

# **Calhoun Falls Charter School Student Handbook**

**Member of the South Carolina Public Charter School District**

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This Student Handbook describes Calhoun Falls Charter School's (CFCS) current policies and practices concerning matters that affect our students and their parent(s)/legal guardian(s). Policies and practices described in this handbook are provided for the information and guidance of students and their parent(s)/legal guardian(s) and do not constitute, nor should they be relied on, as contractual obligations of CFCS to any person. Further, the materials included are not all inclusive, and the administration realizes that events may arise that are not specifically addressed in this document. CFCS reserves the right to modify this Student Handbook at any time without notice. Its contents, as they now appear, or as they may be amended in the future, apply to all students enrolled at CFCS.

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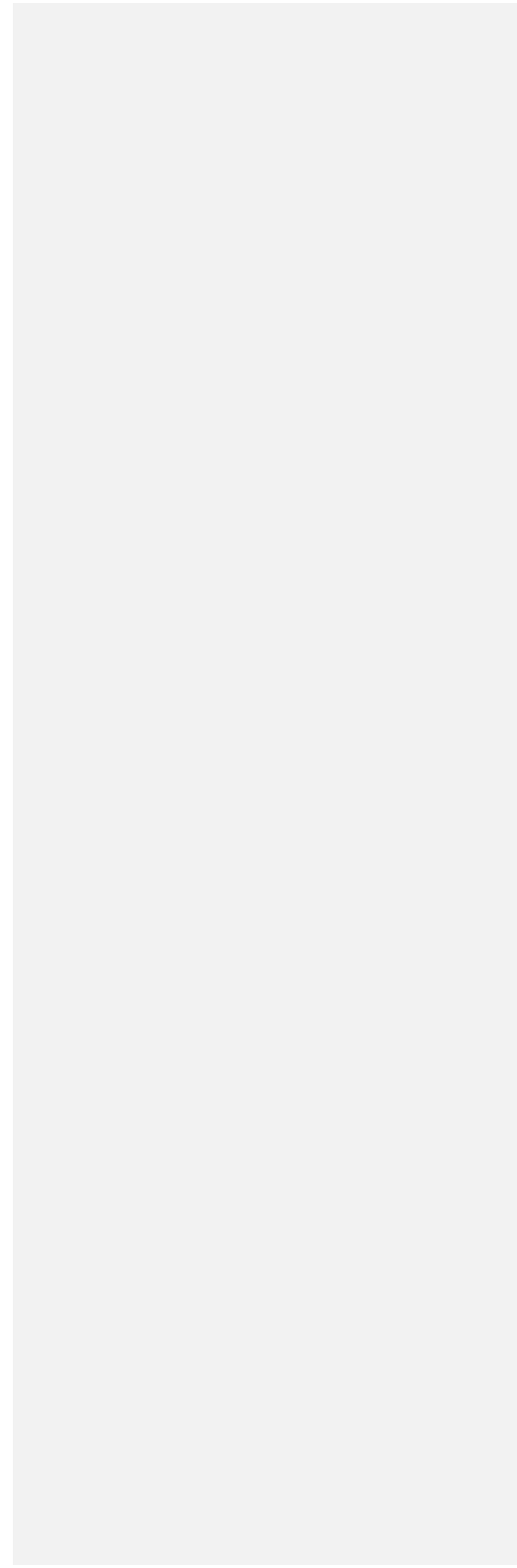
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The Mission of Calhoun Falls Charter School

The mission of Calhoun Falls Charter School ("CFCS") is to provide students with a safe and supportive learning environment whereby each child is actively engaged in an educational process that develops strong leadership qualities and creates opportunities for both the student and family to leave behind a living legacy for future generations.

CFCS Alma Mater

Far above Savannah's waters  
With its waves of red  
Stands our noble Alma Mater  
Glorious to view

Honor to the blue and gold  
Colors of our school  
They're the pride of Calhoun Falls,  
Hail, all hail, CF

Calhoun Falls High  
We will honor  
Loud her praises tell  
Hail to thee our Alma Mater  
Hail, all hail, CF

Statement of Compliance Equal Educational Opportunity

CFCS does not discriminate based on race, color, national origin, sex, disability, age, or any other characteristic protected by state or federal law. CFCS provides equal access to the Boy Scouts and other designated youth groups. For questions pertaining to Section 504, contact the Assistant Principal, and for questions pertaining to Title IX, contact the Principal.

## **GENERAL OVERVIEW**

### **Educational Philosophy and Objectives**

CFCS is a school where all students receive the support and guidance to become successful, contributing citizens of the world. By engaging students in a rigorous academic program aligned to the South Carolina State Standards, we promote learning for leadership, strong moral development, academic growth, and individual responsibility. Our greatest asset is the overwhelming support from our parents/legal guardians and community members. We value parents/legal guardians as our partners and encourage them to be actively involved in their student's education and will continue to extend the walls of the school to provide and engender meaningful service to the community.

CFCS has the following objectives:

- Students will receive a diverse education that will allow them to be more adaptive and successful in our modern environment.
- Students who desire to further their education will have received the necessary training and skills to make this option possible.
- Students will have the necessary skills in reading, writing, and mathematics that will allow them to successfully function in today's complex society.
- Students will learn the value of and practice of good citizenship.
- Students, regardless of race, sex, religion, disability, or national origin, will have the opportunity to participate in clubs, student organizations, and extracurricular activities.
- Students will be taught the value and dignity of their fellow human beings. It is the intent of CFCS to teach this by example and practice.
- Students will participate in Service Learning in order to give back to their community.

