

**Cherokee County Middle Schools  
2023-2024**

**Blacksburg Middle School**

Mrs. Miranda Grigg, Principal  
101 London Street  
Blacksburg, S.C. 29702  
(864) 206-6829

**John E. Ewing Middle School**

Dr. Alan Ruppe, Principal  
171 East Junior High Road  
Gaffney, S.C. 29340  
(864) 206-2449

**Gaffney Middle School**

Mr. Lyman Dawkins III, Principal  
805 East Frederick Street  
Gaffney, S.C. 29340  
(864) 206-6129

**CHEROKEE COUNTY SCHOOL DISTRICT**

P. O. Box 460  
141 Twin Lake Road  
Gaffney, South Carolina 29342  
Telephone: (864) 206-2201  
[www.cherokee1.org](http://www.cherokee1.org)

**BOARD OF TRUSTEES**

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**NON-DISCRIMINATION NOTICE**

The Cherokee County School District does not discriminate on the basis of race, color, national origin, sex or disability in admission to, access to, treatment in or employment in its program or activities.

Inquiries regarding non-discrimination policies should be directed to:

Cherokee County School District  
141 Twin Lake Road  
Gaffney, S.C. 29340

## **PRINCIPAL'S MESSAGE**

On behalf of the faculty and staff, we take pleasure in welcoming you to your Cherokee County Middle School. We are extremely excited about the upcoming year and the challenges that it will bring. These guidelines are published so that all middle school students and parents may have a ready reference to information that is necessary to the understanding of the school's daily operation.

It is essential that all students and parents read the information contained in this handbook/organizer so there will be as few misunderstandings as possible. If this handbook does not give you the information you need, you should contact office personnel, a guidance counselor, or a teacher for assistance.

The goal at all Cherokee County Middle Schools is to strive for EXCELLENCE, and reaching this goal must be a cooperative effort between the students, teachers, administrators, parents, and community. We earnestly solicit your cooperation in this venture, and we wish you an exciting and successful school year.

**Visit the school web site for current activities/announcements:**

<https://www.cherokee1.org>

Cherokee County School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding this non-discrimination policy:

Dr. Carl Carpenter II, Deputy Superintendent at [carl.carpenter@cherokee1.org](mailto:carl.carpenter@cherokee1.org)  
or 864-206-2201.

Section 504 of the Rehabilitation Act compliance inquiries should be directed to Bessie Westmoreland, Executive Director of Student Services at [bessie.westmoreland@cherokee1.org](mailto:bessie.westmoreland@cherokee1.org)  
or 864-206-2201.

## **COMPULSORY ATTENDANCE**

It is the policy of the Cherokee County School District to assure that all children between the ages of 5 and 17 are in attendance at a public or private school, or in an approved home schooling program in accord with the S.C. State compulsory attendance law and regulations. A parent or guardian whose child is not six years old on or before the first day of September of the school year may waive kindergarten attendance for their child.

For the purposes of this policy, students may be counted in attendance or present under the following conditions:

1. at school when they have reported to their classroom, homeroom or the first class of the day. (Secondary students must be present 50% of time in each class in order to receive attendance credit for that class).
2. on homebound instruction.
3. engaged in a school sponsored activity approved by the principal.
4. assigned to in school suspension.

Students at all grade levels are expected to be in attendance for the 180 days of instruction in a school year. Students to whom Carnegie credits are to be granted in a secondary level course must attend 85 days of each 90-day semester to receive one-half unit of credit. They must attend 170 days of a full year course to receive one unit of credit. In order to receive one Carnegie unit of credit a student must be in attendance at least 120 hours per unit, regardless of the number of days missed.

## **ABSENCES AND EXCUSES**

Students enrolled in the Schools of Cherokee County are expected to attend school each day of the 180-day school year. Any student who is absent from school must present an excuse in compliance with the criteria established by this policy if the absence is to be considered lawful.

### **Lawful Absences**

Students will be considered lawfully absent when:

1. They are ill and their attendance in school would endanger their health or the health of others.
2. There is a death or serious illness in their immediate family, (lawful absences limited to 3 days per occurrence). (Immediate family includes father, mother, brother, sister, grandfather, grandmother, and in-laws of the same degree or resident of the same household).
3. They have a chronic illness certified upon diagnosis and at the beginning of every year thereafter, by a physician which causes them to be absent in excess of the number of lawful absences allowed. Students must submit a chronic illness form or statement, completed and signed by the physician who diagnoses or is treating the condition. Periodic updates, annually for irreversible conditions and biannually for all other conditions, are required. Chronic illness forms should not be backdated.
4. There is a recognized religious holiday of their faith. Notification to the principal prior to the absence on the holiday is required.
5. Periods of hospitalization or extended medical care by a physician which are not of sufficient duration to warrant medical homebound instruction as approved by the principal.
6. Absences due to health related conditions. (i.e. medical, dental, clinic appointments). Appointments must be verified by physician or clinic personnel.
7. Prearranged absences for other reasons and/or extreme hardships at the discretion of the principal.
8. A child in foster care who must be absent due to a certified court appearance or related court ordered activity including, but not limited to, court ordered treatment services.
9. Other absences not covered above must be approved by the principal.

**Students with excused absences must arrange for make-up work with individual teachers. Failure to do so will result in a zero.**

### **Unlawful Absences**

Students will be considered unlawfully absent when:

1. They are willfully absent from school without the knowledge of their parent/legal guardian.
2. They are absent without acceptable cause with or without the knowledge of their parent/legal guardian.
3. Any absences not considered as lawful in the preceding section are judged to be unlawful or unexcused for purposes of implementation of this policy.

**Suspension is not to be counted as an unlawful absence for truancy purposes.**

### **Lawful Excuses**

1. An excuse written and signed by the parent is required for all absences. The excuse must include the reason for absence and the dates of the absences. Parent/Legal guardian's notes will be accepted without physician confirmation for five (5) absences in a school year.
2. A physician's verification of absences due to illness is required for any absences above five (5) days in a school year.
3. A physician or clinical staff verification of absences due to medical, dental, or clinic appointment is required in all instances.
4. All excuses must be presented within three (3) days of the absence from school. The principal may make an exception to the three (3) days' time limit for cause.

### **Review of Absences**

The principal is appointed as the Board's designee to review all absences after a student has been absent for five (5) days per semester or ten (10) days per year. The principal must review each absence to determine whether it is lawful or unlawful. Due diligence must be enforced for excessive absences by verifying with the parents/legal guardians and/or physician or clinic staff the number of days and cause(s) of absences.

### **Absences and Course Credit**

As established in Cherokee County School Board Policy JH, a student at the secondary level must attend a minimum number of days to earn high school credit. A student will be denied credit for either of the following:

1. The student accumulates eleven **(11) or more unlawful absences** in a **full year course or six or more unlawful absences in a semester course**.
2. The student is absent **lawfully or unlawfully** for a combined total of **sixteen or more days from a year-long course or eight or more days from a semester course**.

**THESE COURSES INCLUDE ALGEBRA I, ENGLISH I, AND DIGITAL LITERACY/COMPUTER APPLICATIONS.**

### **EXCEPTION to Absence and Course Credit**

1. Lawful absences in excess of these limits up to 21 days may be approved by the principal and credit granted if the student has shown acceptable mastery of the course content as demonstrated by a grade of C or above. The principal may approve lawful absences up to 21 days only for the following reasons:
  - documented chronic illness (chronic illness must be documented by physician's excuses for absences.)
  - medical or hospital care of insufficient duration to require homebound instruction

### **ADMISSION SLIPS**

After being absent, all pupils must report to the attendance office as soon as they arrive to school to acquire an admission slip. A written excuse signed by a parent, guardian, or doctor must be presented to the attendance office for a lawful absence credit.

### **ARRIVAL AND DEPARTURE PROCEDURES FOR ALL STUDENTS**

In the morning, all students are to report directly to the designated area of their school. The principal will determine procedures for breakfast and dismissal from the morning assembly.

## **ASSIGNMENT TO SCHOOLS/ATTENDANCE ZONES: TRANSFERS & WITHDRAWALS** **Policy Reference JCA, JFB**

Each student will be assigned to a school that serves his/her legal place of residence as determined by the board for the current school year. Students may transfer to a school of choice within the district as long as the student-to-teacher ratio does not exceed a number to be determined each year by the district in the receiving school. Students in the assigned attendance area will be given first priority for school assignment. Students must provide their own transportation if they attend outside of their assigned attendance area. Requests for transfer should be made in writing to the principal of the receiving school and will not be changed during a school year. All requests for transfer (non-Title 1) must be submitted annually by March 1. Exceptions are necessary for classes that are identified and funded for additional class size reduction. The district may assign students 17 years or older and in the ninth grade to an alternate program.

A child with a disability may be assigned to attend school in another building if that facility houses the appropriate special education program for that child. The district provides transportation to these programs.

The district, through the state transportation program, will provide transportation for all pupils living in the district who reside more than one and one-half miles from the school in their assigned attendance zone.

### **BUS CONDUCT - Policy Reference EEAE**

**The board expects students to conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. All bus riders must cooperate fully with the bus driver and observe bus rules.** The bus driver has the responsibility for supervision of students on the bus. The driver may stop the bus at any time when misbehavior or threatened misbehavior presents a hazard to safe driving and may return the offending student to the school. The driver will report students who create a disturbance on school buses to the school principal. **The principal or designee, as authorized by state law and regulation, may suspend or deny bus transportation to a student whose conduct is persistently and/or flagrantly detrimental to safety and order on the bus.**

#### **Electronic Devices are allowed on school buses under the following conditions:**

- Devices must be in silent mode
- Headphones, ear buds or similar devices must be worn only in one ear as to hear the driver talking to them when trying to communicate with them when listening to music, watching videos, playing games etc. (volume must be at a level that can only be heard by the user of the device)
- Riding a School Bus is an extension of the classroom and a student can lose his/her privilege to use electronic devices on the school bus.

**Students who are involved in a fight or the physical abuse of another student while on the school bus may have their riding privileges suspended for the remainder of the school year.**

### **BUS RIDERS**

Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter. While on the bus, students should conduct themselves in a manner that will not distract the driver. Remember that loud talking and laughing divert the driver's attention and make safe driving difficult. Misbehavior will not be tolerated. All students must cooperate with and obey the bus driver. The bus driver may stop the bus at any time that misbehavior becomes a hazard to safe driving and may return the offending student to the school. The driver will report who creates a disturbance on a bus to the principal.

**Riding a bus is a privilege and the South Carolina law states that a student will have this privilege revoked for misconduct.**

No student may ride a bus, other than his or her regularly designated bus, without written permission of the principal. No student will be allowed to enter or leave a bus while it is in motion. No pupil will be allowed to enter or leave a school bus at any place other than at the home stop or at the school except by special permission of the principal. It will be the duty of the bus driver to report to the principal any student who gets off the bus at any place other than the designated stop. Each principal will be responsible for the safe and orderly loading and unloading of all transported students. Students who ride buses will be picked up and dropped off at designated bus stops. Pick up or immediate drop off at places other than their designated stop may be made with a written request from a parent and only with authorization from the principal and director of transportation. Concerns with transportation services should be addressed to the Director of Transportation at 206-6193.

