

Carolina Voyager Charter School



Student Behavior Handbook

Mission Statement:

The mission of the Carolina Voyager Charter School is to create resilient learners and empathetic citizens by fostering, supporting, and promoting excellence in learning in an engaging, technology rich environment, balanced with the social and emotional development of today's student.

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Principles of Discipline:

Carolina Voyager Charter School's founders, governing board, administration, and staff believe that a safe and healthy school environment supports each student's potential for learning. It is the responsibility of the school board, administration, staff, students, parents and community to ensure the principles of discipline and to commit to the responsibilities and behaviors that support the environment of safety and health – an environment that is conducive to learning.

The principles of discipline for Carolina Voyager Charter School begin with the development of our Core Beliefs:

- A. All children can learn.
- B. Each child is an individual with a unique set of needs, ambitions, experience levels and learning styles.
- C. A stable system of support is essential to learning.
- D. Quality education is directly related to the quality of relationships between educators, students, and parents.
- E. Students must strive for quality, not only in academics, but in all aspects of life.
- F. Quality is best obtained by gathering assessment data and using that data to drive clear decisions.
- G. The effective use of technology can be a powerful tool to enhance and individualize the educational experience.
- H. Schools must be communities of learning that require the meaningful involvement of local community and social service agencies in the lives of families.

The rules and regulations contained in this document were developed to keep the students safe and maintain order to ensure successful academic and social development. These rules and regulations apply to students in all settings related to school including:

- While on school property
- While attending school related functions (field trips, internships, school sponsored events, festivals and celebrations, and includes the time during the event regardless is if the event is hosted on-site or off-site, as well as during transportation to and from the event or function)
- During transportation to and from school
- At school bus or transportation designated stops/locations
- While aboard any vehicle designated as a school transportation vehicle during transport to school sanctioned events or functions

Definitions:

Parents: refers to the parent, legal guardian, or any person or entity that is responsible for the student

Board: refers to the governing board of the Carolina Voyager Charter School

Administrator: refers to the principal and academic leadership of school, and/or the designee of the principal

School: refers to Carolina Voyager Charter School – a free public charter school governed by the Carolina Voyager Charter School governing board – a distinct and legally separate entity from the Charleston County_School District.

Student's Rights and Responsibilities

Student Rights:

- To pursue a successful education in a safe environment without disruption
- To receive fair and equitable treatment without discrimination in every aspect of the educational system
- To be given the opportunity to be heard, as well as, have witnesses and/or an advocate speak on one's behalf
- To discuss educational concerns with teachers and other school staff
- To be informed of student responsibilities, rights, and discipline policies
- To be treated respectfully and as an individual
- To expect learning to be relevant to life
- To equitably participate in courses and co-curricular activities that promotes individual skills and talents
- To resolve problems and issues while providing dignity for all.

Student Responsibilities:

- To become productive citizens
- To respect the personal, civil, and property rights of others
- To dress appropriately and develop a sense of responsibility for personal choices
- To attend school regularly, arrive on time, and bring materials
- To follow discipline guidelines adopted by the School, which includes the bus (if applicable), as well as, one's school and class
- To comply with any staff member's reasonable request to obey school and bus (if applicable) rules.

Parents Rights and Responsibilities

Parents Rights:

- To receive fair and respectful treatment
- To expect and safe learning environment for their child(ren)
- To visit the school according to school policy
- To view their students records in accordance to school policy
- To routinely receive updates on their student's academic and overall progress
- To be consulted and included in decision-making regarding their child as soon as possible
- To request and be granted conferences with school personnel
- To be informed of the School Code of Conduct, Disciplinary Process, and all other school policies.

Parents Responsibilities:

- To comply with South Carolina laws related to compulsory attendance
- To ensure their child(ren) arrive at school on time and leave school in accordance with school dismissal policies and procedure
- To participate in parent events
- Support student sponsored activities
- Treat the administration and all school staff with respect
- To conduct themselves in a respectful and courteous manner when attending school events, on school property, interacting with school personnel, and interacting with other parents during school events or on school property

- To collaborate with school staff to support their children's success in academic and social pursuits
- To celebrate their child(ren)'s success in school
- To complete all school paperwork including updated personal contact information and emergency notification contact information
- To respond quickly to any notification or contact from the school

School Personnel Rights and Responsibilities

School Personnel Rights:

- To be treated with dignity, courtesy and respect
- To work in a positive atmosphere conducive to learning and teaching
- To be present at student/parent conferences
- To be involved in the decision-making process for the school
- To have a safe working environment
- To be provided with resources necessary to carry out responsibilities including professional development and professional guidance, materials, and training

School Personnel Responsibilities:

- To participate with parents, community, and staff in school decisions
- To accept shared responsibility for control and discipline of students
- To respect the rights, dignity, and confidentiality of students, parents, guardians, and other staff
- To be proactive toward resolving issues
- To establish an environment that supports the school mission and core values
- To inform and consult parents in assessing the needs and progress of students
- To be responsive to student needs
- To provide learning for students in an equitable manner
- To act in a courteous and responsible manner in all school-related activities
- To be fair, equitable, and consistent in all interactions

- To dress in a professional manner conducive to the learning process and the academic plan for students

Code of Conduct

Level 3 Offenses:

All Level 3 Offenses are Zero Tolerance Behaviors that constitute safety violations and/or criminal misconduct. In all cases, the principal, designee, WILL refer the student to the Hearing Officer (A Hearing Committee - which includes 2 board members, 1 administrator, 1 legal representative, and 1 special education teacher or social worker – this committee will designate a member of the school staff as the Hearing Officer) for expulsion procedures, WILL suspend the student until an expulsion hearing has been held, and WILL refer the incident to the appropriate law enforcement agency to determine what other legal steps are appropriate. Any student may be subject to permanent expulsion for violation of a Level 3 Offense. Note: A student with a disability or handicap may not be suspended for more than (10) cumulative school days in a year. A student may not disrupt or interfere with the operation of school or any transportation vehicle.

