

# Student Leadership Handbook



2023 - 2024

## Foreword

Education is the primary focus of the Chester County School District. Every student and teacher has the right, ability, and desire to learn and teach. By keeping a simple focus on education, Chester County School District will grow to become one of the strongest in the region.

This handbook represents a district-wide effort to bring consistency and fairness to all students. It presents guidelines for student opportunities, attendance, and academics, as well as general information and behavior expectations based on the policies of the Chester County School District Board of School Trustees. The following broad categories are included:

- Student opportunities
- Basic rights and responsibilities
- Attendance procedures
- Academic standards
- General information
- Code of conduct

The information detailed in this document is part of a heightened effort to raise the academic standards of every student in Chester County. Chester County School District provides this handbook to students and parents to familiarize both with district policies, rules, and practices. The policies, rules, and practices to which it refers or which it contains may be amended, modified, or discontinued at any time by the District or school. This handbook is not intended to replace the actual policies and procedures established by the Chester County Board of School Trustees. If a policy or rule is abbreviated or in error, the official board policy as stated in the Board Policy Manual will take precedence. Copies of the Board Policy Manual are available in the school media center, school office, and on the Chester County School District's website: [www.chester.k12.sc.us](http://www.chester.k12.sc.us).

By working together with students, parents, educators, and the community, Chester County School District will achieve *Academic Excellence for all Children*.



*Chester County Schools. A Great Place to Grow.  
Committed to Excellence for All Students.*

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**Note: 2023-2024 District Calendar is located at the back of this handbook.**

# **CHESTER COUNTY SCHOOLS**

509 District Office Drive

Chester, South Carolina 29706

Phone: 803-385-6122

Fax: 803-339-1977

Website: [www.chester.k12.sc.us](http://www.chester.k12.sc.us)

<b><u>SCHOOL / LOCATION</u></b>	<b><u>PHONE/FAX</u></b>	<b><u>WEBSITE</u></b>
<b><u>Elementary Schools</u></b>		
<b>Chester Park Center of Literacy / Technology (PK-5)</b> Principal: Mr. Walter Jones	Phone: 803-581-7275 Fax: 803-658-4325	<a href="http://chester.k12.sc.us/chesterparkcolt">chester.k12.sc.us/chesterparkcolt</a>
<b>Chester Park Elementary School of the Arts (PK-5)</b> Principal: Ms. Shana Harper	Phone: 803-581-7279 Fax: 803-597-1039	<a href="http://chester.k12.sc.us/chesterparkarts">chester.k12.sc.us/chesterparkarts</a>
<b>Chester Park Elementary School of Inquiry (PK-5)</b> Principal: Mrs. Robin Taylor	Phone: 803-581-7282 Fax: 803-385-5435	<a href="http://chester.k12.sc.us/chesterparkinquiry">chester.k12.sc.us/chesterparkinquiry</a>
<b>Great Falls Elementary School (PK-5)</b> Principal: Mrs. Tammy Taylor	Phone: 803-482-2214 Fax: 803-482-6800	<a href="http://chester.k12.sc.us/greatfallselementary">chester.k12.sc.us/greatfallselementary</a>
<b>Lewisville Elementary School (PK-4)</b> Principal: Mrs. Anne Stone	Phone: 803-789-5164 Fax: 803-789-3954	<a href="http://chester.k12.sc.us/lewisvilleelementary">chester.k12.sc.us/lewisvilleelementary</a>
<b><u>Middle Schools</u></b>		
<b>Chester Middle School (6-8)</b> Principal: Dr. Torri Barber	Phone: 803-377-8192 Fax: 803-581-1875	<a href="http://chester.k12.sc.us/chestermiddle">chester.k12.sc.us/chestermiddle</a>
<b>Lewisville Middle School (5-8)</b> Principal: Mr. Brian Edmond	Phone: 803-789-5858 Fax: 803-789-6159	<a href="http://chester.k12.sc.us/lewisvillemiddle">chester.k12.sc.us/lewisvillemiddle</a>
<b><u>High Schools/Career</u></b>		
<b>Chester High School (9-12)</b> Principal: Dr. Duane Graham	Phone: 803-377-3161 Fax: 803-581-2363	<a href="http://chester.k12.sc.us/chesterhigh">chester.k12.sc.us/chesterhigh</a>
<b>Great Falls High School (6-12)</b> Principal: Dr. Jamal Sanders	Phone: 803-482-2210 Fax: 803-339-1903	<a href="http://chester.k12.sc.us/greatfallscomplex">chester.k12.sc.us/greatfallscomplex</a>
<b>Lewisville High School (9-12)</b> Principal: Mrs. Tammy Snipes	Phone: 803-789-5131 Fax: 803-789-3188	<a href="http://chester.k12.sc.us/lewisvillehigh">chester.k12.sc.us/lewisvillehigh</a>
<b>Chester County Career Center</b> Director: Ms. Jovanda Dickerson	Phone: 803-377-1991	<a href="http://chester.k12.sc.us/careercenter">chester.k12.sc.us/careercenter</a>
<b><u>Other</u></b>		
<b>Adult Education</b> Director: Dr. Carmen Brittain	Phone: 803-581-9324 Fax: 803-581-9095	<a href="http://chester.k12.sc.us/adulted">chester.k12.sc.us/adulted</a>
<b>The Learning Center (Alternative School, 6-12)</b> Director: Mr. David Spencer	Phone: 803-581-9362 Fax: 803-581-9363	<a href="http://chester.k12.sc.us/thelearningcenter">chester.k12.sc.us/thelearningcenter</a>
<b>The Academy for Teaching and Learning (K-8)</b> Directors: Mrs. Robyn Caldwell Mrs. Mary Ann Dawkins	Phone: 803-385-6334 Fax: 803-385-6335	<a href="http://atlchester.com/">atlchester.com/</a>

# Basic Rights and Responsibilities

A positive school climate conducive to the individual pursuit of learning and working is the shared responsibility of parents/guardians, students, and all school personnel. Everyone is expected to work toward this goal and to respect the individuality and rights of each person.

The regulations below are in accordance with South Carolina state laws and Chester County Board of School Trustees policies. These guidelines are subject to the provisions of the Individuals with Disabilities Education Act (originally known as Public Law 94-142).

## ***Responsibilities***

- A. Board of School Trustees Responsibilities
  - 1. To adopt a fair and consistent discipline policy which establishes clear standards for student behavior.
  - 2. To ensure, through the Superintendent, fair and consistent application of the discipline policy by school employees.
- B. Parent(s)/Guardian(s) Responsibilities
  - 1. To assume legal responsibility for the behavior of the student as determined by law and community practice and to ensure that the student is familiar with the discipline policy and regulations.
  - 2. To teach the student self-discipline as well as respect for authority and the rights of others.
  - 3. To make sure that the student attends school regularly and that the school receives notification of the reason for absences when the student cannot attend.
  - 4. To work to the best of his/her ability to provide the materials and positive home learning environment necessary for the student to succeed in school.
  - 5. To maintain communication with the school and provide the school with a current telephone number at which he/she may be reached during the school day.
  - 6. To respond quickly to any school request to pick up/remove the student from school.
  - 7. To attend conferences when requested.
  - 8. To cooperate with the school staff to develop strategies to benefit the student.
- C. Student Responsibilities
  - 1. To be aware of and abide by district-wide policies, regulations, and school guidelines regarding acceptable behavior.
  - 2. To be responsible for one's own behavior.
  - 3. To conduct oneself in a manner which is conducive to learning and does not interfere with the teacher's right to teach or the student's right to learn.
  - 4. To respect the personal, civil, and property rights of all members of the school community.
  - 5. To refrain from the use of physical force, verbal abuse or harassment, blackmail, stealing, vandalism, and other illegal activities.
  - 6. To seek clarification from school personnel concerning the appropriateness of any action or behavior.
  - 7. To attend school and classes regularly, on time, and prepared with the necessary learning materials.
  - 8. To know and follow the policies and regulations for all events considered part of the school program regardless of the time or place.
  - 9. To immediately comply with any staff members' reasonable request to carry out school rules.
- D. Teacher Responsibilities
  - 1. To provide appropriate learning opportunities for all students.
  - 2. To provide opportunities for all students to develop self-discipline and respect for the rights of others.
  - 3. To accept shared responsibility for control and discipline of students throughout the school building and property.
  - 4. To consider the physical, social, intellectual, and emotional development of students.
  - 5. To establish and inform students of individual classroom behavior expectations and to maintain discipline within the classroom.
  - 6. To be aware of and abide by district-wide policies, regulations, and school guidelines for discipline.

*Teacher Responsibilities (continued)*

7. To confer with support personnel for possible solutions to inappropriate behavior and attend conferences upon request.
  8. To use positive reinforcement, whenever possible, and to refrain from negative comparison when correcting a student.
  9. To report to the parent(s)/guardian(s) at regular reporting periods and at other times, when appropriate, regarding the acceptability of a student's behavior.
  10. To utilize all reasonable classroom strategies in addressing disruptive behavior prior to referring a student for out-of-class disciplinary action.
  11. To refer, in writing, a disruptive student to the principal or his/her designee when appropriate teacher-initiated strategies have been unsuccessful or the severity of the offense makes it necessary.
- E. Administrative Responsibilities
1. To consistently apply the Code of Conduct in dealing with student behavior.
  2. To maintain order on the campus. (The principal of each school has primary responsibility for maintaining order on campus.)
  3. To discipline students and to assign disciplinary duties to staff as deemed appropriate. The principal will have authority to exercise discipline over the students of the school following the policies adopted by the Board of School Trustees.
  4. To report certain acts to law enforcement. When the principal has knowledge of or actual notice from school staff that an act has occurred on school property involving assault resulting in serious personal injury, sexual offenses, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, or possession of a controlled substance in violation of the law, the principal will immediately report the act to the appropriate local law enforcement agency.
  5. To assume overall responsibility for the implementation of procedures and rules that is necessary to establish standards of acceptable student behavior in the school.
  6. To be readily available to handle disruptive behavior, discipline, and emergency situations.
  7. To communicate effectively the expectations of the school discipline program to parents and the role of the parent/family in supporting the efforts of the school in providing a safe school environment.
  8. To develop a strategic plan that will mobilize community resources/agencies that can provide additional services and support to the school discipline program.
  9. To provide professional development to teachers and parents on issues related to a sound disciplinary program, i.e. intervention strategies, establishing effective rules and consequences, legal issues, etc.
  10. To continuously monitor and assess current data in order to make modifications to the program and provide alternative disciplinary strategies to fit the needs of the school.

## **Publication/Release of Student Photographs, Work and/or Information**

Students are often photographed or videotaped for a variety of purposes. Examples include, but are not limited to; recognizing students' accomplishments, publicizing school events or activities, and recording teachers and students during demonstration lessons. Photographs are often displayed in the school, sent to the newspaper, displayed in school yearbooks, included in newsletters, on school or district websites, and social media. Students' names, work and/or photographs are also printed in newspapers or included on the school/district website to highlight honor roll students and winners of art shows or other judged activities. If you do not want your child to participate or be identified through any of these activities, please notify the school office in writing. Your request will be honored.

**The Chester County School District and its schools support the provisions of Title VI of the Civil Rights Act and Title IX of the Education Amendments of 1972 and commit to a policy of non-discrimination on the basis of race, religion, color, disability, sex, age, alienage, or national origin, and equal educational opportunities for students. Any student or his/her parent with questions regarding nondiscrimination in school activities may contact the District's Title VI and IX Coordinator as follows:**

**Chester County School District Office  
509 District Office Drive  
Chester, South Carolina 29706  
(803) 385-6122**

## Student Opportunities

Chester County School District recognizes the importance of being a well-rounded individual. In order to help students, reach their maximum potential, several opportunities await every student as he/she enters the doors of his/her school. Whether just beginning his/her educational journey or nearing graduation, every school has something to offer.

Throughout this great school district, one will find many activities, athletic teams, clubs, or service organizations. Most groups have membership based on meeting specific requirements, some offer membership based on performance criteria, while others have open membership based on common interests or enjoyment.

Please refer to your school website for detailed information on all student opportunity offerings. ***Not all organizations are offered at every school. If your school does not offer a selection, speak with the principal. If groups seeking club status secure an appropriate sponsor and adequate numbers of potential members, the school will assist in helping the group attain official status as a club.***

## Attendance Policy and Procedures

In accordance with state law, all students between the ages of five and sixteen, inclusive, must be enrolled in school. It is expected that they be in regular attendance as well as enrolled. Research indicates that there is a definite correlation between attendance and student achievement; therefore, every effort should be made by parents, students, and school officials to see that each student attends a full school day.

Truancy pertains to unlawful/unexcused absences only. When a student misses three (3) consecutive or a total of five (5) unlawful days, that student is truant.

Chronic Absence: When a student misses 10% of a school year, this is considered a chronic absence. In the state of South Carolina, a student is required to attend school for 180 days. If a student misses eighteen (18) days whether it is excused, unexcused, or suspended, then he/she is considered chronically absent. **A student must be in attendance for ½ (50%) of the school day (excluding meals and recess) to be counted as “present” for that day.**

### Lawful Absences

The following criterion has been established for lawful absences from school. It is important to understand that although an absence may be lawful, the state still has established guidelines for promotion and retention based on the number of hours a student is in school:

1. Students who are ill and whose attendance in school would endanger their health or the health of others may be temporarily excused from attendance.
2. Students may be excused from attendance to make necessary visits to the orthodontist, dentist, physician, mental health counselor, or for family emergencies.
3. Students in whose immediate family there is a serious illness or death may be temporarily excused from attendance.
4. Students may be excused from attendance in school for recognized religious holidays of their faith.
5. Students may be excused due to the necessity to attend court.
6. Students may be excused in advance by the principal for exceptional or extenuating circumstances.

### Unlawful Absences

Any student who misses school must present a written excuse, signed by parent or guardian, or a medical excuse with the date and time of visit. If the excuse is not presented within FIVE school days of the student's return to school, the absence will be considered unlawful.

Students who miss ten (10) consecutive days with no communication with the school/district will result in the student's withdrawal from school. Parents may face legal action if their child is not enrolled in school.

## **Elementary and Middle School Students**

The South Carolina Code of Laws 69-65-50 and South Carolina Board of Education Regulations requires students to attend school at least 170 days out of the 180-day school year.

Any student who misses school must present a written excuse, signed by a parent/guardian, or a medical excuse. If the excuse is not presented within FIVE school days of the student's return to school, the absence will be considered unlawful.

Only five (5) parent notes are allowed in a school year. The maximum number of days a student is allowed to miss is TEN per school year (lawful and/or unlawful). When a student is absent more than 10 days, attendance will be one of the factors used in the promotion/retention decisions for grades K-8. **More than 10 absences and/or excessive tardies could result in a referral to Family Court.**

Students are expected to attend school on time every day. Students who do not attend school on time will be considered tardy.

**Pre-K Attendance:** Regular attendance is crucial to your child's success. Each parent/family must agree to send their child to the Child Development Education Program (CERDEP) for 6.5 hours of instructional time, five days per week, 180 days a year. Exclusions from the 180 days of attendance would include school district closures due to dangerous weather situations. A child who is chronically tardy or absent may be released from the program if there is another child on the waiting list who qualifies for the program.

**\*NOTE:** Middle school students who take courses for high school credit must adhere to high school attendance guidelines and make-up procedures (see below).

## **High School Students** (9<sup>th</sup>–12<sup>th</sup> Grade)

The State of South Carolina Department of Education allows students **a total of six absences (lawful and/or unlawful) per 90-day (full unit) course or three absences per 45-day (half credit) course.** Students must have a minimum of 60 contact hours in a 45-day course and 120 hours in a 90-day course to receive credit for the course. Students are allowed no more than 10 absences to receive credit for a year-long course.