## **CAFETERIA**

The Cherokee County School Food Service Department offers food items that meet all USDA, state, and local guidelines. The School District participates in the National School Breakfast Program and the National School Lunch Program, which are regulated by the USDA and the SC State Department of Education. The breakfast items served meet  $\frac{1}{4}$  of the daily nutritional requirements for students. The lunch menu used in the district follows a traditional meal pattern in which five components are offered to students for a complete meal. The USDA and the Dietary Guide for Americans figure the complete lunch meal at minimal cost and meets all nutritional requirements as outlined. The lunch menu for the month is normally posted on the CCSD website.

The Community Eligibility Provision (CEP) is a provision from the Healthy, Hunger-Free Kids Act that allows schools and local educational agencies to provide breakfast and lunch at no charge for all students enrolled in middle and elementary schools. Students enrolled in middle and elementary schools will not need to fill out a Free & Reduced Lunch Application. Students may still want to bring money so that they can purchase Smart Snacks. All Cherokee County schools qualified as CEP schools for 2023-2024 school year. Balances accumulated, prior to the CEP free lunch program, should be paid. This program does not erase past balances. It should be noted that accumulated balances do follow a student from school to school. Middle school students are not allowed to charge for food items not part of the regular school menu or buy extra food items if they have a negative balance. In order to ensure confidentiality, each student is given a special ID number that they use after being served a meal. This number should be memorized by the student and not be shared. This ID number is used to help keep records when a student is served a meal.

## **CHANGE OF ADDRESS**

The school **must have a correct home address and a telephone number** where parents can be reached during the school day **in case of emergencies. *Inform the school secretary immediately when there are changes in address or phone numbers.***

## **CLOSING OF SCHOOL**

If schools must be closed due to an emergency or hazardous weather conditions, announcements will be made on WZZQ-FM Radio and WFGN-AM Radio in Gaffney, WSPA-AM Radio and WSPA-TV in Spartanburg, WYFF-TV and WHNS-Fox 21 in Greenville and WLOS-TV in Asheville. When weather conditions are questionable, school personnel, parents or students should tune in to these stations for information.

Additionally, a district-wide computer-automated system will call each student's primary telephone number to deliver the closing/delay information.

## **COMPUTER USAGE**

Please refer to the **CCSD Mobile Computing Guide located at the end of this booklet.**

## **CCSD DRESS CODE**

As a district CCSD recognizes a definite relationship between good dress habits, good work habits, and proper school behavior. The district also realizes that dress and grooming are personal matters; however, students should not dress in a manner that could distract fellow classmates from the important business of learning.

The district seeks the cooperation of the student and parents/legal guardians in working together toward having students enjoy today's styles while at the same time developing good taste in grooming and dress. The responsibility for the dress and appearance of the students will rest with individual students and parents/legal guardians. They have the right to determine how the student will dress, providing that such attire is not destructive to school property, complies with requirements for health and safety, and does not interfere with the educational process.

The administration is authorized to take action in instances where individual dress is determined to be potentially disruptive to instruction or the orderly operation of the school or school events.

**The following, while not an exhaustive list, are examples of inappropriate dress at school and are prohibited:**

- Head coverings such as ball caps, stocking caps, hoodies, bandanas, sweatbands, do-rags
- Clothing that is revealing (underwear/bra – midriff - private body areas) or sexually suggestive clothing
- Apparel or jewelry with obscene, profane, inflammatory, inappropriate, or sexually suggestive language
- Apparel, or jewelry with advertisements or symbols of alcohol, drugs, tobacco, sex, violence, or degrade human dignity
- Apparel/Accessories that represents or promotes gang affiliation
- Pajamas/nightwear/bedroom/house slippers
- Shorts, skirts, and dresses must be worn at least fingertip length
- Leggings, tights, yoga pants, or tight pants without back pockets must be accompanied with a shirt that covers the backside.
- Jeans with holes are allowed, but holes must below fingertip length and not reveal undergarments or private body areas.
- Spikes, Chains, and Dark Glasses
- Not having school identification visible
- Any clothing considered inappropriate or potentially disruptive to the school environment by administration not described above.

**Face Cover/Mask Wearing:** Students are permitted to wear face coverings/protective masks in response to COVID19. Face coverings/Masks should not cover the eyes, cannot promote violence, drugs, alcohol, inappropriate behavior, gang affiliation, and may not express inflammatory symbols or inappropriate language.

**Students are expected to dress appropriately as defined in the district dress code. Students violating the dress code will not be allowed in class and will either be sent directly home to change, held in ISS until a parent arrives bringing appropriate attire, or sent to ISS for the remainder of the day if parents are unavailable. Absences from class will be an unexcused absence.**

**Violation of the dress code will result in the following:**

- 1st Offense- Warning**
- 2nd Offense- ISS (1)**
- 3rd Offense- ISS (2)**
- 4th Offense- OSS (1)**
- 5th Offense- OSS (3)**

### **FIRE ALARM SIGNALS**

A steady buzzing sound is the signal for a fire drill or for vacating the building in case of fire. Pupils will leave the building at their specified places in an orderly manner. There will be no running or talking at any time!

### **HALL PASSES AND BEHAVIOR**

No pupil will be permitted to leave the classroom while the class is in session without a hall pass. Students are to keep to the right in passing through the halls. Do not run or loiter in the halls. Excessive noise, horseplay, or any physical contact will not be tolerated. Pupils appearing in the halls or on the campus while classes are in session without a hall pass will be sent to the office. Teachers will check hall passes.

### **IDENTIFICATION OF GIFTED STUDENTS**

Students who meet the eligibility criteria in two of three dimensions are eligible for gifted and talented services. Students must score at or above the 93rd age percentile on a nationally normed *aptitude* test and/or score at or above the 94th percentile on reading or math on a nationally normed *achievement* test. Aptitude test results alone can qualify a student for placement.

## ILLNESS

Students becoming ill during the school day should request written permission on a nurse's referral form from the teacher in order to report to the clinic/office. If it is necessary to go home, the nurse/designee will inform the parent or guardian.

All visits to the clinic require a completed nurse's referral form—no exceptions. The nurse/designee will record the type of treatment and any other pertinent information on this form. A copy will be given to the student, and the nurse in the clinic will file the original.

## THE LIBRARY MEDIA CENTER

The Media Center is available for student use all day; please utilize your time wisely. Follow the guidelines so you will have a pleasant experience while at our school. The media specialist is readily available to assist you.

## LOCKERS

Lockers and locks will be assigned by request from an administrator so that students can store books and equipment. It is the student's responsibility to see that his/her locker is left locked and in order at all times. **Lockers are not to be shared.** Times for going to lockers will be determined by teaching teams. Valuables should not be left in lockers. Use of student lockers is a privilege and may be revoked. The lockers remain the property of and under the control of the school and district. School authorities, for health and safety reasons, may conduct periodic inspections of lockers.

## LOST AND FOUND

Articles found in and around the school should be turned in to the main office where the owners may claim their property from an authorized staff member. All articles must be claimed by the end of each semester, or they will be distributed to various charities.

## MAKE UP WORK

Students who are absent for any reason will be given the opportunity to make up work. However, it is the student's responsibility to make arrangements with the teacher for any make up work.

## MEDICATIONS

### Board Policy JLCD and JLCD-R

Prescription or nonprescription medications required by a student should be administered by a parent or by the student's medical provider. Parents should use every effort to have medication times set for time periods other than school hours. When this is not possible, the Cherokee County School District staff may assist in the administration of medication during school hours, subject to the following rules:

1. All medication must be brought to school by a responsible adult and signed in with the school nurse.
2. A Physician's Statement of Medication Need from the student's physician must be completed for any medication brought to the school and must be renewed each school year. (This includes over-the-counter medicine such as Tylenol, Ibuprofen, etc. The school does not keep medicine on hand – all medicine must be brought to the school by the parent/guardian.) The parent or legal guardian must also sign the statement of medication need giving permission to have the school administer the medication.
3. All medication must be in the original labeled container, must have the student's name on it, and the school must have a copy of the prescription.
4. The school nurse shall record the date medication is brought in, ensure that the required authorization is on file, and count and record the number or amount of medication in the presence of the person who deposited it.
5. It shall be the student's responsibility to come to the office at the appropriate times for medication unless the Self-Monitoring and/or Self-Administering Medication Statement is completed by a physician indicating that the student cannot do this and must have the medication on her person.
6. It is the responsibility of the parents to notify the school of any changes to the original prescription. A new pharmacy label, container, and a new prescription must be submitted with any change.



7. If a student has asthma, diabetes, or any recurring illness that may affect attendance, a Chronic Illness Statement should be completed for the school nurse and our attendance clerk. These forms also must be renewed each school year.
8. If your child is allergic to any food, please come by or contact the cafeteria to complete any necessary forms.

### **PARENT/COMMUNITY INVOLVEMENT**

We believe parents, teachers, and students should work together to develop a positive school climate.

#### **Ways to assist:**

1. Review handbook with child
2. Attend open house orientation
3. Two-way communication - home/school
4. Parenting techniques
5. Preventative discipline
6. Conferences

### **ALTERNATIVE EDUCATION AND INTERVENTIONS**

An alternative education and intervention program will be provided for students who need an alternative placement. It is located at the Ola H. Copeland Community Learning Center. This program will be instructional and the length of placement will vary. This includes cases of severe misbehavior or other non-behavioral problems involving our students that are identified and validated by the administration.

#### **Components included:**

1. Counseling
2. Positive responsible behavior for students

### **PARENT CONFERENCES**

Parent conferences are encouraged at our school. However, to make the conference more effective we ask that you call the school to set up an appointment in advance. Appointments may be made with your child's teacher, a guidance counselor, or an administrator by phoning our school office.

### **PERMISSION TO LEAVE SCHOOL**

Our rules for leaving school during the day must be followed explicitly. Steps to follow are:

1. If a parent or guardian knows in advance that a pupil must leave school during the school day, the parent or guardian should write a note requesting permission for the pupil to leave, stating the reason.
2. The pupil should bring the request to the office before school begins to obtain an early dismissal.
3. Upon arrival to departure class, the pupil should display early dismissal to the teacher.
4. The pupil must then report to the office and be signed out by an adult listed on the nurse's form.
5. No pupil will leave our school unless an **approved adult** comes to the school for him. No pupil will be allowed to leave school in a cab unless the parent or guardian has talked with the principal or secretary. A note for permission to leave in a cab is not sufficient; the parent or guardian must call.
6. **Cherokee County School District Policy states that persons picking up children must present identification and must be designated in school records as a person authorized to pick up the child.**

## Full CCSD Middle School Cell Phone Policy

**Any time a student allows another student to use their phone and a violation occurs with the phone; both students will be punished accordingly by the CCSD Middle School Cell Phone Policy.**

- Cell Phones and Mobile Communication Devices that ring, vibrate excessively, or in any other way disrupt the educational process of a class, are grounds for a cell phone offense by school staff or personnel.
- Students are only permitted to use Cell Phones and Mobile Communication Devices in the cafeteria or commons area or outside during their lunch periods. Use of such devices in classrooms **will be restricted and violations will result in a written referral. Texting or talking on cellphones while walking through hallways and wearing two earbuds is a safety concern and therefore is prohibited.**
- No student shall use a Cell Phone or Mobile Communication Device to violate any Student Code of Conduct, including Computer usage agreements, and/or Bullying Policies.
- Examples of unacceptable usage can include but are not limited to: in restrooms, hallways during instructional time, classrooms, bypassing attendance to leave school, cheating, cyber bullying, sexting, taking pictures or videos, using phones in places of school business, etc. Each teacher has the right to permit the use of Cell Phones and Mobile Communication Devices for **instructional purposes.**
- Parents will be contacted regarding a cell phone offense. Contents of cell phones may be reviewed and searched if there exists a reasonable suspicion that it contains evidence of illegal activity.

