

# Carolina Voyager Charter School

## Student Handbook 2023-2024



### Code of Conduct

#### **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 students.*

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## STUDENT HANDBOOK

This Student Handbook and Student Code of Conduct describe Carolina Voyager Charter School's current policies and practices concerning matters that most often affect our students and their parents and is not exhaustive. Policies and practices described in this handbook are provided for the information and guidance of students and their parents and do not constitute, nor should they be relied on, as contractual obligations of Carolina Voyager Charter School to any person. Carolina Voyager Charter School reserves the right to modify this handbook at any time. Its contents, as they now appear or as they may be amended in the future, apply to all students enrolled in Carolina Voyager Charter School.

### **Equal Opportunity and Nondiscrimination**

Carolina Voyager Charter School intends to comply with all applicable federal, state, and local laws and regulations regarding equal opportunity and nondiscrimination. If any of the policies outlined in this Handbook are, or become unlawful for any reason, the applicable law will be followed. No student will be denied acceptance into, or excluded from participation in, Carolina Voyager Charter School programs on the basis of sex, race, religion, disability, national origin, or any other characteristic protected by state or federal law.

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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 our Core Beliefs:

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

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The rules and regulations contained in this document were developed to keep 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 of whether 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 or while at any stop or premises 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 School Leader and academic leadership of school, and/or the designee of the School Leader.

**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.

**District:** refers to Charleston County School District (CCSD).

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## STUDENT RIGHTS & 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.

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## STUDENT DRESS CODE

**Purpose.** To establish Carolina Voyager Charter School's expectations for student dress code.

**Statement of Policy.** It is the policy of both Carolina Voyager Charter School and Charleston County School District to regulate reasonable attire of students during the school day. All students shall wear an approved school uniform to maintain an educational environment that is safe and conducive to the educational process. Students in all grades, K-8th, shall abstain from wearing or possessing specified items during the school day.

**Statement of Purpose.** Carolina Voyager Charter School has determined that reasonable regulation of school attire can further important educational interests, including:

- Reducing distraction and loss of self-esteem caused by teasing or competition over clothing.
- Minimizing disruption from wearing inappropriate clothing or possessing inappropriate items at school.
- Providing an environment that benefits a student's focus on learning.
- Helping to reduce the cost of school clothing.
- Creating a greater sense of community and school pride among all students.
- Instilling appropriate disciplinary procedures in students.
- Helping students and families avoid peer pressure.
- Creating an atmosphere that reflects the importance of education.

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## **School Uniform Requirements**

- Students must wear either a solid red, white or navy-blue collared shirt with or without the Carolina Voyager logo.
- Bottoms must be solid khaki and/or navy blue.
- Solid red, white, or navy sweaters, crewnecks, or cardigans are permitted over collared shirts and should be free of graphics including pictures, writings, or drawings.
- Footwear should be closed in the front and back of both shoes and should completely cover the entire foot. Sneakers are preferred.

### **Tops**

- Students may wear tops with a school approved logo on Fridays in lieu of a collared polo, but it is not required. CVCS school attire may be purchased through the school PTO and/or school office.
- Plain, white t-shirts (long or short sleeved) may be worn under uniform shirts.
- Hooded shirts, sweatshirts, or sweaters are not permitted.
- Shirts should have a reasonable fit (not too large or too tight).

### **Bottoms**

- Bottoms must be free of graphics and embroidery. Bottoms may not have insignias, words, or pictures. Bottoms are to be free of rips, holes, and tears.
- Shorts, skirts, skorts, dresses and jumpers shall be fingertip length and follow other dress code guidelines. If a skirt, dress, or jumper is worn, students are encouraged to wear leggings or shorts underneath. Tights and/or leggings may be worn under skirts, shorts, dresses, jumpers, and skorts.
- Tight pants, compression shorts or pants, leggings, jeggings, and yoga style pants, alone, are not permitted at any time.
- Clothing should have a reasonable fit (not too large or too tight). Baggy or sagging pants and/or shorts are not permitted. Pants, shorts, and skirts



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must be worn at the natural waistline. Belts are encouraged for pants with belt loops.