Any student who misses school must present a written excuse, signed by a parent/guardian, or a medical excuse. If the excuse is not presented within FIVE school days of the student's return to school, the absence will be considered unlawful. Only five (5) parent notes are allowed in a school year.

Upon the seventh absence in a full unit course, fourth absence in a 1/2-unit course, or eleventh absence in a year-long course, the record would be reviewed to determine if all procedures had been followed by the student. The administrator would then decide if credit is permitted based on the record. No credit would be permitted if the total number of absences, either lawful or unlawful, from a whole unit semester class exceeds ten. Any unlawful absence would result in an automatic FA upon the seventh absence in a semester course and upon the fourth absence for a ½ semester course. After three consecutive or a total of five unlawful absences, regulations require that school officials intervene and report non-attendance. Students may be referred for truancy mediation and/or Family Court.

Students who participate in extracurricular activities must be in attendance at least one-half of the school day on the day of the event. Students who are suspended out of school may not participate in any school events, including athletic events held that afternoon or evening.

Students are expected to attend school on time every day. Students who do not attend school on time will be considered tardy. Students who miss more than one-half of the class period will be considered absent.

## **Make-Up Work**

A student will be permitted to make up work missed during an absence. Students will have up to five days upon their return to school from the absence to complete missed work.

Students in in-school suspension are to complete all daily work assignments and may receive credit for all work completed. Students who have been suspended out of school have five days to complete make-up assignments to receive a grade.



Students who attend field trips and/or other activities approved by the district are excused from class; however, any missed work must be made up the following school day. Students who are excused for participation in interscholastic activities are excused from class; however, any missed work must be made up the following school day.

**Students who exceed the allowable number of absences may have the opportunity to recover seat time during scheduled make-up sessions. A fee of \$20 per missed class period will be charged.**

### **Tardy to School**

Students are expected to attend school on time every day. Students who do not attend school on time will be considered tardy. Students taking high school credit courses must be on time to class and not leave early in order to obtain the full “seat-time” requirements. After-school or lunch detention may be incurred for tardies and if not served, could result in ISS.

## **Academic Excellence**

### **Parent Portal**

The **Parent Portal** is a tool specifically developed for parents of students in **grades 3-12**. Chester County School District is excited to offer a means for parents to monitor their child's grades and attendance, sign up for electronic progress reports, view school bulletins, MAP (Measures of Academic Progress) assessment results, and even receive email notifications through an online portal. Parent/Guardians with multiple students in different schools in the district may even access all their children's information using one account.

If you are the legal parent/guardian of a student in Chester County School District, and you would like to request a Parent Portal account, go to the district's website and click on **Resources**, then **Parent Resources**, and then **Parent Portal**.

**Step 1.** Read the **Terms of Use**.

**Step 2.** Complete the **Request for Access Form**.

**Step 3.** Read **Parent Instructions for Parent Portal**.

**Step 4.** Turn the **completed form** in to the school office. (*Please be prepared to present your photo ID*). The school office will provide the unique ID/Password, along with detailed instructions, to complete the account creation.

### **School Webpages / Teacher Class Webpages**

Each school in our district has a webpage that can be accessed from the Chester County School District webpage. Go to [www.chester.k12.sc.us](http://www.chester.k12.sc.us) and click on **Our Schools**, then select the school from the dropdown box. Website information is also listed at the front of this handbook. Teacher Class webpages can be accessed from individual school webpages.

### **Elementary Grading**

#### **Pre-Kindergarten**

Children's progress will be assessed using a developmental child assessment instrument approved by South Carolina Department of Education: my Individual Growth and Development Indicators (myIGDIs). In addition, the Kindergarten Readiness Assessment, developed by teachers in our district, will be used. These assessments will replace traditional report cards and standardized tests with a system that helps teachers observe your child, assess your child's work, and document your child's achievement with portfolios and developmental guidelines. Documentation from the assessments will be shared and/or sent home three times per year.

#### **Kindergarten**

Kindergarten progress reports will be completed and issued to parents quarterly each year. Progress is communicated to parents based on student performance in math, English/language arts, and personal social development.

#### **1<sup>st</sup> and 2<sup>nd</sup> Grade Interim Reports**

Interim grades are given to all students in 1<sup>st</sup> and 2<sup>nd</sup> grades to communicate progress at the mid-point (4½ weeks) of each nine weeks grading period. The symbols “E”, “S”, and “N” are used to denote progress in reading, mathematics, and writing. More specifically, these symbols indicate the following: “E” – Excellent, “S” – Satisfactory and “N” – Needs Improvement.

### **1<sup>st</sup> and 2<sup>nd</sup> Grade Report Cards**

Students are given report cards as an indication of their progress and confirmation of their achievement and are expected to take them home to share with their parents. Parents are asked to sign the report card at each reporting interval and return it to the teacher. Academic achievement is graded using the letters E, S, and N to denote, respectively, excellent, satisfactory, and needs improvement. This report to parents indicates not only individual achievement but also the student's progress in relation to work at grade level. This progress level is marked each-nine week reporting period.

### **1<sup>st</sup> and 2<sup>nd</sup> Grade Academic Honors**

Academic Honors may be determined at individual school sites for students in grades 1 and 2 who earn all E's or a combination of E's and S's in the core academic subject areas: science, social studies, mathematics, and English/language arts each grading period.

### **3<sup>rd</sup> – 5<sup>th</sup> Grade Report Cards and Interim Reports**

Students are given report cards as an indication of their progress and confirmation of their achievement and are expected to take them home to share with their parents. Parents are asked to sign the report card at each reporting interval and return it to the teacher. Academic achievement is graded using the letters A, B, C, D, and F to denote, respectively, excellent, good, average, below average, and failing. The numerical ranges for the letter grades are as follows:

90-100	A
80-89	B
70-79	C
60-69	D

Anything below 60 is an F

The elementary level report to parents indicates not only individual achievement but also the student's progress in relation to work at grade level. This progress level is marked each-nine week reporting period.

Interim grades are given to all students in 3<sup>rd</sup> -5<sup>th</sup> grades to communicate progress at the mid-point (4½ weeks) of each nine weeks grading period. The same symbols, "A, B, C, D, and F" used to denote progress in reading, writing, mathematics, social studies, and science will be used to communicate progress to parents on interim reports.

### **3<sup>rd</sup> – 5<sup>th</sup> Grade Academic Honors**

Students in grades 3-5 who have earned all A's or all A's and B's in the core academic subject areas: science, social studies, mathematics, and English/language arts will be recognized for academic Honor Roll at the end of each grading period.

### **Superintendent's Scholars**

Students in grades 3-5, who have earned all A's and B's for the first 3 nine weeks during the school year will be recognized and honored as Superintendent's Scholars at the end of the school year.

### **Superintendent's High Scholars**

Students in grades 3-5, who have earned all A's for the first 3 nine weeks during the school year will be recognized and honored at the end of the school year as Superintendent's High Scholars.

## **Middle School & High School Grading**

### **Interim Reports**

Interim grades are given to all students to communicate progress at the mid-point (4 ½ weeks) of each nine week grading period. The level of academic achievement is noted by using the numerical grades. The numerical ranges are equivalent to the following scale:

90-100	A
80-89	B
70-79	C
60-69	D

Anything below 60 is an F

### Grading Scale 3<sup>rd</sup> – 12<sup>th</sup> Grade

90-100	A
80-89	B
70-79	C
60-69	D

Anything below 60 is an F

Students are given report cards as an indication of their progress and confirmation of their achievement and are expected to take them home to share with their parents.

### **State Uniform Grading Scale (Grades 3 through 12 for the CCSD)**

Numerical breaks for letter grades, weightings for specified courses, and a conversion chart for computing grade point ratios is as follows:

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep	Honors	AP/IB/Dual Credit
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000

**South Carolina Uniform Grading Scale Conversions (continued)**

<b>Numerical Average</b>	<b>Letter Grade</b>	<b>College Prep</b>	<b>Honors</b>	<b>AP/IB/Dual Credit</b>
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100
0-50	F	0.000	0.000	0.000
50	WF	0.000	0.000	0.000
50	FA	0.000	0.000	0.000
-	WP	0.000	0.000	0.000
-	P	0.000	0.000	0.000
-	NP	0.000	0.000	0.000
-	AU	0.000	0.000	0.000

*Note: For additional information regarding the conversion process, please see CCSD Board Policy Manual, Administrative Rule to Grading/Assessment Systems Policy IKA-R (located on the district website).*

**End of Semester Exams**

End of semester exams are given in all high school classes and count 10% of the final grade.

### **Exam Exemption Policy**

**Seniors:** Must have a B average or higher in honors and/or dual enrollment courses and an A average in college prep courses with 6 or less lawful absences in a 1-unit course, 3 or less lawful absences in a ½ unit course. OSS days do not count as lawful absences for exam exemption. No unexcused absences will be allowed. No underclass students may exempt an exam with the exception of Junior Marshals during second semester of the junior year. Junior Marshals must participate in all required Junior Marshal activities to be eligible for exam exemption.

### **GPR/Class Rank**

The uniform grading scale and system for figuring grade point average (GPA) and class rank will apply to all courses carrying Carnegie units, including units earned at the middle/junior high school level. (A student's converted GPR/class rank can be obtained through the school counselor's office).

### **Withdrawal Fail**

Students who withdraw from a course after the specified time of 3 days in a 45-day course, five days in a 90-day course, or 10 days in a 180-day course will be assigned a "WF", and the "WF" will be calculated in the overall grade point average.

### **Withdrawal Fail with Administration Approval**

The three, five and 10-day limitations for withdrawing from a course without penalty do not apply to course or course level changes approved by the administration of a school. Students who withdraw with administrative approval will be given a "WP." The district will establish withdrawal limitations for distance learning courses.

### **6<sup>th</sup> – 8<sup>th</sup> Grade Academic Honors**

Students in grades 6-8 who have earned all A's or all A's and B's in the core academic subject areas and related arts will be recognized for academic Honor Roll at the end of each grading period.

### **Superintendent Scholars**

Students in grades 6-12, who have earned all A's and B's for the first 3 nine weeks during the school year will be recognized and honored as Superintendent's Scholars at the end of the school year.

### **Superintendent High Scholars**

Students in grades 6-12, who have earned all A's for the first 3 nine weeks during the school year will be recognized and honored at the end of the school year as Superintendent's High Scholars.

### **Honors/ Dual Credit Courses**

Honors courses are intended for students exhibiting superior abilities in the course content area. The honors curriculum places emphasis on critical and analytical thinking, rational decision-making, and inductive and deductive reasoning. Dual credit courses, taken at the school site or off campus, is defined as those courses for which the student has received prior permission from his/her home school to receive both Carnegie units and credit at another institution. Dual credit courses must be approved by the district for dual credit to be earned.

### **Honor Graduates**

Honor graduates will be those seniors with a minimum GPA of 4.25. GPA for honor graduates is determined beginning with the first high school credit courses taken and ending with the 4<sup>th</sup> nine weeks of the senior year.

### **Junior Marshals**

Junior Marshals will consist of junior class students who maintain a 4.25 GPA or higher, based upon all high school credit earned up to and including the 1<sup>st</sup> semester of their junior year.

### **Valedictorian and Salutatorian (1<sup>st</sup> and 2<sup>nd</sup> Ranked Students in the Senior Class)**

Student must have attended high school in the district for a minimum of 2 years in order to qualify. An early graduate may not serve as the Valedictorian or Salutatorian for the class in which he/she graduates.

### **Early Graduates and December Graduates**

Any student who wishes to graduate one full year early or any student who plans to graduate in December must put this request in writing to the principal during or before the first week of school. The request must state the reason early or December graduation is desired; the students' plan after the graduation, and must be accompanied by a parent/guardian signature. The principal will meet with each student and his/her guardian to determine approval of the request. The final decision rests with the building principal. Please note that students graduating in December are not ranked within the graduating class. These students receive a final GPA only on their final transcript. December graduates are permitted to participate in the regularly scheduled graduation ceremony at the end of the school year.

## **Promotion/Retention Criteria**

### **Elementary School**

#### **Read to Succeed Legislation**

Read to Succeed (R<sub>2</sub>S) is a South Carolina law designed to improve literacy and reading proficiency for all children in our state. Within this legislation is a mandatory retention component that will affect third grade students beginning in the 2017-2018 school year. Listed below is an excerpt of the law:

***R2S Legislation: Section 59 155 160. (A) – “Beginning with the 2017-2018 School Year, a student must be retained in the third grade if the student fails to demonstrate reading proficiency at the end of the third grade as indicated by scoring at the lowest achievement level on the state summative reading assessment.”***

The *SC Ready* is the state summative reading assessment given to all 3<sup>rd</sup>-8<sup>th</sup> grade students in South Carolina.

- Third grade students scoring at the lowest achievement level on the Reading section of the *SC Ready* assessment will be retained – unless they qualify for an exemption.
- Schools will notify parents of students who qualify for an exemption. Students exempted from retention will continue to receive instructional support as well as reading intervention appropriate for their age and reading level in grade four and beyond as needed.
- If a student does not qualify for one of the exemptions, the student can attend a summer reading camp. If the student demonstrates the necessary level of reading proficiency at the end of the camp, as required by the South Carolina Department of Education, the student can be promoted to fourth grade.

More information about the Read to Succeed legislation can be found on the South Carolina Department of Education website: <http://ed.sc.gov/instruction/early-learning-and-literacy/read-to-succeed1/read-to-succeed-frequently-asked-questions/>

#### **Kindergarten to Grade One**

Kindergarten teachers and building administrators will collaborate to determine which students successfully meet promotion criteria. In order to be promoted, a student must demonstrate satisfactory performance on the South Carolina Curriculum standards for kindergarten as measured by formal and informal assessments and documented by kindergarten progress reports.

#### **Grade 1 – Grade 5**

To be promoted, the student must:

- demonstrate satisfactory performance on the South Carolina curriculum standards as measured by formal and informal assessments,
- earn a passing grade for the year in reading, language arts, math, science, and social studies,
- score at or above the basic performance level on the South Carolina standardized tests, and
- meet state attendance requirements.

If these criteria are not met, teachers must consider the following options best for the student: retention, promotion, or placement of the student at the next grade level with a parent-teacher agreement of a plan to promote student mastery of content.

### **Middle School**

In order to be promoted from one grade to the next in middle school a student must be progressing satisfactorily as measured by the South Carolina Curriculum Standards for the particular grade and subject in which the student is enrolled. Progress in meeting the standards is reflected in the grade level curriculum requirements. If these criteria are not met, teachers must consider which of the following options is best for a student:

- Retention;
- Promotion; or
- Student may attend Summer School (as available) and request final disposition at the end of the summer. For students served in special education programs, guidelines in the student’s IEP will be followed to determine promotion.

The decision to retain an elementary or middle school student will be made carefully with the principal, classroom teachers, parents/guardians, and others who provide pupil services. Three concurring pieces of evidence should support the decision. This concept is called triangulation. The evidence should be collected from all sources that apply to the level of the student

and recorded in all three areas. For students served in special education programs, guidelines in the student's IEP will be followed to determine promotion.