**The student assumes all risks in bringing such devices onto school property or to school related functions.**

**A police report will be filed if the phone/electronic device violation includes explicit or inappropriate content that is criminal or illegal in nature.**

### Mobile Phones

1. Use of mobile phones for any voice or text communication is not permitted during instructional time.
2. Mobile phones may be used as directed by school personnel. Otherwise, mobile phones must be turned off or silenced during instructional time.
3. Mobile phones possessing advanced functions including Internet access, eReader, and video/audio functions can be classified as non-disruptive devices. These functions may be used in Yellow and Green Zones as permitted and directed by school personnel.

### Lost or Damaged Device

**Cherokee County Schools assumes no responsibility for theft, loss, or damage of an electronic device brought to school. Students bring these devices at their own risk.**

### Cherokee County Schools Zone Indicators

*All zones at the school will be physically identified as either Red, Yellow, or Green*

**Red Zone:** An area designated as a Red Zone indicates that any personal device, permitted or otherwise, is strictly prohibited. A classroom designated as a Red Zone may ask that all personal devices be placed in a predetermined location or out in plain sight but turned off and not in use. All restrooms and locker rooms are designated as a Red Zone.

**Yellow Zone:** An area designated as a Yellow Zone indicates that personal devices may be in use in a limited capacity as permitted and directed by school personnel. Classrooms are designated as Yellow Zones giving each teacher the flexibility to change between Red and Green depending on the appropriate environment needed for instruction.

**Green Zone:** An area designated as a Green Zone indicates that personal devices may be in use for school related tasks as permitted and directed by school personnel. **At lunch time, the cafeteria, commons, hallways, outside, and areas where students eat will be designated as a Green Zone.**

***\* Texting or talking on cellphones while walking through hallways and wearing two earbuds is a safety concern and therefore is prohibited.***

## **PROMOTION**

### **PROMOTION PROCEDURES – Promotion and Retention Board Policy Reference IKE/IKE-R**

The teacher(s) and principal of a school should know by the end of the first semester those students who are not making satisfactory progress. In cases when students are not progressing satisfactorily, the procedures below will be followed:

- A. End of First Semester
  - 1. At the end of the first semester, the teacher will indicate in a letter or progress report all subjects a child is in danger of failing at this time.
  - 2. A conference with the parent(s) must be scheduled by the teacher at this time to discuss the student's program and progress.
  - 3. During the conference, the following areas should be included in the discussion:
    - a. the student's present level of attainment.
    - b. the level of attainment required for promotion.
    - c. specific problems the student is encountering.
    - d. suggestions to the parent(s) of ways in which they can assist the students.
- B. These procedures should be followed for students who transfer into the school at the end of the first semester or during the second semester and are not making satisfactory progress.

### **Criteria for Promotion**

The student will be eligible for promotion if he/she successfully meets the pupil achievement criteria and promotion standards prescribed by the local Board of Trustees.

### **UNIFORM GRADING SCALE**

**A = 100-90 B = 89-80 C = 79-70  
D= 69-60 F=59-0**

### **SCHOOL SAFETY - Notice of Provisions of South Carolina School Safety Act of 1997**

The South Carolina School Safety Act of 1997 states that 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 against 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.

**Students who commit assault and battery on school grounds or at school functions will be reported to the police and are subject to disciplinary action by the school.**

The **School Safety Act of 1997** requires the following:

1. When a student convicted of certain crime (including assault and battery against school personnel) is assigned to various state agencies, that agency must immediately notify the principal/director of the school where the student is enrolled or plans to enroll.
2. When a student is convicted of certain crimes but is not incarcerated or placed on probation, the presiding judge will order the court, or in some instances the prosecuting agency, to notify the student's school district of the student's sentence. This notification must be sent within 10 days.
3. School administrators must annually notify classroom teachers when any of their students are in either of the above categories.
4. Schools must place information on students convicted of certain crimes in their permanent school records. They must also forward this information if the student transfers to another school or district.

### **Safe Schools Act**

As required by state law, schools will report all violent acts that take place at school or at school sponsored activities to the State Board of Education. School administrators will contact law enforcement authorities when any felony, assault and battery, aggravated assault and battery, crime involving a weapon, or drug offense occurs on school property or at a school function.

The **Safe Schools Act of 1990**, which includes the School Crime Report Act, makes it unlawful for any person to threaten a teacher, principal, other public officials, or members of their family. Upon conviction any person violating this provision must be punished by a term of imprisonment of not more than five years.

### **SEARCHES**

#### **STUDENT INTERROGATIONS AND SEARCHES-- Policy Reference JIH/JIH-R**

In order to enhance security in the schools and prevent students from violating board policies, school rules, and state laws, district administrators and other designated school employees are authorized to conduct reasonable searches according to the procedures outlined herein. In conducting such searches, school employees shall make every effort to protect the privacy interests of individuals.

Notice shall be conspicuously posted on school property at all regular entrances, and any other access point on school grounds, advising individuals that searches may be conducted as outlined below.

If a properly conducted search yields evidence that a board policy, school rule, or *federal* or state law has been violated, appropriate disciplinary action will be taken, and in cases where the evidence suggests a violation of state law, law enforcement will be notified.

#### **Searches of a Person or a Person's Personal Belongings**

Procedures for searching a person or a person's belongings must comply fully with the "reasonableness standard," as adopted by the U. S. Supreme Court in New Jersey v. T.L.O. This standard requires that a search must be "justified at its inception" and "reasonably related in scope." "Justified at its inception" means that a school official must have reasonable grounds for suspecting that a search will turn up evidence that the student has violated or is violating board policies, school rules, or *federal* or state law. "Reasonably related in scope" means that the actual search conducted must be likely to turn up evidence of the specific violation. In addition, the search must take into consideration the age and sex of the individual being searched and the nature of the infraction.

#### **Searches of Lockers, Desks, and Other School Property**

The District provides lockers, desks, and other such school property to students for their use during the academic year. Because the District retains ownership of the aforementioned property, school officials may conduct random, unannounced searches of such property. Students shall be notified at the beginning of each school year that such property may be searched at any time.

### **Search by Canines**

The use of trained canines to search for controlled substances, weapons, and bombs in schools shall be on a random, unannounced basis. At the request of the school principal, a trained canine with its handler may go into schools to sniff lockers, desks, backpacks, and the exterior of automobiles. Trained canines will not be used to search students themselves. A qualified and authorized handler who will be responsible for the dog's actions must accompany the canine. Should the dog alert its handler to the presence of any controlled substance, weapon, or a bomb, school officials would then have a reasonable basis to conduct a search in accordance with the procedures set forth above.

### **Interrogations by Law Enforcement**

When law enforcement officers find it necessary to question students during the school day, the principal or his/her designee shall cooperate with law enforcement and shall request to be present in order to protect the best interests of the student, so long as his/her presence does not impede the investigation. The principal or his/her designee should make a reasonable attempt to contact the student's parent/legal guardian and request his/her presence. Should this attempt fail, the principal or his/her designee shall continue to make a reasonable attempt to notify the student's parent/guardian that law enforcement questioning took place on school grounds.

### **SEXUAL HARASSMENT** **School Board Policy JIAA and** **Regulation JIAA-R**

Inappropriate verbal or physical conduct of a sexual nature at school is prohibited. The policy and regulation define sexual harassment, reporting procedures, and consequences. Any student who experiences a sexually offensive comment or action by another student or adult at school or school-sponsored functions is strongly encouraged to tell a parent, teacher, counselor, or principal. Parents who have reason to believe that their child has been subject to sexual harassment should report this behavior to the Principal.

### **SOLICITING**

No item of any kind may be offered for sale on school grounds unless the Principal approves it in writing.

### **STUDENT ACTIVITIES/STUDENT ORGANIZATIONS**

The board encourages student activities that are part of the overall program and which are properly supervised and operated in accordance with school policies and regulations. These activities include athletics, social activities, student clubs, fine arts activities, etc. The Principal is responsible for organizing student activities and for, providing adequate supervision, administering student finances, and approving all student activities. It is the procedure of secondary schools in Cherokee County to require releases from parents/guardians stating that the school is not responsible for any medical or hospital expense incurred by students while participating in athletics or other activities.

### **STUDENT IDENTIFICATION CARDS**

Students are required to have an ID visible on them at all times. There will be a \$5.00 charge for replacement IDs.

### **STUDENT RECORDS – Board Policy Reference JRA, JRA-R, JRA-E(1), -E(2)**

**STUDENT RECORDS – Annual Notice required by Federal Education Rights and Privacy Act**

**The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:**

**(1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.** Parents or eligible students should submit to the school principal a written request

that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

**(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.** Parents or eligible students may ask Cherokee County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

**(3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. **The district may disclose without your consent information it has designated as "directory information."**

Directory information includes name, photograph, home address, telephone listings, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received and the most recent previous school attended and other similar information. Directory information may be released by the district in a variety of ways including print media and electronically to the district or school website. If you do not wish the above information to be disclosed as directory information about your child, you must inform the principal of your child's school in writing within 15 days of receipt of this notice. **If you do not inform the principal that you object to the release of any or all information designated as "directory information," we will be free to release or use directory information on your child as appropriate.**

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll and provides transcripts to schools of higher education.

**(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-460**

### **TEACHER WORKROOM AND LOUNGE**

Students are not allowed in the teachers' workroom or lounge. Students are also not allowed to purchase items from the vending machines in the teachers' lounge.

### **TEXTBOOKS**

The South Carolina Department of Education furnishes books for all students. Reasonable damage is expected as a result of daily use. **UNREASONABLE DAMAGE TO TEXTBOOKS AND LOSS OF TEXTBOOKS WILL RESULT IN FINES OR PAYMENT FOR THE BOOK.** The fines for these must be paid to the office at the time of damage or loss.

### **VISITORS**

The school policy accepts only those visitors who have legitimate business at the school. Parents are always welcome, but are encouraged to make an appointment to see a teacher or administrator about individual concerns. Visitors must register in the office and receive an identification card. To eliminate disturbances in the instructional program, students may not entertain visitors during school hours.

## **WITHDRAWALS AND TRANSFERS**

When withdrawing students from our school or transferring students in, parents should follow these guidelines:

1. Get appropriate forms from the guidance office.
2. Have forms completed by office staff, return all books and properly pay all fees.
3. Leave forms with office staff for final clearance.

## **STUDENT CONDUCT**

Students will always conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, to their language, to their dress and to their manners. **Students have a responsibility to know and respect the policies, rules and regulations of the school and district.** Violations of such policies, rules and regulations will result in disciplinary actions. The board believes self-discipline is an implicit interpersonal goal of public education. The board directs the administration to establish rules and regulations necessary to create and preserve conditions essential to orderly operation of the schools. The board authorizes its school authorities to employ probation and suspension, and to recommend expulsion, if necessary, to enforce this policy. Understanding the developmental nature of middle school age students, discipline for students in grades 6-8 will be determined utilizing the Cherokee County Middle School Code of Conduct in conjunction with the Cherokee County School District Code of Conduct, JICDA-R2.