Level 3 Offenses include but are not limited to:

- Bomb Threats
- Arson or Attempted Arson
- Unauthorized activation of a fire alarm
- Participation in an act of mob or gang violence
- Hazing
- Extortion
- Burglary
- Bullying (e.g., threats using coercion against family/friends, verbal or physical threats of aggression)
- Terroristic Threats or Activity

- Weapons Violations (e.g. possession of a weapon including knife, guns, or any other item that can be used while fighting or could cause undo harm to another person, concealment of a weapon, brandishing a weapon, or threatening the use of a weapon whether or not that weapon is possessed)
- Drug Violations (e.g. possession of, use of, or intent to distribute drugs (including but not limited to: marijuana, crack, heroin, cocaine, methamphetamine, hallucinogenic, alcohol, illegal or controlled substances)
- Physical Assault (A student may not intentionally, maliciously or recklessly cause or attempt to cause bodily injury to any employee of the school, visitor, or other student while under the jurisdiction of the school authority)
- Sexual Assault (A student may not direct any sexual act against another person forcibly or against that person's will (e.g. rape, any unwanted sexual contact)
- Firearm or Bomb (A student may not posses, handle, transport any firearm or any device that contains combustible material and/or a fuse, detonator or timer of any kind whether assembled

Penalty for Level 3 Offenses includes expulsion for the remainder of the school year up to and including 365 calendar days. In cases where the student's presence on campus (or in school provided transportation when applicable) creates a disruption to the educational process, or violation of other weapons, drug and alcohol, or sexual misconduct has occurred, the principal WILL refer the student to the School Hearing Officer for expulsion procedures, suspend the student until an expulsion hearing has been held, and refer to appropriate law enforcement officials.

Level 2 Offenses:

For violations of Level 2 Offenses, the principal or designee MAY suspend the student for not more than (10) days out of school (and/or when appropriate off of school vehicles), and MAY ALSO refer the student to the Hearing Officer for expulsion procedures and to the appropriate law enforcement agency to determine if other legal steps are appropriate. At the Hearing Officer's discretion, one of the following sanctions/penalties may be imposed:

- Written warning and return to school (and/or when appropriate – riding school transportation vehicles)
- Probation contraction and return to school
- Suspension either in or out of school
- Expulsion

Level 2 Offenses include, but are not limited to:

- Other Weapons Violations (e.g. students may not handle, posses, or give to someone else any object or a reasonable replica of, or could be thought of as a weapon – razor blade, bullets, box cutter, utility or multipurpose tool (Swiss Army Knife), firecrackers, brass or metal knuckles, etc)
- Vandalism/Theft – A student may not willfully nor maliciously damage, steal, or destroy the property belonging to another, including school or private property
- Threats – A student may not make a threat to do bodily harm to another person, members of his family, or damage to his personal property
- Other Unlawful Activities – A student may not disrupt, either intentionally or unintentionally, the orderly operation of the school by his involvement in any unlawful activities (e.g. possessing or selling look-alike drugs, distribution of unauthorized materials, possession of drug paraphernalia, possession or distribution of obscene materials, bullying, etc)
- Fighting – A student may not engage in the exchange of mutual, physical contact, with or without injury
- Sexual Misconduct – As student may not engage in sexual behavior including: consensual intercourse, sexual harassment, groping or indecent exposure.
- Trespassing – No student may enter or access school property outside of school hours or during sanctioned school events without prior written approval from the principal or the principal's designee. A student may not present on school property while suspended or expelled.

- Habitual Disregard of School Rules – Repeated occurrences of not following school rules regardless of efforts to correct such behavior
- Possession of Gang-Related or Other Inappropriate Materials – A student may not possess, distribute, wear/display any written material or inappropriate material that may affect the orderly operation of the school, or endanger the safety of any student, employee, or any visitor to the school

The Hearing Officer may choose to append (upgrade) any Level 2 Offense to a Level 3 Offense. In these cases, a parent/guardian will be notified in writing of the expulsion procedures and the student's due process rights

Level One Offenses:

Level One Offenses are handled by the principal or the principal's designee and include, but are not limited to:

- Horseplay (not resulting in bodily injury)
- Refusal to Obey (e.g. basic school rules, dress code, unprepared, etc)
- Disrespectful and/or Inappropriate Remarks/Gestures (e.g. name calling, mocking, teasing, taunting, etc)
- Class Cutting or Excessive Tardiness
- Use/Possession of Tobacco Products/Paraphernalia
- Disruption of Class/School Activity/Function
- Profanity
- Unauthorized use of Electronic Devices, the Internet or School Technology
- Cheating

At the principal's discretion, a Level One Offense may be appended (upgraded) to a Level 2 Offense and the student may be referred to the Hearing Officer for consideration of suspension or expulsion. The principal MAY recommend a School Intervention Team is assembled to consider solutions and options in dealing with a student or student's behavior. The principal MAY determine that a student is ineligible to participate in school functions, outside school sanctioned activities, access to privileges in school, or limit student

program as deemed appropriate by the principal or the school intervention team.

Progressive Discipline Plan for Carolina Voyager Charter School

Progressive discipline of a student is the increase of disciplinary consequences that range from the least to most severe penalties. All students should be issued consequences in a progressive manner. Continued disregard for school rules is a key factor in the issuance of consequences. Disciplinary action is also commensurate to the severity of the offense.

- Prior to a Required Parent Conference, the principal or the principal's designee may impose any of the following in school consequences/interventions: lunch detention, after school detention, Saturday detention, referral to guidance counselor or social worker, peer mediation, school behavior contract, loss of privilege to participate in school functions or activities.
- Administrator Conference – student/administrator, parent/administrator or parent/student/administrator conference will take place.
- Parents will receive written notification of all in-school consequences, suspensions, and expulsion referrals.
- In School Suspension MAY be used in lieu of out-of-school suspension when applicable.
- Suspensions may be assigned at the discretion of the principal or principal's designee, for a minimum of (1) day and a maximum of (10) days, in accordance with the progressive discipline plan.
- Recommendations for expulsion require formal due process procedures.
- Law enforcement officials must be contacted when the administration believes a crime has been committed.