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### **Outerwear (coats and jackets)**

- Outerwear, including coats and jackets, should be placed on a classroom hook or in a cubby (K-5) or in the student's locker (6-8) upon arrival to the classroom.
- Outerwear may be worn when it is required for students to exit the building during class change or recess.
- Outerwear may not be worn inside the school building during the school day except during arrival and dismissal or when transitioning to exit the building.
- At no time are students permitted to wear hoods while in the building

### **Footwear (shoes, sneakers, boots)**

- Sneakers are the recommended footwear for school, as they work best for PE, recess, and climbing stairs.
- Footwear must be worn at all times during school hours.
- Laces on shoes or sneakers must be tied at all times.
- Socks should be worn at all times.
- Flip flops, Crocs, slides, sandals, and slippers are not permitted.
- Heelies and other footwear with wheels are not permitted.

### **Other Clothing Items or Accessories**

- Students may not wear facial piercings during school hours. Earrings, necklaces, rings, and bracelets can be small and not large in size.
- Students may not wear large pendants or medallions.
- Any adornment that could be perceived as, or used as, a weapon such as chains, spikes, etc. is not permitted.
- Gang-related clothing, accessories, symbols, or intimidating items of dress, as identified by local law enforcement agencies, are not permitted.

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- No clothing, jewelry, or accessory will be permitted that displays profanity, weapons, violence, suggestive phrases, alcohol, tobacco, drug advertisements or other inappropriate phrases or symbols as determined by the administration.
  - Head coverings of any kind, including but not limited to, hats, caps, bandanas, curlers, masks, visors, kerchiefs, athletic sweatbands, earmuffs, sunglasses, or hoods are not permitted. Head coverings shall not be worn, carried, hung on belts or around the neck or kept in classrooms during regular school hours.

### **Dress Down Policy**

Students are permitted to dress out of uniform on designated dress down days while still following all dress code policies as mentioned above.

Below are the guidelines for designated dress down days:

- Jeans are allowed that are free from rips, holes, or tears.
- All tops must be unhooded,
- Crop tops, tank tops, low-cut shirts, spaghetti straps, off the shoulder, sleeveless, backless, strapless, muscle shirts, sports bras are not permitted.
- Students must follow all dress code policies mentioned above.

*NOTE: Administration may make exceptions to the uniform policy for religious and/or medical purposes, special events, and may allow a different standard for athletic teams or other school clubs or activities. Appropriate attire is expected during these special events. Parents and guardians will be notified in advance.*

Any and all violations of the CVCS School Uniform Policy will result in appropriate disciplinary action as set forth by school Administration.

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## **PARENT RIGHTS & RESPONSIBILITIES**

### **Parent Rights**

- To receive fair and respectful treatment.
- To expect a safe learning environment for their child(ren).
- To visit the school according to school policy.
- To view their student's 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.

### **Parent Responsibilities**

- To comply with South Carolina laws related to compulsory attendance.
- To ensure children arrive at school on time and leave school in accordance with school dismissal policies and procedures.
- To participate in parent events and 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's success in school.

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- 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.

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## STUDENT CODE OF CONDUCT

Carolina Voyager Charter School follows the Charleston County School District's Code of Conduct.

The Code of Conduct can be found: <https://www.ccsdschools.com/conduct>.

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## SCHOOL SUSPENSION POLICY

### **General Suspension Procedures**

**Notification of Suspension:** The School Leader or administrator will attempt to contact the parent to inform them of the student's suspension via phone.

A **letter of suspension** is presented to the parent/guardian, advising them of the date of and specific reasons for suspension; the length of the suspension; the time and location of a parent/administrator or parent/student/administrator conference to be set within three days of the first day of suspension.

A **restorative conference** must take place prior to the student returning to the classroom. The student shall not participate in school activities during the period of suspension or be on school premises unless for a school approved conference, meeting, or hearing.

**Homework during Suspension:** To ensure the continuation of learning, suspended students are expected to complete school work. Students should communicate with their teachers regarding missed assignments.

