



CHARLESTON CHARTER
School *for* Math + Science

Charleston Charter School for Math & Science

**Family Resource Manual
&
Scholar Code of Conduct
2017-2018**

1002 King Street, Charleston, SC 29403
www.charlestonmathscience.org
Phone: 843.720.3085 ~ Fax: 843.720.3196

DISCLAIMER

This resource manual and scholar code of conduct 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 scholars and parents. The Board of Directors of CCSMS reserves the right to amend this handbook at any time.

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General School Information

Name and Address	Charleston Charter School for Math and Science 1002 King Street Charleston, SC 29403
Phone and Fax	Phone: 843.720.3085 Fax: 843.720.3196
School Website	www.charlestonmathscience.org
Breakfast	7:30 AM – 7:45 AM
Office Hours	Monday – Friday 7:30 AM – 4:00 PM
School Hours	Monday – Friday 8:00 AM – 3:08 PM
Afternoon Academy	Monday – Friday 3:15 PM – 5:45 PM *Dependent on enrollment
School Colors	Red and Blue
School Mascot	The Riptide
Board of Directors	Mr. Chuck Bevers Mr. Russ Campbell Mr. Leroy Connors Ms. Deloris Gray Mr. Michael Horner Ms. Ashley Redmond Mr. Evan Reich Mr. Cassie Watson Mr. David Wolf

The Board also includes 2 ex-officio teacher liaisons elected annually and ex-officio members from the school's booster club and PTO. Rev. Alma Dungee is an ex-officio member Emeritus and the school is grateful for her decade of service to the scholars at CCSMS.

School Based Administrators

Executive Principal and CEO	Ms. Mary Carmichael
Lead Principal	Ms. Melissa Frasier
Director of Academic Achievement	Ms. Hope Carter
Director of Scholar Success & Safety	Mr. Johnny Orr
Director of Research & Development	Ms. Mary Allen
Director of Operations	Ms. Gail Tolbert
High School Guidance Director	Ms. Stephanie Smalls
Middle School Guidance Director	Ms. Ginger Moore Cannon
Athletic Director	Mr. Brett Phillips
IT Director	Mr. Gordon Tellefsen

CCSMS Mission

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.

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.

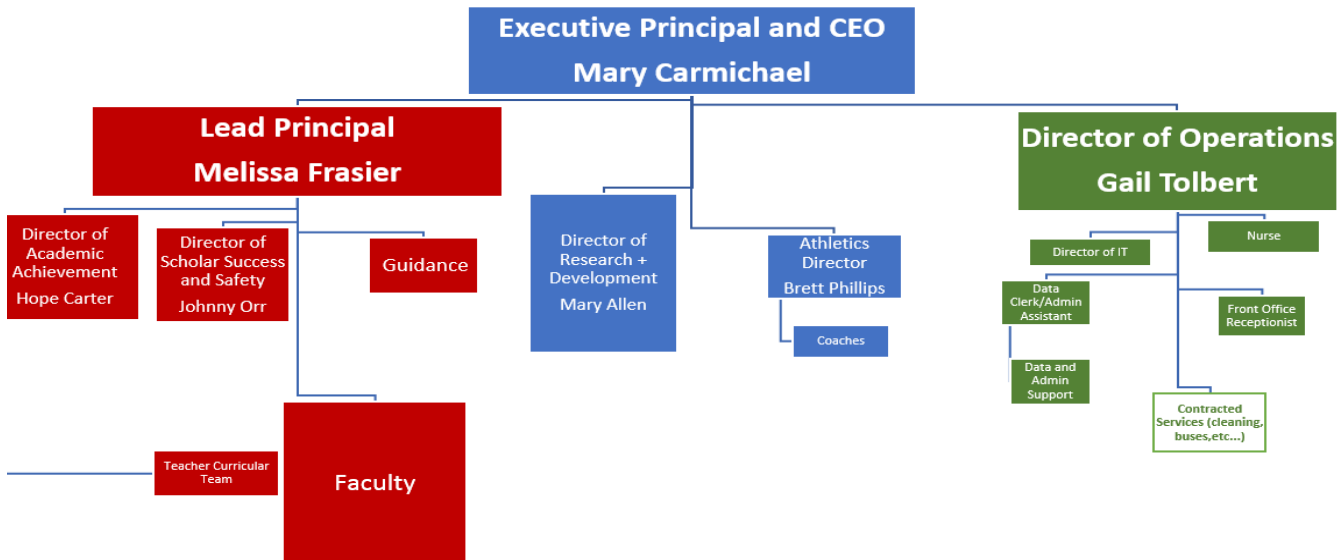
School Organization Structure

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 scholar's academic career.

Board of Directors

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

School Administration



Teacher Curricular Team - TCT

CCSMS organizes teachers into curricular departments and middle school grade level teams who work in conjunction with the administrative team to foster the growth and development of scholars' academic environment at CCSMS.

Department Liaison: A liaison between the administrative team and his/her departmental team. As a teacher leader, the Department Liaison is responsible for carrying out the mission of the Charleston Charter School with a primary focus on tracking departmental supplies and resources, helping administration maintain a departmental budget, anticipating departmental needs and growth, and planning the scope and sequencing of curriculum.

Middle School Team Captain: a liaison between the administrative team and his/her grade level. As a teacher leader, the Team Captain is responsible for carrying out the mission of the Charleston Charter School with a primary focus on scholar achievement and grade level cohesion.

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 scholars, our faculty, and sometimes scholars 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 & Booster Club

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 scholars, community involvement, and welfare of scholars and families.

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 scholars in the supported sports. Fundraisers make up a large part of the money for supplies and equipment that scholars 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 scholars 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.

Family Resources

Scholar Achievement Begins With Regular Attendance

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

As a result, scholars 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.

Parents/guardians have the responsibility to ensure that all school-age children in their care are in school and on time every day. Scholars have the responsibility to be on time and attend all classes. Scholars are expected to attend school for the scheduled 180 instructional days.

Lawful Absences (Excused)

- Illness of the scholar
- 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. Please note, scholars are not considered absent when attending approved school field trips, arriving late due to bus problems, or assigned to an in-school suspension program.

Chronic Absenteeism

As defined by the Office of Civil Rights (OCR), chronically absent scholars are those absent 10 percent or more school days during the school year. According to the OCR, an absent scholar is one who misses 50 percent of the instructional day for any reason and regardless of whether the absence is excused or unexcused. In other words, scholars who are absent for any reason – including suspension, illness, and death in the family – AND miss 10 percent or more of the school year will be considered chronically absent.

Documentation of Absences

All absences require a written explanation from the parent/guardian within three (3) school days of return from the absence. This documentation should be submitted to the scholar's homeroom/CREW teacher.

Written explanation of absences must include the scholar'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.

Tardy Policy

Scholars are expected to be at school daily and to arrive on time. Tardy is defined as arriving after the start time of the instructional day or class period. Scholars missing more than 50% of a class period will be counted absent.