- For special education students, IEP behavior plans and modifications must follow all state, federal, and IDEA laws.

School Suspension Policies

A student who is determined to have engaged in misbehavior that violates Level 2 Offenses (or if the principal (or designee) determines that a violation of a Level 1 Offense rises to the consequence level) may be suspended according to the Progressive Discipline Plan. A student who is suspended out-of-school cannot attend school during daytime or at night, cannot participate at any school facility or activity, and cannot participate in extracurricular activities.

If the principal (or designee) sees or is advised of any major student misbehavior and concludes that the student should immediately be removed from school to restore order or to protect others, the principal may summarily suspend the students up to (2) days.

In a case where the principal determines that the safety of the school, other students, visitors, or school employees is/are potentially at risk the principal may take immediate action without investigation. Immediately following the action, and by no longer than 1 full school day, the principal should investigate the matter and determine what, if any, additional suspension days (not to exceed a total of ten) or additional consequence actions are appropriate. Parents will be notified of the principal's decision. If the principal determines that the student should not have been suspended, arrangements will be made for the student to make up any work missed while on suspension. The principal will also immediately remove any reference to the suspension from the student's record.

Due Process for Suspension:

Informal Hearing Procedure- The principal must attempt to inform the student personally of the charge(s). The student is given an explanation of the evidence. The principal has the authority to decide whether the explanation should identify a witness. The student is given reasonable opportunity to state his/her position and offer an explanation.

Decision of Facts – After weighing all evidence, the principal determines if the charge is supported by the evidence and the appropriate disciplinary action is taken in accordance with the School Code of Conduct and the principal's professional judgment.

General Suspension Procedures:

Effective Time of Suspension – suspension becomes effective after the informal suspension hearing and notification of the parent/or at the end of the school day.

Notification of Suspension – the principal will attempt to contact the parent to inform them of the student's suspension via phone.

A letter of suspension is presented to the student and mailed to the parent, advising them of the date of and specific reasons for suspension; the appeal procedures' the length of the suspension; the time and location of a parent/administrator or parent/student/administrator conference. The conference should be held not more than two days after the suspension start, and whenever possible should be completed prior to the student's return to school.

Homework during Suspension – To ensure the continuation of learning, suspended students is expected to complete school work. Students who are suspended will be given assignments during the period of the suspension and will work with their assigned mentor to ensure the completion of all schoolwork.

Note: The suspended student is not permitted on school property, at school sanctioned functions or activities without prior written permission of the principal.

Appeal Procedure

Request for Suspension Appeal – If the parent, after a conference with the principal, believes the student's suspension was unjustified, an appeal of the suspension may be made to the Hearing Officer. To request an appeal, the parents must write a letter to the Hearing Officer within (3) calendar days after the principal's conference advising the hearing officer why it is believed the suspension are unfair. All out-of-school suspension under 5 days may not be appealed beyond the school level unless the suspension was initially given by the principal. There is NO appeal beyond the school level for detentions, in-school suspensions, or lesser consequences.

Hearing Process-

1. The student shall have an opportunity for a hearing which is conducted by the Hearing Officer.
2. The Hearing Officer shall provide written notice to the parent of the time, date, location, and purpose of the hearing by registered or certified mail.
3. The appeal will be conducted as an informal hearing. The principal, parents, and student may be present and neither side may be represented by an attorney at this proceeding.
4. The Hearing Officer will allow the parties to clearly explain their respective points of view and to submit whatever evidence they have available that is relevant to the suspension.
5. The Hearing Officer's decision shall be final and rendered in writing to the parent, principal, and board within 5 school days.

Expulsion Procedures

A student may not be suspended for more than a total of 30 school days in one school year, and special needs students with an IEP may not be suspended for more than 10 school days in one year. The principal may not suspend a student from school during the last 10 days of the school year if the suspension would result in a loss of course credit unless the Hearing Officer approves, or if the student is a threat to the class or school, or if a hearing is conducted by the Hearing Committee at the recommendation of the school principal and the Hearing Officer and is granted by the end of the next school day following the suspension.

Expulsion is the most severe punishment a school may use. In certain cases, the Board may permanently expel a student. For example, a student who is determined to have brought a firearm to school, as defined in Section §59-63-235 of South Carolina's Code of Laws, shall be expelled for a period of not less than one calendar year (365 days). Expelled students may not enroll in or attend any educational program operated by Charleston County School District, or any public charter school.

If a principal investigates a report of student misbehavior as outlined in the School Code of Conduct and decides to recommend expulsion, the principal should:

1. Suspend the student for not more than 10 days and in accordance with the Progressive Discipline Plan
2. Notify parents of the recommendation for expulsion.
3. Schedule an expulsion hearing with the Hearing Officer.
4. Inform the student facing expulsion that he/she may not attend classes, is not permitted on school property, nor participate in any school functions or activities during the period of time that the Hearing Officer is considering the principal's recommendation (the student is prohibited from using school transportation if applicable during this period of time).

Note: The Hearing Officer may grant a parent's request to have a hearing rescheduled; however, if granted, the student may remain on out-of-school suspension until the case is heard. Upon receipt of the recommendation from

the school, the Hearing Officer will schedule a hearing to be held within 10 school days.

Conditions for Expulsion:

1. A student may not receive course credit for the semester and/or year in which the expulsion occurs.
2. The school board may determine that an expelled student may not be readmitted after the period of expulsion and for subsequent school years (see permanent expulsion policies).
3. A student with a disabling condition may be expelled for engaging in conduct that would warrant such an action for a non-disabled student if the misconduct is not related to the disabling condition. The student, however, shall continue to receive an appropriate part of his special education program in an alternative setting.

