful in all areas of our school life. Each of us should strive to do our best every day. This handbook – if read and used – will be a valuable guide for students and parents. The Board of Directors of CCSMS reserves the right to amend this handbook at any time.



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## **Welcome Back!**

**Welcome to The Charleston Charter School for Math & Science, where our Core Purpose is to prepare tomorrow's leaders and innovators by shaping students who will better the world.**

**Thank you for sharing your students with us as we embark on our ninth year as a charter school. This year promises to be marked with exciting learning opportunities that will challenge our students to question, learn, and discover the world in which they live. They will be inspired to reach for the stars and CCSMS will provide the ladders from which to reach them.**

**Our campus will provide an ideal backdrop for an innovative, energetic learning environment that will challenge and stimulate young minds as they grow into the visionary leaders of tomorrow. CCSMS's standard of academic excellence builds a solid foundation that will shape our student's future and empower them to reach their full potential.**

**To ensure that success, we have established these Core Values:**

- **Maximizing potential through collaborative innovation with a math and science focus in preparation for a globally interconnected world.**
- **Building character, responsibility, and respectful relationships for the mutually beneficial growth of the CCSMS family and community.**
- **Providing unique and challenging, problem-based experiential learning.**
- **Strength through diversity**

**We are committed to giving our students and teachers every possible resource to ensure a productive, enjoyable learning experience here at CCSMS. That commitment extends to partnering with parents, teachers, and community leaders to provide an innovative, supportive learning environment.**

**We know you share our commitment to giving our students every resource and opportunity to succeed, and our most valuable resource is you. Your involvement in our school and in our students' education is the cornerstone to their success.**

**We look forward to working together to ensure that today's learners do indeed become tomorrow's leaders.**

**Warmly,  
CCSMS Board of Directors  
CCSMS Administration**

## **General School Information**

<b>Name and Address</b>	Charleston Charter School for Math and Science 1002 King Street Charleston, SC 29403
<b>Phone and Fax</b>	Phone: 843.720.3085 Fax: 843.720.3196
<b>School Website</b>	<a href="http://www.charlestonmathscience.org">www.charlestonmathscience.org</a>
<b>Breakfast</b>	7:30 AM – 7:55 AM
<b>Office Hours</b>	Monday – Friday 7:30 AM – 4:00 PM
<b>School Hours</b>	Monday – Friday 8:00 AM – 3:08 PM
<b>Afternoon Academy</b>	Monday – Friday 3:15 PM – 5:45 PM *Dependent on enrollment
<b>School Colors</b>	Red and Blue
<b>School Mascot</b>	The Riptide
<b>Board of Directors</b>	Mr. Chuck Bevers Mr. Russ Campbell Mr. Evan Reich Mr. Leroy Connors Rev. Alma Dungee Ms. Tyeka Grant Mr. Michael Horner Ms. Ashley Redmond Mr. David Wolf  <b>Ex-Officio Members</b> Ms. Mary Carmichael Ms. Regina Keene  Teacher Members to be determined (2 positions)

## Our Mission and Purpose

**The mission of the Charleston Charter School for Math and Science is to educate students for success in college and careers by providing an innovative learning environment that is academically excellent, developmentally responsive, and socially equitable.**

Working in accordance with the South Carolina Charter School Act, our school will aspire to be a diverse learning community that supports and celebrates enthusiasm for lifelong learning.

Together we dedicate ourselves to:

- Improve student learning and increase learning opportunities for students.
- Help our students become competitive in the global economy.
- Encourage the use of a variety of productive teaching methods.
- Establish new forms of accountability for schools and assist South Carolina in reaching academic excellence.
- Create new professional opportunities for teachers, including empowering them to be responsible for the learning programs at CCSMS.

The purpose of CCSMS is to create an alternative to the failing public schools in Charleston County. The charter school model was a natural fit for parents and community leaders looking for autonomy from the school district and the ability to create a new learning environment that is available for all students. Downtown Charleston's District 20 was chosen as the location for CCSMS both because of the failures of the existing schools and also because there is a large, underutilized school building, which has served as a high school and as a middle school at various periods in its history.

Early in the process of creating CCSMS it was decided that the school should focus on math and science for many reasons. Educators stress that these subject areas require extra preparation in both middle and high school. Students who receive extra preparation in both math and science will become more successful in college and have more career opportunities. Consequently, Charlestonians, South Carolinians, and Americans will benefit from increased levels of student achievement.



“I applaud and support the effort to establish a charter middle/high school on the Charleston peninsula. Nothing is more important to our city than expanding opportunities for quality education. Towards that, the Charleston Charter School for Math & Science will be a tremendous and welcome addition.”

~ Joseph P. Riley, Jr., Former Mayor of Charleston

## What is a Charter School

Charter schools are primary or secondary schools that receive public money (and like other schools, may also receive private donations) but are not subject to some of the rules, regulations, and statutes that apply to other public schools. They are accountable for producing results that are set forth in each school's charter. Charter schools are opened and attended by choice. While charter schools provide an alternative to other public schools, they are part of the public education system and are not allowed to charge tuition. An enrollment lottery will be held if more applications are received than space available.

### Charter Schools versus District Schools: A Comparison

Charter Schools	School Districts
Site-based management	No autonomy
Money follows the student into the classroom	School districts decide which schools get which funds
Still a local public or state school district	Public school
Board of Directors have staggered 2 year terms	Board of Trustees, elected every 4 years
Non-profit corporation – school keeps any remaining \$\$ at end of the school year	School district keeps any surplus funds
Financial audit each year	Financial audit each year
Able to allocate resources quickly & effectively in response to needs	Many approval layers; cumbersome; time consuming
Control over academic programs	System has many layers; cumbersome
Free from micromanagement	System rampant w/ micromanagement
Good parent involvement	Not the case in most schools
Pays own bills, including: electric; water & sewer; repairs & maintenance; grounds keeping; all salaries; curriculum materials; contracted services; all benefits; professional development; school supplies; technology hardware; technology software; substitutes; special education; printing; homebound costs; summer enrichment; legal services; insurance; office supplies; fiscal services; trash service; telephone; bus monitors; student transportation; waste disposal fees; cleaning of the building; police for traffic control; pest control	School district pays the bills

Participate in all state testing

Participate in all state testing

## Policies and Procedures

### Attendance

Being in class is an essential part of student learning and progress. Learning at CCSMS involves active engagement, working together, student-centered research, and completing projects.

As a result, students who do not attend class regularly put themselves at academic risk. Due to the nature of the learning environment at CCSMS, “make-up” work is more challenging than in traditional textbook-driven programs. Parents should consider the importance of attendance when planning family and other activities that may take a child from school.

### Absences

Parents/guardians have the responsibility to ensure that all school-age children in their care are in school and on time every day. Students have the responsibility to be on time and attend all classes.