Lawful Tardies (in order to be an excused tardy, written documentation must be provided):

1. Doctor or dentist appointment
2. Late bus arrival
3. Teacher, guidance, or administrator conference
4. Observance of a religious holiday
5. Court appearance or court ordered activity

Unlawful Tardies:

1. Illness on part of scholar without written excuse
2. Oversleeping
3. Traffic/car trouble
4. Personal reason
5. Missed bus/carpool trouble

Early Sign-Outs

When scholars sign out early on an ongoing basis, their academic performance may be negatively impacted. CCSMS strongly encourages parents/guardians to ensure their scholar is in school for the full school day every day. 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 scholar, who arrives at CCSMS after 8:00 am either with or without a legal guardian, must go directly to the front office.
- If a scholar leaves school before dismissal, a legal guardian must visit the front office to sign the scholar out of school. Only a parent or a parent-approved person with a picture identification may sign out scholars.

Late Pick-Ups

Scholars are required to leave campus at dismissal. Scholars who are consistently picked up late (30 minutes after dismissal) will be addressed on a case by case basis. Scholars are not permitted to be on campus unattended and may face school level consequences and possibly including trespassing charges.

All unlawful absences, tardies, and sign-outs will result in school-based interventions.

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. For your convenience you can follow this link and refer to page 6. [CCSD Student Code of Conduct 2017-2018](#)

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 scholar accumulates three (3) unlawful absences, the school notifies the parent or guardian by telephone or mail.
2. When a scholar 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 scholar and parent or guardian to develop a truancy intervention plan designed to improve scholar 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 scholar.
5. When a scholar 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 scholar'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 may 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.

Attendance Requirements for Promotion and/or Credit

All scholars previously enrolled in the District and those residing in the state that are entering for the first time shall be counted unlawfully absent for each day missed due to late enrollment.

All absences are defined as lawful or unlawful. Scholars having a lawful absence shall be permitted to make up work missed during the absences. Scholars with absences defined as unlawful are not entitled to be able to make up work. Principals may use discretion in permitting scholars to make up work that is missed due to absences.

High school scholars will be counted absent for a full period if they miss more than half of the class period. Scholars in grades 9 through 12 must attend:

Quarter course: 42 out of 45 days

Semester course: 85 out of 90 days

Year-long course: 170 out of 180 days

Scholars who do not meet these attendance requirements will be denied credit. Limited opportunity for seat-time make-up will be made available as scheduled by the administration. Parents/guardians have the right to appeal the decision to deny a scholar credit due to absences consistent with state regulations. Appeals should be made in writing to the school principal or designee. The decision of the principal or designee may be appealed to the CCSMS Board of Directors within 10 days of receipt of the decision to principal or designee. The decision of the CCSMS Board is final.

Bus Transportation

CCSMS scholars are afforded the privilege of bus transportation to and from school daily. Appropriate behavior by scholars is expected and essential to maintaining safety. Please see the SC Code of Laws regarding bus transportation and parent responsibility on page 8 of the CCSD document found at this link: [CCSD Student Code of Conduct 2017-2018](#).

Scholars are expected to arrive at the designated bus stop 15 minutes prior to the assigned pick-up time to allow for traffic variances. Scholars are expected to adhere to all behavior expectations as outlined in the CCSMS Code of Conduct while on the CCSMS buses, at the bus stop, and after exiting the bus for regularly scheduled and school-sponsored events.

These include, but are not limited to, the following:

- Wait at the assigned bus stop in a safe, orderly, and respectful manner and be aware of traffic.
- Board the bus in single file and proceed to an available or assigned seat.
- Follow the directions of all bus personnel, maintain an appropriate voice level, and be respectful of all property and people.
- Keep all hands and feet as well as other objects to yourself and out of windows.
- Remain seated until the bus has come to a complete stop.

- Exit only at the assigned bus stop. Any changes to this must be presented in writing from the parent or guardian in advance of the event and approved by the principal or designee.

Consequences for Code of Conduct violation on the school bus will be addressed by the school administration following the school discipline plan. Consequences may include: assigned seat, change of bus, bus suspension, and possibly suspension for the remainder of the school year for serious or consistent violations.

How to Differentiate Between Bullying and Other Peer Conflicts and Teasing

CCSMS does not condone nor accept instances of bullying. CCSMS will follow the policy of CCSD in regards to determining instances of teasing and bullying. The narrative below is an excerpt from the CCSD Student Code of Conduct 2017-2018 and will guide CCSMS administration's handling of alleged bullying.

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

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

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

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

*Image from CCSD Student Code of Conduct 2017-2018

If you are being bullied, harassed, or intimidated:

- Tell someone you trust – a parent/guardian, a teacher, or a counselor.
- Try not to show anger or fear.
- Calmly tell the scholar to stop or say nothing and walk away.
- Try to avoid situations where bullying is likely to happen.

If you know someone who is being bullied, harassed, or intimidated:

- Tell someone you trust – a parent/guardian, a teacher, or a counselor.
- Don't encourage the bully by laughing or joining in.
- If you feel safe, tell the bully to stop!
- Encourage the bullied scholar to talk to someone he/she trusts about what happened.

Please notify the guidance department at CCSMS or the principal if you or someone you know is being harassed, bullied or intimidated at school. Additionally, CCSD maintains a Bullying Prevention tip-line at 1-877-250-2790, 24 hours a day, 7 days a week.

Cyberbullying

CCSMS prohibits acts of cyberbullying. Cyberbullying is willful harassment, threat and/or intimidation of a person through the use of digital technologies, including but not limited to, email, blogs, texting, social media, chat rooms, sexting, instant messaging, or video voyeurism. Scholars will be subject to disciplinary action for a cyberbullying offense committed off-campus that can be directly related to a safety and security risk at the school.

Cyberbullying may include:

- Sending offensive, rude, and insulting messages including all forms of 'hate speech', which includes language meant to demean, incite, threaten, bully or isolate an individual on the basis of their sex, race, color, religion, sexual orientation or gender identity;
- Distributing information about another that is derogatory;
- Breaking into an email or social networking account and using that person's online identity to send or post vicious or embarrassing material to/about others;
- Sharing someone's secrets or embarrassing information, and/or tricking someone into revealing secrets or embarrassing information and forwarding it to others;
- Engaging in online activities which threaten another or cause him or her to be afraid for his or her safety;
- Impersonating, excluding, tricking, outing, and cyberstalking are also examples of cyberbullying.

Engaging in these behaviors or any online activities intended to harm (physically or emotionally) another person will result in disciplinary action. In some cases, cyberbullying may be considered a crime.

Services Available for Students with Special Health Care Needs

Parent Notice Required By S.C. Code Ann. Section 59-63-90 (Supp. 2005)

Many health care services can be provided for scholars to keep them at school where they can learn and participate with other scholars. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of scholars during the school day to help scholars succeed in school. It is important that the necessary health care information is shared with the appropriate people to ensure that the scholars' needs are met throughout the school day.