### **High School Credit/Graduation Requirements**

In order to be classified as a high school student, the follow criteria must be met:

<b><u>Grade</u></b>	<b><u>Classification Requirements</u></b>	<b><u>Credits Earned</u></b>
9	To be classified as a 9 <sup>th</sup> grader, a student must have successfully completed 8 <sup>th</sup> grade	0
10	To be classified as a 10 <sup>th</sup> grader, a student must have passed 1 English, 1 Math & 3 Other Units	5
11	To be classified as an 11 <sup>th</sup> grader, a student must have passed 2 English, 2 Math, 1 Science, 1 Social Studies & 4 Other Units	10
12	To be classified as a 12 <sup>th</sup> grader, a student must have passed 3 English, 3 Math, 1 Science, 1 Social Studies & 8 Other Units	16

### **Graduation Requirements**

To qualify for high school graduation, the following coursework must be successfully completed and a passing grade earned:

<b><u>Subject</u></b>	<b><u>College Prep</u></b>	<b><u>School to Work</u></b>
English/Language Arts	4 Units	4 Units
Mathematics	4 Units	4 Units
Science	3 Units	3 Units
U.S. History & Constitution	1 Unit	1 Unit
Economics	½ Unit	½ Unit
U.S. Government	½ Unit	½ Unit
Other Social Studies	1 Unit	1 Unit
Physical Education or JROTC	1 Unit	1 Unit
Computer Science	1 Unit	1 Unit
Occupational Specialty	0 Unit	1 Unit
Foreign Language	1 Unit	0 Unit
Electives (Language Arts, Math, Science, Social Studies, Fine Arts, Band, Foreign Language, Occupational Education, etc.)	7 Units	7 Units
<b>Total Units</b>	<b>24 Units</b>	<b>24 Units</b>

Participation in graduation ceremonies is limited to students receiving diplomas or state certificates. All graduation requirements must be met before a student may participate in graduation ceremonies. Students graduating in December have the option to participate in their school's graduation ceremony, but must notify the school prior to the winter holiday break of their desire to participate in graduation at the end of the school year. **Attendance at practices, adherence to dress code, and other guidelines are required for participating in graduation ceremonies.**

### **Employability Credential**

The South Carolina High School Credential course of study is a career-based educational program providing opportunities for students with disabilities to acquire employability skills thereby increasing a student's ability to obtain paid work after high school. Upon completion of the course of study, students will receive a uniform, state-recognized employability credential. For more information, please see the CCSD Board Policy Manual (located on district website), Employability Credential IKFC and Administrative Rule IKFC-R, which will be posted by the beginning of the 2018-2019 school year.

### **Academic Honors Medal and Diploma**

The Academic Honors Medal and Diploma will be awarded to students who have successfully completed all state requirements and earned a total of 28 Carnegie Units of credit. A combination of at least four advanced placement (AP) courses or dual enrollment courses must be successfully completed. A weighted grade point average of 3.75 on the state's uniform grading scale will be required. Beginning with the graduation class of 2020, a weighted grade point average of 5.00 on the state's uniform grading scale will be required. Schools will request the Academic Diploma and provide an Honors Medal.

The credits required to receive the Academic Honors Medal and Diploma are listed below:

English/Language Arts	4 Units
Mathematics (Geometry & Algebra II <u>required</u> )	4 Units
Natural Science (Biology I & Chemistry <u>required</u> )	4 Units*
U.S. History & Constitution	1 Unit
Economics	½ Unit
U.S. Government	½ Unit
Other Social Studies	2 Units*
Physical Education or JROTC	1 Unit
Computer Science	1 Unit
Foreign Language (same language)	2 Units*
Electives	8 Units
<b>TOTAL</b>	<b>28 Units*</b>

\*The Academic Honors Medal and Diploma requires a higher grade point average and four more units of credit than are required for the basic high school diploma. These required units include an additional unit in science, social studies, foreign languages, and an elective.

### **Schedule Changes**

The master schedule for course offerings is determined prior to the end of the current school year based on student requests made in the spring. Therefore, changes in courses may be made no later than the last day of the current school year. School counselors are available to assist students. A student may not drop a course once school has begun unless there is a schedule conflict with a required course. Teacher course loads are determined based on student course selection sheets; therefore, students will be held to their original choices unless a required course is needed. If a student drops a course after 3 days in a ½ unit course or after 5 days in a 1-unit course, he/she will receive a WF (withdraw failing) and a 50 average will be calculated into his/her GPA. **Schedule changes after the school year has begun are limited to elective courses and are based on availability of courses. A written request with a parent signature is required for such changes to be considered.**

### **Sports and Interscholastic Activities**

Students are encouraged to participate in sports and interscholastic activities. Students who participate in school-sponsored competitions must meet academic standards set by the State Board of Education. These activities include athletics, debate and quiz teams, as well as band, chorus, and JROTC competitions, to name a few. Students may participate in school-sponsored sports and interscholastic activities based upon South Carolina High School League (SCHSL) rules. More information may be found on the SCHSL website: [www.schsl.org](http://www.schsl.org).

### **End-of-Course Testing**

High School Students must take the end-of-course test for core academic subjects in order to gain Carnegie Units toward graduation in each subject area. In compliance with State Law, the end-of-course test must constitute 20% of the final grade for that course. **Note:** Students must take these designated examinations regardless of grade status in the class or of grade level in school. If a student is failing a class with an end of course exam and chooses not to take the exam, he/she must re-take the entire course. Credit recovery classes are not an option if a student fails to take the end-of-course exam the first time.

## **General Information**

### **Assemblies**

Assembly programs are an important part of the educational program. Therefore, students attending assemblies will be counted as being present in the class assigned to them during the time of the assembly. Students absent from assemblies will be marked absent from classes during the period affected. It is expected that an atmosphere of respect will be maintained throughout all assemblies. Students are not to engage in whistling, shouting, yelling, foot stomping, booing, or excessive talking.

### **Deliveries**

No Chester County School will accept nor deliver to students any items before, during or after school unless they are of an educational nature/value or medically necessary.

### **Emergency Drills**

All students will participate in monthly fire drills in accordance with district policy. Tornado and earthquake awareness education and drills are also conducted during the school year. All students will participate in at least two emergency evacuation drills utilizing school buses. In addition to the above, all students receive instruction in general safety and accident prevention.



**South Carolina General Assembly**  
122nd Session, 2017-2018  
**R284, S709**

**Required Public School Drills, Active Shooter/Intruder Drill Training**

SECTION 2. Section 59-63-910 of the 1976 Code is amended to read:

“Section 59-63-910. (A) All public schools, including charter schools whose instruction is not primarily delivered online, shall conduct fire, active shooter/intruder, and severe weather/earthquake drills. Within each school year, schools must conduct at least two fire drills, two active shooter/intruder drills, and two severe weather/earthquake drills, with at least one of each drill conducted each semester.”

**ANNUAL NOTIFICATION  
CONTENTS OF ASBESTOS MANAGEMENT PLAN**

In compliance with the Asbestos Hazard Emergency Response Act of 1986 (AHERA), the CCSD regularly inspects school and district facilities for asbestos and takes appropriate actions when necessary. For details of the CCSD Asbestos Management Plan and any asbestos-related actions taken or planned, please contact:

**Mr. Thomas Barr, LEA Designee**  
**509 District Office Dr.**  
**Chester, SC 29706**  
**803-581-9338**

**Fees Owed to the School**

Students must settle all fees owed to the school prior to the end of the school year. No student records will be released until all fees, fines, charges, technology devices, and textbooks have been received.

**Health Services**

Parents will be notified if a student becomes ill or is injured during school. When it is necessary for the student to leave school, a parent, guardian, or designated alternate who is listed on that student's emergency contact list must enter the school office and sign the student out. Telephone calls to the school office or notes sent by the parent/guardian will not be accepted.

**Immunization Requirements**

All students in grades pre-kindergarten through 12<sup>th</sup> grade are required to furnish a valid South Carolina Certificate of Immunization prior to enrollment. School officials will record the immunization data on the student's health record and/or attach a copy of the certificate to the health record.

**Insurance**

Accident insurance is offered to students at the beginning of the school year. Two basic policies are available:

1. A policy covering the student to, from, and while at school during the school year; and
2. A policy covering the student 24 hours a day for the entire year.

Students are encouraged to purchase school accident insurance if they intend to participate in athletics, including cheerleading.

**Medication**

Medications should be administered by parent(s)/legal guardian(s) before or after school hours, when possible. School nurses may not administer the first dose of a new medication. (Student should be monitored at home for possible side effects following the initial dose). Parent(s)/legal guardian(s) must deliver all medications in the original container to the school nurse or other designated school employee. All medications will be administered as labeled. Students may not carry medications at school. If it is necessary for a student to carry medication on his/her person while at school, a signed prior written approval from the healthcare provider and parent(s)/legal guardian(s) must be on file in the clinic.

**Short Term Medication (less than 15 calendar days)**

Parent must complete a short-term medication form or send a note with instructions to include the name of the medication, dosage and time to be given. Parent permission is accepted in writing only. Medication must be age and weight appropriate.

**Long Term Medication (more than 15 calendar days)**

A long-term medication form must be completed and signed by the healthcare provider and parent(s)/legal guardian(s) for all long term medications. This form must be completed with name and dosage of medications, time to be given at school and any restrictions. If the medication dosage or time changes, a new form must be completed. This form must be completed each school year. A healthcare provider may send a prescription pad note to be attached to the medication form.

### **Medication for Day or Overnight Field Trips**

Consult the school nurse if your child will need any medications administered on a field trip. *(This also includes medication that your child may already receive from the school nurse on a daily basis, as proper procedures must be followed when giving the student medication off of school grounds).*

### **Posters and Advertisements**

Displaying of posters, advertisements, notices, etc. on campus must be approved by the principal and must be placed in the area designated.

### **Prom / Formal Dress Code Guidelines**

#### **Dresses/Skirts/Tops**

- Formal attire is required.
- Dresses/Tops may be strapless or include spaghetti straps.
- Dresses/Tops may be backless, as long as they are not cut below the waist.
- Two-piece dresses MUST overlap at the waist: meaning top MUST overlap with skirt waistband. Midriffs will not be exposed. This includes both front and side.
- Dresses/Skirts may not have a slit that exceeds mid-thigh.
- Dresses/Tops may not be cut below the bust line.
- Undergarments should not be visible. See-through apparel is not permitted.
- Shoes appropriate for formal attire are required.

#### **Suits/Tuxedos**

- Formal attire is required.
  - Must wear tie/bowtie, dress shirt, pants, and shoes appropriate for formal attire.
  - A vest and/or cummerbund is optional.
- Shirts are to be worn at all times.

We hope to maintain the integrity and proper decorum of formal dances and prom by implementing this dress code. Any student not appropriately dressed will be turned away at the door to return home and change into something acceptable. All fees for dances and prom are non-refundable.

If you are bringing a date from another school, it is **YOUR RESPONSIBILITY** to make him/her aware of our dress code.

If you have questions concerning your attire, it is your responsibility to seek prior approval from school administration.

### **Solicitations**

School-sponsored clubs and organizations must have prior approval from the principal before engaging in any fundraising activities.

### **Student Messages**

Students will not be called to the telephone or office at any time for delivering messages. However, messages of an emergency nature will be delivered to the student at the end of the day.

### **Student Records**

The Family Educational Rights and Privacy Act of 1974 requires that student's personal records be managed in a confidential manner. Regulations and procedures for compliance are provided through board policy. The following information is releasable upon request at the discretion of the student's school principal: the student's name, address, telephone number, date and place of birth, photo, subject of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and the most recent previous educational agency or institution attended by the student. Any parent or guardian of a student attending Chester County School District who would prefer that any or all information not be released without the parent's or guardian's prior consent should notify the Office of the Superintendent in writing by August 31<sup>st</sup>.

### **Student Registration**

The following procedures are required before a new student may attend class:

1. Parent(s)/guardian(s) must complete the online registration forms;

2. Parent(s)/guardian(s) must complete the health information form online;
3. Parent(s)/guardian(s) must complete a Home Language Survey online form;
4. Parent(s)/guardian(s) must provide a copy of the student's S.C. Certificate of Immunization from the doctor or the health department (must have white, long copy – not pink card);
5. Parent(s)/guardian(s) must provide a Medicaid number, if applicable; and
6. Parent(s)/guardian(s) must provide Proof of Residency documentation. Documentation must be current within the last 60 days and must include parent(s)/guardian(s) name and current address. Two (2) items are required and must be from the following list:
  - a. Electric bill;
  - b. Gas bill;
  - c. Water bill;
  - d. Home telephone bill; and/or
  - e. Lease/rental agreement.

### **Student Withdrawal**

If a student must withdraw from school, the following steps must be completed:

1. Parent(s)/guardian(s) must visit the school and complete a withdrawal form;
2. All fees owed to the school must be paid in full;
3. All textbooks must be turned in to the textbook coordinator;
4. All student issued technology devices, if applicable, must be turned in to the IT technician at the school; and
5. Student records will be forwarded when a transcript request is received from the new school.

### **Textbooks**

The majority of textbooks used in Chester County School District are furnished by the state on a loan basis. Care of books is the responsibility of the student to whom the books are issued. Should texts be abused, damaged, or lost, payment will be required. Payment must be made before another book can be issued, as required by state law. At the close of school, students are to return all textbooks to the textbook coordinator at the individual school location (including dual enrollment textbooks). Leaving textbooks in the office, locker, or elsewhere does not constitute having returned your books.

### **Visitors**

Parents are welcome to visit the school; however, we ask that parents call the principal and schedule a visit at an appropriate time for the teacher that does not interfere with testing or impede instruction. All visitors **MUST** sign in at the office and obtain a Visitor's Badge. This badge must be worn at all times while visiting in the school.

## **Transportation**

### **Bus Transportation Changes**

Students who ride a bus may ride **only** the bus to which they are assigned. All bus changes (i.e., change of address, going to a sitter's address, etc.) must be made at the Transportation Office. A telephone call is not acceptable.

### **Bus Procedures for Pre-Kindergarten – 2<sup>nd</sup> Grade Students**

It is the procedure of the Chester County School District for parents to receive students in pre-kindergarten through second grade in the afternoons. It is our goal to ensure student safety at all times. To do this, we cannot allow students off the bus without parent/guardian supervision. To assure that each pre-kindergarten through second grade student is under the direct supervision of a parent/guardian, bus drivers and parent/guardian will be required **to make eye contact at a distance** as a means of matching each student with their parent/guardian. If eye contact cannot be made, the student(s) will be returned to the school where a parent will be called to get them.

**In the event that a child is returned to the school, the following steps will be taken:**

1 <sup>st</sup> Time Returned to School	Warning
2 <sup>nd</sup> Time Returned to School	3 days suspension from the bus
3 <sup>rd</sup> Time Returned to School	2 weeks suspension from the bus
4 <sup>th</sup> Time Returned to School	Suspension from the bus for remainder of semester of school year at the discretion of the principal.

## **Student Nutrition Services**

Starting in the 2018-19 school year, the Chester County School District implemented the USDA Community Eligibility Program. **All students, regardless of family income, were made eligible for free meals.** This applies to both breakfast and lunch. A la carte and adult meals will continue at a cost that will be posted on the Student Nutrition Services webpage. Free-reduced applications are no longer required.

**We appreciate your continued patronage and cooperation with the Student Nutrition Program of Chester County School District.** If you have any questions or concerns with regard to the Student Nutrition Program, please contact the Director of Student Nutrition Services at the District Office at (803) 581-9515 or visit the District Office.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **STUDENT CODE OF CONDUCT**

**ALL STUDENTS MUST READ THE FOLLOWING INFORMATION THOROUGHLY AND ADHERE TO THE GUIDELINES AS STATED. SHOULD A PARENT OR STUDENT HAVE ANY QUESTIONS CONCERNING ANY OF THE RULES LISTED ON THE FOLLOWING PAGES, IMMEDIATE CONTACT WITH AN ADMINISTRATOR FOR A COMPLETE EXPLANATION SHOULD BE INITIATED.**

The Chester County School District is committed to providing a school environment that is safe, orderly, and conducive to teaching and learning, and free from unnecessary disruption. The content of the Code of Student Conduct and Discipline Guidelines is based on limits established by School Board policies, laws, and school regulations related to student discipline. The Code of Student Conduct and Discipline Guidelines provide school administrators with comprehensive descriptions and definitions of discipline offenses, specific levels of disciplinary action, and a range of disciplinary actions for specific offenses.