#### Lawful Absences (Excused)

- Illness of the student
- Medical or dental appointment
- Court appearance or court ordered activity
- Death in the immediate family
- Observance of a religious holiday
- Activities approved by the administrative team
- Extenuating circumstances as determined by the principal

#### Unlawful Absences (Unexcused)

- Absence from school for any portion of the day without the knowledge of their parents/guardians
- Absence from school for any portion of the day without acceptable cause with the knowledge of their parents/guardians
- Absence from planned homebound or home-based sessions Note Students are not considered absent when attending approved school field trips, arriving late due to bus problems, or assigned to an in-school suspension program.

### Documentation of Absences

All absences require a written explanation from the parent/guardian within three (3) school days of return from the absence.

Written explanation of absences must include the student’s name, parent/guardian’s full name, address and telephone number(s), dates of absence(s), and documentation of the reason for absence. Absences in excess of ten days per year will not be considered excused with a parent/guardian note unless they are accompanied by official medical or legal documentation.



### **SC Compulsory Attendance law**

CCSMS complies with all compulsory attendance laws as written by the State of SC. An outline of these laws can be found in the CCSD Student Code of Conduct available on the CCSD website.

### **High School Course Credit and Absences**

In accordance with South Carolina state law, high school students may only miss a total of 5 regular class meetings (lawful or unlawful) in a one-credit semester course. A total of 3 regular class meetings may be missed in a half credit course. Students must attend at least half the designated class time in order to be counted present. The school will communicate to students and parents if a student has attendance issues.

### **Truancy Policy**

Truant: A child, at least 6 but not yet 17 years old, who has accumulated three consecutive unlawful absences or a total of five unlawful absences.

Habitual Truant: A child, at least 12 but not yet 17 years old, who (1) fails to comply with the intervention plan developed by the school, the child, and the parents or guardians, and (2) accumulates two or more additional unlawful absences.

Chronic Truant: A child, at least 12 but not yet 17 years old, who (1) has been through the school intervention process; (2) has reached the level of a habitual truant and has been referred to family court and placed under an order to attend school; and (3) continues to accumulate unlawful absences.

Truancy Intervention Procedures 1. School personnel must communicate any attendance problems or concerns to parents/guardians in a timely manner. When a student accumulates three (3) unlawful absences, the school notifies the parent or guardian by telephone or mail. 2. When a student accumulates three (3) consecutive or a total of five (5) unlawful absences, the principal or designee will complete a truancy investigation. 3. A conference is required with student and parent or guardian to develop a truancy intervention plan designed to improve student attendance and eliminate unlawful absences. 4. A written truancy intervention and attendance contract should be signed by all participants with a copy provided to the parent and student. 5. When a student accumulates seven (7) unlawful absences the school will update the truancy intervention plan, indicate why the plan was unsuccessful, and make amendments as needed. 6. The student's absences will be monitored. If a student continues to be unlawfully absent, a truancy referral is made to the CCSD Truancy Prevention Coordinator and a district level conference will be scheduled. 7. In the event that unlawful absences continue following the district level conference, the case will be reviewed for additional interventions and/or further action. The case may be referred to the Department of Social Services, the Ninth Judicial Circuit Solicitor's Office for participation in Family Court, or other interventions. Note: Suspensions are not counted as unlawful for truancy purposes. A deadline will be imposed for the work to be made-up and the responsibility for getting and completing assignments will be on the student

### **Signing In or Out of School**

It is part of our school wide security plan that we follow a strict sign in/out procedure. Anyone who does not follow the sign in/out procedure is in violation of trespassing on school property. Please review the following sign in/out procedures:

- Any non-CCSMS employee must sign in at the front office and clearly display a visitor sticker at all times on campus.
- Any student who arrives at CCSMS after 8:00 a.m, either with or without a legal guardian, must go directly to the front office.
- If a student leaves school before dismissal, a legal guardian must visit the front office to sign the student out of school. Only a parent or a parent-approved person with a picture identification may sign out students.

### **Tardy Policy**

Students are expected to be at school daily and to arrive on time. Tardiness will be monitored and recorded daily. Excessive tardiness will result in disciplinary action, and an extended tardy may count as an absence. Students missing more than 50% of a class period will be counted absent.

### **School Visitors**

Visiting will be limited during school operating hours (8:00 a.m.-3:00 p.m.) to ensure our instructional time is not disturbed. Visitors will be limited to legal guardians with appointments only. Visits will normally be limited to the guidance department or other administrative areas on campus unless specifically approved by the administration.

### **Drop off & Pick Up**

All student drop-offs and pick-ups will occur in the back of the school in the parking lot/bus loop. Buses will load and unload in the rear of the school in the bus loop. When students arrive on campus, they should report to their designated area. When students are dismissed they will either load onto their busses or get in their cars. Walkers exit through the front gate. Students will not be permitted to “hang out” on school grounds after school.

### **Uniform Code**

- Middle school scholars must wear light blue polo style shirts. They may also wear a plain navy blue sweater.
- High school scholars must wear navy blue polo style shirts.
- All students may wear navy blue jackets and sweaters over their polos in classrooms.
- Non-uniform jackets or other outerwear must be removed once scholars enter the building.
- Khaki pants, capris, skirts, skorts, and shorts may be worn. All must meet the following criteria:
  1. Khaki colored material only
  2. Clothes must be free of frays, rips, tears, or holes
  3. Navy blue or black leggings are permissible if worn under skirts

- Shirts must be tucked in at all times.
- Belts must be worn at all times with pants/shorts that have belt loops.
- Pants or shorts must be worn at the waist line. Waist line is defined as the area where the body bends when leaning over.
- Flip-flops, shower shoes, or slippers are not permissible.
- Hats are not permitted to be worn in any building, unless required for health (documented) or religious reasons.
- All students are required to purchase and wear a CCSMS physical education uniform during PE classes.

### **Dress Down Day Dress Code**

This general policy acknowledges that appropriate, decent and non-distracting attire must be worn in an educational setting. Students are expected to show pride in themselves and their school by having their dress and appearance reflect the high expectations of Charleston Charter School for Math and Science. Parents are encouraged to monitor their student's dress to ensure compliance.

1. Tops must be long enough that they can be tucked into pants or shorts and shall cover the beltline when the arms are raised above the head.
2. Students may not wear clothes that are cut open, ripped or split. Pajamas or yoga pants are inappropriate. Leggings are only permitted when worn under the appropriate length skirt or dress. The Administration is the final decision maker on this issue.
3. Clothing, jewelry, or accessory will not be permitted that display profanity, weapons, gang affiliation, violence, suggestive phrases, alcohol, tobacco, drug advertisements or other inappropriate phrases or symbols as determined by the school administration.
4. Students may not wear jewelry such as spiked bracelets, chains or chokers of a size or design that may be considered or used as a weapon, as determined by the school administration.
5. Shorts and skirts must be of modest length. Clothing must not be ripped or torn.
6. Students may not wear sweatbands, goggles, bandanas, or hair picks/combs, while on campus. Hats and sunglasses are not to be worn inside the building.
7. While on campus, you may not wear towels, blankets or bandanas as accessories on your clothing, around your body or on your book bag.
8. Students may not wear slippers, shower shoes, or flip flops.
9. Pants must be worn at the waistline. Waistline is defined as that area where the body bends when leaning over.