Individual Health Care Plans or Individual Health Plans (IHPs)

Individual Health Care Plans are also called Individual Health Plans or IHPs. School nurses who are registered nurses write IHPs to guide how a scholar's health care needs will be met while at school. The nurse works with the scholar, the scholar's parents or legal guardians, the scholar's health care provider, and other school staff to write the plan. IHPs are written for scholars who have special health care needs that must be met by school staff during the school day. IHPs are also written for scholars who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school nurse.

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Section 504 is a federal law that requires public schools to make adjustments so that scholars with certain disabilities can learn and participate in settings like other scholars who do not have disabilities. To be eligible for services under Section 504, a scholar must have a condition that substantially limits one or more major life activities. A team decides if a scholar is eligible. The team should include the scholar's parent or legal guardian, the scholar (if able), and others who know the scholar or know about the scholar's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the scholar is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the scholar's needs will be met while at school and may include health services for the scholar during the school day, if needed. To learn more about Section 504, contact CCSMS.

Individuals with Disabilities Education Act (IDEA)

Scholars, ages 3 through 21 years, may receive services under the IDEA if the scholar needs special education and related services to benefit from his or her educational program. A team decides if a scholar qualifies for services under the IDEA. The team includes the scholar's parent or legal guardian, teachers, and other school staff. The team develops an Individualized Education Program (IEP) if the scholar meets federal and state requirements. The IEP outlines a plan for helping the scholar receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the scholar during the school day, if needed.

Medical Homebound Instruction

South Carolina's mandates regarding medical homebound instruction appear in the State Board of Education Regulation 43-241. Regulation 43-241 says that scholars who cannot attend public school because of illness, accident or pregnancy, even with the aid of transportation, are eligible for medical homebound or hospitalized instruction. A physician must certify that the scholar is unable to attend school but may profit from instruction given in the home, another location, or hospital. Homebound service is

appropriate for short-term intervention and should not be viewed as a long-term placement for regular school attendance. Homebound instruction is designed so the scholar does not fall significantly behind

during the period of confinement. The district's attendance (and truancy) policy does apply to homebound scholars.

The district superintendent or his/her designee must approve or deny any scholar requesting medical homebound instruction or hospitalized instruction. A school or district representative may contact the parent and doctor to request additional information and discuss strategies to maintain the scholar in the school environment.

The parent has the right to appeal the homebound decision made by the superintendent or designee and school team. The appeal must be made in writing to the Department of Alternative Programs and Services within 10 days of receipt of the homebound denial letter from the school.

Scholars receiving homebound instruction should return to school-based instruction as soon as possible. Homebound services are approved for 45 instructional days at a time. If it is necessary for homebound instruction to continue beyond the approved period of time, a new Medical Homebound Instruction Form will be required. The school or district representative may ask for additional information regarding the scholar's individual health/treatment plan, progress towards treatment goals, and specific plans to transition the scholar back to the school setting in order to justify the need for extended services.

Scholar Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and scholars who are 18 years of age or older ("eligible scholars") certain rights with respect to the scholar's educational records. For more information regarding these rights, use the link provided to access the [CCSD Student Code of Conduct 2017-2018](#) and review pages 14-15.

CCSMS General School Procedures

Scholar Drop off & Pick Up

All scholar drop-offs and pick-ups will occur in the parking lot at the back of the school. Please use the loop and designated drop off/pick up zone. Buses will load and unload in the rear of the school in the bus loop. When scholars arrive on campus, they should report to their designated area. When scholars are dismissed, they will either load onto their buses or get in their cars. Walkers exit through the front gate. Scholars will not be permitted to "hang out" on school grounds after school.

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.

Nurse and Medication

The school nurse or designee must dispense all medication for scholars. 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. Scholars 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.

Field Trips

Field Trips are an important part of the CCSMS experience. CCSMS utilizes both Hampton Park and the Dart Library throughout the school year. Parents/Guardians will sign a recurring field trip form for these types of academic excursions. Teachers are responsible for creating and facilitating field trips throughout the academic year. These field trips will be communicated with parents/guardians via permission forms and may require fees for participation.

School Lunches

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

Scholar Identification Cards and Lanyards

Scholars will be issued a scholar 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 scholar does not have an ID, he/she will be asked to use a temporary ID sticker that will cost \$1, or will serve a lunch detention. In the event that a scholar 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.

Scholar Agenda

Scholar agendas are used for both communication and organization and are a key component for success at CCSMS. Scholars 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 scholars must have to leave their assigned classroom for any reason. Scholars who lose or misplace their agenda must purchase another at a cost of \$5, and these replacement agendas may be purchased in the front office.

Scholar Lockers

Scholars will be assigned lockers at the beginning of the year. Scholars may only visit lockers during the following transition times: before school (prior to 8:00am), before lunch, after lunch, and at dismissal

(3:08pm). Any scholar visiting a locker at any time other than the indicated times must have a pass and the permission of a teacher or staff member.

Scholar Information

Charleston Charter School for Math and Science may release directory information about scholars, 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 scholar 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 scholars have the right to object to the release of scholar 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 scholar may appeal to the Board of Directors.

Policy and Procedure for Appeals

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

1. Scholar 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 scholar 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 scholar's case and a decision will be made during executive session. The Board chairman or school principal will notify the parent/scholar 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.

Scholar Dress Code

CCSMS scholars are responsible for wearing the designated school uniform at all times while on school property and while involved in school activities. Wearing appropriate attire promotes a positive influence on the school climate. Scholars 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.

The Administration has the ultimate authority to determine compliance with the school dress code and will make the final determination of all dress code compliance issues.

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 scholars may wear plain navy blue jackets and sweaters over their polo shirt 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;
 4. Jegging style pants are not permitted;
 5. Shorts and skirts must be of appropriate length.
- 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 waistline. Waistline is defined as the area where the body bends when leaning over.
- Flip-flops, slides, shower shoes, Crocs, or slippers are not permissible. Sandal style shoes must have a heel strap to secure the shoe to the foot.
- Hats are not permitted to be worn in any building, except in documented instances for religious or health reasons. Hoods are not to be worn in the school buildings.

Dress Down (Non-uniform) Day Dress Code

School administration shall approve and communicate days for scholars to participate in dress down (non-uniform) days. Dress down days are often associated with a fundraising effort and scholars will pay for the privilege to dress down. Additionally, dress down days will be afforded to scholars who have participated in or earned a reward for academics or athletic success. The following rules will be followed for dress down days:

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. Scholars may not wear clothes that are cut open, ripped or split. Pajamas or yoga/fitness pants are inappropriate. Leggings are only permitted when worn under the appropriate length skirt or dress.
3. Clothing, jewelry, or accessories 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. Scholars 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.
5. Shorts and skirts must be of appropriate length.