### **Service Learning**

CFCS exists today and will continue to exist because of the community's volunteer efforts. Students are encouraged to participate in 20 hours of volunteer service during the school year and throughout the summer. Service learning will benefit your child in many ways, including:

- He/she will have evidence of volunteer hours for college resumes, scholarship applications and applications of employment, potentially giving him/her an advantage over other applicants.
- He/she will have opportunities to use his/her skills and knowledge beyond the classroom in real-life situations.
- He/she will participate in a cooperative rather than competitive experience.

- He/she will sharpen his/her leadership and citizenship skills, while building character.
- He/she will experience learning opportunities that could result in a career or ministry.
- He/she will be invited to the CFCS Service Learning Recognition Ceremony in May.
- He/she will be awarded a "Service Learning" graduation cord for volunteering 20 hours each year as a high school student.

### **Visitors**

All visitors must report to the Main Office to sign in and obtain a visitor's badge. Before leaving campus, the visitor must report back to the office to sign out and return the badge.

### **CFCS School Board**

Monthly school board meetings are held the third Thursday of every month at 6:00 in the Library. Parents/legal guardians and community members are encouraged to attend. Yearly Board elections are held the fourth Tuesday in October.

### **Parent/Legal Guardian Communication**

**It is important for parents/legal guardians to notify the school if there is a change in contact information. This includes mailing address, phone numbers, and/or email addresses.** CFCS will make every effort to keep parents/legal guardians informed. Students are responsible for delivering all school notices to their parent(s)/legal guardian(s). If parents/legal guardians do not receive a school notice from their CFCS student, they are still responsible for the information therein.

We encourage parents/legal guardians to telephone, write, e-mail, or visit CFCS. Middle school students will be given a folder to serve as a communication tool. Grade sheets, progress reports, and/or report cards will be sent home with both middle and high school students a minimum of every two weeks. Teachers may designate that certain reports be signed by the parent/legal guardian and returned. Additional information may be posted on the CFCS website ([www.cfpcs.org](http://www.cfpcs.org)).

**Please note:** If there is a custody issue, the office needs to have legal documentation within the student's file so that CFCS can follow all court and legal orders. If the office is unaware of instruction, CFCS will follow documentation that is currently housed in the student's file. CFCS cannot take verbal ruling; all changes must be documented from a court or legal advisor.

### **Parent/Legal Guardian Conferences**

Conferences between parents/legal guardians and teachers are encouraged and may be requested by either party. If a parent/legal guardian wishes to schedule a conference with a teacher, the parent/legal guardian should call the Office Manager, who will inform the teacher. The teacher will then contact the parent/legal guardian to

schedule a meeting. Conferences will be held during a teacher's planning period, immediately before or after school, or on designated in-service days. Conferences must be scheduled.

### **Student Directory Information**

The Family Educational Rights and Privacy Act ("FERPA") allows schools to release "directory information," i.e., student's name, address, photograph, participation in officially recognized activities and sports, diploma or certificate, awards received, and other similar information. CFCS considers photographs to include digital images, including digital photographs and recordings related to school or school-sponsored events, activities, and special recognition, as "directory information." In addition, federal laws require schools to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings—unless parents/legal guardians have advised the school that they do not want their student's information disclosed.

If for some reason you object to your child's inclusion/identification in publicized school recognitions/events/activities, including on a school-maintained website/Facebook page/Twitter/other social media, or wish to opt out of the provision for contact information to the military, you must, within 15 days of the start of school, advise the Principal in writing (annually) of the specific type of directory information to withhold.

### **Homeless Student Rights**

CFCS will provide homeless students access to educational and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held. A homeless student is defined as an individual who lacks a fixed, regular, and adequate nighttime residence.

CFCS will immediately enroll the student even if the student is unable to produce records normally required for enrollment such as academic records, medical records, proof of residency, or other documentation. CFCS will contact the school last attended to obtain relevant academic records. CFCS will maintain all records and make the records available to the student if that student enters a new school.

### **Transportation Home**

**Parents/legal guardians MUST notify CFCS of all court orders limiting a person's visitation rights with students on our campus or transportation of students off our campus.** Students are expected to use the same transportation home each day unless written permission is provided to the principal by the parent/legal guardian. The Principal, if approved, will authorize the change in transportation.

### **Disruptive Behavior of Non-Students**

A parent/legal guardian or other non-student may not disrupt or interfere with the operation of a public school. Persons other than students, who insult or abuse staff members, will be ordered to leave the school grounds at once. Any violation will be referred to the police.

## **STUDENT LIFE**

### **Dress Code**

#### **Shirts/blouses**

- Straps must be the width of a dollar bill.
- Clothing that exposes cleavage or undergarments is prohibited.
- Garments exposing the back, abdomen, or sides during normal movement are prohibited.
- See-through shirts must be worn over a shirt with straps the width of a dollar bill.
- Spaghetti-strapped tops, tank tops, muscle shirts, and shirts with sleeves cut out are not permissible during regular school hours.

#### **Pants/shorts/skirts/dresses**

- Shorts, dresses, and skirts shorter than the width of a dollar bill placed above the knee are prohibited.
- Pants, shorts, or skirts with holes or open frays of any size are NOT permitted above the knee. All holes or open frays above the knee must be patched with a sewn-in or iron-on permanent patch. Leggings are no substitute for patches.
- Pajamas, lounge pants, and biker shorts are prohibited.
- Tights or thin, see-through leggings must be worn with shirts, dresses, skirts, or shorts meeting the dollar bill test.
- Undergarments should not be exposed during normal movement.
- Garments with writing across the backside are prohibited.