Note: Students who have been expelled from another Charleston County School District school, including an alternative education program, are not eligible to attend Carolina Voyager Charter School.

Students Returning or Entering School from the Department of Juvenile Justice –

All students returning or entering the school from the Department of Juvenile Justice (or any comparable correctional facility) must report to the Hearing Office for appropriate placement. After reviewing the student's records and conferring with the appropriate staff, the Hearing Officer will either allow the student to enter Carolina Voyager Charter School or deny the student admission to the school. Student's reinstated or enrolled from the Juvenile Justice system are "conditional" pending receipt of all official student records and placement is under a 1 year "probation" requiring a student contract.

Appeal Process:

The decision of the Hearing Officer may be appealed to the school board. The Hearing Committee and the chair of the school board must receive written notice of an appeal request within 15 days of notification of the Hearing Officer's decision. An appeal will be limited to the established record, and no new testimony is allowed.

Permanent Expulsion Policy

The school board may permanently expel any incorrigible student. The word “incorrigible” is given the broadest possible meaning and is not limited to violent behavior. The incorrigible misbehavior need not be a continual pattern of activity, because one serious offense which threatens the safety and general order of the school, its students, and the school personnel is sufficient.

Examples of incorrigible misbehavior include, but are not limited to:

- Carrying a loaded or an unloaded gun
- Dealing drugs
- Committing a sexual assault on the school premises, or at a school function or activity
- Assault on an employee of the school
- Severely or mortally wounding another student, employee, or visitor of the school

Due process proceedings will be provided for the student in determining if the misconduct has occurred (as in accordance with procedures for expulsion, and the ultimate administrative decision regarding permanent expulsion will lie with the school board. (S.C. Codes Ann. §59-63-240; §59-63-210)

Discipline of Students with Disabilities

Students who have been identified either by their previous school/school district or by Carolina Voyager Charter School as handicapped or disabled are not exempt from the rules regarding misbehavior as outlined in this document. However, all disciplinary action involving these students will be addressed in accordance with state and federal laws.

Note: Students protected under the Individuals with Disabilities Education Act (IDEA) are referred to as “disabled,” and student protected under Section 504 of the Vocational Rehabilitation Act of 1973 are referred to as “handicapped.”

Suspension –

Once a formal Individual Education Plan (IEP) for special education or an Individual Accommodation Plan (IAP) for Section 504 is written, a student with a disability or handicap may not be suspended for more than 10 cumulative school days in a school year. This is considered a change in placement and may occur only when the appropriate procedures are followed. In such cases, the special education IEP team of the School Intervention Team (SIT) will determine appropriate behavioral interventions, consider the appropriateness of the student's educational placement and assess the need for possible revisions to the IEP, Behavioral Intervention Plan, or the IAP.

Expulsion –

A student with a disability or handicap under Section 504 shall not be expelled unless an IEP or school-based team of professionals who have knowledge of the student and the handicapping condition meets to first determine that the behavior is not a manifestation of the student's handicap. In such cases, if an expulsion sanction is imposed, the school is obligated to provide an educational program for the student with disabilities in an interim alternative setting. The school is not obligated to provide services in an alternative program for Section 504 students.

If the IEP team or the school-based team determines that the misbehavior IS RELATED to the handicap, the student will not be expelled. The case will be referred to the school's SIT to address the student's needs, which could include possible placement in an alternative school or program.

Attendance and Truancy

Attendance –

The guidance counselor and administration will work with the student to develop a personal plan and schedule within the parameters of the school program. When a student and/or the family fail to do their part in complying with the personal plan (e.g. truancy or unexcused absences) the family and student demonstrate a disregard for the mission and vision of the school. Truancy and Attendance violations are considered a serious violation of the school's rules.

School is open for regular session in parallel to Charleston County School District schools. The school also offers extended learning day opportunities, providing the potential for the administration to work directly with students and their families to make case-by-case evaluations regarding the customization of learning programs to address social needs such as job or childcare conflicts that impact the start time or finish time of a learning day for a particular student. As such, it is a mandatory requirement and expectation that each student is expected to attend all scheduled classes and activities every day he/she is present at school, except when excused. A student who reports to school, but fails to attend all scheduled classes and activities, except when excused by an authorized school official is subject to discipline under Level 1 Offenses of the Code of Conduct for "class cutting."

Absences –

A student who is absent from school without the permission of his/her parents or guardian, or when required, without the approval of the principal, is considered unexcused and truant and is in violation of South Carolina Compulsory School Attendance Laws, which apply to students aged 5 through 17.

Truancy Petitions –

When a student has three unexcused absence in a row or a total of 5 unexcused absences at any point in the school year, the student is truant by law and the administration is mandated to:

1. Notify the parents in writing, and require the parents to report to the school and complete an Attendance Intervention Plan. Failure of the parents to comply with the notice to report to school will result in the

parent being notified by certified mail that a petition is being filed with Charleston County Family Court.

2. The petition must be completed by the principal (including signature) and notarized (requires that a copy of the student's Attendance Intervention Plan, discipline records, grades, attendance information, and staff affidavits. The Office of the Solicitor of the Fifth Judicial Circuit Court is sent the original petition with all attachments and 3 additional copies of the entire file.
3. The school will work with the court system to ensure compliance with any court orders to attend school. Should a student and his/her parent violate a court order to attend school the school administration will file appropriate forms and affidavits with the Solicitor's Office including charges of contempt of court.

Technology and Internet Acceptable Use & Policy

Carolina Voyager Charter School's program is dependent upon a significant amount of technology, Web-based access, Internet usage, email, and other technology-related curriculum resources. All students and teachers have access to Web-based information resources in each classroom, the library/media room, and off campus computer access (such as home or public access computers). Student access is for educational purposes only. All students are required to read and discuss the expectations of Acceptable Use and Policy with their parent/guardian prior to starting education at Carolina Voyager Charter School. A "Technology and Internet Acceptable Use and Policy Agreement Form" is attached and must be signed by both the student and parent as part of the full student packet prior to attending the school. Failure to read this agreement and sign the form results in an incomplete student file and will delay the student start date.