The Cherokee County Middle Schools believe in maintaining a secure, supportive, and safe learning environment that promotes high expectations for student achievement and behavior. Students are expected to conduct themselves in an orderly, courteous and respectful manner. Students have a responsibility to know and respect the rules of the school.

**We believe in a school that provides productive and mutually respectful relationships. We believe exemplary behavior centers on respect for ourselves, for others, and for our school.**

## **NOTICE TO PARENTS OF STUDENTS WITH SPECIAL HEALTH CARE NEEDS**

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people— such as teachers on duty during recess, bus drivers, and cafeteria employees—to make sure that the students' needs are met throughout the school day.

### **Individual Health Care Plans or Individual Health Plans (IHPs)**

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

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

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

will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact the principal of your child's school.

### **Individuals with Disabilities Education Act (IDEA)**

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

### **Medical Homebound Instruction**

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. **The school district then decides whether to approve the student for medical homebound services.** The school district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school. To learn more about medical homebound services, contact the Office of Special Services or the principal at your child's school.

### **Youth Access to Tobacco Prevention Act of 2006 – Board Policy Reference JICG**

Information available at [www.scdhec.net/tobacco](http://www.scdhec.net/tobacco)

With the August 21, 2006 effective date of the **Youth Access to Tobacco Prevention Act of 2006**, youth under the age of 18 years must not purchase, attempt to purchase, possess, or attempt to possess a tobacco product, or present or offer proof of age that is false or fraudulent for the purpose of purchasing or possessing a tobacco product. A minor who violates this provision may be subject to penalties including a civil fine up to \$25, to include all applicable court costs, assessments, and surcharges. In lieu of the civil fine, the court may require a minor to successfully complete a Department of Health and Environmental Control approved smoking cessation or tobacco prevention program, or to perform not more than five hours of community service for a charitable institution.

DHEC's Division of Tobacco Prevention and Control will approve only those smoking cessation or tobacco prevention programs that meet the requirements of a proven and effective program. It is the policy of the Division to recommend cessation (quitting) programs for youth ONLY if they are in the readiness stage to quit smoking. Forced cessation is not effective.

### **Harassment, Intimidation or Bullying- Policy Reference JICFA, JICFAA, JICFAA-E**

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

The board prohibits acts of harassment, intimidation or bullying of a student by students, staff, or 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. These acts may occur in a classroom, on school premises, on a school bus or other school related vehicle, at an official school bus stop, at a school sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the students.

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

- harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage, insulting or demeaning a student or



group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Any student or parent/legal guardian of a student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

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

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

Students, parents/legal guardians, teachers, and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

The Superintendent will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers and members of the community including its applicability to areas of the school environment as outlined in the policy.

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

### **EXPECTED ASSEMBLY BEHAVIOR**

Students are expected to treat faculty, staff, guests, and peers with respect at all times while on school property. Participation in assembly programs is a privilege and respectful, courteous behavior is expected.

Students will:

- enter and exit the assembly area quietly.
- sit in assigned area or area designated by the teacher.
- respect the Pledge of Allegiance to the flag and alma mater.
- be courteous to visitors and program participants.
  - No talking when the presiding officer approaches the lectern.
  - No unnecessary noises, disruptions, or gross misconduct during the program.

Students who are removed from an assembly will be subject to the consequences in the discipline code.

Extenuating, mitigating or aggravating circumstances:

The Superintendent may give the appropriate administrator the authority to consider extenuating, mitigating or aggravating circumstances, which may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

## Discipline of Students with Disabilities

In general, students with disabilities are subject to the same rules of conduct and the same disciplinary procedures as are students without disabilities. However, they are entitled to safeguards under the Individuals with Disabilities Education Act, federal and state regulations, subsequent amendments, and Section 504 of the Rehabilitation Act of 1973 as amended, which ensure the right to a free appropriate education in accord with the student's individualized education program. The Board of Trustees of Cherokee County therefore directs the superintendent or his/her designee to develop regulations and procedures to assure that these safeguards are provided for students with disabilities. Principals and other school officials are referred to Discipline Procedures for Students with Disabilities for guidance regarding those safeguards. Parents are referred to the Parent Handbook for Educating Students with Disabilities in Cherokee County.

These regulations must include procedures within each building to do the following:

Involve student support personnel, administrators, teachers, parents and students in early identification and resolution of conduct and discipline problems.

Determine when a student's conduct requires referral to an IEP staffing committee for review and/or modifications to his/her individualized education program.

Determine whether a behavior is caused by the student's disability prior to the following:

- disciplinary removal(s) from school which would result in a change of placement
- recommendation for expulsion

Assure that discipline alternatives are available to students with disabilities and that behavior management strategies or exceptions to the discipline code specified in the student's IEP are followed consistently.

Assure provision of due process protection under IDEA and 504 when a discipline action such as suspension or expulsion would result in a change of placement.

District policy prohibits disciplinary removal of a student with disabilities, which would constitute a change in placement for behavior, which is caused by his/her disability. It does not prohibit a school administrator from taking normal reasonable action, short of a change of placement, for dealing with students who are endangering themselves or others.

Students with disabilities who bring weapons to school or a school function or knowingly possess or use illegal drugs or solicit the sale of controlled substances or have inflicted serious bodily injury upon another person while at school or a school function may be removed for up to 45 days at a time. If school officials believe that a student with a disability is substantially likely to injure self or others in the student's regular placement, they may ask an impartial hearing officer to order that the student be removed to an interim alternative educational setting for a period up to 45 days.

Expulsion of a student with a disability is equivalent to a change in educational placement and therefore requires special procedures. Before a student with a disability may be expelled, a multi-disciplinary team must determine whether or not there is a connection or causal relationship between the disabling condition and the misconduct. If so, then expulsion resulting in cessation of educational services for the student would be unallowable.

The district will continue to provide a free and appropriate education as set forth in a student's IEP to expelled students with disabilities.

## **Adult Education**

The district will limit membership in the adult education program to individuals who are 18 years of age or over who are no longer enrolled in any school of the district. An exception to this is when the superintendent, as the board's designee, assigns students of less than 18 years of age who are not officially in membership in a regular school to the adult education program.

### **Eligibility Requirements**

Individuals who are 18 years of age or older and are no longer enrolled in any school of the district.

Individuals 17 years of age, no longer enrolled in any school of the district; or who are potential dropouts who have been counseled by a principal, assistant principal or guidance counselor to remain in school but have decided to drop out will be encouraged to enroll in the adult education program. These individuals must have referrals to the adult education program signed by the school principal and superintendent.

Individuals who are 16 years of age and have been emancipated through the court system or who are on the schools official dropout list.

### **Non-eligible students**

Individuals under the age of 16 may not be assigned to the adult education program for any reason.

Individuals who are expelled from any school in the district may not be assigned to the adult education program for that current school year.

Sixteen-year-olds not listed on the school's official dropout list.

### **Enrollment conditions**

Seventeen-year-olds enrolled in the adult education program will be expected to complete their education requirements in the adult education program.

Students 17 or under who enroll in the adult education program will be considered a transfer from their home school.

### **Graduation requirements**

The district will not graduate any student from the adult education program prior to the time he/she normally would have graduated had he/she remained in the regular high school.

A student must be enrolled and complete a course, while in residence, in adult education program as a prerequisite for a state high school diploma. This prerequisite may be waived.

# Cherokee County School District

Date sent to school: \_\_\_\_\_ Date returned to Transportation: \_\_\_\_\_

## Cherokee County School District One Bus Conduct Report

### Parent/ Guardian and Transportation Office Notification

Student's Name: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Driver's Name: \_\_\_\_\_ Bus Number: \_\_\_\_\_

Driver Observation  Assigned Seats Enforced

Student's School:

Morning Route  Afternoon Route  Midday

### Problem Reported:

- |  |   |
|--|---|
| <input type="checkbox"/> Fighting / Intimidating Other Students  | <input type="checkbox"/> Tampering with Bus Equipment / Destruction of Property               |
| <input type="checkbox"/> Possession or use of Tobacco Products / Matches / Lighter                         | <input type="checkbox"/> Hanging Out of Window  |
| <input type="checkbox"/> Improper Boarding or Departing Procedures / Pushing / Tripping / Late to Bus Stop | <input type="checkbox"/> Spitting / Littering   |
| <input type="checkbox"/> Throwing Objects In / Out of Bus  | <input type="checkbox"/> Profanity / Profane Gesture / Abusive Language to Driver or Students |
| <input type="checkbox"/> Out of Assigned Seat / Failure to Remain Seated                                   | <input type="checkbox"/> Excessive / Unnecessary Noise  |
| <input type="checkbox"/> Horseplay / Mischievous Behavior  | <input type="checkbox"/> Inappropriate Use of Cell Phone                                      |
| <input type="checkbox"/> Possession or Use of Unsafe / Prohibited Items on Bus                             | <input type="checkbox"/> Refusing to Obey Driver or Follow Rules of Conduct                   |
|  | <input type="checkbox"/> Other  |

Brief Description of the Incident: \_\_\_\_\_

### Individual Schools will notify Parent/Guardian and apply the discipline.

Administrator's Comments: \_\_\_\_\_

### Administrative Action Taken:

Held Conference With Student  Letter to Parent  Student Placed on Probation

Student Denied Bus Transportation for \_\_\_\_\_ Days, Beginning \_\_\_\_\_ and Ending \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

### BUS DISCIPLINE CODE –

#### LEVEL I OFFENSES

**Minor offenses** – excessive talking, paper throwing, failure to be seated, failure to follow driver instructions, behavior which could interfere with driver's attention to driving and safe operation of the bus.

<u>No. OF OFFENSE</u>	<u>K-5 MINIMUM</u>	<u>K-5 MAXIMUM</u>	<u>6-12 MINIMUM</u>	<u>6-12 MAXIMUM</u>
1 <sup>ST</sup> Offense	Warning	2 days off bus	Warning	3 days off bus
2 <sup>ND</sup> Offense	Warning	3 days off bus	Warning	5 days off bus
3 <sup>RD</sup> Offense	Warning	4 days off bus	2 days off bus	10 days off bus

#### LEVEL II OFFENSES

More serious infractions – Exiting bus at wrong stop, vandalism of bus(\$50 - \$100), theft use of profanity, obscene gestures or obscenities toward driver or aide, possessing/use of tobacco, bullying or threatening or intimidation of another student, threatening driver or aide, sexual harassment.

**\*\*Appropriate school-level discipline code enforced for Level II offenses.**

#### LEVEL III OFFENSES – EMERGENCY

More serious infractions- Vandalism over \$100, possession of illegal drugs, possession or use of a weapon, possession of explosives, arson, physical abuse of a driver or aide, fighting or physical abuse of another student, acts of sexual nature, indecent exposure, any action that endangers the safe operation of the bus.