#### **Head apparel**

- Hats, hoods, and caps may NOT be worn inside classrooms, office, or the cafeteria; HOWEVER, they may be worn inside the hallways. A student's privilege to wear these accessories may be suspended for the entire year if he/she has more than three infractions.
- Sunglasses and head coverings such as hairnets, doo-rags, and bandanas may not be worn inside campus buildings during the school day.
- CFCS athletic headbands are acceptable.

#### **Other**

- Clothing and all item(s) displaying gang symbols, numbers, colors, etc. are prohibited.
- Clothing that depicts alcohol, drugs, tobacco, racial slurs/epithets, sexual suggestion/insinuation, inappropriate language, or that is disruptive in nature is prohibited.
- Accessories or clothing that could pose a safety threat such as chains; fishhooks; multi-finger rings; studded bracelets, belts or collars; and nose/lip-to-ear chains are prohibited.
- Bedroom shoes are prohibited.
- Students must wear appropriate clothing for PE. (Instructor will specify).
- Clothing worn for religious purposes will be addressed on an individual basis.



The school administration reserves the right to prohibit any item of clothing or any symbols deemed inappropriate or disruptive to the daily operation of the school. Violations of the dress code may result in a student being sent home for the day (unexcused absence) along with other disciplinary actions. If a parent/legal guardian cannot be reached, the student MAY be given an opportunity to change into garments provided by the school, IF AVAILABE, or report to ISS for the remainder of the day.

**Cell Phones/Electronic Devices**  
(See BEHAVIOR MATRIX)

The **USE** of cell phones, radios, I-pods, CD or cassette players, MP3 players, gaming devices, headphones, cameras, video cameras, etc. is strictly prohibited during school hours. **All such devices should be kept out of sight and turned off.** Specifically:

- Cell phones may NOT be on vibrate or silent.
- Students may NOT view text messages or receive calls from parents/legal guardians on cell phones during school hours.
- If a cell phone accidentally falls from a student's pocket, book bag, etc., the student should inform the teacher BEFORE retrieving it to avoid consequences.
- Students with early dismissal MAY NOT use cell phones before leaving campus.
- Confiscated devices will be returned to the parent/legal guardian **ONLY**.
- Cell phones may be checked by administration to view pictures and texts on a case-by-case basis.
- **Cell phones MUST be turned over to faculty, staff, and administration upon request. Failure to do so will be considered a breach of conduct and may result in suspension or expulsion, depending upon the nature of the offense. CFCS reserves the right to turn confiscated devices over to proper authorities.**

While on CFCS property or at school-sponsored events, students may not record, whether audio or video, employees, other students, or parents/legal guardians, without first notifying the individual of the recording. This expectation does not apply to public events such as music performances, plays, athletic competitions, etc., where there is not an expectation of privacy.

**Office Phone**

School telephones and equipment are for business use ONLY. **Phones may not be used for students to call home with complaints about disciplinary actions.** All calls must be approved by Office Manager or Administration and will be monitored by school personnel.

**Breakfast and Lunch**

Breakfast is served from 7:30 am to 7:52 am and is free to all students and teachers. Breakfast will not be served after 7:52 am. **Students who repeatedly arrive late for breakfast may face disciplinary consequences.**

Lunch prices are \$3.75 for adults, \$2.75 for regular rate students, and \$.40 for reduced rates.

Applications for *Free or Reduced* meals should be turned in within the first two weeks of school. If financial conditions change during the year, students may pick up a form in the lunchroom. Students are expected to clean up after themselves after each meal.

### **Student Fees and Supplies**

When parents/legal guardians and students pay money to CFCS they will receive a receipt verifying the amount paid. Students who owe money (books, locks, lunch, dual enrollment classes, etc.) or fail to turn in supplies (such as calculators) to CFCS will not receive their final report card. Other disciplinary action may be taken.

Underclassmen who fail to turn in athletic equipment and/or uniforms will not be allowed to participate in any other sport until all equipment and uniforms are turned in. This includes participating in practices and weight lifting. Any senior who fails to return CFCS property will not be allowed to participate in graduation ceremonies.

### **Field Trips**

All students participating in a school-sponsored field trip must have a permission form signed by a parent/legal guardian prior to the trip. Students may be denied the opportunity to participate in any school-sponsored field trip if the student fails to meet the following requirements:

- Students must have passing grades in all core subjects to participate in field trips and no more than 5 absences the first semester or a combined 1<sup>ST</sup> and 2<sup>nd</sup> semester total of 10 absences for the second semester.
- Students must also have no more than (5) Level 1 offenses, (3) Level 2 offenses, and (1) Level 3 offenses.

**Extenuating circumstances or special requests should be presented to administration.**

### **Student Lockers**

- Lockers are the property of CFCS and may be searched at any time by school officials.
- Use the locker assigned to you and the lock provided to you by the school.
- Students are to keep lockers closed and locked.
- Students are not give others access to their lockers.
- Failure to return the lock at the end of the year will result in a \$6.00 replacement fee.
- Vandalism to lockers will be addressed in accordance with the discipline code.
- The school is not responsible for the contents of any locker left unlocked.
- Student who leave their lockers open will receive the following punishment:  
1<sup>st</sup> offense – Warning  
2<sup>nd</sup> offense – Lunch Detention

### **Bookbags**

Book bags will be allowed at CFCS, but students need to understand that this privilege may be withdrawn at any time the school determines necessary. Students are not to leave book bags in the hallways, cafeteria, gym, or in the aisles of the classroom.