**Length:** South Carolina law states that no student can be suspended from a teacher's class for more than 10 days for any one offense. SC law states that no student can be removed from school for more than 30 days in a school year unless expelled.

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## EXPULSION PROCEDURES

### **Investigation and Action Taken by the School Leader**

If the School Leader or his/her/their designee investigates a report of student misbehavior, and the School Leader determines the student should be recommended for expulsion, the School Leader shall notify the student's parent(s)/legal guardian(s) of the recommendation, suspend the student from school and all school activities during the time of the expulsion procedures, and refer the matter directly to the Board Chair who can be reached at [board@carolinavoyager.org](mailto:board@carolinavoyager.org).

### **Notice of Expulsion Recommendation and Hearing**

Within three (3) school days following receipt of an expulsion recommendation, the Board Chair or his/her/their designee will notify the student's parent(s)/legal guardian(s), in writing, of the following:

- The rule(s) infraction alleged to have occurred.
- The right of the student to review his/her/their records, including the investigative documents and any other evidence the School Leader intends to present at the expulsion hearing.
- The right of the student to a hearing on the evidence.
- The time and place of the hearing.
- The procedures to be utilized at the hearing, including the student's right to be represented by legal counsel at his/her/their expense.

The Board Chair will enclose a response form requesting that the parent(s)/legal guardian(s) advise the Board whether they intend to appear at the expulsion hearing, and whether they will be represented by legal counsel. If the response form is not signed and returned via email to the Board Chair ([board@carolinavoyager.org](mailto:board@carolinavoyager.org)) within 48 hours of the scheduled hearing date, the hearing may proceed as scheduled or the hearing may be postponed by the Board.



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The Board shall schedule the hearing as soon as practical, but no more than 15 days following the notification to the student's parent(s)/legal guardian(s) of the expulsion recommendation, unless a later date is agreed to with the student's parent(s)/legal guardian(s). An audio recording of the hearing and/or written minutes summarizing the hearing will be taken.

### **Action Following the Hearing**

At the hearing, the Board will decide whether to uphold, reverse or alter the expulsion recommendation of the School Leader. Within ten (10) days of hearing, the Board will issue written confirmation of its decision to the parent(s)/legal guardian(s). If the recommendation for expulsion is reversed, all absences resulting from the suspension will be excused, the student's record will be cleared with respect to the recommendation, and the student will be allowed to complete missed assignments.

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## DISCIPLINE OF STUDENTS WITH DISABILITIES

Students who have been identified either by their previous school/school district or by Carolina Voyager Charter School as individuals with handicaps or disabilities 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 an "individual with disabilities," and students protected under [Section 504 of the Vocational Rehabilitation Act of 1973](#) are referred to as an "individual with handicaps."*

### **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 Multi-Tier Systems of Support (MTSS) 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 (BIP), or the IAP.

### **Expulsion**

A student with a disability under IDEA 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 disabling condition(s) meets to first determine that the behavior is not a manifestation of the student's handicap or disability.

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.

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If the IEP or the school-based team determines that the behavior IS RELATED to the handicap or disability, the student will not be expelled. The case will be referred to the school's special education team to determine next steps.

**For more information regarding CCSD's policies and procedures for students with disabilities:** <https://www.ccsdschools.com/Page/1289>

**For specific information regarding parent rights and responsibilities in special education:**

<https://www.ccsdschools.com/cms/lib/SC50000504/Centricity/Domain/4727/2023-24%20English%20Procedural%20Safeguards.pdf>

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## ATTENDANCE & TRUANCY

Carolina Voyager Charter School follows South Carolina Compulsory Attendance Law which can be found on pg. 12 of the [CCSD Code of Conduct](#).

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## TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY

Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of school or district activities. All users are expected to use the school and district technology resources in a legal, responsible, ethical, and polite manner. The digital citizenship guidelines are intended to clarify those expectations as they apply to computer and network usage and are consistent with [CCSD Board Policy: JICJ - Electronic and Wireless Device](#) which the school incorporates.

A student who knowingly violates any portion of the digital citizenship expectations will be subject to suspension of access and/or revocation of privileges on the school and district's system and will be subject to disciplinary action in accordance with the Progressive Discipline Plan (PDP).