The levels of disciplinary action provide teachers and administrators with a range of options that will promote consistency across the schools in dealing with individual students who exhibit inappropriate behavior. It is important to note that most guidelines are progressive in nature; that is, the level of disciplinary action increases as the number of similar incidents increases. However, it is also important to note that for some infractions, the child's age and other factors associated with the infraction may be considered. Principals have discretion to impose the minimum or maximum disciplinary action, as well as any action within the range between these two points, if justifiable and appropriate. When multiple offenses occur and are reported within the same time frame, at a minimum, disciplinary actions for the most serious offense will be imposed. The principal has discretion over whether consequences for lesser offenses are imposed and occur concurrently or consecutively with the more serious offenses.

**Principals may deviate from the established levels of disciplinary action for other reasons, if there is appropriate**

## **justification and documentation.**

Parents should be aware that School Board policy and South Carolina Code 59-24-60 require school officials to contact law enforcement officers when a student engages in any activity that may or does result in injury or serious threat of injury to a person or property. Parents are asked to support the schools in their effort to maintain discipline and high standards of conduct. At the beginning of each school year teachers and principals discuss behavior expectations with students, but parents are also requested to discuss with children the importance and the need for good behavior and a positive attitude at school. Children must learn self-discipline in order to become effective learners and good citizens. With home-school cooperation, an environment in which all students are safe, secure, and able to learn can be created and maintained.

## **Notification of Law Enforcement Officers**

School administrators will **contact law enforcement authorities and the Chief Operations Officer** immediately upon notice that a person is engaging in, or has engaged in, any activities on school property or at a school sanctioned or sponsored activity which may result, or do in fact result, in injury or serious threat of injury to the person or to another person or his/her property. Specifically, the actions which will result in immediate contact of law enforcement include, but are not limited to the following:

1. Fighting and assaults
2. Threatening or extorting other students or staff
3. Possessing a weapon
4. Threatening to use or using a weapon
5. Bomb threats
6. Setting fires
7. Destruction of property
8. Possession, sale, or use of any illegal substance
9. Theft
10. Harassment

## **Disciplinary Action Levels**

Level 1	Verbal Warning/Reprimand/Reminder
Level 2	Intervention/Classroom level
Level 3	Conference
Level 4	Intervention/School Level/In-School Suspension (Per administrator's Discretion)
Level 5	Suspension (Out-of-School 1-5 Days)
Level 6	Suspension (Out-of-School 6-10 Days)
Level 7	Expulsion

## **Explanation of Disciplinary Action Levels**

The following summarizes the levels of disciplinary action that will be enforced by school personnel with students who are in violation of discipline rules and regulations, the Code of Student Conduct and Discipline Guidelines, School Board policies, and/or local, state, and federal laws. Administrators and school personnel have the authority to make decisions within the range of disciplinary action(s) indicated for each offense. **In cases where the cumulative effect of continued and repeated infractions create a need for action not included in the range specified for that offense, the principal may appeal in writing to the superintendent or his designee for permission to apply the next disciplinary action level.**

### **Level 1 - Verbal Warning/Reprimand/Reminder**

The teacher/staff member will tell/remind the student not to engage in inappropriate behavior or give the student a reminder of the rule. (Every effort should be made to conduct warnings/reprimands privately.) Whenever possible and appropriate, the teacher/staff member shall try to redirect the behavior by telling the student the behavior in which he should engage.

### **Level 2 - Intervention/Classroom Level**

If the actions in Level 1 are not successful, appropriate interventions and/or consequences a teacher or administrator may apply

are as follows:

- o Time out Note home
- o Telephone call to home/appropriate adult Loss of privileges
- o Loss of recess
- o Interventions/consequences are not listed in any hierarchy. The teacher may decide which one(s) to use, how often, and in what combination.

### **Level 3 – Conference**

Staff members may conduct a conference among any combination of the following:

- o Teacher/Student
- o Teacher/Parent
- o Teacher/Counselor
- o Teacher/Student/Administrator
- o Teacher/Student/Counselor/Parent
- o Administrator/Student,
- o Administrator/Parent (via telephone is acceptable)
- o Teacher/Parent (via telephone is acceptable)
- o Other combinations of persons as deemed appropriate
- o Other parties as deemed appropriate

Level 2 actions and/or other consequences and interventions may be determined as a result of Level 3 conferences (e.g., Following a Level 3 conference for cheating, an administrator may inform parents/guardians that future incidents will result in the student receiving a grade of zero for the assignment).

### **Level 4 - Intervention/School Level/In-School Suspension (Per administrator's discretion)**

The use of all intervention steps at this level is not necessary. Administrators at each school may determine which of the interventions is most appropriate for ensuring that all children have access to a safe and orderly learning environment.

<b>Parent/Administrator Conference</b>	Self-explanatory
<b>Referral</b>	To school counselor, child study team, psychologist, social worker, mental health, clinic, school administrator or other support personnel for the purpose of developing an intervention plan
<b>Behavioral Contract</b>	A written agreement between the student/parent/guardian and school listing requirements for improvement
<b>Staffing</b>	Meeting of school personnel and others to consider the behavior of the student and make recommendations for improvement
<b>Restriction</b>	The temporary denial of the student's right to participate in designated activities. (e.g., field trip, field day, assembly, recess, special activities, extracurricular activities, parties, etc.)
<b>Probation</b>	A written agreement with the student requiring a defined period of good behavior in lieu of suspension
<b>Written Communication</b>	Letter, progress report, etc., sent to the parent/guardian
<b>In-School Suspension**</b>	A student may be assigned to in-school suspension for up to three days for breaking a school or classroom rule. In ISS, a student is assigned to a separate room for the designated time period and given work to do by qualified school personnel serving as the ISS Coordinator. Students must complete all work assigned and all classes missed during this time are marked excused. Refusal to attend ISS may result in out-of-school suspension. <u>Parent contact is required for release from ISS.</u>

\*\* This program is available at middle and high schools.

**Level 5 - Suspension (Out-of-School 1-5 Days)** *(School Board Policy JDD and JDD-R)*

The principal, assistant principal, or acting principal may suspend a student from school for a period up to five (5) days for violation of the Code of Student Conduct and Discipline Guidelines. The parent/guardian will be required to confer with the principal or his/her designee prior to the student's reinstatement. If the principal or his/her designee determines that the student's presence at school creates a continuing danger to persons or property or an ongoing threat of disruption, the student may be removed from school immediately. **Any student who is under out-of-school suspension and also enrolled in extracurricular activities will be restricted and/or excluded as a participant or spectator from extracurricular activities until reinstated in his/her school. Out-of-school suspension could result in a child's permanent removal from an extracurricular activity.**

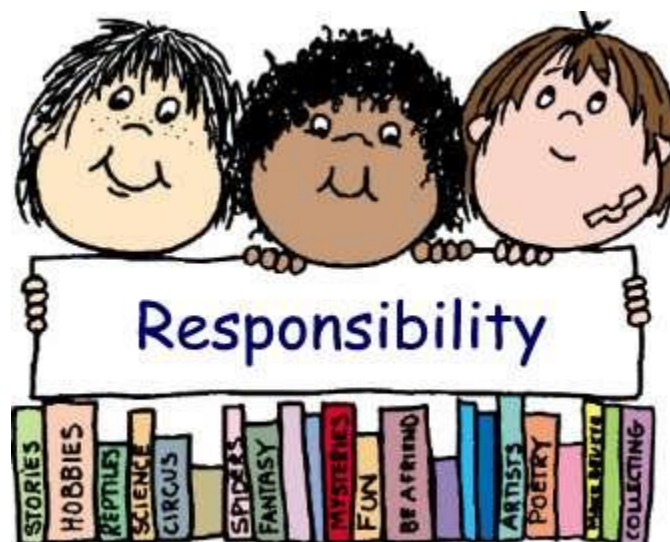
**Level 6 - Suspension (Out-of-School 6-10 Days)** *(School Board Policy JDD and JDD-R)*

The principal, assistant principal, or acting principal may suspend a student from school for six to ten (6-10) days for violation of the Code of Student Conduct and Discipline Guidelines. The parent/guardian will be required to confer with the principal or his/her designee prior to the student's reinstatement. If the principal or his/her designee determines that the student's presence at school creates a continuing danger to persons or property or an ongoing threat of disruption, the student may be removed from school immediately.

**Any student who is under out-of-school suspension and also enrolled in extracurricular activities will be restricted and/or excluded as a participant or spectator from extracurricular activities until reinstated in his/her school.**

**Level 7 - Expulsion** *(School Board Policy JDE and JDE-R)*

A student will be subject to expulsion for the commission of any crime, gross immorality, gross misbehavior, or the violation of any written rules and regulations established by the Board or the State Board of Education or when the presence of the student is deemed to be detrimental to the best interests of the school. Expulsion means the student cannot attend school or be on the school grounds, cannot attend any program at the school in the daytime or at night, and cannot ride a school bus. Expulsion procedures will be initiated and implemented as defined in the **Board Policy Manual of the Chester County School District**. A student can be expelled only by action of the School Board based upon recommendation of the principal and the superintendent or his designee.



## **Due Process Procedures**

### **Out-Of-School Suspension**

When a student is suspended:

1. The parents or legal guardian of the pupil will be notified, in writing, of the reasons for such suspension,
2. The parents or legal guardian of the pupil will be notified of a time and place when the administrator who initiated the suspension is available for a conference.
3. The conference will take place within 3 calendar days of the date of the suspension.

Appeal of a suspension:

1. Parent(s)/guardian(s) must request in writing a review of the suspension to the District Hearing Officer or to other persons as designated by the Superintendent.
2. Parent(s)/guardian(s) must make the request within three (3) days of the suspension or the decision is final.
3. The appeal will be conducted as an informal hearing by the District Hearing Officer, his/her designee, or other persons as designated by the Superintendent.
4. Within ten (10) calendar days of the hearing, the Hearing Officer will render a decision as to whether the suspension was proper. The Hearing Officer will report his/her decision in writing to the parent/legal guardian and the school.

### **Expulsion**

With the expectation of fair and equitable treatment of all students and within the guidelines of the federal judiciary, the following will constitute the minimum due process procedures to be followed in detention, suspension, and expulsion of students.

1. If procedures for expulsion are initiated, the parent(s)/guardian(s) of the student will be notified in writing of the time and place of a hearing before the District Hearing Officer. The hearing will take place within 15 days of the written notification.
2. At the hearing, parent(s)/guardian(s) will have the right to legal counsel and all other regular legal rights.
3. The student will be given an opportunity to explain the circumstances of the alleged misconduct and to present witnesses on his/her behalf.
4. The parent(s)/guardian(s) will be notified of the Hearing Officer's decision in writing within 10 days.
5. The parent(s)/guardian(s) of a student or the student, if eighteen years or older, may appeal the decision as provided in the Board Policy Manual of the Chester County School District.

**NOTE: Students with disabilities will be addressed according to guidelines provided by the Special Services Division of the Chester County School District.**

### **Notice of Parent/Student Rights Under Section 504 of the Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 is a nondiscrimination statute that prohibits discrimination and is designed to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. An eligible student under Section 504 is a student who (1) has, (2) has a record of having, or (3) is regarded as having, a physical or mental impairment that substantially limits a major life activity such as learning.

It is the policy of the Chester County Board of School Trustees not to discriminate on the basis of disabilities in its educational programs, activities, or employment practices as required by the Act.

#### **The regulations for implementing Section 504 provide parents and/or students the following rights:**

1. You have the right to be informed of your rights under Section 504, which is the purpose of this notice.
2. Section 504 requires the school system to locate, evaluate, and determine if a student is a qualified individual requiring accommodations necessary to provide access to educational programs.
3. You have the right to receive notice within a reasonable time before Chester County School District identifies, evaluates, or changes your student's placement.
4. You have the right to periodic re-evaluation and evaluation before significant change in placement.
5. You have the opportunity to review relevant educational records under the Family Educational Rights and Privacy Act. The requirements are described in the Board's policy manual located in the school media center and school office.



6. You have the right to request an informal conference with the principal and the assistance team if you disagree with the decisions reached by the school regarding identification, evaluation, the educational program, or placement. If your concerns are not resolved, you may request a hearing before an impartial hearing officer by notifying the Director of Special Services at the address listed below. You have the right to be represented by counsel in the impartial hearing process and to appeal the impartial hearing officer's decision.

### **Suspension of Students Under Section 504 of the Rehabilitation Act of 1973**

If a student has been identified as disabled under Section 504 and it is proposed that the student be suspended from school, federal law requires that the following procedures be implemented: *(Under no circumstances may discipline procedures be imposed on disabled students, which exceed those which would be applied to non-disabled students for the same offense.)*

#### **A. Suspension of Ten Days or Less (Cumulative within a School Year)**

- The principal must give the student written or oral notice of the charges, the evidence, and a chance to present his/her side of the story.
- The principal must give the student's parent(s) or guardian(s) written notice of the suspension. The notice need not be given prior to the suspension.

#### **B. Suspension of More Than Ten Days in a School Year Which May Result in a Change of Placement**

A series of suspensions, each of which is ten or fewer days in duration, but which create a pattern of suspensions, may constitute a significant change in placement. The determination of whether a series of suspensions creates a pattern is made on a case-by-case basis by the Assistance Team. The Assistance Team should consider the following factors in making the determination:

- The length of each suspension;
- The proximity of the suspensions to each other;
- The total amount of time the student is suspended from school.

If after consideration of these factors the Assistance Team determines that the additional suspension days do not constitute a change in placement then the student may be disciplined in the same manner as non-disabled students. If the team determines that the suspension would result in a change of placement then a reevaluation which includes a manifestation determination must be conducted to determine whether the misconduct in question is related to the student's disability and, if so, whether the student's current educational placement is appropriate. In making this determination the Assistance Team should consider the following information:

- Current evaluation and diagnostic results
- Information supplied by the parents
- Observation(s) of the student
- The student's current Section 504 Accommodation Plan

If the Assistance Team conducting the manifestation determination decides that the misconduct **is related** to the student's disability, the team must continue the evaluation to determine whether the student's current Accommodation Plan is appropriate and may not suspend the student for additional day(s).

If the Assistance Team determines that the misconduct **is not related** to the student's disability, the student may be disciplined in the same manner as non-disabled students.

**Note: Parents must be given notice of their rights under Section 504 prior to conducting a re-evaluation/manifestation determination.**

#### **C. Long-Term Suspension (Suspensions for More Than Ten Days)**

Suspensions of more than ten days are considered to be a significant change in placement and require that the Assistance Team conduct a reevaluation which includes a manifestation determination to ascertain whether the misconduct in question is related to the student's disability and, if so, whether the student's current Accommodation Plan is appropriate. In making this determination the Assistance Team should consider the following information:

- Current evaluation and diagnostic results
- Information supplied by the parents
- Observation(s) of the student
- The student's current Section 504 Accommodation Plan

If the Assistance Team conducting the manifestation determination decides that the misconduct **is related** to the disability, the team must continue the evaluation to determine whether the student's current Accommodation Plan is appropriate and may not impose a long-term suspension.

If the Assistance Team determines that the misconduct **is not related** to the student's disability, the student may be disciplined in the same manner as non-disabled students.

**Note: Parents must be given notice of their rights under Section 504 prior to conducting a reevaluation/manifestation determination.**

#### **D. Use of Alcohol or Illegal Drugs**

Students who are disabled under Section 504 may be disciplined to the same extent as non-disabled students for the use of alcohol or illegal drugs.