6. Scholars may not wear sweatbands, goggles, bandanas, or hair picks/combs, while on campus. Hats and sunglasses are not to be worn inside the building. Blankets and towels are not permitted to be worn on campus.
7. Scholars may not wear slippers, slides, shower shoes, Crocs, or flip-flops. Sandal style shoes must have a heel strap to secure the shoe to the foot.
8. Pants must be worn at the waistline. Waistline is defined as that area where the body bends when leaning over.
9. Hats are not permitted to be worn in any building, except in documented instances for religious or health reasons. Hoods are not to be worn in the school buildings.

Scholars may wear special dress or costumes for special occasions when approved by the administration. Any clothing, emblem, badge, symbol, sign, comment, jewelry, or other items worn or displayed by an individual is subject to the dress code.

Scholars found to be in violation of the dress code will be subject to corrective action

CCSMS Academic Policy

Missed Assignments

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

Late Work Policies

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

Communicating Academic Progress

Up-to-date grade book information will be available weekly for both legal guardians and scholars 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.

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. Scholars must be picked up no later than 5:45 PM. Scholars 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.

Academic Dishonesty

Plagiarism, cheating, and other types of academic dishonesty are addressed separately from discipline and behavior issues. This practice exists to uphold the academic integrity that is critical in a learning environment. Our goal is to help scholars develop a sense of the importance of academic integrity and the consequences for breaches in integrity.

A scholar's work should be the work of that scholar. If the work has other sources, those sources must be indicated. Claiming credit for another person's work or ideas is equivalent to theft of that person's property, also known as "intellectual property." It is never acceptable to represent another scholar's or person's work or ideas as one's own. Any scholar 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.

***Offenses that occur without appropriate time for scholar remediation will be counted as one single offense so as to ensure scholar has time to understand and prove he/she can exhibit academic honesty.*

<i>Tier of Consequences</i>
<p style="text-align: center;"><i>1st Consequence</i></p> <p>The scholar and his/her family will be notified in writing of the type of offense and consequence assigned. With remedial help from the teacher, the scholar is required to review what constitutes academic dishonesty. The scholar is required to correct the assignment to receive a reduced grade.</p>
<p style="text-align: center;"><i>2nd Consequence</i></p> <p>The scholar will conference with an administrator and teacher. The scholar will receive a zero on the work involved and may also be suspended from school for a one to three day period. A parent conference will be held and the parents notified in writing of consequences for further violations during the school year.</p> <p><i>*Note that there must be a sufficient amount of time to elapse between 1st and 2nd consequence so that the school can show evidence of remediation. Offenses that occur back-to-back may be treated as one so as to give time to remediate.</i></p>
<p style="text-align: center;"><i>3rd Consequence</i></p> <p>In the event of a third offense, the committee will summarize all infractions for a meeting with the principal regarding possible expulsion.</p>

Glossary of Terms

1. **Academic Dishonesty** - Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise.
2. **Academic Integrity** - The moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism; maintenance of academic standards; honesty and rigor in research and academic publishing.
3. **Cheating** - To act dishonestly or unfairly in order to gain an advantage, especially in a game or examination.
4. **Collusion** - A secret or illegal cooperation or conspiracy, especially in order to cheat or deceive others.
5. **Intellectual Property** - The original work or invention of a person that is the result of individual creativity to which one has rights.
6. **Plagiarism** - The practice of taking someone else's work or ideas and passing them off as one's own. (Copying, piracy, theft)

Academic Honor Board

Evidence of academic dishonesty must be overwhelming and the deliberative process careful, structured, and fair. Scholars 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 scholar has committed a violation will first address the issue with the scholar privately as soon as possible. During this time, the scholar will be asked to sign an admit/deny sheet. If the scholar denies having committed academic dishonesty, the teacher will

1. Make copies of all documents and provide those to the Lead Principal;
2. Call the scholar's family and report the incident.

The Lead Principal will schedule the Academic Honor Board.

Academic Conduct and Honor Board

A committee of three grade-level teachers, guidance counselor, and one administrator will review the allegations, hear testimony, and review evidence. The teacher involved will present the alleged infraction and supporting evidence. The scholar involved will be allowed to present their case and all supporting evidence. The committee will present its findings in writing to the Lead Principal and to appropriate individuals. The Lead Principal will report the Honor Board's decision in writing to the scholar's family.

Honor Board Consequences for Academic Conduct Violations

If a scholar is found to have not committed a violation, no record will be kept of the proceedings. If the scholar is judged to have committed the violation, then consequences will be assigned. Scholars' records are expunged at the close of each academic school year.

Curriculum: Our Instructional Program – a STEM School

Course of Study

Our course of study is designed to advance scholars 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.

CREW

The purpose of Middle School CREW at Charleston Charter School for Math and Science is to reinforce organizational skills and to nurture a learning environment where scholars can find success and navigate their academic and social worlds. Middle School CREWS will meet twice daily, both at the beginning of the day and the end of the day.

The purpose of High School CREW at Charleston Charter School for Math and Science is to reinforce academic excellence, to build college-going culture, and to strengthen relationships between scholars and teachers. High School CREWS will meet once a day, before or after lunch, dependent upon the scholars' schedules.

STEMester

STEMester was formerly referred to as “Spring Term” at CCSMS (and it was referred to as “Winter Seminar” in the original charter for CCSMS). This was planned to be a time period of extensive interdisciplinary projects, extended field trips, academic enrichment work, and internships. Over time, this opportunity has developed into a period of inquiry, where scholars can choose theme-centered groups and produce a project based on their experiences in the term. Scholars in 9th-11th grades will earn 0.5 high school elective credits for fully participating in STEMester, and 6th-8th grade scholars will receive a grade. Planning for STEMester will begin at meetings in August. The specific days designated for STEMester are indicated in the CCSMS calendar.

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 scholars 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 scholars 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 scholars through a rigorous and accelerated curriculum.

Policy for Placement of Gifted & Talented

Gifted and talented scholars 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 scholars served in grades 3–12 at the present time.

Scholars 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. (Scholars 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.) Scholars 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 meets 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 Scholars 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 6th 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 scholars exhibiting exceptional achievement 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. Scholars in the Momentum program will take courses for high school credit while in middle school and will therefore be able to take additional courses and college credits while in high school. All regulations for attendance and grading apply to high school courses taken while in middle school.

Grading

Grades are standardized measurements of varying levels of knowledge and skill within a subject area. As dictated by the South Carolina State Department of Education, CCSMS has moved to a 10 point grading scale. A quick outline of the 10-point grading scale is seen below. This chart reflects the percentage range and the corresponding letter grade for CP level high school courses. Please see our school website 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/>

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

Grade Weighting and Distribution

CCSMS uses standardized weighting for determining most class grades at both the middle and high school levels. Please reference the tables below 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%
Quizzes, essays	35%
Tests, projects, research papers, labs	40%

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.

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	

Middle school courses will not have midterms or finals. Each quarter will count as 25% of the final grade.