Students will practice responsible use of digital information regarding intellectual property, including complying with software licenses, copyright laws, and all other state and federal laws governing intellectual property. Students will practice safe and appropriate online behavior including using professional etiquette while communicating online.

Improper use of school or district technology resources is prohibited, to include, but not limited to:

- Using racist, profane, pornographic, sexually oriented, or obscene language or materials.
- Attempting to send or sending anonymous messages of any kind.
- Using the network to access inappropriate and/or harmful materials.
- By-passing the school or district's security measures to access sites that are filtered on the network.
- Encrypting communications so as to avoid security review or monitoring by the system administrator.

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- Using the network to provide addresses or other personal information that others may use inappropriately.
  - Purposely engaging in activity that may harass, threaten, defame, slander, libel, malign, or abuse another (individual or group).

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- Forgery or attempted forgery of electronic messages; attempts to read, delete, copy, or modify the e-mail of other system users or deliberate interference with the ability of other system users to send/receive e-mail.
  - Using the network for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy or guidelines.

Students will use the technology resources in a positive and responsible manner that promotes creativity, innovation, collaboration, communication, critical thinking, and problem solving. Improper use of the school or district's technology resources is prohibited including, but not limited to:

- Using the network for political activity, financial gain, or commercial activity.
- Attempting to harm or harming equipment, materials, or data.
- Changing any computer configurations and/or settings.
- Installing software, including freeware and file sharing services, without permission from the director of technology or his/her/their designee.
- Streaming media, such as radio, games, video, etc., for non-educational purposes.
- Proxy sites, bypassing or attempting to bypass the filtering device by using sites such as, but not limited to, proxy sites on the district's electronic communications system.
- Running security programs or utilities that reveal or exploit weaknesses in the security of a system such as password cracking programs, packet sniffers, or port scanners or any other non-approved programs on district technology resources.
- Otherwise engaging in acts against the aims and purposes of the school or district as specified in its governing documents or in rules, regulations, and procedures adopted from time to time.

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Additionally, students will understand the negative impact of inappropriate technology use including online bullying and harassment, hacking, intentional virus setting, invasion of privacy, and piracy of materials such as software, music, video, and other media.

Students will log in to the school network using their own school-issued login credentials. Account information and passwords, or similar information used for identification and authorization purposes, must be kept private.

Passwords should not be written down and left in a location others may find it. The individual in whose name a system account is issued will be responsible at all times for its proper use. Students will use technology resources cautiously to prevent damage.



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## ACADEMIC INTEGRITY CODE

All students enrolled in Carolina Voyager Charter School and CCSD schools, including CCSD Online Programs, or working virtually are held to the same standard as when learning in a traditional school setting. Any dishonesty such as plagiarism, cheating, and/or providing false information is grounds for disciplinary action by the teacher or school administrator.

The following acts are considered dishonest and a violation of the Academic Integrity Code:

- Plagiarism: Using other people's work, ideas, or information without giving credit to the source.

*NOTE: Use of Artificial Intelligence (AI) (e.g., ChatGPT) is considered plagiarism.*

- Work submission through another student's password: Any assignments or projects posed while using another student's username and password is considered cheating.
- Cheating: Using unauthorized material including outside materials or study aides for work completion. Copying another person's work and using it as your own is considered cheating.
- Performing work or taking a test for another student.
- False information or made-up data: Submission is considered misleading and dishonest.

(Source: CCSD 2022-2023 Student Code of Conduct)

A "Mobile Device Responsible Use Agreement" must be signed by both the student and parent as part of the full student packet prior to attending the school. The agreements must be signed, and fees paid in order for your student to be issued a device.

### Penalties for Misuse of Student Technology

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Carolina Voyager Charter School will follow and refer to [CCSD's Progressive Discipline Plan \(PDP\)](#) regarding consequences for misuse of student technology.

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### **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 School Leader 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 2 Offenses of the Code of Conduct (Other Unlawful Activities).

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## CELL PHONE POLICY

Personal electronic devices, including cell phones, are not allowed to be used on campus at Carolina Voyager Charter School.