Students may wear special dress or costumes for special occasions when approved by the administration. Any other dress or jewelry deemed inappropriate by the school administration will result in disciplinary consequences.

### **Nurse and Medication**

The school nurse or designee must dispense all medication for students. A doctor's order is needed before any medication can be dispensed. Please contact the school nurse for procedures for this and other health issues. Students are not allowed to have any medication on their person or in their personal effects while on campus without a physician's order. Proper forms may be

obtained in the nurse's clinic. You may obtain information regarding this by contacting the school nurse at 843-720-3085.

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### **Field Trips**

Field Trips are an important part of the CCSMS experience. Teachers are responsible for creating and facilitating field trips. CCSMS utilizes both Hampton Park and the Dart Library throughout the school year. Parent/Guardian will sign a recurring field trip form for these types of academic excursions.

### **School Lunches**

School breakfast and lunch is prepared by CCSD Food Services and are available for sale. Students may also bring lunches to school. There are microwaves available for students to heat their food, but there is no refrigeration available. Students may not have lunches delivered or order food to be delivered to the school.

### **Missed Assignments**

Students are responsible for getting assignments from their individual teachers if they miss school for either a scheduled or unscheduled absence. For a scheduled absence, students are encouraged to get assignments from their teachers prior to them leaving school. For an unscheduled absence, students should get assignments when they return to school.

### **Late Work Policies**

Students are expected to turn assignments in on time. Students who miss assignments because of an excused absence will receive the opportunity to make up missed work. The student is responsible for getting work missed due to illness or absence. Students who turn in late assignments will receive partial credit based upon individual teacher discretion or grade-level policy.

### **Communicating Academic Progress**

Up to date gradebook information will be available weekly for both legal guardians and students online through the **PowerSchool Parent Portal**. Legal guardians are also encouraged to email teachers if they would like to speak about their child's academic progress.

### **Learning and Technology**

Technology will be used as a tool to increase and enrich student learning. Technology will not and does not replace teacher-student interaction. Students receive a CCSMS email account that is protected by a password and students are expected to follow the CCSMS acceptable use policy at ALL times.

### **CCSMS Acceptable Use Policy of Technology and the Internet**

1. Internet and Technology Use: All use of the Internet during school hours must be in support of education and research and consistent with the educational objectives on the school district. Users must have a well-defined, documented reason for accessing the Internet. No "surfing" is allowed. "Surfing" is the term for unstructured searches, or just exploring to see what is out there. Students must have a topic, or subject, to be

researched; and it must be directly related to a given assignment from one or more teachers. There will be adult supervision while any student is researching on the Internet.

2. **Maintain Network Etiquette:** The Internet has enormous power that can be used for good or bad. We will learn to use the Internet to our advantage while making decisions about its appropriate use.

CCSMS students will receive negative consequences, up to and including, expulsion for the following misuse of the Internet: annoying other users, using another teacher or students email account, disrupting network communication, sending abusive or threatening messages to others, cursing or using obscenities, searching or sending inappropriate or obscene images to others.

3. **Privileges:** The use of the Internet and technology at CCSMS is a privilege, not a right. Inappropriate use of the Internet could result in cancellation of this privilege. If a student loses his/her Internet or technology privileges then it is up to that student or that student's family to provide Internet and technology services.

4. **Security:** Security on any computer system is a high priority, especially when the system involves many users. To protect students, CCSMS utilizes a variety of security measures including an internet firewall, a network content filter that blocks adult content and social media, and device-based content filters. Many applications that students use, including their school email accounts, require a password. A student should never share or "give out" his/her password to another student. Student emails may have personal information or sensitive data such as grades or test scores.

The Internet is not a secure or private means of communication; you never really know who else may be "watching." Faculty and staff members have access to student email accounts. Messages and emails may be monitored at any time.

If a user feels he can identify a security problem on the Internet, he/she should notify a faculty or staff member. CCSMS would like to empower both students and parents to help keep our school's network secure.

5. **Access:** CCSMS makes no guaranties that the Internet or technology will be available on any given day. It is up to students to plan ahead and have assignments completed before due dates. CCSMS is not responsible for lost or damaged data resulting from service interruptions, delays, non-deliveries, or user error. CCSMS specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

Students are not entitled to access the CCSMS network with their personal devices. In certain instances, students may be granted access to the network using their personal devices at the discretion of the network administrator.

**Responsible Use Agreement and Guidelines for  
Charleston Charter School for Math and Science Computers and Tablets**

The following information will help you better understand your responsibilities in this venture and what CCSMS expects with regard to the proper use of the device. Please read the guidelines carefully and do not hesitate to ask any of the many staff members involved for further clarification of what is expected.

### **Device Guidelines**

All computers, netbooks, iPads, and tablets used for classroom instruction remain property of CCSMS. It is the student's responsibility to care for the device and exercise good judgment when using the device at school. Violations of the standards printed below, or of any of the other pertinent policies of CCSMS could result in the loss of technology privileges.

### **Replacement and Damage Responsibility**

Like any other school property you are responsible for proper care of the device. From time to time, however, through normal use, a device may malfunction. If there is any malfunction of the device under normal conditions, students should report the malfunction to their teacher for repair.

### **Caring for the devices**

- Keep iPads and Android Tablets in their cases at all times.
- Computers and tablets are fragile tools, sensitive to heat and moisture. All classroom laptops and tablets are to be kept atop tables and desks when in use. NEVER eat or drink near the computers or tablets.
- Do not write on the computer or tablet. Do not decorate them with stickers. This is defacing school property and may result in a disciplinary referral.
- It is ALWAYS your responsibility to take care of the computer or tablet in an appropriate manner.
- The devices should never leave a classroom unless students are using it for a class assignment, with teacher supervision, during class hours. The devices should NEVER go home with a student.

### **Downloading to the device**

- Students may not lock or "password protect" devices.
- No wallpaper is to be used.
- Students may not add content to the device in the form of apps, software downloads, or music. If a teacher requires a certain app for class, he or she will install the app for you.
- Any attempts at circumventing CCSMS network filtering will result in discipline at the discretion of CCSMS staff and faculty.

The technology program used by CCSMS is designed to enhance your learning experiences, and you will be expected to show good judgment and responsible use of the devices. Misuse of any device will result in the student's forfeiture of technology and discipline at the discretion of CCSMS staff and faculty.

### **CCSMS Promotion and Retention Policy**

1. Any sixth, seventh, ninth, tenth, eleventh, or twelfth grade student who does not earn a passing grade in Math, Science, English, or Social Studies is retained. In high school level courses, grade classification would depend upon credits earned (see High School Grade Classification).
2. Eighth grade students who do not earn a passing grade in Algebra I will be promoted only if they earn a passing grade in Science, English and Social Studies.
3. Eighth grade students who do not earn a passing grade in Algebra I must retake Algebra I in ninth grade. Eighth grade students are not eligible for credit recovery in Algebra I.
4. Eighth grade students not promoted to high school are not eligible to participate in the Eighth Grade Promotion Ceremonies put forth by CCSMS that year.
5. Twelfth grade students who do not meet graduation requirements are not eligible to participate in the Twelfth Grade Graduation Ceremony put forth by CCSMS that year.