**\*\*Appropriate school-level discipline code enforced for Level III offenses**

	<u>K-5</u>	<u>6-12</u>
1 <sup>st</sup> Offense	10 days – remainder of school year off bus	Off bus for remainder of school year
2 <sup>nd</sup> Offense	Off bus for remainder of school year	

# Cherokee County Athletic Code of Conduct

## Program Expectations for Student/Athletes, Parents & Coaches

### **THE ONLY RULE**

Do not do anything that might reflect poorly or embarrass you, your family, your school or Athletic Programs.

### **Coaches Expectations**

#### **The coaching staff will...**

**...prepare a good game plan.** We'll evaluate, analyze, plan, and assess "the best" way to use our strengths and exploit our opponent's weaknesses. The coaching staff will make decisions based on what is in the best interest of the TEAM.

**...make fair decisions about playing time.** We will evaluate talent and put the best Student/Athletes on the field/court etc... If someone is playing, it is because the coaching staff has determined they are the best Student/Athlete for the position and game plan. (Physical ability *and* intangible qualities are important in evaluation of Student/Athletes.) These decisions are NOT up for debate with parents, family members, or any others. The coaching staff will work through their position coaches, coordinators, and the head coach to communicate with each athlete about their role and their evaluation.

**...expect the best.** We want each Student/Athlete to be the best student, the best athlete, and the best person they can be each day. Everything we ask our Student/Athletes to do will help them personally, and as a TEAM member. Each TEAM member is responsible for their attitude, their relationships within the TEAM, and understanding their role on the TEAM.

**...model the right way to act.** We will strive to be role models in our work, our coaching, and our personal lives. We will not ask a player to do anything that we will not do ourselves. We accept our responsibilities as role models for our TEAM, school and community.

### **Student/Athlete Expectations**

#### **A Cherokee County Athlete will...**

**...be a Student First.** Being a student/athlete requires time, self-discipline, hard work, and sacrifice. You will have to manage your time, set goals, work at academics and athletics, and most of all-be willing to do more than an average student. "If you are going to be a champion, you must be willing to pay a greater price."

Bud Wilkinson, College Football Coach

**...act with class.** On and off the field, win or lose, respect yourself, your teammates, your coaches, and your opponents. Shake hands after every game. Champions know how to accept winning and losing. A champion's character is NEVER in question. Champions display sportsmanship, character, and integrity at all times.

...**be on time.** Being late to **ANYTHING** (class, practice, required meetings) disrespects everyone involved. Tardiness wastes valuable individual and TEAM time. This lack of self-discipline inhibits everyone from a chance to get better both in practice and in the classroom. Plan enough time to be PREPARED and READY TO GO when class and practice start.

...**be coachable.** Understand that a coach is evaluating your abilities and their ultimate goal is trying to help you develop your athletic skills. Don't take it personally; **appreciate** that they are continuing to work with you in your development.

...**give 100% effort.** We can coach technique and strategy, but we can't coach effort or confidence. Practice makes us all better and we all learn what we need to do to improve. Dedication, and Commitment to self and TEAM improvement is what allows each of us to GROW! Give it your all and don't let yourself or the team down.

...**compete.** Embrace competition within your position. Nobody wins unless everyone reaches his or her potential.

...**protect the unity of the TEAM.** Athletics embraces the concept of TEAM. Even individual based competition is part of a TEAM. Anything that takes away from the sense of family among our TEAM, players, parents and coaches, makes us less than a Championship TEAM.

## Parent Expectations

### **Parents of Cherokee County Athletes should...**

...**encourage their athlete.** The coaches will coach, the Student/Athletes will play, and parents should be positive and encouraging with their student/athlete. Parents can best help their Student/Athlete by offering consistently **positive** feedback about their role on the TEAM. We will love and respect each Student/Athlete regardless of what happens on the field.

...**set high academic standards for their Student/Athlete.** Every teacher will tell you that the single most important factor in the academic success of any student is parental involvement and setting high standards for their child's schoolwork. Coaches will assist in monitoring players' academic progress or lack of, but we recognize the parent(s) as the responsible party to know their students' academic progress.

...**be supportive of coaching decisions.** The coaching staff is completely committed to doing what is best for the TEAM. This includes decisions about playing time, play-calling, practice schedules, and discipline. Decisions like these are not up for discussion or debate. We will communicate with your student/athlete and with you in any and all discipline situations.

...**set realistic expectations for their student/athlete.** We will always be realistic and encouraging with your Student/Athlete. Coach John Wooden once said, "My job is not to be better than someone else, my job is to be the best I can be. I have control of that every day!"

## Discipline Code

### Minor offenses and consequences:

- Minor offenses include, but are not limited to, being tardy to practice and/or any school related discipline issues.
- Minor consequences will be handled at the coach's discretion and/or in accordance with the school discipline policy.
- Any student athlete with 3 or more combined OSS or ISS offenses will be dismissed from the team for the remainder of the season.

### Major offenses and consequences:

- Any student athlete arrested for a misdemeanor charge:
  - 1st offense: 3 game suspension and completion of school based counseling program.
  - 2nd offense: Suspension from the athletic program for 1 year.
  - 3rd offense: Suspension from athletic program for the remainder of the student's tenure in Cherokee County Schools.
- Any student athlete arrested for felony charge:
  - 1st offense: suspended from the athletic program pending investigation and the outcome of trial.
  - 2nd offense: suspended from the athletic program for the remainder of the student's tenure in Cherokee County Schools.
- Any student athlete found or charged with possession of an illegal substance:
  - 1st offense: suspended until completion of Pre-Trial Intervention or the case is dismissed or resolved.
  - 2nd offense: suspended from the athletic program for 1 year.
  - 3rd offense: suspended from the athletic program for the remainder of the student's tenure in Cherokee County Schools.
- Any student athletic found or charged with substance abuse:
  - 1st offense: 3 game suspension and completion of substance rehabilitation/counseling program.
  - 2nd offense: Suspension from the athletic program for 1 year.
  - 3rd offense: Suspension from the athletic program for the remainder of the student's tenure in Cherokee County Schools.

\*\*The Cherokee County School District's athletic program and administration will establish an agreement with state highway patrol, city, and county officials that all offenses dealing with student athletes will be reported directly to the athletic director and/or school administration.

### \*NCAA Football Scholarship Information\*

#### Facts:

- FBS (Div. IA) football programs can only offer full scholarships.
- FBS & FCS (Div. IA & IAA) football programs can only have 85 players on scholarship at a time.
- Div. III football programs are non-scholarship programs and cannot offer athletic scholarships per NCAA rules.

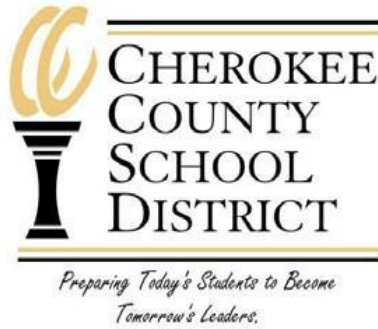
#### Statistics:

- # of high school football players in U.S. each year: approx. 1,108,000
- # of football scholarships offered per year: 5,923 (all divisions/levels)
- Chance of getting a full football scholarship to a FBS/Div. IA program: 0.2%
- Chance of getting a full football scholarship to any level: 0.5%
- Chance of getting **any** football scholarship to any level (full or partial): 1.7%

\*These percentages are based on statistics provided by the NCAA and assume that:

- every school offers the maximum # of scholarships allowed. (Not the case. Many offer less.)
- Div. II schools divide *all* their scholarship into fourths. (Not the case. Only some scholarships are divided.)





# CHEROKEE COUNTY SCHOOL DISTRICT

## Mobile Computing

### Guide 2023-2024

Cherokee County School District provides this guide so that students and their parents/guardians can become familiar with the district's Personal Mobile Computing initiative. It contains a brief overview of the initiative, frequently asked questions, forms and other information.

In May 2013, the Cherokee County School District Board of Trustees approved a visionary new mobile learning initiative to transform teaching and learning in and out of the classroom. Cherokee County School District will equip every student in grades 2-12 with a touch screen laptop. Grades 4K – 1 will receive an iPad.

**T2- Technology Transforms CCSD**, the district's 1:1 mobile learning initiative, is focused on preparing students with 21<sup>st</sup> Century skills they will need to be successful in postsecondary education and their careers. In addition to the content students learn in math, science, English, and social studies, it is critical they become proficient in communication, collaboration, critical thinking, and creativity as featured in the Profile of a S.C. Graduate.

1:1 mobile technology addresses these skills by providing students with a powerful educational tool that not only raises engagement and excitement for learning, but also provides them access to the vast global network of information available online. 1:1 mobile technology allows a more personalized learning experience where instruction can address higher order thinking, mastery and self-paced learning, all while focusing on critical skills like research, writing, and content development.



Recognizing the need to prepare teachers for this significant shift in learning delivery, the district continues to train teachers in accordance with the strategic plan.

Student online safety will be a priority in every stage of implementation. All mobile devices must access the Internet through our district's web filter, blocking any inappropriate content. Even when students access the Internet on their devices away from school, all web use will run through the district's filter. Additionally, only teacher recommended, district-approved apps or programs will be installed on students' devices.

As increasing numbers of students have personal cell phones and tablets that provide quicker accessibility to learning opportunities than standard desktop computers, it is essential that schools keep pace with this technology revolution, or we risk becoming obsolete learning institutions. We are proud that our Board of Trustees supports our district continuing to be a front runner in instructional technology.

Sincerely,

Dr. Dana Fall  
Superintendent

# TABLE OF CONTENTS

LETTER FROM THE SUPERINTENDENT .....	1-2
RECEIVING/RETURNING YOUR MOBILE COMPUTING DEVICE.....	5
Distribution of Mobile Computing Devices	
Returning Mobile Computing Devices	
Identification of Mobile Computing Devices	
CARING FOR THE MOBILE COMPUTING DEVICE .....	6
General Precautions	
Carrying Mobile Computing Devices	
Screen Care	
USING YOUR MOBILE COMPUTING DEVICE .....	7-10
Mobile Computing Devices Left at Home	
Mobile Computing Devices Undergoing Repair	
Charging Your Mobile Computing Device’s Battery	
Printing	
Home Internet Access	
Camera Use	
MANAGING YOUR FILES AND SAVING YOUR WORK.....	10
Saving to the Network Home Directory	
Network Connectivity	
APPLICATIONS ON MOBILE COMPUTING DEVICES .....	10-11
Originally Installed Applications	
Additional Applications	
Inspection	
Procedure for Reloading Applications	
Application Upgrades	
DIGITAL CITIZENSHIP .....	11-12
District Responsibilities	
Student Responsibilities	
Parent/Guardian Responsibilities	
Creative Commons Copyright	
Mobile Computing Device Care	
MOBILE COMPUTING DEVICE DAMAGE OR LOSS.....	13
Terms of the Mobile Computing Device Agreement	
Title	
Repossession	
Liability	
<b>APPENDIX A</b> .....	14
Mobile Computing Device Agreement ( <i>Parent/Guardian Signature</i> )	
<b>APPENDIX B</b> .....	15
Student Pledge for Use of the Mobile Computing Device ( <i>Parent/Guardian Signature</i> )	

**APPENDIX C** ..... 16-22  
Cherokee County School District Acceptable Use Policy

**APPENDIX D** ..... 23-25  
Cherokee County School District Mobile Computing Device Discipline Plan for Middle and High School Students

**APPENDIX E** .....  
Cherokee County School District Mobile Computing Device Discipline Plan for Primary and Elementary Students

\* *References to trademark and brand ownership have been removed for ease of reading but, in all cases, should be taken as read and respected.*

## **RECEIVING/RETURNING YOUR MOBILE COMPUTING DEVICE**

### **Distribution of Mobile Computing Devices**

Mobile Computing devices will be distributed each year following each school's Mobile Computing Device Orientation.