### **Textbooks**

Schools may require pupils, parents/legal guardians to pay for lost or damaged books. Textbooks should be in either the student's possession or in a locker at all times.

### **Personal Property**

Students are expected to bring to school only those items that are necessary for participation in class and class activities. Items that are considered disruptive will be confiscated. Students are advised not to bring large amounts of money to school. While the school attempts to investigate thefts, and will deal severely with students found guilty of stealing another's property, the school is not help responsible for items stolen from a student.

### **Student Parking**

- Students may not park in front of school, along the grass, or in faculty parking.
- Students' driving privileges may be suspended for reckless driving on school grounds.
- Students may not return to the parking area during school hours without permission from an administrator.
- Loitering in parking lots before, during, or after school is prohibited.
- Students are not allowed to leave campus during lunch or breaks to run errands, transport students, get take-outs, etc.

### **Campus Rules/Unauthorized Areas**

- Food or drinks (except for water), should not be consumed anywhere in the building other than the cafeteria. Food and drinks must be kept in book bags or lockers. No energy drinks or sunflower seeds are permitted.
- Student must remain in the cafeteria or courtyard area during lunch. Permission must be granted for students to visit the office, restrooms, guidance, or other areas during this time. High school students will use restrooms on the high school wing, and middle school students will use restrooms on the middle school wing.
- The following areas are off limits during the school day, unless supervised by school personnel:
  - Student parking area
  - Areas near the outside of the gym
  - Areas near the high school entrance
  - Areas on either side of the school and back and front of the school
  - Library
  - Computer labs

- Field house and athletic fields
- Storage areas, vacant classrooms, teacher workrooms, and faculty lounges/restrooms

## **HEALTH AND SAFETY**

### **Medication**

- Medications may be administered by administration or a designee during school hours.
- Medications must be in the original container or a properly labeled pharmacy container.
- CFCS needs permission forms signed by a parent/legal guardian and the student's doctor for all prescription medication that is to be given at school. The permission forms may be obtained in the office. There are also non-prescription forms in the office for over-the-counter medicine. Medication will not be given without these forms signed. We do not provide medicine for students.
- All medications will be kept in the MAIN OFFICE. Students may not keep medication with them unless a written statement from their doctor is on file.
- Students who have medical problems that limit activity or require special arrangements should bring a doctor's note to administration.
- Students may not share any prescription or over-the-counter medication with other students. This type of violation may result in disciplinary action including, but not limited to, suspension or expulsion.

### **Restroom Policy**

**Each student will receive 3 restroom passes per nine weeks in each class.**

- Students will use restrooms located on his/her hallway, go only to the restroom, and return to class promptly
- Teacher detention may be assigned if a student requests to go to the restroom but has used all designated restroom passes.
- Students with medical conditions that require frequent restroom visits must provide administration with a doctor's statement, which includes the dates for which the excuse should be honored.

### **Fire, Tornado, and Earthquake Drills**

- During a **FIRE DRILL**, you will line up and leave the building in an orderly manner. You should refrain from talking and remain with your teacher. You will return to class upon hearing the proper signal.
- During a **TORNADO DRILL**, you will go to the area designated for the classroom you are in and assume the protective position shown to you by your teacher. You should refrain from talking. You will return to class upon hearing the proper signal.
- During an **EARTHQUAKE DRILL**, you will assume the position shown to you by your teacher inside your classroom. You should refrain from talking and return to your desks upon hearing the proper signal.

### **School Closure Due to Inclement Weather**

Due to inclement weather or other emergency situations, it may be necessary to dismiss school early or to cancel the school day altogether. In the event of inclement weather, weather conditions will be monitored in consultation with local Emergency Preparedness and law enforcement and, generally, a school closure decision will be made by 5:00 am. The decision will be made to close school, operate under a two-hour delay, or open school as normal. If you are signed up for text alerts you will receive closure notification via text or from **WYFF – News Channel 4**. You can also check the school website at [www.cfpcs.org](http://www.cfpcs.org).

If an early dismissal decision is made while students are on campus, they will be allowed to contact parents/legal guardians to notify them of the early dismissal decision.

### **ATTENDANCE/ARRIVAL AND DISMISSAL**

(See Appendix A and Appendix B)

#### **Arrival**

- Students should NOT report to the CFCS campus before 7:25 am on school days.
- Students are subject to CFCS rules and Code of Conduct as soon as they arrive on school property.
- All students who plan to eat breakfast should report to the lunchroom immediately upon arriving to school. Disciplinary actions may be taken for those who repeatedly arrive late to breakfast resulting in a tardy to 1st period.
- Middle school students will report directly to the middle school hallway prior to the 7:52 am bell OR to the cafeteria for breakfast and then directly to the middle school hallway after eating.
- Students returning to class from an absence or late arrival MUST check in at the front office for an admittance pass before going to class.

#### **Dismissal**

- Walkers are expected to leave campus from the front of the building promptly after their last class of the day. There should be no loitering, grouping together, or wandering in the hallways or on school grounds. School dismisses at 2:42 pm.
- **All car riders should be picked up in the FRONT of the school by 3:00 pm.** Any car rider not picked up by 3:00 pm will report to the Main Office.
- All **ATHLETES** should report to their designated area for practice directly after the dismissal bell.