### **Afternoon Academy**

Afternoon Academy begins at the end of the school day. Afternoon Academy is a school-tutoring program that features tutoring by CCSMS faculty members. Students must be picked up no later than 5:45 PM. Students who are not picked up by 6:00 PM will be charged an additional fee. The Afternoon Academy fee is \$15 per day Monday–Friday.

## **Curriculum: Our Instructional Program – a STEM School**

### **Course of Study**

Our course of study is designed to advance students in a college preparatory environment. CCSMS will offer the following career pathways: Engineering, Biomedical Sciences, Business & Entrepreneurship, Computer Science and Teacher Cadet. Project-based learning is utilized throughout the middle school.

### **Gifted and Talented**

The definition for giftedness is established by the South Carolina Board of Education in Regulation 43-220 GIFTED AND TALENTED. Gifted and talented students are those who are identified...as demonstrating high performance ability or potential in academics and therefore require an educational program beyond that normally provided by the general school program in order to achieve their potential. Gifted and talented abilities for these regulations include students who have the academic and/or intellectual potential to function at a high level in one or more academic areas. CCSMS utilizes a class model that delivers services to identified students through a rigorous and accelerated curriculum.

### **Policy for Placement of Gifted & Talented**

Gifted and talented students are those who are identified in grades 1–12 as demonstrating high performance ability or potential in academic areas and therefore require an educational program beyond that normally provided by the general school program in order to achieve their potential (Regulation 43-220, Gifted and Talented). The South Carolina Department of Education only funds programs for students served in grades 3–12 at the present time.

Students in grades 3–12 become eligible for services if they demonstrate high aptitude at or above the 96th national age percentile on a composite score on an individual or group aptitude test. (Students may be identified as eligible in grades 1 and 2 who score at the 98th national age percentile on a composite score; however, services are not provided until the 3rd grade.) Students who do not meet the 96th percentile on the aptitude test composite score may qualify if they meet the criteria for two of the three dimensions listed below:

- Dimension A Criterion: Reasoning Ability: Score at or above the 93rd national age percentile on the Verbal, Non-Verbal, Quantitative, or Composite score on an aptitude test.
- Dimension B Criterion: High Achievement in Reading and/or Mathematics: Score at or above the 94th national percentile in Reading or Math on a nationally normed assessment.
- Instrument OR score meet cut off scores for ELA or Math on Palmetto Assessment of State Standards (PASS) in English/Language Arts or Math.
- Dimension C Criterion: Intellectual/Academic Performance: Maintain 3.75 Grade-Point Average in the academic disciplines in grades 7-12. Obtain a qualifying score on the STAR Performance Tasks test in grades 2–5.

**To Be Eligible Students must:**

1. Score at or above the 96th percentile on the composite of a nationally normed test of academic aptitude (Dimension A) OR
2. Qualify in at least two of the following three dimensions.
  - a. Dimension A: Reasoning Abilities
    - i. Criterion: (3rd–12th grades) 93rd percentile or better on Verbal/Linguistic OR
    - ii. Non Verbal/Quantitative/ Mathematical, and/ or a composite of the three section(s) of a nationally normed test of academic aptitude
  - b. Dimension B: High Achievement in Reading or Math
    - i. Criterion: 94th percentile or better on Reading Comprehension OR
    - ii. Total Math section of a nationally normed test (such as MAP) of academic achievement OR
    - iii. Meet the cut off scores on the Palmetto Assessment of State Standards (PASS)
  - c. Dimension C: Intellectual/Academic Performance
    - i. Criterion for 2nd–5th Grades: Qualification on SC Performance Tasks (Project STAR)
    - ii. Taken once in Primary (2nd and 3rd grades)
    - iii. Taken once in Intermediate (4th and 5th grades)
    - iv. Criterion for 6<sup>th</sup> Grade & Above: Grade Point Average of 3.75 of a possible 4.0 on core subjects yearly average (including foreign language if taken the full year)

**Momentum Program**



Momentum courses, which extend and deepen the opportunities provided by courses at the high school level, are designed for Middle School students exhibiting superior abilities in a particular content area. The Momentum curriculum places emphasis on critical and analytical thinking, rational decision-making, and inductive and deductive reasoning. Momentum courses may be offered in English, Mathematics, and Science.

### **End-of-Course Examination Program (EOCEP) Courses and the Credit Recovery Option**

Students who are enrolled in courses requiring state End-Of-Course (EOC) examinations must take the examinations and fulfill all requirements outlined in Regulation 43-262.4. Students will be allowed to take the examination only once, at the end of the regular course duration and not at the end of an extended period granted through the credit recovery option. Students who repeat the course must be treated as though they are taking the course for the first time, and all requirements will apply. End of course exams count as 20% of the final grade.

### **Grading**

Grades are standardized measurements of varying levels of knowledge and skill within a subject area. At CCSMS, grades are assigned as percentage points. Percentage points can be compared to our standardized grading scale to show families and students their letter grades or in high school the grade point average (GPA).

CCSMS Middle School Grading Scale	
Percentage Grade	Letter Grade
90 – 100	A
80 – 89	B
70 – 79	C
60-69	D
51-59	F

### **High School 10 point Grading Scale**

As dictated by the South Carolina State Department of Education, CCSMS has moved to a 10 point grading scale. For a quick outline of the new scale please see the chart above “CCSMS Middle School Grading Scale” as the percentage range and corresponding letter grade is the same for CP level High School courses. Please visit the following website or see our school webpage for a full 10 point grade scale conversion chart.

<http://ed.sc.gov/newsroom/news-releases/10-point-uniform-grading-scale-approved-by-state-board-of-education/10-point-grading-scale-conversion-chart/>

### **Weighting**

CCSMS uses standardized weighting for determining most class grades. See the table for additional information. You will be notified via a syllabus if your scholar is taking a course with a different weighting scale.

CCSMS Standardized Weighting Scale	
Teacher discretion: may include attending tutoring sessions, participation, enrichment, or field trips.	5%
In class assignments and homework	20%
Quiz Grades, Essays	35%
Test Grades, Projects, Research Papers, Labs	40%

### Final Exams and EOC

All high school credit courses will have either a final exam or an End of Course exam. Both EOCs and finals are weighted 20% of the final grade. Middle school courses will not have midterms or finals. Each quarter will count as 25% of the final grade.

CCSMS High School Semester Grade Distribution				
Quarter 1	Quarter 2	EOC or Final	Final Grade	Grade calculation for Q3 & Q4 are same as Q1 & Q2
40%	40%	20%	Average Q1, Q2 & EOC or Final	

CCSMS Middle School Quarterly Grade Distribution				
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Final Grade
25%	25%	25%	25%	Average Q1, Q2, Q3, and Q4

### Code of Conduct and Discipline Program

## Living in a Learning Community

Our underlying philosophy is that middle school students must learn to be responsible for their own actions. Students are part of a learning community. Their conduct must support the goals of the learning community. Behavior that does otherwise cannot be tolerated. Punishment in and of itself does little to enhance learning. The goal of these codes and guidelines is to help students develop personal responsibility that starts from within.