Student email is not established as a public access service or as a public forum. Carolina Voyager Charter School has the right to place restrictions on the material you access or post through the system. You are expected to follow all rules set forth in the Code of Conduct at all times, including Acceptable Use policies. Email and all other electronic files created using Carolina Voyager Charter School's resources are the property of the school, may be accessed and reviewed at any time by school administration at the direction of the school principal or designee, and are stored on school resources.

Permitted Uses of Email –

- Student email is limited to educational purposes. The term "educational purpose" includes classroom activities, career development, completing applications to colleges and post-secondary learning opportunities, and other high-quality learning deemed "appropriate" by the school. Classroom activities supersede the importance of appropriate non-classroom activities.
- Students may download text and other non-executable files attached to email messages that are specifically related to educational purposes. When a student is unsure about the authenticity of a file, they should

contact their teacher or other authorized staff member to determine if the file should be launched.

- Students are required to check their school email account at the beginning and end of each school day. Specific time will be included in the schedule for this activity. Students are expected to delete and archive any emails that are unwanted immediately and to stay within the email quotas. The system administrator will automatically delete emails at any time, therefore it is important that students develop appropriate folders and archive files properly. Technology training is a part of every student plan, and organizational techniques for email and files will be included in the student training plan.
- The school has the right to restrict your speech in all communications including email. Profanity or inappropriate email discussions are a violation of the Code of Conduct.

General Prohibitions –

- You may not use your email account or any school resource for commercial purposes. This means you may not offer, provide, or purchase products or services through your student email account. Carolina Voyager Charter School will not be responsible for any obligations resulting from any unauthorized use of the systems.
- You may not use the email system or any other school resource for political activities.
- You will not post/forward/email chain letters or engage in spamming. Spamming is defined as sending unnecessary messages to a large number of people.
- You may not use your email account for personal use, with the exception of contacting a parent/guardian for emergency or school administrator authorized purposes.

Personal Safety –

- You will not post personal contact information about yourself or other people unless it is in conjunction with a specific teacher approved assignment or an approved college/career communication. Personal contact information includes your address, telephone/cellular number, school or work address.
- You will not agree to meet with someone you have met online without your parent's/guardian's approval .
- You will promptly disclose to your teacher or other school employee any messages that you receive that is inappropriate or makes you feel uncomfortable.

Illegal Activities –

- You will not attempt to gain unauthorized access to the student email system, the school website, or any other computer system in Carolina Voyager Charter School email, Intranet, Internet, curriculum vendor, or and/or network access.
- You will to attempt to perform functions that exceed your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal and will be prosecuted.
- You will not make deliberate attempts to disrupt the computer system, destroy data, spread viruses, or by any other means. These actions are illegal and will be prosecuted.
- You will not use your student email account or other school resources to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, bullying, or any other illegal activity whether intended as a joke or prank, or otherwise. Illegal activity will be reported to the local law enforcement officials.

System Security

- Do not share account information (User ID and/or password) with others.
- Do not attempt to log into another user's account
- Any sharing of User ID or password will result in immediate removal of account privileges and will be reported to the principal for disciplinary

consideration. (IT staff and the principal may compel a student at any time to relinquish or disclose User ID and/or password information – should a request be made by either the IT staff or the principal, the student is required to immediately comply)

- You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not actively seek security problems, but report immediately any potential issues that are found.
- You will not knowingly use portable data storage devices which contain viruses, or in any other way knowingly spread computer viruses
- Students will not upload any programs, software (including music or movie files) to any computer, system, or other school resource without specific written permission from a specific teacher.

Use of Inappropriate Language –

- Restrictions against inappropriate language apply to public messages, private messages, and any material posted on Web pages or any other school resource
- You will not use obscene, profane, rude, vulgar, lewd, inflammatory, derogative, threatening, or gang-related language, symbols, or statements.
- You will not post information that could cause damage or danger or disruption.
- You will not engage in personal attacks, including prejudicial or discriminatory remarks.
- You will not harass another person. If you are told by another person to stop sending messages, you must stop whether it is the recipient or another person.
- You will not bully or degrade another person using email, web site postings, or any other school resource.
- You will not knowingly or recklessly post false or defamatory information about a person or an organization.

Access to Inappropriate Material –

- You will not use your student email account to access material that is profane or obscene (e.g. pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (e.g. hate literature).

- If you mistakenly access inappropriate information or images, you should immediately tell your teacher or another school employee.
- Your parent/guardian should instruct you if there are additional materials that he/she thinks would be inappropriate for you to access.

Respect for Privacy –

- You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- You will not post private information about another person.

Penalties for Misuse of Student E-mail –

- You should expect only limited privacy in the contents of your personal files on the district system. The contents of your e-mail account are property of the school. Your parent also has the right at any time to request in writing to see the contents of your e-mail files.
- Routine maintenance and monitoring of student e-mail may lead to discovery that you have violated this policy, the “Code of Conduct” or state and federal law.
- An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the “Code of Conduct” or state or federal law. The investigation will be reasonable and related to the suspected violation as outlined in district policy.
- The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the student e-mail system.
- In the event there is a claim that you have violated this policy or the “Code of Conduct” in your use of your student e-mail account, you will be provided with notice and opportunity to be heard in the manner set forth in the “Code of Conduct”
- Misuse of your e-mail account will result in restrictions being placed on your use of student e-mail, with the possibility that your e-mail privileges may be temporarily or permanently revoked. School IT personnel, teachers or other school personnel, your parent or guardian, or other school administrator, may request restriction or removal of your e-mail account. The School reserves the right to act upon such requests as it sees fit. This may include immediate restriction of access to e-mail or other electronic resources pending further investigation.