#### **Early Dismissal**

(See BEHAVIOR MATRIX)

All early dismissal requests should include name, time of dismissal, reason for dismissal, signature of a parent/legal guardian, and telephone number where the parent/legal guardian may be reached for verification. If a student continually requests early dismissals, the administration can stipulate that the student be released only when

the parent/legal guardian comes to the school to pick up the student. **All students must check out through the MAIN OFFICE directly BEFORE leaving school for early dismissal.**

### **Attendance**

- Attendance is taken each period.
- Students are required to have 120 hours to receive credit for a course.
- Students must attend at least ½ of the class period to receive credit for attendance.
- Based upon state attendance policies, students are not permitted any more than 10 excused absences in a (1) unit (year-long course) OR (6) excused absences in a ½ unit (semester course).
- Students who are absent 10 consecutive days will be removed from the school's active student status and dropped from class rosters.
- Students who do not meet the state attendance requirements will receive a **FA (Failure Due to Excessive Absences =59)** for the course, even if the student has a passing grade of 60 or better.

### **Absences**

**LAWFUL ABSENCES, those absences that are EXCUSED and do not count against the 10 absences allowed by the state, are defined as follows:**

- **Illness-** with a written excuse, sign by a parent/legal guardian, or a medical excuse.
  - Medical excuses in excess of 10 for the year may result in student being placed on homebound.
- **Family Illness or Death** – serious illness or death in the student's immediate family.
  - Three bereavement days may be accepted for deaths/illnesses of immediate family members.
- **School Function/Activities** – activities that are school-sponsored and approved by administration
- **Religious Holidays** – religious holidays of a student's faith when these holidays fall on a school day(s). Must be approved by the Principal 3 days before absence.

**The Principal may require evidence in addition to a statement from a parent/legal guardian regarding an absence. The Principal has the discretion of deciding if an absence is excused or unexcused. If the Principal feels the absence is due to an emergency situation, which was beyond the student's control, then the Principal may excuse the absence. The Principal may call to verify parent/legal guardian and medical notes.**

**UNEXCUSED ABSENCES count against the 10 absences allowed by the state, are defined as follows:**

- **Willful Absence** – willfully absent without knowledge of parent/legal guardian.
- **Without Cause** – absent without acceptable cause with the knowledge of parent/legal guardian.

- **OSS** – Out-of-School Suspension

#### **Consequences for Unexcused Absences**

- **Attendance Intervention Plans** – Parent(s)/legal guardian(s) will be contacted after the 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup> days. After the 5<sup>th</sup> unexcused absence, students will be referred to the Truancy Officer.
- **Credit Denial** –Credit will be denied for students who accumulate more than 10 unexcused absences in a yearlong course or more than 5 in a semester course. The student will receive a grade of 51 (F). Please note that this applies to each class individually; therefore, missing only part of a day is preferable to missing an entire day. *\*In some cases where 8th grade students are taking courses for high school credit, this rule will apply.*
- **Seat Time** - Arrangements to make up seat time for students who are in danger of failing a course because of absences may be made at administrative discretion. The cost is \$15 per class. *(For example, if a student needs to make up 1 absence for an English class and 2 absences for a math class, he would pay \$45.)* Seat time cannot replace the important instructional program students receive in their classes; therefore, students are encouraged to attend classes regularly.
  - **Seat Time can be denied at any time for students with habitual absences the previous year(s) or during the current year.**
  - **All Seat Time must be completed by the last day of school.**
- **Athletics and Extra-Curricular Activities** - No student may be permitted to participate in an athletic event or other extra-curricular activity on a day when he/she has been absent from school for the entire day or ½ of the day. Only in justifiable instances may administration grant an exception to this policy. Students who are deemed truant may be denied the right to participate in athletic events and other school activities.

#### **Tardy Policy**

(See BEHAVIOR MATRIX)

- Students with late arrival MUST report to the office before going to class.
- Tardies will be marked EXCUSED when the student presents a valid medical or legal (court) excuse.
- A student's 4th tardy during any class period will result in a referral, and disciplinary action will be taken.
- Students arriving late to school will be marked ABSENT, not tardy, in a class if they miss more than 1/2 of a class period.
- A student's 9th tardy will result in an UNEXCUSED absence in that class, and disciplinary action will be taken.
- Two (2) PARENT/LEGAL GUARDIAN NOTES per semester will be allowed during the year to accommodate situations such as car trouble, missing a ride, waking up late, sickness (without a medical excuse), etc. These tardies will be

- recorded as EXCUSED and will not count against the student.
- Students who are tardy because they were with another teacher or staff member must have a signed pass.
- Tardies will start over each semester.

**STUDENT DISCIPLINE**

**Bullying/Harassment/Intimidation**

CFCS prohibits acts of harassment, intimidation, or bullying/cyberbullying of a student by students, staff, or third parties that interferes with or disrupts a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a bus or other school related vehicle, at a school-sponsored activity or event whether or not it is held on school premises, or at another program of function where the school is responsible for the student.

Any student who feels he/she has been subjected to harassment, intimidation, bullying or cyberbullying is encouraged to file a complaint with administration. Complaints will be investigated promptly, thoroughly, and confidentially.

**A school employee, student, or volunteer who witnesses or has reliable information that a student has been subject to harassment, intimidation, or bullying should report the incident to school administration.**

Reports by students or employees may be made anonymously. The school prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation, or bullying. CFCS also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying/cyberbullying.

**Internet Use**

(See BEHAVIOR MATRIX)

Students must meet criteria set by CFCS regarding acceptable use of the Internet. Specifically:

- Students may not access the Internet without the permission and/or supervision of school personnel.
- Students may not access the Internet under the supervision of a **substitute teacher, unless administrative approval is given.**
- The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of the privilege and disciplinary action.

**Fighting**

(See BEHAVIOR MATRIX)

Depending on the nature of the offense and age of student(s), those who are involved in a fight may be arrested and charged based on South Carolina law. Students who incite a fight may also face disciplinary actions.