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

End-of-Course Examination Program (EOCEP) Courses and the Credit

Recovery Option

Scholars who are enrolled in high school courses requiring state End-Of-Course (EOC) examinations must take the examinations and fulfill all requirements outlined in Regulation 43-262.4. Scholars 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. Scholars who repeat the course must be treated as though they are taking the course for the first time, and all requirements will apply.

CCSMS Promotion and Retention Policy

1. Any sixth, seventh, ninth, tenth, eleventh, or twelfth grade scholar 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 scholars 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 scholars who do not earn a passing grade in Algebra I must retake Algebra I in ninth grade. Eighth grade scholars are not eligible for credit recovery in Algebra I.
4. Eighth grade scholars 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 scholars who do not meet graduation requirements are not eligible to participate in the Twelfth Grade Graduation Ceremony put forth by CCSMS that year.

Learning and Technology

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

*The acceptable use policy outlined below refers to the use of school-issued devices used at home and at school as well as the use of personal electronic devices at school.

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 of the school. 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. Scholars 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 scholar 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 scholars will receive negative consequences, up to and including, expulsion for the following misuse of the Internet: annoying other users, using another teacher’s or scholar’s 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, and recording altercations and activities of others without consent.

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 scholar loses his/her Internet or technology privileges, then it is up to that scholar or that scholar’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 scholars, 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 scholars use, including their school email accounts, require a password. A scholar should never share or “give out” his/her password to another scholar. Scholar emails may have personal information or sensitive data such as grades or test scores.

Faculty and staff members have access to scholar email accounts. Messages and emails may be monitored at any time.

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

5. **Access:** CCSMS makes no guarantees that the Internet or technology will be available on any given day. It is up to scholars 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. Scholars are not entitled to access the CCSMS network with their personal devices. In certain instances, scholars may be granted access to the network using their personal devices at the discretion of the network administrator.

Responsible Use Agreement and Guidelines for CCSMS 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, Chromebooks, netbooks, iPads, and tablets used for classroom instruction remain property of CCSMS. It is the scholar'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, scholars should report the malfunction to their teacher for repair.

Caring for the Devices

- Keep Chromebooks, 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 tamper with or remove school tags or stickers. 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. Treat each device as a valuable material
- Never pack your Chromebook with other materials. Keep it separate from textbooks and other heavy objects that could potentially damage the screen.
- Middle school scholars will pick up Chromebooks from their CREW teacher at 8:00am each day and return the device to their CREW teacher at 2:45pm each day. Chromebooks will not go home with middle school scholars. High school scholars will receive a Chromebook and a charger at the beginning of the year and will be responsible for the device for the entire school year. CREW teachers will complete regular check-ins for device status.

- Financial obligations may occur if a scholar tampers with or damages a device. The fee assessed can amount to but not exceed the purchase replacement cost of the device.

Downloading to the Devices

- Scholars may not lock or “password protect” devices
- No wallpaper is to be used
- Scholars 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 disciplinary action 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 scholar’s forfeiture of technology and discipline at the discretion of CCSMS staff and faculty.

CCSMS Scholar Code of Conduct Policies

Scholar Conduct

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

Our underlying philosophy is that CCSMS scholars must learn to practice acceptable behavior and be responsible for their own actions. Scholars are part of our learning community and their conduct must support the goals of this community. Adherence to the outlined code of conduct is expected from CCSMS scholars at all times and will guide scholars to become productive and contributing members of our school learning community.

Scholars have a responsibility to know and respect the policies, rules, and regulations, as defined in the CCSMS Scholar Code of Conduct.

Violations of such policies, rules, and regulations shall result in disciplinary actions. The Board directs the administration to establish a scholar code of conduct and school-wide progressive discipline plan 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.

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

The Scholar Code of Conduct is effective under the following circumstances:

- On 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.

Code of South Carolina

Notice of Regulations: Upon admission to school, each scholar shall be given a copy of these rules and a form of acknowledgment to be signed by the parents/guardians and returned to school.

Legal Authority

The Board of Trustees of the Charleston County School District is required by the State Statute (see Sections 59-15-40, 59-19-90 et. seq. and 59-63-210 et. seq. Code of Laws of South Carolina, 1976, and Act No. 340 of the Acts of 1967) to make and adopt rules setting forth standards of scholastic achievement and standards of conduct and behavior that must be met by all scholars as a condition to the right of such scholars to attend schools in this District. The rules shall take into account the necessity of proper conduct on the part of all scholars and the necessity for scholastic progress in order that the welfare of the greatest number of scholars shall be promoted, even though such rules may result in the ineligibility of scholars who fail to observe the required standards and may require the suspension or permanent dismissal of such scholars.

Application of Code Jurisdiction

The Code of Conduct and its provisions are in effect during regularly scheduled school hours as well as at such other times and places, including, but not necessarily limited to: school-sponsored events, field trips and athletic functions where appropriate public school administrators have authority over scholars or the behavior has a direct effect on the order and general welfare of the school.

Provisions of this Code of Conduct regarding Vandalism and/or Destruction of School Property and Theft of School Property are applicable whether or not school is open or in session at the time the offense is committed.

SC Code of Law Section 59-24-60. Contact Law Enforcement When Criminal Conduct Occurs

In addition to other provisions required by law or by regulation of the State Board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored activity which may result or results in injury or serious threat of injury to the person or to another person or his property as defined in local Board policy.

Section 59-63-1110. Consent to search person of his effect

Any person entering the premises of any school in this State shall be deemed to have consented to a reasonable search of his person and effects.

Section 59-63-1120. Searches by school administration or officials with or without probable cause
Notwithstanding any other provision of law, school administrators and officials may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels with or without probable cause.

School Wide Expectations

Every individual is entitled to courtesy and consideration in relationships with fellow scholars, staff, and faculty. Scholars 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, other scholars and visitors. CCSMS prides itself on its academic pursuits and accomplishments. The following list of expectations establish school norms but is not an exhaustive list, scholars will be held to high standards of behavior at all times.

1. Scholars may not sell items while on campus unless it is for a school-sponsored event such as approved club fundraisers.
2. Drinks and food brought from home may be eaten during lunch in the cafeteria. Scholars may not have food and drinks in the hallways or classrooms. Water bottles are permitted in classrooms upon individual teacher discretion.
3. Delivery of food, baked goods, and pastries for scholars are not permitted and will not be accepted by office staff or teachers.
4. Scholars may not litter in the buildings or on the school grounds, nor will scholars misuse or vandalize school property.
5. Scholars may not have or use any tobacco, alcohol or vapor products on school grounds or at any school activity.
6. Scholars may not have or use any illegal drugs on school grounds or at any school activity.
7. Scholars may not have or use any prescription drugs unless dispensed by the school nurse.
8. Scholars may not participate, instigate, nor promote fighting on campus or at any school sponsored activity. Scholars are encouraged to report threats or harassment to a counselor, faculty member, or administrator before the confrontation occurs.
9. Scholars may not facilitate or promote fights or altercations verbally or through the use of technology devices that adversely affect the safety and well-being of scholars at CCSMS.
10. Scholar-to-scholar sexual harassment and bullying are prohibited. Scholars should report harassment to a school counselor, administration, faculty or staff.
11. Once a scholar 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.