## School wide Rules

Every individual is entitled to courtesy and consideration in relationships with fellow students, staff, and faculty. Students must earn this courtesy and consideration by extending the same respect to every person they meet during the course of the day. This includes faculty, staff, substitute teachers, volunteers, and visitors. CCSMS prides itself on its academic pursuits and accomplishments. To maintain our high standards, all students will abide by the rule that “no one has the right to violate the rights of others.” Better said, your rights end where my rights begin.



1. Students may not sell items while on campus unless it is for a school sponsored event such as club fundraisers.
2. Drinks and food may be brought from home to be eaten during lunch in the cafeteria. Exceptions include any activity, lesson, sporting event, or party that has been teacher or faculty directed and organized. Water bottles are permitted in classrooms upon individual teacher discretion.
3. Students may not litter in the buildings or on the school grounds.
4. Students may not have or use any tobacco or alcohol products on school grounds or at any school activity.
5. Students may not have or use any illegal drugs on school grounds or at any school activity.
6. Students may not have or use any prescription drugs unless dispensed by the school nurse.
7. Any student who participates in fighting on campus or at any school sponsored activity may be suspended for up to five days, arrested, and charged with disturbing school or simple assault. Students are encouraged to report threats or harassment to a counselor, faculty member, or administrator before the confrontation occurs.
8. Student-to-student sexual harassment and bullying are prohibited. Students should report harassment to a school counselor, administration, faculty or staff.
9. Once a student arrives at CCSMS by car, bus, or foot they cannot leave school grounds before afternoon dismissal, for any reason, unless signed out by their legal guardian or on a school sponsored field trip.

10. Students participating in any after school activity cannot leave campus before the activity unless accompanied by a school official or after the activity unless accompanied by a legal guardian.

### **Student Identification Cards and Lanyards**

Students will be issued a student ID with their picture and a lanyard at the beginning of the school year. This ID must be worn at all times when on our campus. If a student does not have an ID, he/she will be asked to use a temporary ID sticker which will cost \$1 or will serve a lunch detention. In the event that a student needs to buy a new ID Badge and lanyard, he/she will be charged a fee of \$5. The temporary ID Sticker and Replacement ID will be purchased in the front office. Repeat offenders will be referred for further action.

### **Codes of Academic Conduct**

Plagiarism, cheating, and academic dishonesty are addressed separately from other discipline and behavior issues because academic integrity is especially critical in a learning environment. Our goal is to help students develop a sense of the importance of academic integrity and the consequences for breaches in integrity to them personally and to CCSMS.

A student's work should be the work of that student. If the work has other sources, those sources must be indicated. Claiming credit for another person's work is equivalent to theft of that person's property, also known as "intellectual property." It is never acceptable to represent another student's work as one's own. Any student who knowingly allows his/her work to be copied is in violation of these guidelines and is equally at fault and subject to the same consequences.

Evidence of academic dishonesty must be overwhelming and the deliberative process careful, structured, and fair. Students are presumed innocent during the hearing process and decisions made must be supported by the preponderance of evidence.

### **Academic Conduct and Due Process**

A teacher who suspects a student has committed a violation will first address the issue with the student privately as soon as possible. If a student denied the allegation of academic dishonesty and the teacher then still suspects that a violation has occurred; the issue and supporting evidence will be referred to the Assistant Principal. The Assistant Principal will contact the legal guardians of the student in question and make them aware their student has been suspected of committing academic dishonesty. An Honor Board Hearing will be scheduled.

### **Academic Conduct and Honor Board**

A committee of three grade-level teachers, not including the teacher involved, and the student's school counselor will review the allegations, hear testimony, and review evidence. The teacher

involved will present the alleged infraction and supporting evidence. The student involved will be allowed to present his/her case and all supporting evidence. The committee will present its findings in writing to the principal and to appropriate individuals, including the student's legal guardians.

### **Honor Board Consequences for Academic Conduct Violations**

If a student is found to have not committed a violation, no record will be kept on the proceedings. If the student is judged to have committed the violation then consequences will be assigned. The following is a list of consequences for violations to the Academic Code of Conduct:

- First violation: The student will receive a zero on the assignment and the parents will be notified in writing.
- Second violation: The student will be suspended from school for three days and receive a zero on the work involved. A parent conference will be held and the parents notified in writing of consequences for further violations during the school year.
- Subsequent violations: In the event of a third offense, the committee will summarize all infractions for a meeting with the Principal regarding possible expulsion.

### **Middle School PBIS Positive Behavior Intervention and Support**

The CCSMS faculty and staff utilize the CCSMS Positive Behavior Intervention and Support program (PBIS). PBIS uses both incentives and consequences to teach appropriate behavior at school. Expectations and appropriate behavior are taught and reinforced throughout the day. We teach appropriate behavior and expectations that will allow our middle school students to be successful in the community as well as at CCSMS. Our program includes in-depth instructions on the PRIDE student code of conduct for student behavioral expectations, consistent reinforcement and communication by all faculty, staff, and guardians through the use of the agenda, positive incentives and rewards for appropriate student behavior, and consequences for undesirable behavior.

### **Middle School Riptide Rewards**

Students may earn Riptide Rewards for actions deemed exemplary of a CCSMS student. The Riptide Reward is legal tender in the CCSMS middle school's token economy and may be used in the weekly Riptide raffle, monthly during Fun Friday, or may be redeemed at home for rewards given by participating families.