For further information on Section 504, please contact **Mrs. Jeanie Ligon**, Executive Director of Special Services, 509 District Office Drive Chester, SC 29706 (803) 385-6122

### **Discipline Code**

#### **Rule 1: Attendance**

*A student is to report to school and all classes on time. A student should remain in school for the entire instructional day*

##### **A. Tardiness**

Reporting late to class or school.

<b>Levels of Disciplinary Action</b>		
<b>Min</b>	<b>Grade</b>	<b>Max.</b>
1	K – 5	3
1	6 – 8	3
1	9 – 12	3

##### **B. Skipping**

Failure to attend class after reporting to school.

3	K – 5	5
3	6 – 8	5
3	9 – 12	5

##### **C. Leaving without Permission**

Unauthorized walkout from a classroom, a school building, or school grounds.

3	K – 5	5
3	6 – 8	5
3	9 – 12	5

##### **D. Early Dismissal**

Failure to participate in instruction for a full day due to early check-out.

1	K – 5	3
1	6 – 8	3
1	9 – 12	3

##### **E. Excessive Absences**

Excused or unexcused absences which are felt to adversely affect the student's education will be referred to an attendance officer.

1	K – 5	3
1	6 – 8	3
1	9 – 12	3

#### **Rule 2: Food and Beverages**

*A student will not eat in nor carry food/beverages/chewing gum to unauthorized areas of the school without the teacher's permission. (Unauthorized areas may include, but are not limited to, hallways, common areas, entrance foyers, restrooms, and classrooms.)*

1	K – 5	3
1	6 – 8	3
1	9 – 12	3

#### **Levels of Disciplinary Action**

<b>Level 1</b> Verbal Warning/Reprimand	<b>Level 5</b> Suspension (Out of School 1-5 days)
<b>Level 2</b> Intervention/Classroom Level	<b>Level 6</b> Suspension (Out of School 6-10 days)
<b>Level 3</b> Conference	<b>Level 7</b> Expulsion
<b>Level 4</b> Intervention/School Level/In-School Suspension	

### **Rule 3: Cheating/Plagiarism/Misrepresentation**

*Students are expected to perform honestly through the production of their own work and the demonstration of respect for the work of others.*

<b>A. Cheating</b>	1	K – 5	5
Includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.	1	6 – 8	5
	3	9 – 12	5
<b>B. Plagiarism</b>	1	K – 5	4
Includes the copying of the language, structure, idea, and/or thought of another and representing it as one's own original work.	1	6 – 8	4
	3	9 – 12	5
<b>C. Falsification</b>	1	K – 5	4
Includes the verbal or written statement of any untruth, including the production of forgery or use of forged writing.	1	6 – 8	5
	3	9 – 12	5
<b>D. Attempts</b>	1	K – 5	5
Toward completion of any act described above would constitute a violation and may be punishable to the same extent as if the attempted act had been completed.	1	6 – 8	5
	3	9 – 12	5

### **Rule 4: Personal Property**

*The unauthorized possession or use of any type of toy, electronic, or mechanical device which distracts or impedes the educational process is prohibited. Specifically prohibited are CB radios, boom boxes, beepers, or cellular telephones which are not authorized for use at school. All items will be confiscated and arrangements for returning those to the parent/guardian will be determined at the time of the incident.*

#### **Confiscated items will be returned as follows:**

- 1<sup>st</sup> Offense** To parent at a conference
- 2<sup>nd</sup> Offense** To parent at end of 14 days
- 3<sup>rd</sup> Offense** To parent at end of 30 days with student being subject to suspension
- 4<sup>th</sup> Offense** To parent at end of school year with student being subject to expulsion

**Note:** Students who refuse to surrender an item upon request are subject to suspension

<b>A. Money</b>	1	K – 5	3
Possession of a large amount of money will result in confiscation of the money, and in appropriate cases, turned over to parent	1	6 – 8	5
	1	9 – 12	5
<b>B. Cellular Telephone</b>	1	K – 5	3
Possession of a telephone or similar device on school property without permission of the administration is strictly forbidden. The device will be confiscated and returned according to administrative rule. The use of cell phones during the school day is subject to administrative rule. Taking unauthorized photographs and/or posting to social media is strictly forbidden.	1	6 – 8	4
	1	9 – 12	5
<b>C. Speakers</b>	1	K – 5	3
Possession of any device which amplifies sound from a cellphone, radio, etc. by students on school property without permission of the administration is strictly forbidden.	1	6 – 8	3
	1	9 – 12	3

#### **Levels of Disciplinary Action**

- |   |   |
|---|---|
| <b>Level 1</b> Verbal Warning/Reprimand                       | <b>Level 5</b> Suspension (Out of School 1-5 days)  |
| <b>Level 2</b> Intervention/Classroom Level                   | <b>Level 6</b> Suspension (Out of School 6-10 days) |
| <b>Level 3</b> Conference                                     | <b>Level 7</b> Expulsion                            |
| <b>Level 4</b> Intervention/School Level/In-School Suspension |   |

<b>D. Toys</b>	1	K – 5	3
Possession of any toys, games, etc. or similar device by students on school property	1	6 – 8	3
without the permission of the administration is strictly forbidden.	1	9 – 12	3

### **Rule 5: Student Dress**

*A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct. Student dress that disrupts the school environment will not be tolerated.*

<b>A.</b> No attire may advertise or display items illegal for those under 21 years of age, contain obscenities, or promote illegal acts. These items include, but are not limited to: clothing	1	K – 5	5
that depicts alcohol, drugs, tobacco, racial slurs/epithets, sexual suggestion/insinuation or	1	6 – 8	5
inappropriate language.	1	9 – 12	5

<b>B.</b> Hats, hoods, and/or bandanas will not be worn in the school or district office buildings	1	K – 5	5
without permission of the administration.	1	6 – 8	5
	1	9 – 12	5

<b>C.</b> No gang-related attire will be tolerated.	1	K – 5	5
	1	6 – 8	5
	1	9 – 12	5

<b>D.</b> In an effort to have a school environment that is safe, orderly and conducive to learning, the following dress code will apply to all schools in Chester County.	1	K – 5	5
Inappropriate and impermissible student attire includes, but is not limited to, the following.	1	6 – 8	5
	1	9 – 12	5

-All pants will be worn above the hips.  
 -Clothing that depicts alcohol, drugs, tobacco, racial slurs/epithets, sexual suggestion/insinuation, inappropriate language or gang related attire is prohibited.  
 -Halter-tops, tank tops and see through clothing are prohibited.  
 -Shorts must come just above the knee i.e. Bermuda length. (Short shorts, hot pants, tennis shorts, biker shorts and other such apparel are prohibited).  
 -Hats will not be worn in the buildings.  
 No attire will be permitted which is deemed disruptive or unsafe for the student or school. Shoes must be worn at all times. Clothing on the upper body should cover the shoulder with only arms exposed. Lower body clothing should fit properly and reach from the waist to just above the knee. Belts will be worn unless clothing is held up by elastic band.

### **Rule 6: Disruptions**

*Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance within the school setting or during related activities which interrupts or interferes with teaching and orderly conduct of school activities is prohibited.*

<b>A. Inappropriate Talking</b>	1	K – 5	4
Repeated/chronic/loud talking in the classroom without permission.	1	6 – 8	4
	1	9 – 12	5

<b>Levels of Disciplinary Action</b>	
<b>Level 1</b> Verbal Warning/Reprimand	<b>Level 5</b> Suspension (Out of School 1-5 days)
<b>Level 2</b> Intervention/Classroom Level	<b>Level 6</b> Suspension (Out of School 6-10 days)
<b>Level 3</b> Conference	<b>Level 7</b> Expulsion
<b>Level 4</b> Intervention/School Level/In-School Suspension	

<b>B. Propelling</b>	1	K – 5	5
<b>Objects</b> Throwing any object inappropriately or directed at anyone in any part of the school or school grounds.	1	6 – 8	5
	1	9 – 12	5
<b>C. Horse Playing</b>	1	K – 5	4
Rough or noisy play or pranks (pushing, yelling, chasing others)	1	6 – 8	4
	1	9 – 12	5
<b>D. Harassing</b>	1	K – 5	5
Teasing, pestering, name-calling, wisecracking	1	6 – 8	5
	1	9 – 12	5
<b>E. Refusing to Remain Seated</b>	1	K – 5	4
Getting out of seat or moving seat without permission of staff member	1	6 – 8	4
	1	9 – 12	5
<b>F. Pushing/Shoving/Kicking/Hitting/Biting/Spitting</b>	1	K – 5	5
Any action which could cause harm to another student or adult	1	6 – 8	6
	1	9 – 12	6
<b>G. Rude Noises</b>	1	K – 5	4
Making any unnecessary noises	1	6 – 8	4
	2	9 – 12	5
<b>H. Chronic Lack of Supplies</b>	1	K – 5	4
Repeatedly reporting to class lacking necessary materials such as books, writing instruments, class supplies, etc.	1	6 – 8	4
	1	9 – 12	4
<b>I. Leaving without Permission</b>	1	K – 5	5
Exiting the classroom, building, or property without obtaining proper adult approval	1	6 – 8	5
	1	9 – 12	5
<b>J. Other</b>	1	K – 5	5
Any other action which interferes with the educational activities of the school or disrupts the learning environment	1	6 – 8	5
	1	9 – 12	5

### **Rule 7: Disrespectful Behavior**

*A student will behave in a respectful manner toward teachers/staff and other students.*

*Examples of disrespectful behavior include:*

<b>A. Walking Away</b>	1	K – 5	4
Leaving while a staff member is talking to you	2	6 – 8	5
	2	9 – 12	5

#### **Levels of Disciplinary Action**

**Level 1** Verbal Warning/Reprimand

**Level 2** Intervention/Classroom Level

**Level 3** Conference

**Level 4** Intervention/School Level/In-School Suspension

**Level 5** Suspension (Out of School 1-5 days)

**Level 6** Suspension (Out of School 6-10 days)

**Level 7** Expulsion

<b>B. Talking Back</b>	1	K – 5	4
Verbally responding to a staff member in a rude manner	2	6 – 8	5
	2	9 – 12	5
<b>C. Refusing to Identify Self Properly</b>	1	K – 5	4
	2	6 – 8	5
	2	9 – 12	5
<b>D. Displaying Rude Behavior</b>	1	K – 5	5
Physically or verbally displaying behavior that is uncivil, unmannerly, curt, or impudent	2	6 – 8	5
	2	9 – 12	5
<b>E. Challenging Authority</b>	1	K – 5	5
	2	6 – 8	5
	2	9 – 12	6

### **Rule 8: Insubordination**

*A student will obey the directions of any staff member during the time the student is in school or participating in a school activity – **including field trips**. Examples of insubordination are:*

<b>A. Failure to Comply with Authorized Direction from a Staff Member</b>	2	K – 5	5
Failure to follow a reasonable direction	3	6 – 8	5
	3	9 – 12	5
<b>B. Refusal to Do Work in Class</b>	1	K – 5	4
Failure to attempt to complete required work in class; sleeping in class	1	6 – 8	5
	1	9 – 12	5
<b>C. Failure to Serve Detention</b>	3	K – 5	4
Failure to report to a detention as assigned by a staff member	3	6 – 8	5
	3	9 – 12	5
<b>D. Refusal to Participate in In-School Alternatives</b>	1	K-5	5
Failure to report to in-school suspension or violations while serving in-school suspension.	1	6 – 8	5
Refusal to participate in classroom alternatives.	1	9 – 12	5

### **Rule 9: Profanity/Obscenity**

*Cursing or using abusive language, including remarks intended to demean a person's race, religion, sex, national origin, disability, or intellectual ability is considered obscenity. This violation includes actions or displays of an obscene nature and the wearing of clothing or adornments, including inappropriate jewelry, which convey either violent or sexually suggestive messages or offensive statements toward school personnel and/or students, i.e. vulgar language. Abusive and insulting language toward school personnel will be reported to police.*

<b>A. Swearing</b>	1	K – 5	5
Saying anything that conveys an offensive, racial, obscene, or sexually suggestive message.	3	6 – 8	6
	3	9 – 12	6

#### **Levels of Disciplinary Action**

<b>Level 1</b> Verbal Warning/Reprimand	<b>Level 5</b> Suspension (Out of School 1-5 days)
<b>Level 2</b> Intervention/Classroom Level	<b>Level 6</b> Suspension (Out of School 6-10 days)
<b>Level 3</b> Conference	<b>Level 7</b> Expulsion
<b>Level 4</b> Intervention/School Level/In-School Suspension	

<b>B. Obscene/Offensive Gestures</b>	1	K – 5	5
Making any sign that conveys an offensive, racial, or sexually suggestive message	3	6 – 8	6
	3	9 – 12	6
<b>C. Derogatory Written Materials</b>	3	K – 5	5
Writing, saying, or making gestures that convey an offensive, racial, obscene, or sexually suggestive message toward another individual	3	6 – 8	6
	3	9 – 12	7
<b>D. Communication Directed at Another Individual</b>	1	K – 5	5
Writing, saying, or making gestures that convey an offensive, racial, obscene, or sexually suggestive message toward another individual	3	6 – 8	6
	3	9 – 12	7
<b>E. Technology</b>	1	K – 5	7
Use of computer technology to convey an offensive message	3	6 – 8	7
	3	9 – 12	7
<b>F. Possession or Distribution of Obscene Materials</b>	1	K – 5	7
	3	6 – 8	7
	3	9 – 12	7

#### **Rule 10: Trespassing**

*Students, patrons, and school personnel are expected to have the appropriate authorization to be on School District property.*

<b>A.</b> Any student who has been suspended or expelled from attendance may be considered a trespasser if he/she appears on any Chester County Public School property during the suspension/expulsion period.	3	K – 5	7
	3	6 – 8	7
	3	9 – 12	7
<b>B.</b> Students who arrive at school before school opens or remain after the close of their school day without specific need or appropriate supervision may be considered trespassers.	3	K – 5	5
	3	6 – 8	5
	3	9 – 12	5
<b>C.</b> Any student who is requested by an administrator to leave school property is expected to do so immediately. Failure to do so may be considered trespassing.	3	K – 5	5
	3	6 – 8	7
	3	9 – 12	7

#### **Rule 11: Unauthorized Use of Computer Technology**

*Unauthorized or illegal use of computers, software, computer networks, telecommunications, and related technologies; or involvement in willful acts that cause physical, financial, or other harm, or which disrupt information technology in any manner is prohibited. Parent and student must sign an Internet Acceptable Use Policy-Student/Parent Certification Form in order to have access to the internet.*

1	K – 5	6
3	6 – 8	7
3	9 – 12	7

#### **Levels of Disciplinary Action**

<b>Level 1</b> Verbal Warning/Reprimand	<b>Level 5</b> Suspension (Out of School 1-5 days)
<b>Level 2</b> Intervention/Classroom Level	<b>Level 6</b> Suspension (Out of School 6-10 days)
<b>Level 3</b> Conference	<b>Level 7</b> Expulsion
<b>Level 4</b> Intervention/School Level/In-School Suspension	

## **Rule 12: Bus Discipline**

*School bus transportation is provided for many Chester County students. This service exists for elementary, middle, and high school students to and from school, instructional field trips, athletic trips, and special after school activities. The driver of the bus has the authority to maintain order and the responsibility for providing a safe environment. The school served by the driver will render discipline assistance when the driver issues a bus discipline referral.*

It is important to know that riding a school bus, for whatever purpose, is a privilege.

**Students who do not behave on the school bus may have the privilege of riding revoked for a specified time or permanently.** (The range of action levels assigned includes school sanctions in addition to loss of bus privileges.)