12. Scholars 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.
13. Scholars will remain in compliance with the school uniform code while on campus and while participating in school-sponsored activities.

Middle School PBIS Positive Behavior Intervention and Support

The CCSMS faculty and staff utilize the Positive Behavior Intervention and Support program (PBIS) at the middle school level. 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 scholars to be successful in the community as well as at CCSMS. The PBIS committee throughout the school year will share details regarding the PBIS process with middle school scholars and parents.

Level of Offense Description, Interventions, and Consequences *Adopted with modifications from CCSD's Progressive Discipline Plan

Classroom Managed/Teacher Managed

This category describes scholar behaviors that adversely affect the educational progress and/or the classroom environment. These behaviors should be handled by the classroom teacher and are not processed through a formal referral process. Instances are documented by the teacher and communicated with parents/guardians. Multiple or chronic behaviors will be referred to administration or guidance for implementation of further interventions.

Infraction	Definition
Dishonesty	Failure to knowingly tell the truth, petty stealing
Disrupting class	Behavior that interferes with instruction, includes but not limited to: chronic talking, teasing, refusal to stay in seat, rude noises
Dress Code Violation	Noncompliance to school dress code
Failure to complete work	The act of not completing assigned written, oral, or physical work
Horseplay	Rough or boisterous play or pranks that could hurt another or disrupt learning environment
ID violation	Failure to comply with school identification expectation
Improper care of school property	Minor damage or destruction of school supplies, furniture, or technology – actual or potential harm to property
Inappropriate affection	Unsuitable or improper physical contact, action, gestures, displays of affection
Inappropriate behavior	Actions or gestures that are disrespectful in manner, tone, attitude and body language. Negative or abrasive actions or words toward others
Inappropriate Language	Cursing, swearing, or profane language that is not directed to another scholar or adult.
Inappropriate materials	Related to the viewing of items considered to be unsuitable for school or school related activities
Littering	Placing trash improperly so as to be a nuisance or health concern

Phone Violation (electronic device)	Failure to adhere to the authorized time use of outlined in school's electronic device policy
Running	Running in the classroom, hallway, cafeteria, or other unauthorized area
Tardy	Arriving late to school or class
Throwing items	Propelling or casting an object
Food or Drink violation	Consuming food or beverages in class without consent

Interventions	Consequences
Teacher-scholar conference	Verbal warning
Seat change	Written warning
Problem solving/reflection worksheet	Written or verbal reflection
Teach/re-teach expectations	Parent-teacher contact (phone, email, text, letter)
Reinforcement of appropriate behaviors	Parent teacher conference
Clarification of expectations	Confiscation of items
Peer tutor	Letter of apology
Alternate assignment	Loss of privilege
Modify activity	In class exclusion
Proximity control	Behavior contract

Level 1 – Disorderly Conduct

Disorderly conduct is any behavior which adversely affects a scholar's educational process.

Infraction	Definition
Aiding others	Assisting in or supporting the commission of an offense, having knowledge before or after the fact
Contraband	Possession or viewing of items considered to be unsuitable for school or school related activities (magazines, materials to promote discriminatory practices/speech, chemicals, dice, selling items on campus)
Cutting (skipping) class or assigned activity	Failure to attend or complete an assigned school activity or event as scheduled
Detention violation	Failure to serve a period of time during recess, lunch, before or after school as a consequence for behavior infraction
Excessive noise	Any loud sound that is unnecessary or interferes with the learning environment or activity; senseless shouting or outcry
Failure to comply	The act of not completing a consequence or sanction assigned by a teacher or with administrator as a result of offense committed
Hit/Push/Kick	To deal a blow, come into contact with, or strike; strike with feet or foot; to apply pressure against for the purpose of moving
Inappropriate physical contact	Touching or immediate proximity of another person exceeding personal boundaries, unsuitable or improper for the location or setting
Leaving class	Departing from class without permission, before the class period is complete
Loitering	Wandering on school premises in an area that is off limits to scholars or when there is no particular reason to be there
Obscene gesture	A movement or position of the hand, arm, body, head, or face that is expressive of an offense idea, opinion, and emotion
Off limits	To be present in an unauthorized area/location
Parking violation	Parking on campus or at a school sponsored event without authorization or in a manner that is not consistent with expectations of the property owner
Property misuse	Minor damage or defacement of property belonging to the school or others
Truant	A scholar, ages 6 to 17 years old, who has 3 consecutive days of unlawful absences or a

	total of 5 unlawful absences during the current school year
Unauthorized device	Failure to adhere to the authorized time use outlined in the electronic policy of CCSMS. This includes possession of an item unauthorized times; including but not limited to, laser pointer, camera, cell phone, tablets, drones, etc.
Refusal to obey/defiant	Refusing to follow a request or a specific direction/instruction of an adult through disobedience, defiance, unruliness, or noncompliance

Interventions	Consequences
All intervention from TM level	Behavior contract
Mentor	Admin/parent contact
Attendance contract	Admin/parent conference
Guidance referral	Confiscation of items
Community service	Administrative detention
Problem solving meeting with admin	Admin/scholar conference
Peer mediation	Removal from class
Conflict resolution	ISS (1 day)
Schedule change	Cafeteria/yard/school work detail
Social skills/behavior sessions	Loss of extracurricular activities – Saturday school

Level 2 – Disruptive Conduct

Disruptive conduct is any behavior which significantly disturbs the positive learning environment and/or endangers the health and safety of oneself or others.

Infraction	Definition
Alcohol/liquor law violation	Violation of laws prohibiting sale, purchase, barter, transportation, possession, distribution, consumption or being under the influence of alcoholic beverages
Bite/pinch/spit	To cut, wound, or tear with teeth; to constrict or squeeze painfully to eject saliva from the mouth
Bribery	Offering, giving, receiving, or soliciting of money or other items for value to sway the judgment or action of a person
Computer violation – non criminal	Unauthorized or inappropriate use of computers or use of computer resources without permission, unauthorized modification of school system computers that do not permanently damage the system resources
Confrontation/altercation	An exchange of words between scholars resulting in conflict; a heated or angry dispute; a noisy argument or controversy
Cutting school	Failure to attend or complete a school day
Drug usage	The use, possession, or being under the influence of an illegal substance solicitation of any chemical compound material which is categorically not permitted on school grounds or at school related activities such as prescription or non-prescription medication; being under the influence of unauthorized legal or any illegal substances
Fighting	An incident involving 2 or more scholars with mutual physical contact, such as hitting, kicking, and/or punching where there is no major injury or disruption
Fireworks	Possession and/or detonation of an explosive pyrotechnic device that makes display of light or noise on school property but does not cause harm to others
Forgery/counterfeit	Purposely signing another person's name or altering, copying, or imitation of something, without authority or right, with the intent to deceive or defraud by passing the copy of thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud
Gambling	Betting on a game of chance or activity where money is exchanged
Harassment	Any threatening, insulting, or dehumanizing action which negatively impacts another person's emotional or mental well-being