- If the misuse of your e-mail account also involves a violation of other provisions of the “Code of Conduct” it will be handled in the manner described in the “Code of Conduct”

Limitation of Liability –

The School makes no warranties of any kind, either express or implicit that the functions or the services provided by or through the school system will be error-free or without defect. The School will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The School is not responsible for the accuracy or quality of the information obtained through or stored on the system. The School will not be responsible for financial obligations arising through the unauthorized use of the system.

Distributing Written Material –

Students may not distribute written materials to other students at school unless the material was produced at school with the guidance and permission of school officials or the principal has given prior written permission for the handout

If a student fails to follow rules for distributing material, he may be subject to disciplinary action under Level 2II Offenses of the Code of Conduct (Other Unlawful Activities).

Selected Board Policy Information

1. *Acceptable Use – Technology, Email, School Resources* – The school will provide board members, employees and students with access to the school's electronic communication system, which includes Network, Internet and e-mail access. The principle purpose of this system is for the education of students and professional use by staff. This purpose includes use of the system for classroom, work-related, professional and career development activities.

2. *Possession and Use of Tobacco* — Students will not be permitted to use, possess, or transfer tobacco products or tobacco paraphernalia while on school grounds; in the school building; on buses (if applicable); or during any other time that is under the direct administrative jurisdiction of the school. The school is officially designated as “tobacco free.” This applies to any individual student, staff, or visitor.

3. *Dress Code* — Public schools have the right to set limits on the dress of students. All students have the responsibility to comply with these limits and the basic standards of cleanliness and good grooming. Parents and guardians also share the responsibility for assuring that students dress in an appropriate manner. Our school is trying to create a culture of learning and dressing appropriately enhances this culture. Students have the responsibility and are expected to dress in an appropriate manner while on school property, on school-sponsored transportation, when representing the school or attending school-sponsored activities. Personal appearance will be such that it does not become distracting to other students, materially and/or substantially disrupt student work, classes, other school activities, school order or creates a health or safety problem.

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

5. *Weapons* - the policy of the board shall be to use all reasonable means at its disposal to ensure the safety of students, teachers and other employees while they are on school premises. In particular, it shall be diligent and faithful in its support of school officials in their application of existing laws and school regulations to individuals carrying weapons and dangerous objects.

6. *Student Behavior during Testing* —all students participating in mandated testing programs will conform to the testing behavior code as specified in this policy, as well as state laws and regulations regarding test security in state-mandated testing programs. Violations of this policy or any state law or regulation concerning test security will result in a student's being subject to disciplinary action, up to and including expulsion, and may lead to invalidation of his/her test score, as well. Students will obey all procedural and administrative instructions given by the test administrator or proctor during the administration of tests under the mandated testing programs.

7. *Student Complaints* — the board requires the school principal/administration team to establish a means by which student complaints or concerns may be heard and addressed. Copies of the school's procedure may be obtained from the principal's office.

8. *Corporal Punishment* — Corporal punishment, which is defined as any form of paddling, may not be administered to any student on school property by any individuals at any time for any reason. This includes parents of students.

9. *Student Suspensions* —A student may be suspended for up to 10 days for any one offense, but no more than 30 cumulative days in a school year. Suspension means the student cannot attend school or be on the school grounds, cannot attend any program at the school in the daytime or at night, and cannot ride a school bus (if applicable).

10. *Expulsion*—Expulsion means the student cannot attend school or be on school grounds cannot attend any program at the school in the daytime or at night and cannot ride a bus (if applicable). The school and the parents have the right to appeal the Hearing Officer's decision to the school board.

Selections from S.C. Code of Laws

1. §16-3-612. A student who commits an assault and battery, other than one that is aggravated, on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity including, but not limited to, administrators, teachers, faculty, substitute teachers, teachers' assistants, student teachers, custodial staff, food service staff, volunteers, law enforcement officers, school bus drivers, school crossing guards, or other regularly assigned school-contracted persons is guilty of assault and battery of a school personnel which is a misdemeanor and, upon conviction, must be fined not more than one thousand dollars, or imprisoned not more than one year, or both.

2. §16-3-1040. It is unlawful for any person to knowingly and willfully deliver or convey to a public official or to a teacher or principal of an elementary or secondary school any letter or paper, writing, print, missive, document, electronic communication or any verbal communication which contains any threat to take the life of or to inflict bodily harm upon the public official, teacher, or principal, or members of their immediate families. (Felony: up to 5 years)

3. §16-7-170. Entering a public school for the purpose of destroying records or in fact destroying or damaging records is a misdemeanor. A person convicted of this shall be fined no more than \$5,000.

4. §16-11-550. Anyone threatening to kill, injure or intimidate an individual or damage or destroy property by means of explosive or incendiary aids, agrees with, conspires with shall be guilty of a felony. If convicted, a person may be jailed from 1 to 10 years.

5. §16-17-420. Disturbing schools is a misdemeanor. A person convicted of this shall pay a fine of \$100 to \$1,000, or imprisoned in jail for 30- 90 days.

6. §16-23-430. Carrying weapons on school property is a misdemeanor. A person convicted of this shall be fined \$100 or sentenced to 30 days in jail.

7. §18-844. Whoever through the use of mail, telephone, telegraph, or other instrument of commerce, willfully makes a threat, or maliciously conveys false information knowing the same to be false, concerning an attempt or alleged

attempt being made, or to be made to kill, injure, or intimidate any individual or unlawfully to damage or destroy a building, vehicle, or other real or personal property by means of fire or an explosive shall be imprisoned for not more than five (5) years or fined not more than \$5,000 or both (e.g. bomb threats).

8. §20-7-370. It is unlawful for anyone under 21 to purchase or possess beer, wine, or fermented beverages. This is a misdemeanor and carries a fine of \$25 to \$100, plus court costs.