<b>A. Fighting</b>	3	K – 5	7
	3	6 – 8	7
	3	9 – 12	7
<b>B. Rude/Discourteous/Annoying Behavior</b>	1	K – 5	5
	1	6 – 8	5
	1	9 – 12	5
<b>C. Profanity</b>	1	K – 5	5
	1	6 – 8	5
	1	9 – 12	5
<b>D. Destruction of Property</b>	1	K – 5	5
	1	6 – 8	6
	1	9 – 12	7
<b>E. Throwing Objects</b>	1	K – 5	5
	1	6 – 8	5
	1	9 – 12	5
<b>F. Possessing Weapons/Look-Alike Weapons</b>	4	K – 5	7
	4	6 – 8	7
	4	9 – 12	7
<b>G. Threatening Others/Harassment/Bullying</b>	2	K – 5	7
	2	6 – 8	7
	3	9 – 12	7
<b>H. Eating/Drinking/Littering</b>	1	K – 5	3
	1	6 – 8	3
	1	9 – 12	3
<b>I. Yelling</b>	1	K – 5	5
	1	6 – 8	5
	1	9 – 12	5

### **Levels of Disciplinary Action**

**Level 1** Verbal Warning/Reprimand

**Level 2** Intervention/Classroom Level

**Level 3** Conference

**Level 4** Intervention/School Level/In-School Suspension

**Level 5** Suspension (Out of School 1-5 days)

**Level 6** Suspension (Out of School 6-10 days)

**Level 7** Expulsion



<b>J. Refusing to Stay Seated</b>	1	K – 5	5
	1	6 – 8	5
	1	9 – 12	5
<b>K. Unsafe Conduct/Smoking/Vaping</b>	1	K – 5	5
	1	6 – 8	6
	1	9 – 12	6
<b><u>Rule 13: Gambling</u></b>			
<i>A student will not play games of skill or chance for money or property or be present at the scene of such games. This includes dice shooting whether or not gambling is involved.</i>	1	K – 5	5
	1	6 – 8	5
	3	9 – 12	5
<b><u>Rule 14: Fighting/Assault</u></b>			
<i>Students and school personnel are entitled to a school environment free from threat and the physical aggression of others. The following acts are prohibited:</i>			
<b>A. Fighting</b> Fighting involves two or more parties striking each other for the purpose of causing harm injury. This action may extend to mutual shoving, wrestling, or other aggressive actions which may result in the danger of harm or injury to party, bystanders, or school property. A student that is assaulted and retaliates by hitting, kicking, etc.: may be disciplined for fighting.	3	K – 5	7
	3	6 – 8	7
	3	9 – 12	7
<b>B. Threat</b> Conveying by gestures, notes, or verbal comments the intent to cause bodily injury or to deprive a person of their rights is considered a threat.	2	K – 5	7
	2	6 – 8	7
	3	9 – 12	7
<b>C. Incitement/Instigation</b> Actions, comments, or written messages intended to cause others to fight or which may result in a fight or harm to another individual are considered incitement or instigation. Food fights will be cause for an immediate expulsion hearing.	2	K – 5	5
	2	6 – 8	6
	2	9 – 12	7
<b>D. Physical Abuse</b> Intentionally hitting, shoving, scratching, biting, kicking, blocking the passage of, or throwing objects at a person (biting and intentional scratching always require office notifications).	2	K – 5	5
	2	6 – 8	6
	2	9 – 12	6
<b>E. Battery</b> The willful use of physical violence which is intended to result in bodily injury or the use of a dangerous object in an effort to cause bodily injury is considered an assault on a person.	2	K – 5	7
	2	6 – 8	7
	2	9 – 12	7
<b>F. Gang Assault/Battery</b> When more than one student inflicts bodily harm on another student in the form of mob violence.	5	K – 5	7
	5	6 – 8	7
	5	9 – 12	7

Levels of Disciplinary Action	
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<b>G. Bullying</b>	5	K – 5	7
Hurting, frightening, browbeating, intimidating another person	5	6 – 8	7
	5	9 – 12	7
<b>H. Assault/Battery on a School Board Employee/Public School Employee</b>	3	K – 5	7
Intentional physical violence directed toward a School Board employee is considered an assault.	3	6 – 8	7
	4	9 – 12	7
<b>I. Homicide</b>	7	K – 5	7
The killing of one person by another.	7	6 – 8	7
	7	9 – 12	7
<b>J. Hazing</b>	7	K – 5	7
Mistreatment of another student so as to cause bodily injury	7	6 – 8	7
	7	9 – 12	7
<b><u>Rule 15: Reckless Vehicle Use</u></b>	1	9 – 12	5
<i>High school students who meet the requirements and accept the responsibilities of driving private automobiles to school are permitted to do so. This entitlement depends upon the student's willingness to follow the parking and auto usage regulations as prescribed by the individual high school. <b>Failure to adhere to these regulations may result in forfeiture of the privilege of driving/parking a motor vehicle on school property or, in the case of a parking violation, having one's vehicle towed from the premises at the owner's expense.</b></i>			
<b><u>Rule 16: Defacing/Destroying School or Private Property</u></b>			
<i>A student will not willfully or maliciously deface, damage, or destroy property belonging to another. This includes school property at any time and any private property while the student is under the school's jurisdiction. A student or parent/guardian will be held financially responsible for willful or malicious destruction of school property. Examples of defacing/destroying property are:</i>			
<b>A. Writing</b> on walls, mirrors, or desks	1	K – 5	5
	2	6 – 8	5
	3	9 – 12	5
<b>B. Damaging</b> another's clothing or property	1	K – 5	5
	2	6 – 8	5
	3	9 – 12	7
<b>C. Graffiti</b>	1	K – 5	6
Willful or malicious defacing of public or private property.	2	6 – 8	7
	3	9 – 12	7
<b>D. Damaging</b> books, technology, etc.	1	K – 5	6
	2	6 – 8	7
	3	9 – 12	7

#### Levels of Disciplinary Action

<b>Level 1</b> Verbal Warning/Reprimand	<b>Level 5</b> Suspension (Out of School 1-5 days)
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**Rule 17: Theft/Attempted Theft**

*A student will not steal or attempt to steal property. A student will not possess or attempt to possess stolen property.*

<b>A. School Property</b>	3	K – 5	7
Unlawfully taking and/or carrying away property belonging to Chester County Public Schools.	3	6 – 8	7
	3	9 – 12	7
<b>B. Staff Property</b>	3	K – 5	7
Unlawfully taking and/or carrying away property belonging to a staff member.	3	6 – 8	7
	3	9 – 12	7
<b>C. Student Property</b>	3	K – 5	7
Unlawfully taking and/or carrying away property belonging to another student.	3	6 – 8	7
	3	9 – 12	7
<b>D. Student Locker</b>	1	6 – 8	5
Removing any property from a locker other than one's assigned locker.	3	9 – 12	7
<b>E. Possession of Stolen Property</b>	1	K – 5	5
Having in one's possession property obtained without the permission of the owner	3	6 – 8	7
	3	9 – 12	7

**Rule 18: Tobacco and Electronic Cigarettes**

*The law requires all school buildings to be smoke-free. All students are PROHIBITED from the use and possession of tobacco products, matches, lighters, and vaping products on school district property and all school-related activities (i.e., bus stops, school bus, extracurricular activities, etc.).*

<b>A. Smoking, Vaping or other Tobacco use</b>	4	K – 5	5
	4	6 – 8	6
	4	9 – 12	6
<b>B. On-Person Possession</b>	3	K – 5	5
Having tobacco or vaping paraphernalia	3	6 – 8	6
	3	9 – 12	6

**Rule 19: Chemical Abuse**

*Possessing (which includes bringing substances onto school property) illegal chemicals, alcohol, look-alike drugs and alcohol, anabolic steroids, inhalants, any drug not prescribed for the student by a physician, or any substance represented as a drug: OR possession or use of drug paraphernalia. Chemical abuse also encompasses distribution, which includes sale, gift, sharing, and taking orders for or arranging for a sale, before, during, or after school.*

<b>A. Alcohol and Drug Use</b>	5	K – 5	7
A REFERRAL TO AN APPROVED DRUG AND ALCOHOL TREATMENT PROGRAM IS REQUIRED.	5	6 – 8	7
PLEASE SEE SCHOOL COUNSELOR FOR REFERRAL.	5	9 – 12	7
<b>B. Possession or Use of Drug Paraphernalia</b>	4	K – 5	7
	4	6 – 8	7
	5	9 – 12	7

**Levels of Disciplinary Action****Level 1** Verbal Warning/Reprimand**Level 2** Intervention/Classroom Level**Level 3** Conference**Level 4** Intervention/School Level/In-School Suspension**Level 5** Suspension (Out of School 1-5 days)**Level 6** Suspension (Out of School 6-10 days)**Level 7** Expulsion

<b>C. Distribution</b>	5	K – 5	7
REQUIRED REPORT TO POLICE FOR THESE INFRACTIONS	5	6 – 8	7
	5	9 – 12	7

#### **Rule 20: Medication**

<i>Students are not allowed to be in possession of medication (prescribed or over-the-counter) at any time. All medications must be taken to the office and will be administered by a parent/guardian or designated adult per guidelines in accordance with School Board policy. Medications needed during field trips are likewise handled through the school office or clinic.</i>	1	K – 5	5
	1	6 – 8	7
	1	9 – 12	7

#### **Rule 21: Arson/Attempted Arson**

<i>The possession, use, or intent to use any material which may result in a fire on school property constitutes arson and is prohibited unless specifically authorized by school officials.</i>	7	K – 5	7
	7	6 – 8	7
	7	9 – 12	7

#### **Rule 22: Bribery**

<i>A student will not give or promise anything to induce a person to do something illegal or wrong.</i>	2	K – 5	7
	3	6 – 8	7
	3	9 – 12	7

#### **Rule 23: Extortion/Robbery**

<i>A student will not take, or threaten to take another person's property by force, violence, threats, or intimidation.</i>	4	K – 5	7
	4	6 – 8	7
	6	9 – 12	7

#### **Rule 24: Mace/Mace-like Devices**

<i>A student will not supply, handle, use, transmit, or possess pepper gas, mace, or similar substances on School District property, on the way to or from school, or at school-sponsored activities.</i>	3	K – 5	7
	3	6 – 8	7
	3	9 – 12	7

#### **Rule 25: Firearms**

<i>The possession or representation of a firearm, whether loaded or unloaded, operative or inoperative, on any school property or during any school activity is prohibited unless specifically authorized by school officials. Possession includes bringing a firearm onto school property, storing it in a vehicle, locker, or other receptacle. Firearms include any device which meets the definition of firearm in the Code of Laws. <b>VIOLATION OF THIS RULE RESULTS IN AN IMMEDIATE RECOMMENDATION FOR EXPULSION.</b></i>	7	K – 5	7
	7	6 – 8	7
	7	9 – 12	7

#### **Rule 26: Weapons/Explosives/Fireworks**

*A student will not supply, handle, use, transmit, or possess a weapon or any object that is designed or used to inflict bodily injury or place a person in fear of safety or well-being or any object which can reasonably be considered a weapon, or any substance that could cause harm or irritation to another individual. All weapons/instruments/objects described below will be confiscated and relinquished to the police.*

#### **A. Bomb**

Any device brought to school that contains combustible material or combustible material and a fuse.	7	K – 5	7
	7	6 – 8	7
	7	9 – 12	7

#### **Levels of Disciplinary Action**

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<b>B. Knife/Razor Blade/Box Cutter</b>	4	K – 5	7
Possession of any size or shape of knife including blades, or other sharp devices used for cutting without school authorization.	4	6 – 8	7
	5	9 – 12	7
<b>C. Ammunition/Fireworks/Small Explosives/Look-Alike Weapons</b>	4	K – 5	7
Possession of any bullets or shells or any objects that could be considered to be ammunition or resemble ammunition. Possession of firecrackers or any small explosive device including caps, snapper pops, and stink bombs.	4	6 – 8	7
	4	9 – 12	7
<b>D. Other</b>	4	K – 5	5
Possession of any object or substance that could cause harm, injury, irritation to students or any other persons including, but not limited to: slingshot, ice pick, multi-fingered rings, heavy chain, metal knuckles, clubs, stun guns (and other electrical shaking devices), cigarette lighter, martial arts object, or chemical bombs.	4	6 – 8	7
	4	9 – 12	7
<b><u>Rule 27: Sexual Offenses</u></b>			
<i>A student will not engage in sexual or immoral behavior. Examples:</i>			
<b>A. Offensive Touching</b>	3	K – 5	7
Inappropriate fondling; placing of hands on another person's private parts	4	6 – 8	7
	4	9 – 12	7
<b>B. Sexual Harassment</b>	4	K – 5	7
Unsolicited, unwelcome sexual overtures, conduct or advances, requests for sexual favors; verbal or physical abuse of a sexual nature. Sexually oriented comments, threats, intimidation, inappropriate conversation or jokes, which make another person uncomfortable, or coercion, verbal or physical, are forbidden. Any student (or the parent/legal guardian of a student) who feels he or she has been subjected to sexual harassment is encouraged to file a complaint with the school's principal, sexual harassment contact person, or the District's Title IX Coordinator at 803-385-6122. The Board of Trustee's policy regarding sexual harassment are available in each school's office and the district website. The administration will investigate all alleged incidents and will have authority to determine when sexual harassment or misconduct has occurred.	4	6 – 8	7
	4	9 – 12	7
<b>C. Indecent Exposure</b>	4	K – 5	7
Intentional exposure of private parts of one's body including "mooning"	4	6 – 8	7
	4	9 – 12	7
<b>D. Amorous Behavior</b>	1	K – 5	4
Inappropriate public displays of affection	1	6 – 8	5
	3	9 – 12	5
<b>E. Consensual Sex</b>	7	K – 5	7
Sexual activity involving willing participants	7	6 – 8	7
	7	9 – 12	7
<b>F. Rape or Attempted Rape</b>	7	K – 5	7
Unlawful sexual intercourse or attempted intercourse by force, threat, or fear.	7	6 – 8	7
	7	9 – 12	7

<b>Levels of Disciplinary Action</b>	
<b>Level 1</b> Verbal Warning/Reprimand	<b>Level 5</b> Suspension (Out of School 1-5 days)
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**Rule 28: Serious Violations**

*A student will not participate in any criminal acts in violation of local, state, or federal laws.*

3	K – 5	7
4	6 – 8	7
4	9 – 12	7

**Rule 29: False Fire Alarms/Bomb Threats**

*Activating a fire alarm without cause, reporting a threat to damage or bomb School Board property, or encouraging inciting, enticing, or soliciting any person to commit such a threat is unlawful and forbidden*

5	K – 5	7
5	6 – 8	7
5	9 – 12	7

**Rule 30: Unjustified Handling/Activation of Fire Extinguisher**

*A student will not handle, remove, or activate fire equipment on school property.*

3	K – 5	7
4	6 – 8	7
4	9 – 12	7

**Rule 31: Unlawful Assembly**

*A student will neither participate in and/or instigate a public disturbance involving violence, confusion, or disorder on school grounds.*

3	K – 5	7
3	6 – 8	7
4	9 – 12	7

**Rule 32: Gang Activity**

*Participation in any gang-related activity include recruiting, organizing, initiation, or any actions identified as gang-affiliated behavior is prohibited.*

4	K – 5	7
4	6 – 8	7
4	9 – 12	7

**Levels of Disciplinary Action****Level 1** Verbal Warning/Reprimand**Level 2** Intervention/Classroom Level**Level 3** Conference**Level 4** Intervention/School Level/In-School Suspension**Level 5** Suspension (Out of School 1-5 days)**Level 6** Suspension (Out of School 6-10 days)**Level 7** Expulsion



# Personal Mobile Computing Guide for Technology

## PREFACE

Chester County School District (CCSD) strives to equip students with World-Class Knowledge, World-Class Skills, and Life and Career Characteristics, as outlined in the Profile of the South Carolina Graduate. Technology plays an important role in the Profile, and we believe that our students benefit greatly from opportunities that enrich their learning process. This guide is provided for our students, parents, and guardians to ensure an understanding of the rights and responsibilities of using technology devices provided within our District.