Families with more than one child will be eligible for a reduced rate for the annual technology fee.

### **Returning Mobile Computing Device**

Students transferring out of or leaving Cherokee County School District during the school year must return the Mobile Computing device (including power cords, and any other district- or school-issued accessories) before leaving the school.

Seniors will return their Mobile Computing devices (including power cords, and any other district- or school-issued accessories) to the high school before graduation.

If a student does not return his/her Mobile Computing device upon leaving the district, the parent/guardian will be required to pay the replacement cost for a new device. Failure to pay for a device will subject the parent/guardian to legal liability.

If a student returns his/her Mobile Computing device damaged maliciously, costs for replacement or repairs are the parent/guardian's responsibility. The district will charge the parent/guardian the cost of needed repairs, not to exceed the replacement cost of the device.

### **Identification of Mobile Computing Device**

Each student's Mobile Computing device will be labeled in the manner specified by the district. Mobile Computing devices can be identified by Serial Number as well as Cherokee County School District Inventory Label.

## **CARING FOR THE MOBILE COMPUTING DEVICE**

The Mobile Computing device is district property. All users will follow these guidelines and the Cherokee County School District Acceptable Use Policy for technology.

Students are responsible for the general care and maintenance of their school-issued Mobile Computing device.

Students are responsible for any and all damage to their device.

Students must take any damaged Mobile Computing devices or devices failing to operate properly to the Tech Center who will forward it for evaluation and/or repair. Cherokee County School District will be responsible for repairing devices that malfunction.

### **General Precautions**

Carefully insert cords and cables into the Mobile Computing device to prevent damage.

Mobile Computing devices must remain free of any writing, drawing, stickers or labels that are not the property of Cherokee County School District.

Never leave your Mobile Computing devices in an unlocked classroom, locker, car, or any other unsupervised area.

Students are responsible for keeping their Mobile Computing device's battery charged for school each day.

### **Carrying Mobile Computing Devices**

Students must keep their Mobile Computing devices secure at all times.

Devices should be kept in the protective cases provided and a carried in a book bag or separately to avoid placing excessive pressure and weight on the Mobile Computing device screen.

### **Screen Care**

Screen damage may occur when pressure is applied to the screen. Users must avoid leaning on the top of the device or placing objects in a book bag or protective case in a way that it applies pressure to the screen.

Use only a dry soft cloth or anti-static cloth to clean the screen. Do not use cleansers of any type.

Do not bump the Mobile Computing device against hard surfaces, e.g. lockers, walls, car doors, floors, etc., as it may break the screen.

## **USING YOUR MOBILE COMPUTING DEVICE**

Mobile Computing devices are intended for use at school each day. Students are responsible for bringing their Mobile Computing device to all classes (except PE), unless specifically instructed otherwise by a teacher.

In addition to using their device for classroom learning activities, students may also access school messages, announcements, calendars, and schedules.

### **Mobile Computing Devices Left at Home**

Students who leave their Mobile Computing device at home are still responsible for completing their daily course work. Repeated offenses may result in disciplinary action, as outlined in Appendix D.

### **Mobile Computing Devices Undergoing Repair**

The school may issue a loaner Mobile Computing device to a student while his/her device is being repaired by staff. There may be a delay depending upon availability of a loaner Mobile Computing device.

### **Charging Your Mobile Computing Device's Battery**

Mobile Computing devices must be brought to school each day in a fully charged condition. Students must charge their Mobile Computing devices each evening. Repeat violations of not charging the battery for the school day may result in disciplinary action as outlined in Appendix D.

### **Printing**

Students can print from their Mobile Computing devices in designated areas.

Schools will give students information about printing with their Mobile Computing devices while at school.

### **Home Internet Access**

Students may establish Wi-Fi connections with their Mobile Computing devices outside of school. Students can then use their device wherever access is available.

### **Camera Use**

The district-owned device comes equipped with a front-facing camera and video capabilities. **The use of a camera in restrooms, locker rooms, or on the bus is strictly prohibited.** The district reserves the right to remove access to the camera at any time.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to student privacy and educational records, including photographs. **For this reason, students must obtain permission to publish or make publicly available a photograph or video of any**

**school related activity.** Unauthorized recordings are subject to disciplinary action in accordance with the district's *Acceptable Use Policy* (Appendix C). Cherokee County School District retains the rights to any recording and/or publishing of any student's or staff member's work or image.

Additional information about FERPA can be found in the forms and notices packet distributed at the beginning of school, on the district website, and/or online at [www2.ed.gov/ferpa](http://www2.ed.gov/ferpa).

### **Device Rules and Guidelines**

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when using a district-owned device. In general, this requires efficient, ethical, and legal utilization of all technological devices. Violations of these rules and guidelines will result in disciplinary action. Students will receive device-related training at school on proper use and digital citizenship.

Below is a review of the rules and guidelines:

### **Electronic Resource Policy and Responsible Use Procedures**

#### **All Use of Technology Must**

- Support learning.
- Follow local, state, and federal laws.
- Be school appropriate.

#### **Security Reminders**

- Do not share log-ins or passwords unless asked to do so by a parent/guardian or school personnel.
- Do not develop programs to harass others, hack, bring in viruses, or change others' files.
- Follow Internet Safety guidelines.

#### **Activities Requiring Teacher Permission During Instructional Time**

- Playing content-related games
- Sending email
- Using headphones in class, where related
- Use of camera for pictures or video

#### **Activities PROHIBITED on School Property**

- Instant-messaging (e.g., Face Time, Snap Chat, KIK, Yik Yak, etc.)
- Playing non-educational games
- Downloading programs, music, games, and/or videos
- Using a Hot Spot with a district-owned device

**Inappropriate Content-**All files must be school appropriate. Inappropriate materials include explicit or implicit references to:

- alcohol, tobacco, or drugs
- gangs
- obscene language or nudity

- bullying or harassment
- discriminatory or prejudicial behavior
- illegal activities

## **Student Email**

### **Purpose**

All students are issued an email account. Email allows students to safely and effectively communicate and collaborate with staff and classmates, giving them an authentic purpose for writing. Effective use of email is:

- a 21st Century communication tool.
- used in careers and higher education settings.

### **Guidelines and Reminders**

- Email should be used for educational purposes only.
- Email transmissions may be monitored by the school at any time to ensure appropriate use: any school personnel may check students' email.
- All email(s) and its/their contents are the property of the district.
- Email should be used only by the authorized owner of the account.
- Students need to protect their passwords.

### **Unacceptable Use Examples**

- Non-education-related forwards (e.g., jokes, chain letters, images, etc.)
- Harassment, profanity, obscenity, racist terms
- Cyber-bullying, hate mail, discriminatory remarks
- Email for individual profit or gain, advertisement, political activities, or illegal activities

## **Webcams**

### **Purpose**

Each student device is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

### **Important Note**

Cherokee County School District retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain permission to record, take, or publish a photograph or video of any person. Unauthorized recordings are subject to disciplinary action in accordance with School Board Policy.

### **Media/Music/Gaming**

- Movies, music, games and other media should not interfere with the learning process.
- Streaming is not allowed because it creates district bandwidth problems. If a certain media is necessary for instructional purposes, it should be downloaded, not streamed.



## **Wallpaper**

Any images set as the wallpaper must be in line with the Acceptable Use of Technology Resources Policy. Inappropriate media may not be used as wallpaper. Presence of guns, weapons, pornographic material, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action.

## **Copyright and Plagiarism**

Students are expected to follow all copyright laws. Duplication and/or distribution of materials of educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law.

## **MANAGING YOUR FILES AND SAVING YOUR WORK**

### **Saving to the Network Home Directory**

Students may save their work to their folder on the school's server via their home directory (H: drive) or to OneDrive, a type of cloud storage, since they will have limited storage space on their Mobile Computing devices.

OneDrive is based on the Hypertext Transfer Protocol (HTTP) that facilitates collaboration between users in editing and managing documents and files stored on World Wide Web servers.

Students will open files online to work on them and save them back to the cloud. It is each student's responsibility to ensure that his/her work is not lost due to mechanical failure or accidental deletion.

Mobile Computing device malfunctions should not be used as an excuse for failure to submit work.

### **Network Connectivity**

Cherokee County School District makes no assurance that the network will be operational at all times. In the rare instance that the network may not be operational, the district will not be responsible for lost or missing data.

## **APPLICATIONS ON PERSONAL MOBILE COMPUTING DEVICES**

### **Originally Installed Applications**

The applications originally installed by Cherokee County School District on each Mobile Computing device must remain on the device in usable condition and readily accessible at all times.

**You may not remove these required applications, and staff will periodically check Mobile Computing devices to ensure that students have not removed them. The school may also add other applications periodically.**

Some licenses for applications require that the application be deleted from the Mobile Computing device at the completion of a course. If this applies to an application students use, technology staff will re-image the devices of the students in that course.

### **Additional Applications**

Cherokee County School District syncs Mobile Computing devices so that they contain the necessary applications for school work.

Students will be permitted to load additional applications on their Mobile Computing devices as long as they do so in accordance with the district's Acceptable Use Policy. You can read the entire Acceptable Use Policy in Appendix C.

### **Inspection**

Staff may randomly select students and ask them to provide their Mobile Computing device for inspection.

### **Procedure for Reloading Applications**

If technical difficulties occur, or unauthorized applications are discovered, technology staff will re-image the Mobile Computing device. The school does not accept responsibility for the loss of applications or documents from a re-image.

### **Application Upgrades**

The district will distribute upgraded versions of licensed applications from time to time through network processes or manually by a technician.

## **DIGITAL CITIZENSHIP**

Digital Citizenship is a concept, which helps students, parents, and teachers, understand what these users should know to use technology appropriately. Digital Citizenship is not only a teaching tool, but also a way to prepare students/technology users for a society full of technology.

The district expects students to use technology appropriately and responsibly at all times.

The district has electronic security precautions to ensure that students participate safely and securely when using digital devices.

### **District Responsibilities**

The school will provide Internet and e-mail access to students.

School staff will help students conduct research and ensure student compliance with the district's Acceptable Use Policy (see Appendix C).

Filtering/blocking of inappropriate Internet materials is done at the district level, and the district provides network or cloud data storage areas for all students.

Cherokee County School District reserves the right to investigate any inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via Cherokee County School District owned equipment and resources.

### **Student Responsibilities**

Students will abide by the district's **Acceptable Use Policy** (see **Appendix C**) and:

- contact an administrator about any security issue they encounter.
- monitor all activity on their personal account(s).

- always shut down and secure their Mobile Computing device after use to protect their work and information.
- report e-mail(s) containing inappropriate or abusive language or questionable subject matter to a teacher or administrator at school.
- return their Mobile Computing device to the school at the end of the school year or on the date they withdraw or transfer. (This also applies to seniors who graduate mid-year.)