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**Tobacco Policy**  
(See BEHAVIOR MATRIX)

CFCS takes a strong position on the use of any kind of tobacco by adolescents because of the clear health risks. Specifically, the school does not allow students to use or to possess tobacco products or tobacco paraphernalia, including electric cigarettes and vaping devices, whether or not tobacco is present or used in the electric or vaping device. A student caught using any type of tobacco or vaping product or in the possession of a tobacco or vaping product or paraphernalia will be subject to disciplinary action. All guests at CFCS, whether students or adults, are asked to respect the school's "smoke free" campus.

**Firearms/Weapons**  
(See BEHAVIOR MATRIX)

The possession or presence of firearms, imitation firearms, knives with a blade of 2.5 inches or more, or other weapons on CFCS property poses a severe threat of serious harm and injury to students and staff. While on school grounds, in school buildings, on buses, or at school-related functions, students are prohibited from possessing any item capable of inflicting injury or harm when that item is not used in relation to a normal school activity at a scheduled time for the student. No vehicles parked on school property may contain firearms, knives with a blade of 2.5 inches or more, or other items which are generally considered to be weapons. The Principal will bring a recommendation for expulsion for a firearm offense to the Board.

**ASD/ISS/OSS**  
(See BEHAVIOR MATRIX)

- All student misbehavior will be handled by the classroom teacher, until the teacher deems it necessary to refer the student to administration.
- Students who "walk out of class" without permission will face disciplinary action. Students who are disrespectful, disruptive, or uncooperative during assemblies will face disciplinary actions.
- After School Detention (ASD) is held Monday and Wednesday from 2:50pm – 3:45pm. Misbehavior in ASD may result in additional disciplinary action. It is the student's responsibility to remember the assigned date and classroom for ASD. A parent/legal guardian MUST contact the school if ASD needs to be rescheduled. Students will be required to complete all work assigned during ASD or face other disciplinary actions.
- Failure to serve any teacher detention will result in being assigned ASD or possibly in-school-suspension (ISS).
- Out-of-school suspension (OSS) will count as unexcused absences and will be counted as an unexcused absence for truancy purposes. Students will not be allowed to attend practice OR participate in extracurricular events or activities while serving OSS.
- Suspended and expelled students are not allowed to attend extracurricular school-sponsored functions during their suspension. (Administration may consider extenuating circumstances involving holidays).
- Suspended and expelled students are not allowed on school property during their

suspension, unless accompanied by a parent/legal guardian. The parent/legal guardian and student must check in through the main office and gain permission from administration to enter the building.

- **Any combination of offenses that equals nine (9) days OSS will result in a student being placed on a Behavior Contract.**

Proper behavior in the ISS room is expected of every student. Improper behavior MAY result in immediate OSS. ISS will be made up when the student is readmitted to school.

#### **Searches**

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

#### **Behavior Matrix**

The consequences described in the BEHAVIOR MATRIX (see Appendix C) will be applied to offenses occurring

- on school property before, during, or after school (including buildings, grounds, vehicles);
- at any school-sponsored activity, function, or event, **whether on or off school grounds**, including any place where an interscholastic athletic contest is taking place;
- during any trip, activity, or function sponsored by the school or under the supervision of the board or its authorized agents on the school grounds during and immediately before or immediately after school hours;
- in route to and from school on a school bus or other authorized school vehicle.

### **CURRICULUM & ACADEMICS**

#### **Uniform Grading Scale**

##### **Grading Scale for CFCS**

**90 – 100 = A    80 – 89 = B    70 – 79 = C    60 – 69 = D    Below 60 = F**

The statewide Uniform Grading Scale (see Appendix D) is in effect for all students who receive Carnegie units. The statewide Uniform Grading Scale is used in the computation of the grade point average.

#### **Programs of Study**

(See Appendix F)

#### **The College Preparatory Program of Study**

The **College Preparatory Program of Study** is for students who plan to attend a two- or four-year college or a two-year college transfer program. It is CFCS's belief that

sequential study in this program will provide a broad base for future study in college. College prep students are encouraged to take advantage of school-to-work learning opportunities at CFCS.

#### **The Two-Year Technical Training Program of Study**

CFCS offers the **Two-Year/Technical Training Program of Study**. This program is designed for students who plan to enter full-time employment immediately after graduation from high school, pursue a post-secondary degree at a technical college, or pursue a four-year baccalaureate degree in a technical area. This program combines challenging academic course work with career & technology training. Students will develop strong academic skills through study in applied academic and college preparatory courses in math, science, and English. Technical and work place competence will be developed through study in career & technology program electives. Technical opportunities are also available at the Abbeville County Career Center. Participants must provide their own transportation and must have written permission from a parent/legal guardian.

#### **Dual Enrollment Courses**

**Dual Enrollment Courses (Dual Credit)** have been a feature in South Carolina high schools for at least a decade. The purpose of these courses is to provide an avenue through which qualified high school youth can earn college credit while simultaneously meeting high school graduation requirements by taking courses in the high school setting that are offered by Piedmont Technical College. Dual Enrollment Courses enables students to save time, money, and/or carry lighter course loads in their first term of college. **Interested students should see the Guidance Counselor.**

#### **South Carolina Virtual School**

The South Carolina Virtual School (VirtualSC) uses technology to deliver instruction and can provide effective alternatives for credit recovery, meeting graduation requirements, resolving scheduling conflicts, providing a more flexible and individualized instructional pace, and offering low-incidence courses. The SCVSP offers traditional core courses in an online, 24 hours a day, 7 days a week environment. This program allows for flexibility regarding when and where students learn. The SCVSP requires a student application and is free of charge. Seating is limited. Students primarily receive instruction from teachers online; however, assessments are taken in a supervised environment. All instruction and assessments can be accessed by students via the computer at school or at home. All courses are aligned to the South Carolina academic standards. **See your Guidance Counselor to enroll.**