Students enrolled in CERDEP (Child Early Reading Development and Education Program) Pre-k classes are being provided a technology device through a South Carolina grant with Waterford, a non-profit research center. Waterford Upstart is a Kindergarten Readiness tool for parent engagement. A parent agreement to participate with their child in Waterford Upstart will be signed for the use of these tablets. Waterford will also provide internet access to families who do not currently have internet connectivity. The CCSD is not responsible for these devices.

Students in grades K-12 will have access to devices 24 hours a day, seven days a week (In Most Cases) should their parent/guardian so choose. Students will have access to learning resources through the Internet (while at school) and through Office 365, a Microsoft suite of tools utilized by our District, as we prepare our students for college, career, and beyond.

Internet connectivity at home is not a requirement for student use of the personal mobile devices and students will not be penalized on assignments for lack of internet service at home.

## ONE-TO-ONE (1:1) TECHNOLOGY

### **You and Your Tablet**

- a. General Practice
- b. Carrying Tablet
- c. Screen Care
- d. Tablet Identification
- e. Password Protection
- f. Tablets Left in Unsupervised Areas
- g. Tablet Undergoing Repair
- h. Charging Your Tablet
- i. Screensavers and Wallpaper
- j. Managing Files and Saving Work
- k. Use of Camera

### **Digital Citizenship**

- a. Using Technology Appropriately
- b. District Responsibilities
- c. Student Responsibilities
- d. Parent/Guardian Responsibilities
- e. Tablet Tips

### **Software on Student Tablets**

- a. Originally Installed Software
- b. Inspection
- c. Procedure for Re-loading Software

### **Repairing or Replacing Your Tablet**

- a. 1:1 Device Warranty
- b. Annual Technology Fee
- c. Coverage
- d. Exclusions
- e. Repair/Replacement Fees
- f. Repair Procedures
- g. Procedures for a Missing Tablet
- h. Replacement Parts
- i. Tablet Undergoing Repair

### **Network Acceptable Use Policy**

### **Tablet FAQs**

### **Student/Parents/Guardian Personal Mobile Computing Agreement & Regulations**



## **You and Your Tablet**

### **a. General Practice**

1. *You are responsible* for the tablet that has been issued to you.
2. Do not place food or drink near the tablet.
3. The tablet must never be left unattended.
4. You are expected to come to school with the tablet batteries fully charged, and must recharge the batteries daily. *Having a dead battery and/or failure to bring the tablet to class will not be an acceptable excuse for late or incomplete work.*

### **b. Carrying Tablets**

1. Avoid placing too much pressure and weight on the tablet screen.
2. Tablets should always be turned off before placing in a book bag. The tablet will over heat.

### **c. Screen Care**

The tablet screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on the top of the tablet.
2. Do not place anything near the tablet that could put pressure on the screen.
3. Do not place a magnet near the tablet as it will erase the hard drive.
4. Do not poke the screen.
5. Only clean the screen with a soft, dry, cloth or anti-static cloth.

### **d. Tablet Identification**

Student tablets will be labeled in the manner specified by the District.

1. Each tablet has a unique serial number and will be assigned to a particular student.
2. CCSD will maintain a record of serial numbers.
3. Individual user account name and password will be assigned.
4. There is tracking software installed on the tablet.

### **e. Password Protection**

Students are expected to password protect their tablets and to keep the password confidential – to be shared only with a parent/guardian. Students will be held accountable for all sites visited.

### **f. Tablets Left in Unsupervised Areas**

Under no circumstances should tablets be left in unsupervised areas. Unsupervised areas include, but are not limited to, buses, locker rooms, unlocked classrooms, gyms, restrooms, and hallways. You are responsible for lost or stolen tablets.

### **g. Tablets Undergoing Repair**

Depending upon repair and estimated repair return time, a loaner tablet may be issued to students when they leave their tablet for repair. All repairs will be done by CCSD technicians.

### **h. Charging Your Tablet**

Tablets must be brought to school each day fully charged. Students need to charge their tablets each evening. In cases where use of the tablets has caused batteries to lose their charge, students may be able to connect their tablets to a power outlet in class.

### **i. Screensavers**

1. You are expected to select screen savers and wallpaper that are appropriate.

2. Guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures are inappropriate and are not allowed.
  3. Passwords on screensavers are not to be used.
  4. Hard drive passwords and power-on passwords are forbidden. If used, students will be responsible for the costs of replacement hardware.
- j. **Managing Your Files and Saving Your Work: You should back up your work on a regular basis.**
1. Each student will have 25 gigs on Microsoft OneDrive (Cloud).
  2. You may backup your work to a flash drive, SD card or external drive. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion by saving work appropriately.
- k. **Use of Camera**
- The tablet comes equipped with a camera and video capabilities.
1. **The use of a camera in restrooms or locker rooms is prohibited.**
  2. **There shall be no inappropriate photos of yourself or friends.** 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 students' 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 "Network Acceptable Use Policy."

### **Digital Citizenship**

- a. **Using Technology Appropriately**
- Digital citizenship helps students understand how to use technology appropriately in a society filled with technology.
  - CCSD expects students to use technology appropriately and responsibly, whether in electronic communication or participation.
  - CCSD has electronic precautions in place in order for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting. **Circumventing these precautions will result in disciplinary action.**
- b. **District Responsibilities**
- The school will provide students with access to the Internet during the school day.
  - School staff will help students conduct research and ensure student compliance with the District's "Network Acceptable Use Policy."
  - Filtering/blocking of inappropriate Internet materials is provided when students access the Internet.
  - CCSD reserves the right to investigate any inappropriate use of resources and to review, monitor, and restrict information stored on or transmitted via CCSD-owned equipment and resources.
- c. **Student Responsibilities**
- Students will abide by the District's "Network Acceptable Use Policy" and:
- Contact an administrator about any security issue they encounter.
  - Monitor all activity on their personal account(s).
  - Always shut down and secure their personal mobile computing device after use to protect their work and information.

- Report email containing inappropriate/abusive language or questionable subject matter to a teacher or administrator.
- Return their tablet to the issuing school on the date they withdraw from school, transfer to another school, or on the date designated by the issuing school prior to the completion of the school year.

**d. Parent/Guardian Responsibilities**

Parents should talk to their students about the values and standards they expect their students to follow as they use the Internet and about their use of all other media information sources, such as television, telephone, movies, radio, etc.

**e. Tablet Tips**

Here are a few tips that will help you manage your tablet effectively:

- Be sure to handle your tablet carefully at all times.
- Visit reputable websites. By doing so, you lessen the risk of infecting your tablet with a virus or malware, which may require reimaging of your tablet in order to remove the threat. If you are not sure if a website is reputable, ask a teacher or member of the technology staff.
- Do not download software programs without permission from your principal and/or teacher. Do not install software without permission. While some sites may seem okay, you run the risk of installing a piece of software that cannot be easily removed or may secretly install malware on your system.
- If you are having trouble with your tablet (for example, you cannot connect to the Internet or your tablet is running slowly), try rebooting your tablet first before you send a help desk ticket. Rebooting your tablet tends to fix most problems. If you find that you are still having issues, then submit a help desk ticket to [ccsdhelpdesk@chester.k12.sc.us](mailto:ccsdhelpdesk@chester.k12.sc.us).
- Rebooting your tablet on a daily basis helps to eliminate most problems.

### **Software on Student Tablets**

**a. Originally Installed Software**

District-approved software has been installed on all tablets to ensure that students are equipped with the resources necessary to prepare them for success in a 21st century world economy.

**b. Inspection**

Students may be selected at random to provide their tablet for inspection by administrators.

**c. Procedure for Re-Loading Software**

If technical difficulties occur or illegal software is discovered, the hard drive will be reimaged. The school does not accept responsibility for the loss of any data due to reimaging. If illegal software and/or tampering is discovered, the student will face disciplinary action.

### **Repairing or Replacing Your Tablet**

Depending upon repair, loaner tablets may be issued to students when school-issued tablets are being repaired.

**a. One to One (1:1) Device Warranty**

This coverage is purchased by the Chester County School District as part of the purchase price of the equipment. The tablets are warranted from defects in materials and workmanship. This warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the tablet. The warranty does not warrant against damage caused by misuse and

abuse. Please report all tablet problems to the school IT technicians.

**a. Technology Coverage Plan and Fee (Grades 6-12)**

In order for Chester County School District (CCSD) to offset costs associated with repairs to the mobile devices, each family in grades 6-12 is being asked to pay \$15.00 per device per child per year. (See “Tablet Repairs and Replacement” for coverage information.)

\*Note: If the former “One-Time Technology Fee” has already been paid for a high school student, that student will be exempt from payment of the annual \$15 Technology Fee referenced above. Chester County School District high schools must have a record of payment to receive this waiver.

**Opt-Out of Take-Home Device/\$15 Technology Fee:** Parents/Guardians may opt out of the take-home device model; however, parents and students need to understand that assignments that are completed by the class on the mobile device will still have to be done by the student. He/She may have to do the assignment in school at another time, complete the assignment in a different manner, or be given a different assignment altogether. This decision will be made by the individual teacher. **If a parent/guardian chooses to opt out, their student will become a Day User (See “Day User”); however, any and all damage to the student’s assigned tablet will be the financial responsibility of the parent/guardian.**

**b. Tablet Repairs and Replacement**

**Repairs:** Students who have opted into the Technology Coverage Plan (TCP) are able to have a device repaired one time per school year for the fee that was paid. Additional repairs are the responsibility of the student/parent.

**Replacement:** Students who have opted into the Technology Coverage Plan are able to have a device replaced one time per life cycle (for example, one time in middle school and one time in high school).

Students who opt out of the Technology Coverage Plan are responsible for all repair and/or replacement costs associated with any damage to an assigned device. In the event of damage, the District will obtain and provide the total cost of repair to the student/parent. Payment must be received prior to a replacement device being provided to the student.

**d. Exclusions**

The Technology Coverage Plan does not cover the following:

- Chargers are not included in the coverage (See Repair/Replacement Costs)
- Dishonest, fraudulent, malicious or criminal acts
- Defacing the tablet (ex. markings with ink or paint on the tablet, stickers on the tablet, removing keys, etc.)
- Any loss to accounts, valuable documents, music, videos, records, or assignments, etc. Students are responsible for backing up their own data.
- Any loss caused by the student not using all reasonable means to secure the tablet. (CCSD will determine if the loss is due to negligence.)
- Theft not accompanied by a police report.

**e. Repair/Replacement Costs**

The on-site technician will determine the extent of any repairs. Students/parents are responsible for the entire cost of repairs to Personal Mobile Computing devices that are intentionally misused, abused, or damaged. Students will become day users until balances for repairs or replacement are paid in full. The Technology Coverage Plan **does not** cover the repair or replacement of chargers or

other peripheral devices.

*The following estimated costs are associated with the replacement or repair of the device. Costs are subject to change and are determined by the District and outside company doing the repairs, if applicable.*

<b>Damaged Part</b>	<b>Cost to Repair</b>
Cracked Screen/Digitizer Touch Screen	\$ 250.00
Missing Keys/Keyboard Replacement	\$ 50.00
Outer Case Breakage – Top	\$ 75.00
Outer Case Breakage – Bottom	\$ 50.00
Hard Drive Damage Caused by Drops, Etc.	\$ 125.00
Complete Replacement Cost (to replace the device at the minimum cost for current technology; depreciation will apply in certain situations as deemed appropriate by IT Director)	\$ 500.00
Charger	\$ 40.00

Potential Consequences for Unpaid Repair/Replacement Fees: Unpaid fees may prevent a student from participating in extracurricular activities including, but not limited to dances/proms, promotion ceremonies, and/or graduation.

**f. Repair Procedures**

When you have an issue with your tablet:

- The on-site IT technician will examine the tablet to determine if there is an issue and the appropriate action.
- The student will fill out a work order concerning the damage/issue.
- In case of loss and theft, the student must generate a police report before loaner/replacement tablet will be issued. The police report must also directly mention the loss of the tablet and the circumstances surrounding the loss.

**g. Procedures for a Missing Tablet**

- If a tablet is missing during the school day, student/parent/guardian must report the missing tablet to an administrator within 24 hours. If the missing tablet is not reported, the cost of the tablet will be the responsibility of the student/parent/guardian.
- The administration will report the loss or theft to local Law Enforcement and will notify the parent.
- Incidents happening off campus must be reported to the police by the student/parent/guardian and a copy of the report must be brought to the school for verification.
- Law Enforcement will determine if a theft has occurred.
- Once the criminal event is confirmed by the District, the District will issue a new device to the student.

**h. Tablet Undergoing Repair**

- Depending upon repair and estimated repair return time, a loaner tablet may be issued to students when they leave their tablet for repair.
- Unless the tablet has no power, the student must back up all files.
- Before the student leaves the repair area, he/she must log onto the spare to ensure proper working order.



**2023-2024**  
**Chester County School District**  
**Personal Mobile Computing**  
**Frequently Asked Questions**

## **Technology Coverage Plan and Damages FAQs**

### **1. How much is the Technology Coverage Plan?**

In order for Chester County School District (CCSD) to offset costs associated with repairs to the mobile devices, each family in grades 6-12 is being asked to pay \$15.00 per device per child per year.

\*Note: If the former “One-Time Technology Fee” has already been paid for a high school student, that student will be exempt from payment of the annual \$15 Technology Fee referenced above. Chester County School District high schools must have a record of payment to receive this waiver.

**Opt-Out of Take-Home Device/\$15 Technology Fee:** Parents/Guardians may opt out of the take-home device model; however, parents and students need to understand that assignments that are completed by the class on the mobile device will still have to be done by the student. He/She may have to do the assignment in school at another time, complete the assignment in a different manner, or be given a different assignment altogether. This decision will be made by the individual teacher. **If a parent/guardian chooses to opt out, their student will become a Day User; however, any and all damage to the student’s assigned tablet will be the financial responsibility of the parent/guardian.**

### **2. Will I have to pay for repairs or replacement of the device if it gets damaged?**

**Repairs:** Students who have opted into the Technology Coverage Plan (TCP) are able to have a device repaired one time per school year for the fee that was paid. Additional repairs are the responsibility of the student/parent.

**Replacement:** Students who have opted into the Technology Coverage Plan (TCP) are able to have a device replaced one time per life cycle (for example, one time in middle school and one time in high school).

Students who opt out of the TCP are responsible for all repair and/or replacement costs associated with any damage to an assigned device. In the event of damage, the District will obtain and provide the total cost of repair to the student/parent. Payment must be received prior to a replacement device being provided to the student.

### **3. Can I take the device to a repair center?**

No. To ensure quality and consistent service and repair, Chester County School District will handle

all repairs.

### **What if my device gets stolen?**

- If a tablet is missing during the school day, student/parent/guardian must report the missing tablet to an administrator within 24 hours. If the missing tablet is not reported, the cost of the tablet will be the responsibility of the student/parent/guardian.
- The administration will report the loss or theft to local Law Enforcement and will notify the parent.
- Incidents happening off campus must be reported to the police by the student/parent/guardian and a copy of the report must be brought to the school for verification.
- Law Enforcement will determine if a theft has occurred.
- Once the criminal event is confirmed by the District, the District will issue a new device to the student.

### **5. What is the repair/replacement cost?**

Students/parents are responsible for the entire cost of repairs to Personal Mobile Computing devices that are intentionally misused, abused, or damaged. Students will become day users until balances for repairs or replacement are paid in full. The TCP **does not** cover the repair or replacement of chargers or other peripheral devices. **See chart on p. 45 of this handbook for costs.**

### **6. Are there other insurance options?**

The only option provided by Chester County School District is the TCP.