### **Middle School PBIS Expectation Matrix**

	<b>Classroom</b>	<b>Outside of Class</b>	<b>Cafeteria</b>	<b>Bus</b>
<b>P</b> Preparation	<ul style="list-style-type: none"> <li>~Complete assignments on time</li> <li>~Have all supplies</li> <li>~Enter each class with a fresh and positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>~ Follow the dress code</li> <li>~Use the restroom between classes</li> </ul>	<ul style="list-style-type: none"> <li>~Remember your lunch and money</li> <li>~ Know your PIN</li> </ul>	<ul style="list-style-type: none"> <li>~Be alert and follow safety rules</li> <li>~Check your seat to be sure you have all of your belongings</li> </ul>
<b>R</b> Respect	<ul style="list-style-type: none"> <li>~Follow all classroom rules.</li> <li>~No put downs or outbursts.</li> <li>~Treat your classmates and teacher as you would want them to treat you</li> </ul>	<ul style="list-style-type: none"> <li>~Keep hands, feet, and objects to yourself</li> <li>~Show courtesy to others</li> <li>~Don't be a bystander, if you see bullying report it.</li> </ul>	<ul style="list-style-type: none"> <li>~Keep hands, feet, and objects to yourself.</li> <li>~Keep your area clean and tidy</li> <li>~Wait patiently for the microwave when heating your food</li> <li>~Serve Silent Lunch when assigned</li> </ul>	<ul style="list-style-type: none"> <li>~Keep hands, feet, and objects to yourself.</li> <li>~Speak at an appropriate noise level so not to disrupt the driver or your peers</li> </ul>
<b>I</b> Integrity	<ul style="list-style-type: none"> <li>~No cheating, copying or plagiarism</li> <li>~Be truthful</li> <li>~Always try your best</li> <li>~Ask for clarification when needed</li> </ul>	<ul style="list-style-type: none"> <li>~Don't be out of your area.</li> <li>~be honest</li> <li>~Stay true to your word</li> <li>~Pitch in to keep our campus tidy</li> <li>~Stand up for what you believe in.</li> </ul>	<ul style="list-style-type: none"> <li>~Don't cut in line.</li> <li>~Clean your table when finished</li> <li>~Throw out your waste</li> <li>~Treat all adults in the cafe' with decency</li> </ul>	<ul style="list-style-type: none"> <li>~Cooperate with your bus driver</li> <li>~No food or drinks allowed</li> <li>~Use positive language</li> </ul>
<b>D</b> Determination	<ul style="list-style-type: none"> <li>~Sit properly</li> <li>~Complete assignments on time</li> <li>~Make corrections when necessary</li> <li>~Choose partners and groups to help you succeed</li> </ul>	<ul style="list-style-type: none"> <li>~Be on time</li> <li>~Move with a purpose around campus</li> <li>~Encourage others to do their best</li> </ul>	<ul style="list-style-type: none"> <li>~Finish your meal in the time allowed</li> <li>~Use this time to discuss classwork</li> <li>~Check your agenda and confer with classmates to be sure you have written your assignments correctly</li> </ul>	<ul style="list-style-type: none"> <li>~Arrive at your bus stop on time</li> <li>~Don't miss the bus</li> </ul>
<b>E</b> Excellence	<ul style="list-style-type: none"> <li>~You are responsible for your education.</li> <li>~Participate daily.</li> <li>~Listen and take notes</li> <li>~Model active listening</li> </ul>	<ul style="list-style-type: none"> <li>~Be a leader</li> <li>~Arrive on time and ready to learn</li> <li>~Encourage your classmates</li> </ul>	<ul style="list-style-type: none"> <li>~Exhibit table manners.</li> <li>~Make healthy choices.</li> <li>~Show sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>~Greet your bus driver as you enter the bus</li> <li>~Be alert to traffic, look both ways.</li> <li>~Always walk in front of the bus.</li> </ul>

## **Student Agenda**

Student agendas are used for both communication and organization and are a key component for success at CCSMS. Students will be asked to use the agenda in each class and to carry his/her agenda throughout the school day. The agenda is our school passport which students must have to leave their assigned classroom for any reason. Students who lose or misplace their agenda must purchase another at a cost of \$10 and are purchased in the front/guidance office.

## **Discipline Procedures:**

Category I disciplinary infractions include but are not limited to the following:

- Quiet and Order – Students are expected to conduct themselves with respect to others. Disruption and/or interference with classes will not be tolerated.
- Insubordination – Students are expected to follow the reasonable instructions and directions of school’s staff. Students not following reasonable staff instructions are insubordinate. This includes the failure to serve detention assigned by staff members.
- Care of School Property - Students are responsible for proper care of books, supplies, and furniture as well as the building itself. Students will be required to pay for school property that they damage or destroy and will also be subject to disciplinary action.
- Being prompt to class - Students are expected to be punctual to class with books and other necessary materials such as pencils, paper, and notebook, that are essential for class participation.
- Out of Area - Students should ask to be dismissed from class only in an emergency. Students who go to areas beyond those authorized by the teacher will be considered “truant” or skipping classes.
- Profanity - Language using profanity is not acceptable at any time.
- PDA – Public display of affection such as “making out” is not acceptable.
- Food and Drinks - Food and/or drinks are not to be taken out of the cafeteria.
- Noncompliance – Students who receive more than three minor infractions in one week will be considered noncompliant. Noncompliance is a serious infraction of the PRIDE code of conduct and consequences may include a referral, behavior intervention plan (BIP), or suspension.

Consequences for category I disciplinary infractions include (but are not limited to) the following:

- **Lunch Detention** – Students will sit silently in the cafe until all students have been served. Students will be lined up and taken to the line to receive their lunches. Students will clean up after themselves and sit silently until lunch is over. If these requirements are met then students will be released from lunch detention.

- **After School Detention** – A guardian will be contacted to make them aware that their student has an after school detention. Students will report to detention no later than 3:15. Students will sit quietly, read, or do something scholastic until 4:15. If these requirements are met students will be released from after school detention to a guardian.
- **Behavior Intervention Plan (BIP)** – Students who do not respond to punitive punishments, or PBIS, will be placed on a Behavior Intervention Plan. The student, guardians, and educational team will meet to develop a contract with specific expectations for behavior. If the terms of this contract are not met then the student will face consequences based on the severity of behaviors.

Category II and III Offenses \*CCSMS administration has the right to contact authorities at their discretion.

- **Threats** – Threats are taken seriously and will not be tolerated. Students making threatening statements may be suspended or expelled for these actions. Students are encouraged to notify a staff member when they have heard any type of threat being made against individuals, the school, or groups of individuals.
- **Prohibited Items** – These items are not allowed at school: firearms of any type or items which either are designed to or do look like firearms of any type, including toys; knives of any size or type; lighters; laser pointers; fireworks of any type; explosives of any type; tasers or stun guns; chains; brass knuckles; any items designed or modified to be used as a weapon; drugs; look-alike drugs; drug paraphernalia, including specifically but not limited to any item used to smoke, snort, shoot, weigh, package, or otherwise handle, use or traffic graphic materials. The administration reserves the right to prohibit other items by giving appropriate notice to students.
- **Conflicts** – Differences between students should be handled in a positive manner. Physical fighting or verbal abuse will not be tolerated. Students who believe that they have a conflict with another student that may lead to a physical or verbal altercation should see a faculty or staff member or counselor in an effort to find a safe, positive way to deal with the problem. Fighting at school will NOT be tolerated and will result in disciplinary consequences including arrest.
- **Stealing** – This activity is against the law and will NOT be tolerated and will result in disciplinary consequences up to and including arrest.
- **Closed Campus** – Students may NOT leave campus after their arrival. Parents must physically report to the main office to check their student out.
- **Integrity** – Students who do not tell the truth about their involvement in disciplinary incidents risk additional disciplinary penalties. Cheating, plagiarism on class work, papers, quizzes, or tests will result in a zero on the assignment, parents contacted by the teacher and disciplinary action will be incurred. Expulsion will be considered for repeat offenders. See definition of Academic Integrity.