### **Parent/Guardian Responsibilities**

Parents/guardians should talk to their children about the values and standards they expect them to follow as they use the Internet just as they should do with all other media information sources such as television, telephone, movies, radio, etc.

When accessing the Internet away from school, all district-issued Mobile Computing devices will be re-directed to the district's filter. Parents are encouraged to monitor student activity at home, especially Internet access on the district and home devices.

### **Creative Commons Copyright**

With student permission, a student's work may be uploaded to the internet and shared with others where appropriate for academic purposes.

Students own the copyright to their original literary and/or artistic works. Students will be encouraged to select one of the Creative Commons Copyright licenses to include with their work when uploading to the Internet. This license will state how the work can be used by others.

All material and work created on the device are subject to review, and deletion by, district staff at any point in time if they are found to be in violation of the district's Acceptable Use Policy, and/or any state or federal laws.

The district is not responsible for the loss of any students' intellectual property whether it be because of technical issues, or because it was removed due to policy violations, and cannot be held liable for the loss of such material.

## **MOBILE COMPUTING DEVICE DAMAGE OR LOSS**

### **Terms of the Mobile Computing Device Agreement**

Terms and conditions that apply to the usage of the Mobile Computing Device under the Protection Plan are as follows:

- Parents must pay replacement cost for obvious malicious damage.
- Parents are responsible for lost/damaged power supplies. Costs of device and device accessories will be posted on the district web site.

### **Title**

Legal title to the device shall remain with the district at all times.

The right of possession and use is limited to, and conditioned on, full and complete compliance with the Mobile Computing Device Agreement.

The student is responsible at all times for the mobile computing device's appropriate care and use.

## **Repossession**

Cherokee County School District reserves the right to repossess any Mobile Computing device for failure to comply with all terms of the Mobile Computing Agreement.

## **Liability**

**Cherokee County School District reserves the right to demand return of the Mobile Computing device at any time.** Mobile Computing device agreements are good for one year (from the first day of school until the last day of school), unless the agreement is terminated earlier.

Failure to return the Mobile Computing device to the school before departure from the district may result in legal action against the student and/or parent/guardian.

### **In the event of loss or vandalism away from school:**

In the event a Mobile Computing device is lost, stolen, or vandalized away from school, the parent/guardian must report the loss or damage to the school immediately and file a police report within 48 hours. The parent/guardian must provide a copy of the police report to the principal.

### **In the event of theft or vandalism at school:**

The student must report the loss or damage of the device to school administration immediately and ensure a police report is filed within 48 hours. The parent/guardian must provide a copy of the police report to the principal.

# APPENDIX A: MOBILE COMPUTING DEVICE AGREEMENT

## CCSD Mobile Computing Device Protection Plan

Cherokee County School District recognizes that with the implementation of the Mobile Computing Device Initiative, a major priority must be to protect the investment by the district and the parent/guardian.

The following information outlines the various aspects of protection: warranty and accidental damage protection.

The Annual Technology fee costs \$25 per school year for each Mobile Computing device. Families with more than one student will pay \$15 for each additional child. Students eligible for free and reduced benefits will receive a discounted technology fee rate.

Parents/guardians will be responsible for the entire cost of replacement/repair for Mobile Computing devices damaged through misuse, abuse, intentional damage. Parents/guardians will be responsible for the entire cost of a lost/stolen device (\$300).

Please note: This form will serve as your acceptance for each and every year your student receives a device.

## CCSD Mobile Computing Device Protection Plan

Parent/Guardian Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Amount Paid: \_\_\_\_\_ Balance: \_\_\_\_\_ Cash: \_\_\_\_\_ Check: \_\_\_\_\_ Credit Card: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX B: STUDENT PLEDGE FOR USE OF THE MOBILE COMPUTING DEVICE

1. I will take proper care of the Mobile Computing device.
2. I will not loan the Mobile Computing device or charger and cords to others.
3. I will be accountable for the Mobile Computing device at all times.
4. I will charge the Mobile Computing device's battery daily.
5. I will not leave the Mobile Computing device in any unsupervised area.
6. I will keep food and beverages away from the Mobile Computing device.
7. I will not disassemble any part of the Mobile Computing device nor attempt repairs.
8. I will not remove district-required applications.
9. I will protect the Mobile Computing device by carrying it securely.
10. I will not stack objects on top of the Mobile Computing device.
11. I will not leave the Mobile Computing device outside or use it near water.
12. I will save data to the district-assigned cloud storage (Cherokee County School District will at times E-sync Mobile Computing devices. All files not saved to server or other storage media will be deleted during these processes. I am responsible for saving all my personal files).
13. I will not place decorations (such as stickers, markings, etc.) on the Mobile Computing device case.
14. I will not deface the serial number, manufacturer labels or district labels on any Mobile Computing device.
15. I will follow district policies outlined in the Personal Mobile Computing Guide and the Board's Acceptable Technology Use Policy.
16. I will notify my teacher or principal immediately in the event of theft, vandalism, or other damage of the device. If my device is lost or stolen, I will ensure that a police report is filed within 48 hours.
17. I will be responsible for all damage or loss caused by my neglect or abuse of the device.
18. I agree to return the Mobile Computing device and power cords in good condition.
19. I agree to return the Mobile Computing device and power cords when I transfer or leave the district for any reason. I understand that restitution will be sought legally if I fail to return the device.

By my signature (Student), I agree to the stipulations set forth above and the Board's Acceptable Use Policy. I understand my device is the property of Cherokee County School District and is subject to inspection at any time. By my signature (Parent/Guardian), I understand my responsibility for loss or intentional damage to the device. Also, I understand that I am responsible for any stolen device that is not recovered.

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX C: CHEROKEE COUNTY SCHOOL DISTRICT ACCEPTABLE USE POLICY**

### **Policy IJNDB Use of Technology Resources in Instruction Issued 6/13**

**Purpose:** To establish the board's vision and the basic structure for the use of technology resources in instruction.

#### **Internet access**

Because technology is a vital part of the educational process and the curriculum of Cherokee County School District, students and staff will be provided access to the Internet when appropriate. By providing this access, the district intends to promote educational excellence in schools by facilitating resource sharing, innovation, communication and learning and by allowing access to resources unavailable through traditional means. Through the Internet, students and staff will have access to the following.

- locally networked reference and research sources
- global information and news
- local, regional, public, state and national library catalogs
- worldwide web
- electronic mail sources
- virtual classes

The availability of Internet access provides a unique educational opportunity for students and staff to contribute to the district's presence on the worldwide web. This medium of communication provides an opportunity to share accurate information with the community, the state and the world about the district's curriculum and instruction, school-authorized activities and other related information. The district provides this instructional resource as an educational tool for staff and the technology acceptable use policy will govern its uses. The failure to follow this policy may result in the loss of privileges or other disciplinary measures as outlined in JICDA-R.

With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the school setting. The district has taken precautions to restrict access to controversial or inappropriate materials; however, on a global network it is impossible to control access to all materials, and an industrious user may discover controversial information. The district firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district. Users are responsible for reporting to the district's director of technology or his/her designee controversial or inappropriate websites they are able to access so the websites can be added to the district's filter. The smooth operation of the technology network relies on the proper conduct of the end users who must adhere to strict procedures. These procedures are provided so that students and staff are aware of their responsibilities when using the technology and the Internet. Any violations of these procedures will subject the user to appropriate disciplinary action and possible denial of access to the Internet. In general, this requires efficient, ethical and legal utilization of the network resources. Because access to the network provides connections to other computer systems located all over the world, users and parents/legal guardians of students who are users must understand that neither the district nor any district employee controls the content of the information available on all of these systems. The district does not condone the use of controversial or offensive materials and cannot be held responsible for such use.

## **Technology protection measures**

In compliance with the Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h), the district uses technological devices designed to filter and block the use of any of the district's computers with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography or "harmful to minors" as defined in the CIPA. The district will provide continuing education to students on acceptable and proper online behavior. The district will provide reasonable notice of and at least one public hearing or meeting to address and communicate its Internet safety measures.

## **Reporting**

District and school computer technicians who are working with a computer and come across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

## **Off-campus conduct**

Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

## **Internet safety policy**

For purposes of this policy, this is the district's "Internet safety policy." This policy includes provisions to address access by minors to inappropriate material on the Internet; the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; unauthorized access, including so-called "hacking" and other unlawful activities by minors online; unauthorized disclosure, use and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors. Prior to accessing the network, Internet or email services, students and staff will receive instructions on the appropriate use of these services. Students and staff must sign a form annually acknowledging that they have read and understand this policy, that they will comply with the guidelines set forth herein and that they understand the consequences for violating these guidelines.

## **Terms and Conditions of Use Acceptable Use**

The purpose of the district's educational network is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. All use of the Internet and network must be in support of education and research and be consistent with the educational goals of the district. Use of other networks or computing resources must comply with the rules governing those networks. Transmission of any material in violation of federal or state laws or regulations is prohibited. This includes, but is not limited to, the following:

- copyrighted material
- materials protected by intellectual property
- threatening or obscene material
- material protected by trade secret



Access to computer systems and networks owned or operated by the district imposes certain responsibilities and obligations on users and is subject to district policies and local, state and federal laws. Students may access the Internet for educational or work-related purposes at any time that is not disruptive and does not interfere with the performance of other responsibilities.

Staff members who are exploring the websites with a class do not need special parental permission for students for such activity if the teacher is in control of the navigation to known educational sites. All computer and Internet usage by students is to be consistent with the Cherokee County School District mission and policies.

### **Permitted Uses of Internet and Email**

- Users will utilize the system for educational and professional development activities only.
- Users may download text and other approved files attached to email messages or from the Internet for school-related business only. Large files should be downloaded during off-peak hours whenever possible.

### **Procedures for Use**

- Users will subscribe only to high-quality discussion group mail lists that are relevant to their educational or professional/career development.
- Users will not post chain letters or engage in spamming. Spamming is sending an unnecessary message to a large number of people.
- Users will not use their email account for personal use, with the exception of contacting a family member or emergency, work or school-related purposes.
- Users are not allowed to access personal email accounts through district Internet connections.
- Users should not utilize the district email system to advertise or solicit business.
- Users should adhere to common rules for email etiquette.

### **Email Retention**

The district intends to set a district-wide guideline regarding the scope and duration of email retention. The information includes, but is not limited to, messages, communication headers, recipients and senders, and files and attachments that are either stored or shared via electronic mail. Questions about these guidelines should be addressed to the office of technology. This email retention policy applies to all district employees, regardless of job or department. This policy is to be observed in both conjunction with the district's acceptable use for network, internet and email services and the district's adherence to the Freedom of Information Act. Any email - regardless of sender, recipient, content, message attachment or intended audience - is considered subject to this policy. The duration of email storage will be set at five years. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

### **General Prohibitions**

- Users may not use the district system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. This prohibition does not include use of the district's sales and promotions area. The district will not be responsible for any obligations resulting from any unauthorized use of the system or use of the sales and promotions area.
- Users may not use the system for political activities.