### **7. What does the Technology Coverage Plan cover?**

The plan includes the replacement of one device while student is at the middle school level and one device while student is at the high school level in the event of theft or accidental damage. Any additional replacement or repair will cost the student/parent/guardian the cost of repair or the full market value of a device (\$500.00). The TCP **does not** cover the repair or replacement of charging cables or other peripheral devices.

The best coverage on your tablet is to take care of it. Do not leave your tablet in the building, classroom, or car unattended. Always know where your tablet is. Above all, take your tablet home each night.

### **8. What has the school district done to help prevent students from accessing inappropriate sites?**

Each tablet is equipped with software that monitors all Internet sites that students attempt to access with the CCSD tablet. This software blocks sites that have been deemed inappropriate and/or that violate CIPA (Children's Internet Protection Act). This software also logs a history of every site that is accessed. Students who access inappropriate sites are in violation of the Chester County School District Discipline Code and will be referred to an administrator for disciplinary action.

### **9. Are student tablets subject to school review?**

Yes. Student tablets are the property of Chester County School District and are subject to review at any given time. Inappropriate material found on the tablet will be reported to administration for disciplinary action.

## **Distribution and Collection FAQs**

### **10. May I use my personal device rather than the device issued by CCSD?**

No. Student devices come with a management tool that allows the District to manage content, apply filters, and control the wireless environments on all district property. Personal devices that do connect with the network will be restricted by our wireless security system.

### **11. When do students receive the personal mobile computing devices?**

After the start of the 2019-2020 school year, students in grades 6-12 will receive a device within the first week of a student's enrollment.

### **12. Do students get to keep the device during the summer?**

No. Students must return their device no later than the last day of the school year or upon withdrawal from the District. Seniors must return the device and/or pay all fees before participation in graduation. During the summer, the District will reimage each device. Students must save any work temporarily stored in the internal memory of the device to his/her Office 365 OneDrive account. Otherwise, all files will be erased when the device is reimaged.

### **13. What is a "day user?"**

A Day User is a student who can only use the device at school. The device is not taken home. This will occur if one of the following applies:

- The student and/or parent does not sign the 2021-2022 Personal Mobile Computing Device Agreement & Regulations.
- The student has not paid the Technology Coverage Fee or made arrangements with the school.
- The student has not paid damage fees that are owed.
- The student has received disciplinary action as a result of a Network Acceptable Use Policy and/or Student/Parent/Guardian Tablet Agreement and Regulations infraction(s).
- The parent opts out and requests that the device does not come home. Parents/Guardians who have opted out of the Technology Coverage Plan are financially responsible for any and all damage to the student's assigned tablet, whether intentional or otherwise, as referenced in bold print under item number 1 above.

Parents and students need to understand that assignments that are completed by the class on the mobile device will still have to be done by the student. He/She may have to do the assignment in school at another time, complete the assignment in a different manner, or be given a different assignment altogether. This decision will be made by the teacher.

### **14. How will the school district keep track of all of these devices that look the same?**

Each device has a unique serial number and will be assigned to a particular student. At the discretion of CCSD, additional tags may be affixed to each device to assist with identification, as well. All devices will be checked out to individual students beginning in grade 6 by this/these unique identifier(s).



# Chester County School District

## 2023-2024 Network Acceptable Use Policy

The Chester County School District views the use of technology as a tool for productivity and for learning. As such, technology operates as an extension of the classroom and library media center and as an integral part of the curriculum. This policy extends to both school and home use (high school students only) of the district network and all district-owned technology (e.g. computers, tablets, printers, handheld devices, digital cameras, digital media players, televisions, digital white boards). Employees with district-owned tablets are also expected to abide by the guidelines in the Student/Parent/Guardian Tablet Agreement and Regulations.

The Chester County School District expects responsible behavior from technology users. Technology use is a privilege, not a right, and inappropriate use may result in a loss of those privileges, as well as other disciplinary action. Willful damage or vandalism will result in legal or disciplinary action, as well as repair or replacement charges.

The Chester County School District uses software designed to prevent access to certain sites and will monitor network activity (e.g., email, websites, chat rooms, bulletin boards) visited by users of the network.

<b>1.0</b>	<b>Appropriate Uses</b>
<b>1.1</b>	<b>District technology resources (network/Internet) are for educational use.</b>
<b>1.2</b>	<b>The primary use of technology is for reference, inquiry and production of educational documents.</b>
<b>1.3</b>	<b>Students shall not play games or use technology resources for non-academic activities during instructional time without the teacher's authorization.</b>
<b>1.4</b>	<b>Copyright laws must be followed when using information from electronic resources (e.g., on-line databases, electronic encyclopedias, news services), including appropriate reference citation. Plagiarism and copyright violations will not be tolerated.</b>
<b>1.5</b>	<b>Downloading or using illegal music, games, software, or other files is prohibited. Copyright violations will not be tolerated.</b>
<b>2.0</b>	<b>Use and Care of Technology Resources</b>
<b>2.1</b>	<b>Students must ask for assistance if they do not know how to operate any equipment.</b>
<b>2.2</b>	<b>Appropriate procedures must be followed, including proper startup, shutdown and sign-in procedures. Resources and peripheral devices (e.g., keyboards, disk drives, mice, and cables) must be used with care. Keep food, drink, gum and magnets away from all equipment.</b>
<b>2.3</b>	<b>Students must use only their assigned equipment or peripheral and are prohibited from using equipment assigned to other students unless they have the permission of the teacher or technician. Students must ask for permission before printing.</b>
<b>2.4</b>	<b>Damaging, marring, or defacing technology resources in any manner are prohibited. Technology resources refer to the monitor, CPU, keyboard and mouse, printer, modems and any associated equipment. Technology resources also include network cabling system such as cables, connections, switches or electrical supplies.</b>
<b>2.5</b>	<b>Deleting, altering or modifying software residing on school equipment is strictly prohibited. This includes modifying system setups such as Windows desktop controls, menu settings or network security settings.</b>
<b>3.0</b>	<b>Communications and E-Mail</b>
<b>3.1</b>	<b>Creation or transmission of material in violation of school district policy or any local, state, or national law is prohibited. This includes, but is not limited to, copyrighted material, threatening or bullying, gang-related activities, obscene material, or material protected by trade secrets.</b>

3.2	Communication with other Internet users is limited to use of district email accounts unless approved by the supervising teacher. Social networking sites are strictly prohibited.
3.3	All electronic communications must be conducted in a polite and considerate manner.
3.4	The school district is required by the federal government to archive email.
3.5	For safety purposes, students should not share or post their own or anyone else's personal data (e.g. full name, address, social security, driver's license number, personal photograph). Any activity that results in the loss of another person's privacy is prohibited.
<b>4.0</b>	<b>Software and Internet</b>
4.1	Only district-approved software may be used on tablets. Installing, copying or executing software not approved by the district is prohibited.
4.2	Making illegal copies of software or other copyrighted media (e.g. CDs, DVDs, music, movies, and downloaded files) is prohibited.
4.3	All access to the Internet from school or home is protected by filtering software provided by the district. Circumventing any filtering software (e.g. proxy and ghost server websites) is prohibited.
4.4	Tablets connected to the network must have security software installed. Any tablet brought from home must first be physically checked by district personnel to ensure it has appropriate software and licensing.
<b>5.0</b>	<b>System Security</b>
5.1	Abuse of network or personal passwords, obtaining the passwords of other users, or circumventing system security measures in any way is prohibited. This includes, but is not limited to, the bypassing of security filters through the use of a Web Proxy.
5.2	Do not engage in any activity that might be harmful to tablet or network (e.g. create viruses, damage files, disrupt service intentionally, and access hacking programs).
5.3	Altering files, changing BIOS settings or hiding directories or files is prohibited.
5.4	Unauthorized remote access or hacking to school resources is prohibited.
<b>6.0</b>	<b>Controversial Material</b>
6.1	Students should not attempt to access inappropriate sites, such as those that contain obscenity, pornography, advertisements for products or services not permitted to minors by law, hate or gang sites, or other sites which may be harmful to minors or may cause a substantial disruption to the academic environment.
6.2	The Chester County School District attempts to filter inappropriate material through a selected list of sites deemed as inappropriate due to content, as is mandated by Federal law

# Chester County School District

## Chester County School District's Network Acceptable Use Policy and Personal Mobile Computing Agreement & Regulations

2023-2024

### Use of Technology Acknowledgement Form

The **Chester County School District** considers any violation of the Network Acceptable Use Policy to be a serious offense and reserves the right to copy and examine any files or information resident on district systems allegedly related to unacceptable use. Violators are subject to disciplinary action. Offenders also may be prosecuted under laws including (but not limited to) the Privacy Protection Act of 1974, The Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, Interstate Transportation of Stolen Property Act, and the Electronic Communications Privacy Act.

#### Summary

This Network Acceptable Use Policy is designed to describe how the **Chester County School District** expects technology resources to be used. Persons violating this policy may suffer disciplinary action including, but not limited to, the loss of privileges relating to the use of technology in the schools. The district's goal is to provide employees and students with access to technology in a safe environment that encourages and supports instruction. As a user of these technologies you are expected to read, understand, and acknowledge this policy before using the technology resources.

Please note: **Chester County School District** monitors all computer usage through a security system. Federal law (CIPA) mandates that all computer activity within schools be closely watched in order to ensure the safety of our students.

#### Signatures

I understand and agree to abide by the **Chester County School District's Network Acceptable Use Policy (Board Policy IJNDB) and the Personal Mobile Computing Guide.** I understand the consequences if I do not follow these policies.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

# Student Leadership Handbook Acknowledgement Form

2023-2024

## Student Code of Respect and Responsibility

As a student of the Chester County School District, I pledge my best to respect other people, my school, all rules, and myself. I pledge to always be the best student that I can be and to be responsible for my own learning and behavior. I pledge to act in caring ways in and beyond the classroom and to help eliminate the use of violence to solve problems. I pledge to become a good citizen of my school and community and to help others do the same.

**I have received and read the Student Leadership Handbook.**

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

School \_\_\_\_\_

**Please read and sign the forms on Pages 50-51 and return to your school by September 1<sup>st</sup>.**

# CHESTER COUNTY SCHOOL DISTRICT (CCSD)

## MISSION STATEMENT

**Chester County Schools. A Great Place to Grow. Committed to Excellence for ALL Students**

**WEATHER DELAYS AND CLOSINGS:** In the event of inclement weather, a decision to delay or close school will be made by 5 a.m. If the opening of school is affected, the district will then begin initiating automated calls to parents using telephone numbers provided on the Student Information Form. Please keep your child's data current at his/her school or you will not be able to be notified. In addition, a recording will be available to those calling the Chester County School District Office at 803-385-6122. Delay or closing information will also be placed on the district's website ([www.chester.k12.sc.us](http://www.chester.k12.sc.us)), phone app, and Facebook page. The local area radio and television stations will also be notified. Please be aware that any delay in opening school will eliminate school breakfast availability. Decisions concerning early dismissal will be made to allow parents enough time to pick up their children. Parents are encouraged to discuss the possibility of early dismissal with their children and to formulate a plan.

**WEATHER MAKE-UP DAYS:** The Chester County School District is an eLearning district, so we are able to provide virtual make-up days in the event of inclement weather or other causes for school closure. There will be at least one practice day during the school day with students during the month of September.

**ATTENDANCE REQUIREMENTS:** South Carolina law requires that all students must attend a public or private school from the age of five until the 17th birthday. The school year is 180 days long. In order to receive credit, a student must attend at least 170 days of the school year. Students must also meet all minimum course requirements. Absences in excess of 10 days may cause a student to lose academic credit for the year. Students are considered present only when they are in school or present at an authorized activity.

**HALF DAYS:** Three "half-days" are listed on the school calendar (October 24, December 20, May 31). Lunch will be provided on these days. Dismissal times are as follows: Elementary – 11:45 a.m., Middle – 12:30 p.m., High – 12:45 p.m.

## SCHOOL INFORMATION:

### ELEMENTARY SCHOOLS

### MIDDLE SCHOOLS

School	Arrival	Dismissal
Chester Park Complex	8:00 a.m.	2:30 p.m.
Chester Middle	7:45 a.m.	3:15 p.m.
Chester High	8:15 a.m.	3:30 p.m.
Lewisville Elementary	8:00 a.m.	2:30 p.m.
Lewisville Middle	7:45 a.m.	3:15 p.m.
Lewisville High	8:15 a.m.	3:30 p.m.
Great Falls Elementary	8:00 a.m.	2:30 p.m.
Great Falls Complex	8:15 a.m.	3:30 p.m.
The Learning Center	7:45 a.m.	3:15 p.m.
The Academy for Teaching and Learning*	8:00 a.m.	3:15 p.m.

**Chester Park School of the Arts**  
803-581-7279

**Chester Park Center of Literacy through Technology (COLT)**  
803-581-7275

**Chester Park School of Inquiry**  
803-581-7282

**Great Falls Elementary**  
803-482-2214

**Lewisville Elementary School**  
803-789-5164

**Chester Middle School**  
803-377-8192

**Lewisville Middle School**  
803-789-5858

**Chester High School**  
803-377-3161

**Great Falls High School**  
803-482-2210

**Lewisville High School**  
803-789-5131

\*The ATL operates on a year-round calendar.



### DISTRICT OFFICE

**Chester County Career Center**  
803-377-1991

**The Learning Center**  
803-581-9362

**Adult Education**  
803-581-9324

803-385-6122



# 2023 - 2024

## Academic Calendar

Board of Trustees Approved - January 24, 2023



August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Teacher Prep Days (2): July 31, Aug. 3 (AM)/Aug. 4 (PM)  
 Teacher Planning/Conferences (5): Aug. 3 (AM)/Aug. 4 (PM), Jan. 3, March 15, April 8, June 1  
 Professional Development Days (3): Aug. 1, Aug. 2, Oct. 3  
 District Convocation: Aug. 2 (AM)  
 Meet the Teacher: Aug. 3 (PM) / Aug. 4 (AM)

Students Return to School/Final Day of School  
 Teacher Planning/Conferences/Professional Development Day  
 Early Release/Half Day  
 Intersession/No School/District Closed

Inclement Weather Days: Oct. 13, Nov. 20, Feb. 19

Staff schedule requires districts to list specific dates. However, CCSO is an e-learning district, so our make-up days will be made up on the actual days missed due to school closure and not the days listed above.

This calendar, including the first and last days of school, is subject to change in the event of severe weather, changes to the current legislation, or other unforeseen circumstances.

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July 31	Staff Return
July 31 - Aug. 4	Teacher Planning Conf.
August 7	1st Day of School
September 4	Labor Day
September 18	Early Release Day
October 9	OEC PD Day/ No School
Oct. 10 - 13	Fall Intersession
October 16	45th Day
October 24	1/2 Day for Students
November 7	Early Release Day
Nov. 20 - 24	Thanksgiving Break
November 27	Students/Staff Return
December 20	1/2 Day for Students
Dec. 21 - Jan. 3	Winter Break
January 3	Teacher Planning Conf.
January 4	Students Return
January 8	90th Day
January 15	Martin Luther King Day
February 16	Early Release Day
February 19	Presidents' Day
Feb. 20 - 23	Spring Intersession
March 15	Teacher Planning Conf.
March 18	Early Release Day
March 20	138th Day
April 1 - 5	Spring Break
April 8	Teacher Planning Conf.
April 9	Students Return
April 30	Early Release Day
May 27	Memorial Day
May 31	1/2 Day for Students/ Last Day of School/ 180th Day
June 1	Teacher Planning Conf.
June 19	High School Graduations
June 19	Juneteenth
July 4	Independence Day