All personal electronic devices must be turned off and kept in the student's backpack (K - 5), locker (6-8), or other school-designated area during the school day.

If a student uses a personal electronic device during the school day, the school reserves the right to confiscate the device until it can be retrieved by a parent or guardian.

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## 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 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: Carolina Voyager Charter School is a tobacco free campus. No one is permitted to use, possess, or transfer tobacco products or tobacco paraphernalia, including hemp, vaping and any alternative nicotine product or 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 visitors.

For purposes of this policy: Tobacco product means a product that contains tobacco and is intended for human consumption, including but not limited to, cigarettes, cigars, chewing tobacco, and snuff. Alternative nicotine product means any vaping product, whether or not it contains nicotine' including but not limited to, electronic smoking devices, that can be ingested into the body by chewing, smoking, absorbing, dissolving, inhaling, or by any other means.

3. 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, in 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.

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4. 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.
  5. 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/their 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.
  6. 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.
  7. 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).
  8. 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 School Leader's recommendation of expulsion to the school's governing board.

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9. Searches: In accordance with applicable law, the school has the right to conduct a reasonable search of areas such as lockers, backpacks, student's purses, cars, and any computer owned by the school or electronic devices brought on school property, at any time pursuant to applicable laws or regulations. Strip searches are prohibited. School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus.

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## TITLE IX

Carolina Voyager Charter School, as required by Title IX of the Education Amendments of 1972 and its regulations, does not discriminate on the basis of sex in its education programs or activities. Title IX prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex that creates an intimidating, hostile or offensive environment.

Carolina Voyager Charter School believes that every student has the right to attend schools and school related activities free from all forms of discrimination on the basis of sex, including sexual harassment/abuse.

Employees of Carolina Voyager Charter School who have actual knowledge of sexual harassment/abuse are required to report such conduct to the Title IX Coordinator. Students who have knowledge of sexual harassment/abuse are encouraged to report such conduct to a teacher, administrator, or the Title IX Coordinator. The Title IX Coordinator will evaluate the complaint to determine if the conduct meets the definition of sexual harassment under Title IX. To the extent such conduct qualifies as sexual harassment under Title IX, the school shall conduct an investigation in accordance with the procedures required by Title IX.

If the complaint does not meet the conditions of sexual harassment under Title IX, the complaint will be reported to an administrator for further investigation and action, as necessary. A founded complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct and may lead to expulsion.

### **Sexual Harassment / Abuse**

Carolina Voyager Charter School considers sexual harassment/abuse of students to be serious and will consider the full range of disciplinary options, up to and including recommendation for expulsion, according to the nature of the offense. Unwanted and unwelcome conduct of a sexual nature, words,



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gestures, electronic messages, or any other sexual conduct, including requests for sexual favors, directed toward another student or employee is unacceptable. Carolina Voyager Charter School encourages parental and student support in its efforts to address and prevent sexual harassment/abuse.

Students and/or parents/guardians are encouraged to discuss their questions or concerns about the expectations in this area with the Title IX Coordinator, a teacher, counselor, or administrator/designee.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or an employee. This prohibition applies to any and all inappropriate conduct. All students are expected to treat other students and employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

### **Child Abuse**

Any discovered or suspected child abuse will be immediately reported to the appropriate authorities. In order to ensure the safety of students, all employees must pass a criminal background check and sex offender registry check. All students are encouraged to report any type of abuse including verbal, sexual, and/or physical to a teacher, guidance counselor, school nurse, or administration.

All employees are required to report any suspicion of child abuse to their immediate supervisor or the School Leader. South Carolina law mandates that certain persons, including teachers, by virtue of their positions, report suspected child abuse or neglect to the Department of Social Services (DSS) or a law enforcement agency if “in the person’s professional capacity the person received information that gives the person reason to believe that the child has been or may be abused or neglected.”