9. §44-53-445. It is a separate criminal offense for a person to distribute, sell, purchase, manufacture, or to unlawfully possess with intent to distribute, a controlled substance while in, on, or within a one-half mile radius of the grounds of a public or private elementary, middle, or secondary school; a public play ground or park; a public vocational or trade school or technical educational center; or a public or private college or university. See §44- 53-370 for penalties.

10. §59-63-210. Any school board of trustees may authorize or order the expulsion, suspension, or transfer of any pupil for a commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or for violation of written rules and regulations established by the school board, county board, or the State Board of Education, or when the presence of the pupil is detrimental to the best interest of the school. Every expelled pupil shall have the right to petition for readmission for the succeeding school year. Expulsion or suspension shall be construed to prohibit a pupil from entering the school, or school grounds, except for a prearranged conference with an administrator, attending any day or night school function or riding a school bus. The provisions of this section shall not preclude enrollment and attendance in any adult or night school.

11. §59-63-217. (1) In determining whether or not a student meets standards of conduct and behavior promulgated by the board of trustees necessary for the time enrollment and attendance in a school in the district, the board shall consider nonschool records, the student's disciplinary records in any school in which the student was previously enrolled as these records relate to the adjudications of assault and battery of a high and aggravated nature, the unlawful use or possession of weapons, or the unlawful sale of drugs whether or not considered to be drug trafficking. Based on this consideration of the student's record, the board may bar his enrollment in the school.

12. §59-63-220. Any school board may confer upon any administrator the authority to suspend a pupil from a teacher's class or from the school not in excess of ten days for any one offense and for not more than thirty days in any one school year but no such administrator may suspend a pupil from school the last ten days of the year if the suspension will make the pupil ineligible to receive credit for the school year without the approval of the school board unless the presence of the pupil constitutes an actual threat to a class or a school or a hearing is granted within twenty-four hours of the suspension.

13. §59-63-230. When a pupil is suspended from a class or school, the administrator shall notify, in writing, the parents or legal guardian of the pupil, giving the reason for such suspension and setting a time and place when the administrator shall be available for a conference with the parents or guardian. The conference shall be set within three days of the date of the suspension. After the conference the parents or legal guardian may appeal the suspension to the board of trustees or to its authorized agent.

14. §59-63-235. The school board must expel for no less than one year a student who is determined to have brought a firearm to school or any setting under the jurisdiction of a local board of trustees. The expulsion must follow the procedures established pursuant to Section 59-63-240. The one-year expulsion is subject to modification by the superintendent of education on a case-by-case basis. Students expelled pursuant to this section are not precluded from receiving educational services in an alternative setting. Each local board of trustees is to establish a policy which requires the student to be referred to the local county office of the Department of Juvenile Justice or its representative.

15. §59-63-1110. Any person entering the premises of any school in the State of South Carolina shall be deemed to have consented to a reasonable search of his person and effects.

16. §59-63-1120. School administrators may conduct reasonable searches on school property of lockers, desks, vehicles and personal belongings with or without probable cause.

17. §59-67-240. Boards of school trustees in this State may authorize school administrators to suspend or expel pupils from riding a school bus for misconduct on the bus or for violating instructions of the driver.

18. §59-67-245. No person shall willfully and wrongfully interfere with the operation of a school bus, either public or private, by boarding, restricting movement, or using threats, either physical or verbal, to the driver or any passenger while the bus is engaged in the transportation of pupils to and from school or any lawful school activity or while passengers are entering or leaving the bus nor shall any person willfully fail or refuse to obey a lawful order of school bus. The use of threatening, obscene or profane language addressed to the driver or any passenger entering, leaving or waiting for a school bus is disorderly conduct and any person convicted for the use of such language shall be punished as provided in 16-17-530. Nothing contained herein shall be interpreted to infringe upon the powers and duties of duly constituted authorities.

19. §59-63-280. Paging devices are defined as a telecommunications device, to include mobile telephones, that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. A student in possession of a paging device will have the device confiscated.

Glossary

ARSON - By means of fire, cause harm to property or any person or participate in or enable the burning of property of any person.

BATTERY - Use of excessive force causing bodily harm to another person.
(Level 3)

BOMB THREAT- Reporting to school, police, or fire officials the presence of a bomb on or near school property without reasonable belief that a bomb is present on school property.

BULLYING - Bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act that is reasonably perceived to have the effect of: 1) harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear or personal harm or property damage; or 2) insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with the orderly operation of school. Bullying may also be referred to as harassment or intimidation.

BURGLARY- an unauthorized entry into a building that involves a theft.

CONFERENCE - A meeting which may involve the student, parent, counselor, and support, transportation or administrative personnel.

DETENTION- Keeping a student before or after regular school hours for a reasonable time or detaining a student during school hours, such as lunch time.

DRESS CODE - A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct, and are not disruptive to the educational environment. Examples include but are not limited to gang colors, bandanas or gang clothing, to include student clothing that materially and substantially disrupts classes or other school activities.

DRUG PARAPHERNALIA - Any instrument, device, article or contrivance used, designed for use, or intended for use in ingesting, smoking, administering, or preparing marijuana, hashish, crack or cocaine.

ELECTRONIC DEVICES -A student who uses a paging device will have the device confiscated. The student's parent/legal guardian may pick up the confiscated device from the school following the first offense. The parent/legal guardian may pick up the paging device for a second and/or all other offenses at the end of the school year. All confiscated paging devices will be maintained at the school site until they are returned. Schools will not be responsible for lost, stolen or damaged paging devices.

EXPLOSIVES - Substances that burst forth, usually with a great deal of noise, such as fireworks, firecrackers, cherry bombs, etc. No one will possess, handle, transmit, conceal, nor use any explosive device or substance that can be used as an explosive.

EXPULSION - The temporary (eleven to 180 school days) or permanent revocation of a student's right to attend public schools.