Leaving school	Departing from campus without permission before the school day is complete
Major disruption	Behavior that interrupts the learning environment for a specific period of time in a confined area
Pornography	Possession, manufacturing, or distribution of sexually explicit/obscene material
Probation violation	Infractions resulting in the scholar breaking a written school level probation contract
Profanity	Abusive, vulgar, or irreverent language, swearing, cursing, foul speech, or speech that shows disrespect or dishonor toward another
Sexual offense – non forced	Unlawful, unforced sexual acts or indecent exposure that is overly sexual in nature, or other sexually inappropriate behavior
Sexual misconduct	The act of touching, groping, slapping, or any other physical contact of a sexual nature made with another person whether unwanted or wanted
Stolen property	Having in possession goods obtained by larceny, by stealing, by robbing, by theft, something unlawfully taken from its rightful owner
Theft/larceny	To steal or possess property without the permission of the owner
Threat	Making statements or gestures of intent to do physical harm to a staff member or scholar
Tobacco	Possession and/or use of cigarettes, cigars, and/or other tobacco products; possession and/or use of smokeless products, electronic cigarettes, and vaporizers
Truant – chronic	A scholar, age 12-17 years old, who has been through the school intervention process, has reached a level of a ‘habitual’ truant, has been referred to Family Court and placed on an order to attend school, AND continues to accumulate unlawful absences
Truant – habitual	A scholar, ages 12-17 years old, who fails to comply with the intervention plan developed by the school, the child, and the parents(s) or guardian(s) and who accumulates two or more additional unlawful absences
Urination	Willfully urinating on school property or another scholar’s property (shoes, floor, walls, bus, etc.)
Vandalism	Willfully or maliciously destroying, damaging, or defacing real or personal property
Weapons (replicas)	Weapons such as toy guns, toy cap guns, toy pellet guns, bullets, and other devices that do no inflict injury

Interventions	Consequences
All interventions from TM & level 1	All consequences from TM & level 1
Referral to outside agency	Shared responsibility
Referral to Truancy Interventionist	Conditional suspension
Referral to social worker	ISS (1-2 days)
MTSS consultation	OSS (1-5 days)
Individual problem solving	School Probation Contract
Sexual harassment intervention	Restitution
Bullying intervention	Referral to law enforcement
Threat assessment	Abbreviated day (approved by CCSMS Discipline committee)
Home visit	Restricted activities or schedule
Referral to CIS/Mental Health	Referral to alternative school placement – via CCSD home school
Alcohol/drug intervention	

Level 3 – Criminal Conduct

Criminal conduct is any behavior which significantly disrupts the learning environment or poses a direct and serious threat to the safety of oneself or others. Consequences will be in compliance with SC Code 59-24-60.

Infraction	Definition
Arson	To intentionally damage or attempt to damage any real or personal property by fire
Assault, aggravated	An unlawful attack by one person upon another wherein the offender uses a weapon or displays it

	in a threatening manner or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injuries, severe laceration, or loss of consciousness. This category includes attempted murder. A weapon can be a commonly known weapon, such as a gun or knife, or any other item which although not usually thought of as a weapon becomes one when used in a manner that could cause severe bodily injury (e.g. baseball bat, metal chain, large stick). A 'severe laceration' is one that should receive medical attention. A 'loss of consciousness' must be the direct result of force inflicted on the victim by the offender.
Assault, simple	An unprovoked physical attack by one person upon another where the offender neither uses nor displays a weapon and the victim does not suffer obvious severe or aggravated bodily injury
Bomb threat	Indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity
Bullying	A deliberate, repeated act with intention to hurt, insult, or threaten another person in school, on school grounds, in school vehicles, or at school events. A gesture, an electronic communication, or a written, verbal, physical, or sexual act that takes place on school property, at any school-sponsored event where the school is responsible for the child or on a school bus or other school-related vehicle, at an official school bus stop and that; a) a reasonable person should know, under the circumstances, that the act(s) will have the effect of insulting or demeaning any scholar, physically or emotionally, or damaging the scholar's property, or placing a scholar in reasonable fear of harm to his person or damage to his property; or b) has the effect of insulting or demeaning any scholar or group of scholars in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school (Due to race of victim, disability of victim, gender of victim, religion of victim, due to national origin of victim, due to sexual orientation of victim or other/unknown)
Burglary	Unlawful entry or attempt to unlawfully enter a building or other structure with the intent to commit a felony or theft
Computer violation – criminal	Using school computers to commit a criminal act such as hacking into servers, piracy, altering school data, etc.; purposely damaging a school system computer resource
Cyber bullying	Willful harassment and intimidation of a person through the use of digital technologies, including but not limited to email, blogs, texting, social media, chat rooms, sexting, instant messaging or video voyeurism
Disturbing school	Behavior that disturbs the learning environment for a significant number of scholars for an extended period of time or school sponsored events and requires the intervention of a number of staff members
Drug distribution	It is unlawful for any person to (1) to manufacture, distribute, dispense, deliver, or purchase, or to aid, abet, attempt, or conspire to manufacture, distribute, dispense, deliver, or purchase; or to possess with intent to manufacture, distribute, dispense, deliver, or purchase a controlled substance and (2) to create, distribute, dispense, deliver, or purchase; or to aid, abet, attempt, or conspire to create, distribute, dispense, deliver or purchase; or to possess with intent to distribute, dispense, deliver, or purchase a counterfeit substance
Drug possession	Possession of an illegal substance represented as drugs, and/or mood altering substance (prescription or non-prescription medication)
Embezzlement	The unlawful misappropriation by the offender of money, property, or some other thing of value for personal use while entrusted to his/her care, custody, or control
Extortion	To unlawfully obtain money, property, or any other thing of value without that person's consent through the use or threat of force, misuse of authority, threat of destruction of reputation or social standing, or through other coercive means
Fire alarm	In the absence of an emergency, to activate or set off a fire signal indication the present of a fire emergency
Gang activity	Any group of individuals or organization, whether formal or informal, which advocate or promote activities threatening the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the education process. The existence of such group of individuals associated may be established by evidence of common name of common identifying signs, symbols, tattoos, graffiti, or attire or other distinguishing characteristics