#### **Work-Based Learning**

This course allows students to experience the world of work by combining work-based and school-based competencies. Participants are assigned to a work site-based on a related career interest and relevant high school courses are taken or a course in progress. Participants are required to spend a minimum of 25 hours per nine weeks with the employer/supervisor. Students are required to maintain an Activity Log. In addition, each student will be graded by the employer/supervisor. Participants must provide their own transportation and must have written permission from a parent/legal guardian. Students not passing WBL at the end of 1<sup>st</sup> semester will be dismissed from the program. Appropriate probationary guidelines will be explained to each student at the

beginning of each school year. **Students interested in work-based learning must meet with the Guidance Counselor before the semester begins to determine placement.**

### **Advance Placement Courses**

These courses are for academically superior students at CFCS. In order to be eligible for these courses, a student must meet the requirements for honors courses, have at least a "B" average in the appropriate honors and college preparatory subjects, or be recommended by the guidance department. At this time, AP courses are not taught on the CFCS campus, but can be taken through the SCVSP. **To enroll, please see the guidance counselor.**

### **ICU Program (Late Assignments/Make-up Work)** **<http://poweroficu.com>**

The Intensive Care Unit Program (ICU) is designed to ensure that EVERY student masters EVERY standard by completing and turning in EVERY assignment.

ICU is a research-based NO ZERO program that holds students accountable for completing all class work, homework, tests, projects, etc. Opportunities for assistance and completion of assignments are available in the ISS room during lunch on designated days.

When a student fails to complete an assignment, he will receive an official notice indicating the assigned ICU date. Students will report to ICU until all work is completed at an acceptable standard.

Full credit will not be given for work completed in ICU; however, students will not receive a **ZERO** when assignments are turned in and completed at an acceptable standard.

- **MINOR ASSIGNMENTS:** Students are penalized **5 points per school day** from the due date for minor assignments (class work, homework, worksheets, etc.).
- **MAJOR ASSIGNMENTS:** For major assignments (research papers, projects, presentations, etc.), the following scale will be used.
  1. ONE day late                                   highest possible grade is a 90
  2. TWO days late                                   highest possible grade is an 80
  3. THREE days late                               highest possible grade is a 70
  4. FOUR or MORE days late                   highest possible grade is a 60

**If the student turns in the missing assignment to his instructor before the scheduled ICU session, he will not be required to attend; however, grade deductions may still be made.**

### **South Carolina Testing Requirements**

The state mandates end-of-course testing for specified courses. Scores from these exams will count 20% of each student's final grade in that course as mandated by the State. End-of-course exams are given in Algebra 1, Intermediate Algebra, English 1, Biology I and U.S. History.

### **Promotion and Graduation Requirements**

- Middle school students must pass all core academic courses to be promoted.
- All 9<sup>th</sup> and 10<sup>th</sup> grade students must be enrolled in at least (7) academic courses per year.
- A **sophomore** or 10<sup>th</sup> grader is defined as any student who has successfully completed 5 units of credit, including a minimum of (1) English and (1) math unit.
- A **junior** or 11<sup>th</sup> grader is defined as a student who has successfully completed (11) units of credit, which includes (2) English units, (2) math units, (1) required science unit, and (1) required social studies unit.
- A **senior** or 12<sup>th</sup> grader who is a diploma candidate must have successfully completed a minimum of (17) units of credit, including (3) English units, (3) required math units, (2) required science units, and (2) required social studies units. Diploma candidates must be enrolled in all courses necessary to complete graduation requirements set forth by the state of SC.
- Promotion will occur only at the end of an academic school year (including summer school.)
- In order for a student to participate in grade level events, the student must have earned the required credits listed above to be classified as a sophomore, junior, or senior.
- Students who fail to earn all required credits at the end of their senior year will not be allowed to participate in graduation ceremonies.
- Students who fail to attend graduation practice and/or owe money or other items (i.e.: athletic equipment, uniforms, calculators, etc.) will not be allowed to participate in graduation ceremonies.

### **Requirements for CFCS Honors**

#### **Valedictorian & Salutatorian**

The valedictorian and salutatorian are the senior students who have the highest and second highest GPA at the end of the first semester of the senior year.

#### **Honor Graduates**

Honor Graduates will be those seniors with a cumulative, unit weighted average of 90.00 computed at the end of the first semester of the graduating year. This average cannot be 89.999 but must be 90.00 or better. The number of times a grade will be counted in computing this average will depend upon the number of credits granted for the course. This will not be recomputed at the end of the senior year but is based on first semester of the 9<sup>th</sup> grade year through the end of the first semester senior year only. **There will be NO exceptions.**

#### **Graduation Marshals**

Graduation Marshals will be chosen from the junior class. Marshals will be students who have earned a cumulative GPA of 3.0 on the 4.0 scale, or, at a minimum, the four juniors with the highest rank at the end of the first semester of the junior year.

#### **Graduation Ushers**

Graduation Ushers will be chosen from the sophomore class. Ushers will be the two

sophomores with the highest rank at the end of the first semester of the sophomore year.

### **Academic Lettermen Jackets**

To be eligible for an Academic Letterman Jacket, a student must have completed his/her freshman, sophomore, or junior year with an overall GPA of 4.0 on the weighted scale. Students will have the opportunity to purchase a letterman jacket at the beginning of their sophomore year.