Consequences for category II and category III disciplinary infractions include (but are not limited to) the following:

- **Conditional Suspension** – Is available for first time offenders of major offenses or noncompliance of minor offenses only. Conditional suspension will not be an option for conflicts that result in a violent act, stealing, or bringing prohibited items to school. A guardian will be contacted to make them aware that their student has been placed on conditional suspension. Students who earn a conditional suspension will be suspended from school until a legal guardian meets with the assistant principal or the principal.
- **Suspension** – Students who are suspended from school may not participate in any school activity or step foot on school property until the term of their suspension has ended. A guardian will be contacted to make them aware that their student has been placed on suspension. Students may be suspended from school for a period of 1 to 10 days. The Administration reserves the right to determine the term of a suspension. **Students who earn a suspension must return with a legal guardian and meet with the assistant principal or the principal before being readmitted.**
- **Expulsion** – The removal of a student from CCSMS for either a major offense or more than three suspensions. The discipline review committee is the ultimate authority on all expulsions.

### **Suspension and Expulsion**

When student misconduct results in the need to suspend or expel the student, these procedures will be followed:

1. Suspension: The guardian(s) of the student will be informed of the suspension. The student shall be given oral or written notice of the charges against him/her; an explanation of the basis for the accusation; and an opportunity to present his/her version of the incident, in writing, to the administration. The student will be given the opportunity to meet with all involved to present his/her case.
2. Expulsion: Students facing expulsion as a result of gross disobedience or misconduct shall be afforded due process in the following manner:

CCSMS will request that the student's parents or guardian appear before the CCSMS Discipline Review board, an appointed hearing officer, or a Board of Directors representative. Such requests will be made by registered or certified mail and state the time, place, and purpose of the meeting. In addition to advanced written notice of the hearing, the student shall be afforded sufficient time to prepare for the hearing, the right to be represented by counsel, and the right to present evidence. The expulsion hearing need not take the form of a judicial or quasi-judicial hearing. In no event will a hearing be considered public. Further, at the discretion of the Board, the hearing may be closed, at the discretion of the student/parent, to all persons



except the student, the student's parents or guardians, the student's attorney, and at least one school official. Witnesses will be admitted to a closed hearing only to the extent necessary to testify. If another student is to act as a witness, signed written consent of that student's guardian must be obtained prior to the meeting. An expulsion from CCSMS is permanent; the student may not return to CCSMS.

### **Appeals**

Three options are available to a student or legal guardian who wishes to appeal any CCSMS decision on policy or procedure.

1. Student(s) and or legal guardian(s) may make an appeal at the next regularly scheduled meeting of the CCSMS Board if: A written notice of the intention to appeal and explanation of the appeal is presented to the Board of Directors' chairperson or CCSMS principal 48 hours before the next scheduled CCSMS Board of Directors meeting.
2. The legal guardian and/or student may appeal in writing by sending a letter to the CCSMS Board of Directors or the CCSMS principal 48 hours before the next regularly scheduled Board of Directors meeting. This letter must state the intention and explanation of the appeal. The Board will discuss the student's case and a decision will be made during executive session. The Board chairman or school principal will notify the parent/student in writing of its decision.
3. The school principal may make an appeal at the next regularly scheduled meeting of the CCSMS Board of Directors only if: A written notice of the intention to appeal and explanation of the appeal is presented to the board of Directors' chairman or CCSMS 48 hours before the next scheduled CCSMS Board of Directors meeting.

### **Authority of the Administration**

The administration may assign discretionary punishment as appropriate for all offenses covered, or not expressly covered in this agenda.

### **Statement concerning Amendments and Modifications**

This handbook and code of conduct may be modified at any time based upon the sole discretion of the administration.

The administration reserves the right to have any disruptive individual removed from any school sponsored event, including the graduation ceremony.

### **Student Conduct GLOSSARY**

#### **Definitions of Terms concerning Student Conduct and Discipline**

In an effort to assist students and parents regarding possible violations of the student code of conduct, school officials have provided a limited listing of definitions. This listing is not considered a complete listing of definitions. This glossary is only provided for students' and parents' information. School officials may utilize any alternate or supplemental definition as enacted by applicable law. The following terms are:

**Assault** is any attempt or threat to do violence to another. Example: Threatening language or swinging at someone in an attempt to strike.

**This includes:**

**Verbal assault** of other students, including threatened violence or sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972.

**Physical assault** of other students, including sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972.

**Battery** is an unlawful attack on another person. Battery encompasses the intentional physical contact with another person in an insulting, offensive, or provocative manner or in any manner that physically harms the other person.

**Breathalyzer Test** is a verified test to determine the alcohol blood level content (percentage) in a person's blood stream. This test may be used if a student is accused of possession/consumption of alcohol. The student may refuse to give consent to this test; however, refusal may lead to a confirmation that the accusation is true. It should be noted that test can also be used to verify innocence. The results of the test will become part of the information provided to in the disciplinary process.

**Bullying** is any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so, or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

**Charges Filed** is taking legal action against someone for a crime.

**Chronic Disciplinary Problem Student** is the willful and persistent violation of the student code of conduct.

**Detention** is an assignment and a requirement to report to a designated room and/or teacher on the school campus before, during or after school for a specified period of time. Students are given at least a one-day advance notice as to allow time to make transportation arrangements.

**Disobedience/Insubordination** is the failure of the student to comply with a reasonable directive or instruction by a school employee.

**Disorderly Conduct** is any behavior that hinders the educational process.

**Disrespect** is responding in a rude manner.

**Drug** is any substance taken for nonmedical purposes. This includes the abuse of prescription drugs or substances not intended for the person consuming said substance. The terminology drug does not include prescriptions issued to the individual, aspirin or similar medications,

and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs.

**Due Process** is when a student is afforded oral or written notice of the charges against him/her and is given an opportunity for a review, hearing, or other procedural rights in accordance with state and federal laws.

**Excused Absence** is an absence due to personal illness of the student, serious illness or death in the student's immediate family necessitating an absence from school, a medical or dental appointment that cannot be scheduled outside the school day, a school-approved activity, or observance of a recognized religious holiday. Students who are under court order compelling attendance in court are also excused.

**Expulsion** is the long-term removal of a student from attendance in the school.

**Extortion** is obtaining money, goods or services from another student by violence, threats, or misuse of authority.

**Fireworks** are combustible or explosive compositions of any substance or combination of substances or articles prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation. This includes articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

**Gambling** is engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

**Gangs** are three or more individuals who interact frequently among themselves to the exclusion of other groups and dress or behave alike, have a group name or any other form of group identification, claim a territory and engage in criminal and other anti-social behavior. Gang related offenses may be criminal in nature and include gang violence, gang retaliation, or protection of claimed territory, signing, graffiti, drug trafficking and recruitment.

**Improper Checkout** is leaving campus without properly signing out through the main office.

**In-school Suspension** is the removal of a student from class(es) or regular school program and assigned to a restricted school environment where students are required to do school work under strict supervision, with no opportunity to socialize with their peers. Students may be allowed to participate in school-sponsored extracurricular activities if in attendance on that date.

**Incident Report** is a law enforcement agency's record of an event taking place.

**Parent Conference** is contact between the parent/guardian and professional school personnel.

**Possession** is the holding something on your person or in the belongings that you are responsible for, with or without your rightful ownership. The belongings that you are responsible for include, but are not limited to, your clothing, vehicle, locker, and book bag.