EXTORTION - Forcing another to act against his will; taking property from a person by force or threat of force.

FELONY- A crime, such as rape, murder, or burglary, considered more serious than a misdemeanor and punishable by a stronger sentence.

FIGHTING - The exchange of mutual, physical contact, with or without injury. Without clear and convincing evidence that a participant attempted to avoid the confrontation, all parties will be disciplined.

GANG-RELATED BEHAVIOR - Participation in any activity that serves to advertise or promote gang activity, including (but not limited to) wearing and displaying jewelry, clothing, signs, or other indications of a gang.

INDIVIDUAL ACCOMMODATION PLAN - Refers to a federally-mandated plan of strategies or accommodations that is written by a school-based team of educators to address adjustments that are needed in the regular classroom setting to meet the instructional needs of a student with an identified Section 504 handicapping condition.

IN-SCHOOL SUSPENSION - To remove a student from his regular class schedule for a designated time; student is under adult supervision in a specific room within the building.

LITTERING - Throwing or scattering debris in improper locations.

MANIFESTATION REVIEW - A meeting to determine whether a child's misconduct is a manifestation of his handicap or disability.

MULTI-DISCIPLINARY COMMITTEE - A school-based team that determines whether a student's misbehavior is related to his handicap or disability.

OUT-OF-SCHOOL SUSPENSION - A student may not attend school or school-sponsored activities for a period of up to ten days and is not permitted to ride a school bus or participate in extracurricular activities during this time.

PROBATION CONTRACT - A behavioral contract developed by and monitored through the Hearing Officer that outlines the terms under which a student facing, or reinstated from, expulsion is allowed to return to school.

REPLICA GUN - A device which appears to be an operable firearm and is presented as being a real gun, but lacks the ability to expel a projectile. Replica guns do not include obvious toy weapons.

RESTITUTION - Repair or replacement of property, or to pay a reasonable cost of repair or replacement.

SECTION 504 - Refers to any individual under this 1973 federal law who has a physical or mental impairment which substantially limits one or more of such person's major life activities, has a record of such impairment, or is regarded as having such impairment. (An example might include a medical diagnosis of Attention Deficit Disorder).

SEXUAL HARASSMENT - Unwelcome sexual advances, requests for sexual favors, sexually motivated contact or other verbal or physical conduct or communication of a sexual nature. May include, but is not limited to: subtle

pressure for sexual activity, inappropriate patting or pinching, intentional brushing against another's body.

STUDENT INTERVENTION TEAM - A school-based team consisting of at least two teachers, a counselor, an administrator, a social worker and/or school psychologist that convene to discuss issues (and make recommendations) related to a student.

THEFT - Taking property belonging to an individual or the school without permission, such as removing items from another's book bag or locker.

TRESPASSING - Entering any school facility or onto school property/bus without proper authority, including any school entry during a period of suspension or expulsion. (Level 2 Offense)

UNRULY - A student whose behavior is hard to manage and control.

VANDALISM - Intentionally or recklessly causing damage to or defacing school or property of others, or such action causing disruption to the educational process and/or school activities.

WEAPON -Any device intended to cause injury or bodily harm; any device used in a threatening manner that could cause bodily harm or injury, or any device that is primarily used for self-protection because of its potential to cause bodily harm or injury. Weapons include, but are not limited to, any type of knife, any type of firearm, any type of replica or look-alike firearm, BB guns, chains, razors, clubs, mace or other chemicals or gas, etc.

ZERO TOLERANCE -Behaviors that constitute safety violations and/or criminal conduct and punishable by a referral to the Hearing Office with a recommendation for expulsion.

**Carolina Voyager Charter School
Code of Conduct Student and Parent Acknowledgment of Receipt
and Agreement to Comply Form**

Dear Parent(s):

Carolina Voyager Charter School requires all students and parents/guardians receive a copy of the school Code of Conduct and provide a signed Code of Conduct Acknowledgment of Receipt and Agreement to Comply Form as a part of the completed student enrollment package.

Please read and discuss with your child the rules and regulations set forth in the Code of Conduct document. When you have done so, sign this form and return it to your school. Your signature and that of your child acknowledges receipt of this handbook and that you understand and consent to the responsibilities outlined in it.

The signature of the teacher acknowledges that he/she has reviewed and discussed the contents with your child. This form will be kept on file at the school.

(Complete this form and return to the school with the student enrollment packet)

I have received and read the Carolina Voyager Charter School Code of Conduct.

(Print) Name of Student _____

Grade _____

Signature of Parent/Guardian _____ Date _____

Signature of Student _____ Date _____

Attachment A

Carolina Voyager Charter School Retention Policy (effective 2021-2022 school year)

Elementary Grades (K-5)

- Retention in the elementary grades involves a collaborative decision made between the school personnel and the parents based on a variety of factors including the student's age, maturity, academic growth, effort, supports/interventions in place at school, parental support, factors that may be interfering with academic growth, and the potential impact retention may have on a student's social emotional development.

Middle Grades (6-8)

- A decision regarding retention in the middle grades is based on a student's grades. If a student fails two core classes (ELA, Math, Science, Social Studies), they will be retained the following year.
- If a seat is not available for the student in the grade they are repeating, the student will be withdrawn and will return to their home school.
- A Required Parent Conference will be held and documented with the leadership and teaching teams at mid-term and at the end of the third quarter for all students who are in danger of failing and may be considered for retention.
- Carolina Voyager is not in a position to offer summer school programs for middle school students who are retained.
- If retained students are able to satisfactorily complete a credit recovery course (summer school) over the summer months, they will be able to move on to the next grade level at Carolina Voyager.
- Carolina Voyager staff will investigate what summer school/credit recovery options may be open for our students who are retained.

All decisions made at the school level regarding retention at the elementary or middle school grades may be appealed directly to the Carolina Voyager Charter School Board of Directors.

Presented and approved by the Carolina Voyager Charter School Board May 2021