## **Personal Safety**

- Students will not post personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.
- Personal contact information includes address, telephone number, school address, social security numbers, etc.
- Students will not agree to meet with someone they have met online without their parent/legal guardian's approval.
- Students will promptly disclose to an administrator, teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

## **Illegal Activities**

- Users will not attempt to gain unauthorized access to the email system, the district web pages, or any other computer systems through district email, network access and/or Internet. Users will not attempt to perform functions that exceed their authorized access. This includes attempting to log in through another person's account or access another person's files.
- Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses, malware or by any other means.
- Users will not use the district system 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 or any other activity that violates existing district policies. Reference to such activities will not even be made in a joking manner or as a prank.
- The district will contact law enforcement, consistent with state law, when criminal conduct occurs, as set forth in S.C. Code Section 59-24-60.

## **System Security**

- Users will not share their account information (user ID and/or password) or attempt to log in to another user's account. Any sharing of user ID or password will result in immediate restriction or removal of account privileges. The only potential exception is the sharing of information with IT staff if requested for troubleshooting purposes.
- Users will immediately notify the IT staff if they have identified a possible security problem (students should notify a teacher and/or principal). Do not actively seek security problems but immediately report any potential issues that are found.
- Users will not download or install any unauthorized software or install any unauthorized hardware, e.g., computers, wireless access devices, printers or any network equipment, etc.
- Users will not knowingly execute any files containing viruses, other files with illegal content or in any other way knowingly spread computer viruses.

## **Bullying/Cyberbullying**

The district will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and

cyberbullying awareness and response. The superintendent or his/her designee will develop a program to educate students on these issues.

Cyberbullying is an intentional electronic act or series of acts directed at another student or students that creates substantial interference with a student's education, creates a threatening environment or disrupts the orderly operation of school. These acts include, but are not limited to, the following:

- sending hurtful, rude or mean text messages, images or videos
- spreading hurtful messages, rumors or lies about others by email or on social networks
- creating websites, videos or social media profiles that embarrass, humiliate or make fun of others

Cyberbullying is strictly prohibited by the district and will result in disciplinary action. Any student who witnesses or has reliable information that a student has been subject to harassment, intimidation or bullying (including cyberbullying) should report the incident to the principal or the designated school contact person. Reports may be anonymous; however, formal disciplinary action will not be taken solely on the basis of an anonymous report.

### **Use of appropriate language**

Restrictions against inappropriate language apply to public messages, private messages and material posted on web pages.

- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or gang-related language or symbols.
- Users will not post information that could cause damage or a danger of disruption of network services. Users will not engage in personal attacks, including, but not limited to, prejudicial or discriminatory remarks.
- Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, he/she must stop.
- Users will not use any language that threatens another person, whether it is the recipient of the message or a third party.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.

### **Access to inappropriate material**

Users will not use the district system 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. Adult users who mistakenly access inappropriate information or images should immediately report this to the district help desk or to the district technology director. This action will initiate the process to have the materials blocked. Students who mistakenly access inappropriate information or images should immediately report this to the attending teacher. The school principal should be notified if it is deemed warranted. This will protect users against an allegation that they have intentionally violated the acceptable use for network, internet and email services. Students are expected to follow parental guidance regarding limitation of access to additional types of inappropriate materials.

### **Respect for privacy**

Users will not post private information about another person. The district reserves the rights to examine, restrict or remove any material that is on or passes through its network, just as it does any other work or material generated or brought to school by staff and students. Access to

electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic format.

### **Penalties for improper use**

Any employee who violates the terms of this policy or otherwise misuses email or the Internet and/or technology to access inappropriate material will be subject to disciplinary action, up to and including dismissal. In addition, the privilege of accessing the Internet and email services will be subject to cancellation. Students who violate the terms of this policy or who otherwise misuse their access to email or the Internet also will be subject to disciplinary action in accordance with the district's student behavior code, JICDA-R. Internet and email privileges may also be cancelled. Violations of the laws of the United States or the State of South Carolina also may subject the user to criminal prosecution. If the user incurs unauthorized costs, the user, as well as the user's parent/legal guardian if the user is a student, will be responsible for all such costs. Any user who deliberately damages district hardware will be charged for any repair or replacement costs. Cost to repair damages that result from deliberate attempts to override or disable protection software will be charged to the user.

### **Warranty**

The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries or service interruptions caused by the system's negligence, user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. Materials on web pages reflect an individual's thoughts, interests and activities, such web pages do not, in any way, represent individual schools or the district, nor are they endorsed or sanctioned by any individual school or the district. Concern about the content of any page(s) created by students or staff should be directed to the building principal of that school. Given the rapid change in technology, some of the technical standards outlined in this policy may change throughout the year. The district's director of technology, with approval of the district superintendent, will make such changes. This policy may be updated on an annual basis or more frequently if required.

### **School Board Policies**

All documents on the district's server(s) must conform to board policies and regulations, as well as established district guidelines. Copies of board policies are available in all school offices and on the district website. Persons developing or maintaining web documents are responsible for complying with these and other policies, regulations and guidelines. Some of the relevant issues and related board policies include the following:

- Electronic transmission of materials is a form of copying. As specified in district policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the district's equipment, including its web server(s).
- Documents created for the web and linked to district web pages must meet the criteria for use as an instructional resource in accordance with district policies, regulations and guidelines.
- Any links on district/school web pages that are not specifically curriculum related must meet the criteria established in the district's technology acceptable use for network, internet and email services. Any other non-curricular materials should be limited to information about other youth activities, agencies or organizations which are known to be non-sectarian, exclusively devoted to community interests or child welfare, non-

profit and non-discriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising.

- All communications via the district web pages will comply with the district's technology acceptable use for network, internet and email services and the district's student behavior code policy. Offensive behavior that is explicitly prohibited by these policies includes religious, racial and sexual harassment and/or violence. Any student information communicated via district web pages will comply with district policies on data privacy and public use of school records.

Adopted 3/11/97; Revised 12/10/12, 6/10/13

**Legal references:**

Federal law:

47 USC Section 254(h) - Children's Internet Protection Act.

The Digital Millennium Copyright Act of 1998, Section 512 - Limitations on liability relating to material online.

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

Section 10-1-205 - Computers in public libraries; regulation of Internet access.

Section 16-3-850 - Encountering child pornography while processing film or working on a computer. Section 16-15-305 - Disseminating, procuring or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.

Section 59-19-90 - General powers and duties of school trustees.

**APPENDIX D: Cherokee County School District  
Cherokee County School District Mobile Computing Device Discipline Plan**

**Level 1 Computer Violations - Classroom**

Issues involving the district provided laptop occurring in the classroom. This includes: Laptop not charged, failure to bring laptop, carelessness, irresponsible use, off task, sharing work without permission, not following classroom rules, etc.

\*See CCSD Mobile Computing Guide.

**All Level 1 Violations should be handled by the Classroom Teacher in the following manner:**

**1st Offense-** Teacher-based discipline Examples of teacher-based discipline include:

- Verbal redirection
- Student/teacher conference
- Restricted use in the classroom
- Alternate Assignments-Such as Paper and pencil assignments
- Teacher-Assigned Detention
- Parent/Teacher Communication and/or Conference

\*\*And/or Administrative Override

**2nd Offense-** Teacher-based discipline

**3rd Offense-** Teacher-based discipline with parent contact (A call or email contact must be attempted in one or more methods and administration notified if contact cannot be made)

**4th Offense Referral to Administration**

- 1 Day In School Suspension (ISS)
- And/or Administrative Override

**5th Offense Referral to Administration**

- 1 Day Out of School Suspension (OSS) - Laptop remains at school during OSS.
- And/or Administrative Override

**Level 1 Computer Violations – Minor Misuse**

\*Using laptop during unauthorized times or locations

\*Unauthorized use of internet or playing games

\*Giving out personal information

\*Other misuse as determined by administration

\*Disruptive emails/messaging from student to student; conversations as opposed to work related to school.

**1<sup>st</sup> Offense**

- Verbal warning

**2nd Offense Referral to Administration**

- 2 days ISS

**3rd Offense Referral to administration**

- 3 days OSS

#### **4th Offense Referral to Administration**

- 5 days OSS

#### **5<sup>th</sup> Offense Referral to Administration**

- 10 days OSS with recommendation for expulsion

#### **Level 2 Violations or Examples of Minor Misuse of the District Issued Device** **(See District Level Discipline Policy)**

- Disruptive email(s) from student to student; conversations as opposed to work related to school \*Students are prohibited to login to Google Chrome or download any extension or add on.
- Sharing username and/or password or other personal school district account information.
- Downloading and/or using websites to obtain purchased or illegal term papers, boo reports, or other forms of required student work.
- Unauthorized downloading, installing, transmitting music, games, copyrighted material, and/or other applications.
- Deleting district system applications and changing personal mobile computing device settings (exceptions include personal settings such as font size, brightness of screen, etc.)

#### **Level 2 Violations or Minor Misuse of District Issued Device will result in restricted use and/or temporary forfeiture as follows:**

**1st Offense-** 3 Days OSS –device remains at school during OSS

**2nd Offense-** 5 days of OSS

**3rd Offense-** 10 days of OSS with recommendation for expulsion

**4th Offense-** 10 days of OSS with recommendation for expulsion

A police report will be filed if the device violation includes explicit or inappropriate content is criminal or illegal in nature.

#### **Level 3 Violations or Examples of Major Misuse of District Issued Device** **(See District Level Discipline Policy)**

**Students should never login into Google Chrome or download any extensions or add on. Doing so will be a violation and may cause other inappropriate material to be downloaded to your device.**

- Bypassing CCSD filters
- Actions violating board policy or public law including bullying, cyberbullying, harassment, intimidation.
- Sending, transmitting, downloading, uploading, accessing, photographing/filming others without the permission of the district and/or school and/or against their will, or distributing obscene, offensive, profane, threatening, pornographic sexually explicit materials with the intention to demean or harass others.
- VPN downloading and/or proxy use for internet access, hacking district systems, batch files, or scripts for malicious intent.

- Gaining access to other students, staff, or school district employee's accounts files, and/or data.
- Vandalism of laptop (Intentional)
- Inappropriate searches

***This applies to district issued devices and student cell phone use on campus, on school property, or at a school sponsored event.***

**1<sup>st</sup> Offense** - 5 days OSS and device will be confiscated.

**2<sup>nd</sup> Offense** 10 days OSS- Computer will be confiscated.

**\*\*Note:** The Administration reserves the right to handle any of the above actions or any other action determined to be a Misuse of Technology in the manner they think is most appropriate for all concerned.

**A police report will be filed depending on the severity of the offense and if the device violation includes explicit or inappropriate content that is criminal or illegal in nature.**

**Possession and use of personal and/or district issued electronic devices on school property acknowledges consent to search the contents of the device in a school or criminal investigation. In such investigations, students will provide necessary login information as needed. Misuse of technology outside school that impacts the people or environment on campus may also necessitate similar disciplinary consequences and searches.**

**\*\*The Cherokee County District Laptop Handbook will describe the costs involved in restitution of any damage to the District Issued Laptop.**

**\*\*Note:** The administration reserves the right to handle any of the above actions or any other action determined to be a Misuse of Technology in the manner they think is the most appropriate for all concerned.

**\*\*And/or Administrative Override**

Any malicious damage to a District Issued Device must be reported to school and/or police within 48 hours of the occurrence. Failure to report to the school and/or police will result in that the student the District Issued Device belongs to being solely responsible. Students who damage another student's computer will be held accountable after an investigation is completed from the report given to the school and/or police.