Homicide	The killing of one human by another, not including manslaughter or attempted murder
Indecent exposure	The deliberate exposure in public of one's genitalia or private area(s) of one's body
Intimidation	To unlawfully place another person in reasonable fear of bodily harm through the use of menacing words or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack; Intimidating behaviors can be made in person, over the telephone, electronically, via social media networks, or in writing
Kidnap/abduction	The unlawful seizure, transportation, and/or detention of a person against his or her will or of a minor without the consent of his or her custodial parent(s) or legal guardian. This category includes hostage taking
Prostitution	To engage in or promote sexual activities for profit
Robbery	The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm
Sexual harassment	Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent. This definition includes forcible rape, forcible sodomy, sexual assault with an object (to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will, or not forcibly or against that person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity), and/or forcible fondling (child molesting)
Vehicle theft	To steal from or possess a vehicle without permission of the owner
Weapon: handguns	A handgun with or without ammunition
Weapons: knife blade less than 2"	A knife with a blade of less than 2 inches
Weapons: knife blade	A knife with a blade of more than 2.5 inches
Weapons: rifle, shotgun	A rifle or shotgun with or without ammunition
Weapons: offenses from the state dept.	Weapons: Firearms, handguns, rifles, shotguns, or bombs (including look-alikes); pellet gun, paintball gun, stun gun, BB gun, flare gun, nail gun, or airsoft gun or any other type of weapon, devices or object which may be used to inflict bodily harm or death shall not be allowed on any school district property (including vehicle) or at any school sponsored event. This shall also include, but not limited to, knives, Taser, dirks, slingshots, bludgeons, blackjacks, Chinese star, razors (including straight or retractable razor), ice pick, metal knuckles, box cutter, nun chucks, spiked glove, spiked wristband, any mace derivative, tear gas device, or pepper spray

Intervention	Consequence
All interventions from TM, level 1 & level 2	All consequences from TM, level 1 & level 2
Abbreviated day (approved by discipline hearing committee)	OSS 5 days (additional days may be added by the Discipline Hearing Committee)
Alternative schedule	Referral to law enforcement
Drug/alcohol intervention	Recommendation for expulsion

Suspension and Expulsion

The Board and school administration must provide due process of law to scholars, parent/legal guardians, and school personnel through procedures defined in the scholar code of conduct for the suspension of scholars which comply with federal and state law.

Suspension is the exclusion of a scholar from school and school related activities for a period of time. Under state law, school administration may suspend a scholar for committing a crime, gross immorality,

gross behavior, persistent disobedience, violating written rules and regulations or when the presence of the scholar is detrimental to the best interest of the school or disruptive to the educational process.

Whenever a scholar who is classified as disabled commits a suspendable offense, the administration will confer with the special education personnel before initiating suspension procedures.

When a scholar is suspended from school, these procedures will be followed:

1. The parent/guardian of the scholar will be informed of the suspension in writing and/or by phone call and will be provided with the reason for the suspension.
2. A parent/guardian may appeal a suspension issued by a member of the administration by requesting a conference with either the Lead Principal or Executive Principal. If the Lead Principal or the Executive Principal issued or upholds the suspension, a final appeal may be made to the CCSMS Board of Directors.

Expulsion is the removal of a scholar from CCSMS for the remainder of the school year or until readmitted by the Discipline Review Board. Expulsion from CCSMS also means the scholar may not return to CCSMS in the future. The scholar can seek admittance to a CCSD school through their home school's Constituent Board, but the expulsion term will likely be upheld by CCSD. According to CCSD policy, expulsion does not exclude scholars from enrolling in a CCSD Adult Education program with approval from a Constituent Board.

The Discipline Review Board may authorize or order the expulsion, suspension or transfer of any scholar for the commission of a crime, gross immaturity, gross misbehavior, persistent disobedience, or for the violation of written rules and promulgated regulations established by the Board or the State Board of Education or when the presence of the scholar is detrimental to the best interest of the school.

When a scholar is recommended for expulsion, these procedures will be followed:

1. The parent/guardian of the scholar will be informed of the recommendation for expulsion in writing and/or by phone call and will be provided with the reason for the recommendation.
2. Once procedures for expulsion have been initiated, the administration will notify parents/guardians of the scholar in writing of the time and place of the hearing before the Discipline Review Board. Notification will be made by registered or certified mail. The scholar 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 scholar/parent, to all persons except the scholar, the scholar's parents or guardians, the scholar'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 scholar is to act as a witness, signed written consent of that scholar's guardian must be obtained prior to the meeting. A witness (victim) will have the option to provide a written statement or appear in person to provide testimony.

3. The parent/guardian of the scholar or the school principal may submit a written request for appeal of the Discipline Review Board decision to the CCSMS Board of Directors within ten days upon receipt of the disposition.

Restrictions for expelled scholars

- Scholars expelled from CCSMS are permanently expelled from CCSMS and may not return.
- Scholars expelled from school are prohibited from coming onto CCSMS property, attending school functions on or off campus, or riding a school bus.
- Scholars who are expelled from CCSMS may seek admission to a CCSD school through their home school's Constituent Board.

Discipline Procedures for Scholars with Disabilities

Scholars with 504 plans or IEPs are subject to the same disciplinary action as non-disabled scholars, provided that the scholar's behavior is not a manifestation of his or her qualifying disability. If you have questions regarding 504 plans or IEPs, please contact the school guidance department. For a more detailed description of procedures and law regarding discipline for scholars with disabilities, please visit [CCSD Student Code of Conduct 2017-2018](#) and refer to pages 32-33.

Authority of the Administration

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

CCSMS complies, where appropriate to Charter school operation, with CCSD policy. CCSMS complies with all laws and governance as determined by State policy. A full listing and explanation of CCSD Policies and law for schools can be found at:

http://www.ccsdschools.com/about_us/board_of_trustees/policies.

Statement concerning Amendments and Modifications

This Family Resource Manual and Scholar 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.

Family and Scholar 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. Scholars 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 scholar(s). Thank you in advance for your understanding and cooperation.

Please sign below to indicate your agreement to meet these standards:

- My scholar will meet all attendance guidelines set forth by CCSMS and State law. This includes arriving on time to school and class, remaining for the entire day, and being picked up promptly after school.
- My scholar will put forth an outstanding academic effort and complete all assignments as determined by his/her teacher.
- My scholar will follow all rules and procedures as outlined in the Scholar Code of Conduct, including the cell phone policy, academic dishonesty policy, and the technology use policy.
- My scholar 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.
- My scholar will treat all school property with respect and care.
- My scholar will show respect toward all school personnel, school visitors, and other scholars.
- I will meet with teachers, counselors, or administrators as necessary to discuss my scholar's progress.
- I will be actively engaged in the education of my child including attending CCSMS sponsored events and volunteering at the school or at other school-related activities.
- 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 I must follow all pick-up and drop-off procedures and traffic patterns.

My child and I have read and understand the contents of the 2017-2018 CCSMS Family Resource Manual & Scholar Code of Conduct.*

Scholar's Name: _____ Grade: _____

Parent's Signature: _____ Date: _____

***Failure to return or sign this form will not release the scholar or parent/guardian of responsibility for knowing and complying with the rules and expectations set forth in the CCSMS Scholar Code of Conduct.**