### **Carolina Voyager Charter School’s Title IX Coordinator contact information:**

Ms. Tricia Lisinski

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Email: [tlisinski@carolinavoyager.org](mailto:tlisinski@carolinavoyager.org)  
Mailing Address: 721 Wappoo Rd, Charleston, SC 29407  
Telephone Number: (843) 203-3891

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## STUDENT RECORDS

### Protection of Pupil Rights Amendment (PPRA)

Under PPRA, schools must obtain written parental consent (“active” consent) before students are required to participate in any survey, analysis, or evaluation that reveals information concerning any of the eight protected areas noted below:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family
3. Sex behavior and attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom the student or the student's family has a close family relationship.
6. Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers.
7. Religious practices, affiliations, or belief of the student or student's parent.
8. Income, other than as required by law, to determine eligibility for participation in a program or receiving financial assistance under such program.

### Student Records/FERPA

By law, biological parents have access to the records of a student who is either under 18 or a dependent for tax purposes. A parent/legal guardian whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. Records may be reviewed during regular school hours upon reasonable notice and request.

Parents/legal guardians of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate

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educational interests are the only persons who have general access to a student's records.

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“School officials with legitimate educational interests” includes any employees, agents, trustees of the school, cooperatives of which Carolina Voyager Charter School is a member of, or facilities with which Carolina Voyager Charter School contracts for the placement of students with disabilities, as well as their attorney(s) and consultants, who are:

1. Working with the student.
2. Considering disciplinary or academic actions, the student's case, an Individual Education Program (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504.
3. Compiling statistical data.
4. Investigating or evaluating programs.

Certain officials from various governmental agencies may have limited access to the records.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The parent's or student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with select personnel, including but not limited to substitute teachers.

Parent/guardians may be denied copies of a student's record for the following reasons:

1. After the student reaches age 18 and/or is no longer a dependent for tax purposes.
2. When the student is attending an institution of post-secondary education.

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3. If the parent/guardian fails to follow proper procedures and pay the required copying charge.
  4. When the school is given a copy of a court order terminating the parental rights.

If the student qualifies for free or reduced-price meals and the parents/guardians are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. The office that administers FERPA is:

**Family Policy Compliance Office U.S. Department of Education**

400 Maryland Avenue, SW  
Washington, DC 20202-4605

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## PARENT AND STUDENT COMPLAINTS & GRIEVANCES

### **Purpose and General Policy Provisions Related to Resolution of Concerns.**

Students and parents have the right and responsibility to express school related concerns and grievances to the faculty and administration. Students and parents shall be assured the opportunity for an orderly presentation and timely review of concerns, which will not interfere with regular scheduled classes or school related activities.

**Process.** The faculty and administration shall make an honest and forthright effort to resolve grievances as quickly as possible at the most immediate level of authority.

The lowest levels of authority shall be as follows:

1. Classroom-related concerns: Teachers.
2. School-related concerns (including policies, procedures, administration, unresolved classroom related concerns, etc.): School Leader and/or Administrative Team.
3. It is appropriate for the board to hear complaints directly regarding the School Leader. Complaints can be registered at **board@carolinavoyager.org**.
4. Appeals: Governing Board Grievance Committee decisions rendered by the Governing Board shall be considered final.
5. Any teacher, staff member, or administrator shall have the authority to table any meeting considered to be unproductive, threatening, hostile, inappropriate, or lacking appropriate representation.

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## 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.

CYBER BULLYING – Bulling behavior using electronic/technology means.

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.



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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.

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**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 a person's 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.

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IN-SCHOOL SUSPENSION - To remove a student from his/her/their 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/her/their handicap or disability.

MULTI-DISCIPLINARY COMMITTEE - A school-based team that determines whether a student's misbehavior is related to his/her/their 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 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 not limited to subtle

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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 with a recommendation for expulsion.

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## Carolina Voyager Charter School Code of Conduct & Student Handbook

### RECEIPT OF ACKNOWLEDGEMENT AND COMPLIANCE AGREEMENT

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 Acknowledgement 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 Student Handbook will be updated on a regular basis. The most current version of our Handbook will be available on our website and in the school office. If you have any questions about this handbook, please reach out to our School Leader.

*We have received and read the Carolina Voyager Charter Student Handbook,  
School Code of Conduct.*

**Print Name of Student** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name of Parent/Guardian** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_