**Progressive Discipline** is a process designed to create the expectation that the degree of discipline will be in proportion to the severity of the infraction leading to consequences. This process takes into account the previous discipline history of the student being disciplined. Other relevant factors will be taken into account, and all due process procedures required by federal and state law will be followed.

**Restitution** is the act of making good or compensating for lost, damaged, or stolen property.

**School Property** is all owned or occupied by CCSMS.

**Skipping** is being tardy to class for more than ten minutes, or missing class without proper authorization. Repeatedly checking out of school early is also a form of skipping.

**Suspension** is a temporary removal of a student from school for violation of the Code of Conduct. Prior to the student returning to school, contact must be made between the administration and the parent/guardian. During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees. Short-term suspensions are no more than ten (10) days. Long-term suspensions are for more than ten (10) days and are only imposed by the Board of Directors. A student, while serving a suspension, may not be on any school campus or attend any school sponsored extracurricular event at any location where CCSMS is participating.

**Tardy** is the failure to report to the assigned location by the proper time.

**Theft** is the taking of or the misappropriation of any property of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

**Unexcused Absence** is any willful absence from school with or without the knowledge of the parent/guardian or an absence without good cause and approval of the school.

**Vandalism** is the willful defacing or destruction of someone else's property.

**Violence** is the intent to cause harm to person or property through the use of extreme physical force. This includes intentionally making physical contact of an insulting or provoking nature with another or which causes physical harm to another unless such physical contacts or physical harms were in defense of him or herself.

**Waiver of Right to Attend Student Disciplinary Hearing:** A waiver is an agreement to not contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before the Board of Directors.

**Weapons** are defined as any object, which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun or laser, bowie knife, switchblade knife, ballistic knife, or straight-edge razor or razor blade, spring stick, metal knucks/knuckles, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind. A weapon may also include a toy or other item construed to be a weapon. Students who possess firearms on campus will be subject to a minimum of one calendar year suspension and will be referred to law enforcement officials.

## School Organization Structure

### School Organization

CCSMS prides itself on being responsive to the needs of families. In order to ensure that we achieve this goal CCSMS is organized to give families opportunities to participate in their student's academic career.

### Board of Directors

The Board of Directors is the governing board for the Charleston Charter School for Math and Science and govern in accordance with the Charter School Act of 1996. Its focus is student achievement, to ensure compliance, and sound fiscal management. Board seats shall carry a term of two years and shall begin on July 1<sup>st</sup> and shall expire on June 30<sup>th</sup>.



### Middle School Grade Level Teams

School Teams are divisions of the CCSMS school faculty by grade level. The organization of teachers into grade level teams facilitates communication both within the grade level and the school. Grade Level Teams are led by captains, who are nominated by their respective grade level teammates. Team Captains attend monthly Middle School leadership meetings with the Assistant Principal, bring team level information, questions, concerns and successes to share with administration, and then bring Leadership information from the meeting with their respective teams, collaborate with other grade level team captains, and request materials and supplies for their team.

### School Committees

School Committees are responsible for the management of a particular component of our school. School committees are open to family members of our students, our faculty, and sometimes students to join. The Board of Directors holds the power to appoint the chairperson of a school committee. Individual School Committees may also establish appropriate subcommittees.

### Parent Teacher Organization

The Parent Teacher Organization (PTO) is similar to a Parent-Teacher Association (PTA) or Parent-Teacher-Student Association (PTSA). The PTO is a formal organization that consists of

parents, teachers and school staff. The PTO's goals include volunteerism of parents, encouragement of teachers and students, community involvement, and welfare of students and families.

### **Booster Club**

The Athletic Booster Club is an organization that is formed to contribute money to an associated sports team. The CCSMS Booster Club is run and organized by the parents of the students in the supported sports. Fundraisers make up a large part of the money for supplies and equipment that students may need for their sport. The main principle of funding by a U.S. IRS 501(c)(3) nonprofit is that the Booster Club may not discriminate in making grants to students on the basis of their family's membership in or funding to the club, the family's fundraising efforts, or time put into club activities.

### **Student Information**

Charleston Charter School for Math and Science may release information about students, including name, address, telephone listings, date of birth, participation in school activities, height, weight, class rank, athletic information, attendance, degrees and awards, and last school attended. Such information will be available for release unless the parent or student over age 18 requests that such information be withheld. This information will be used for scholarships, transfer requests, athletic programs, clubs, and school trips.

Parents or eligible students have the right to object to the release of student information or challenge the accuracy of the information by informing the principal in writing. If dissatisfied with the principal's decision the parent or eligible student may appeal to the Board of Directors.

## Family and Student Pledge

The Charleston Charter School for Math and Science strives for excellence in an academically enriched environment. An annually elected Board of Directors independently governs CCSMS and has sworn to enforce school policies and procedures. We want all young people and their families, who share our mission, to be welcome at our school. Students may continue to attend CCSMS as long as truancy, discipline, character, and academic efforts are maintained at the highest level possible. CCSMS is a school of choice. We ask those who choose to attend CCSMS pledge their support to our common goals. Please discuss this handbook with your child(ren). Thank you in advance for your understanding and cooperation.

### Please initial to indicate your agreement to meet these standards:

\_\_\_\_\_ My student will meet all attendance guidelines set forth by CCSMS. This includes arriving on time to school and class, remaining for the entire day, and being picked up promptly after school.

\_\_\_\_\_ My student will put forth an outstanding academic effort and complete all assignments as determined by his/her teacher.

\_\_\_\_\_ I will meet with teachers, counselors, or administrators as necessary to discuss my student's progress.

\_\_\_\_\_ My student will maintain good discipline and follow all rules and procedures as determined appropriate by the teachers and school.

\_\_\_\_\_ I understand that CCSMS's position on bullying is zero tolerance and that my student(s) will receive disciplinary consequences up to and including expulsion for engaging in bullying or not reporting bullying.

\_\_\_\_\_ My student will pay all school fees in a timely manner and remain debt free to the school and any program associated with CCSMS. Field trips and other events that require money will be denied until all fees are paid in full.

\_\_\_\_\_ I will attend CCSMS sponsored family nights, become a member of the PTO, and volunteer for at least 10 hours this school year at CCSMS.

\_\_\_\_\_ I will keep CCSMS informed of changes of address and contact information in a timely manner.

\_\_\_\_\_ I understand that the administration and the Board of Directors are ultimately responsible for enforcing all school policies and procedures.

\_\_\_\_\_ I understand that the final authorities to allow students to remain at Charleston Charter School for Math and Science rest with school administrators and the Charleston Charter School for Math and Science Board of Directors.

\_\_\_\_\_ I understand that I must follow all pick-up and drop-off procedures and traffic patterns.

\_\_\_\_\_ I understand that failure to meet any of these stipulations will require my child/children to transfer to another school.

\_\_\_\_\_ **I have read and understand the contents of the 2015-2016 CCSMS Parent Student Handbook.**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_