### **Beta Club**

**Senior Beta Club:** A student must have an overall average of 90 (GPA of 3.0 on the 4.0 scale) with no individual grade lower than an 85. Once a student is inducted into Beta Club and then fails to meet these standards, he or she will be placed on probation. Continued failure to meet the standards will result in removal from the Beta Club.

**Junior Beta Club:** A student must have an overall average of a 90 with no grade lower than an 85. Once a student is inducted into Beta Club and then fails to meet these standards, he or she will be placed on probation. Continued failure to meet the standards will result in removal from the Beta Club.

### **Withdrawal from High School Course**

Withdrawals from a course must be an agreement between the parent/legal guardian, student, and teacher. The Guidance Counselor will process all withdrawals.

### **Exam Exemption Policy**

**All high school students are eligible to exempt exams each semester if they meet one or more of the following criteria:**

- An overall average of 90 (or above) for the semester
- An overall average of 90 (or above) for the year (average of both semesters).
- A 75 or above for the first 3 nine weeks AND a 90 or above for the 4<sup>th</sup> nine weeks.

**No student may exempt a state mandated end-of-course exam. End-of-Course exams count as 20% of the final grade in the specified courses.**

### **College Admission Tests**

**For more information on taking the SAT and ACT, see the Guidance Counselor.**

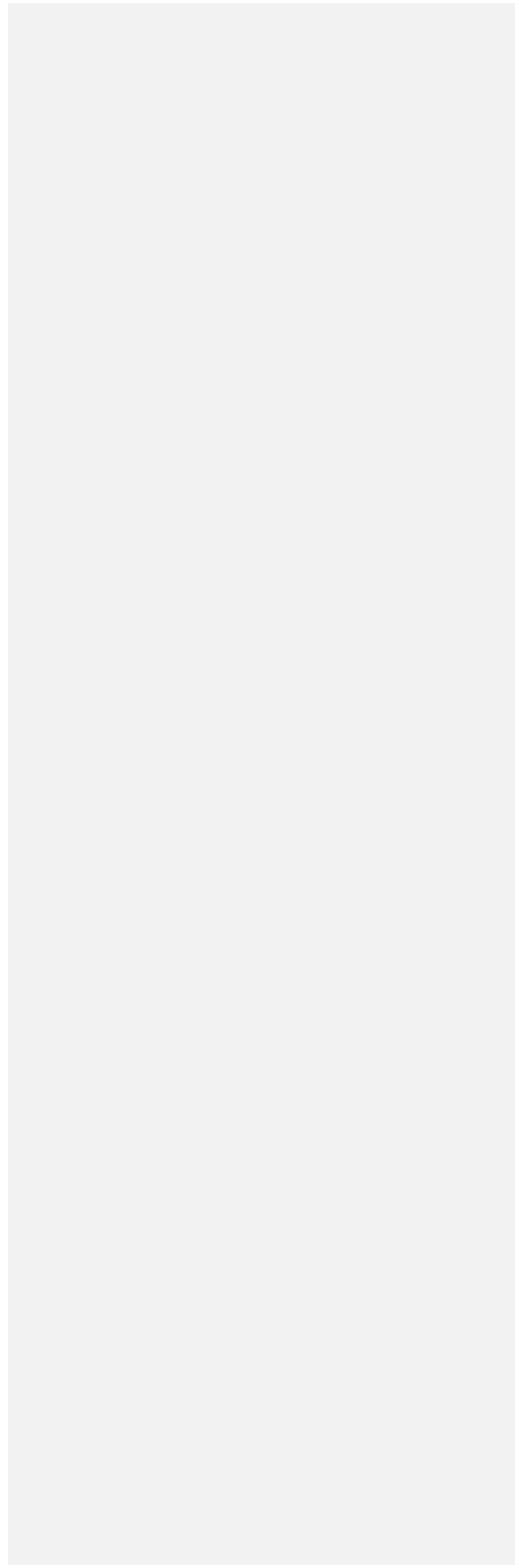
### **Testing Sequence**

Grade 8 - PSAT (Select 8<sup>th</sup> graders)  
Grade 10 - PSAT (all 10<sup>th</sup> graders)  
Grade 11 - PSAT/ (select 11<sup>th</sup> graders)/ASVAB/WorkKeys/ACT/SAT  
Grade 12 - ACT/SAT

### **Scholarship Opportunities**

CFCS students are eligible for many different types of honors and scholarships.

Students should check with the Guidance office on a regular basis for additional scholarship opportunities.



Appendix A

Calhoun Falls Charter School | 2017-2018 CALENDAR

4 Independence Day  
20 BOE Meeting 6:00

JULY 2017						
S	M	T	W	Th	F	S
						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 2018						
S	M	T	W	Th	F	S
	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			

3 Inservice Day  
11 90<sup>th</sup> Day  
15 M.L. King Day Holiday  
18 Report Cards  
18 BOE Meeting 6:00

10 Registration  
14-16, 21 Professional Development  
17 First Day of School  
17 BOE Meeting 6:00

AUGUST 2017						
S	M	T	W	Th	F	S
		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 2018						
S	M	T	W	Th	F	S
			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			

15 BOE Meeting 6:00  
19 Inservice Day\*  
22 Progress Reports

4 Labor Day Holiday  
21 Progress Reports & Open House  
TBA BOE Meeting 6:00

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					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

MARCH 2018						
S	M	T	W	Th	F	S
			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

2 Inservice Day\*  
15 BOE Meeting 6:00  
20 135<sup>th</sup> Day  
29 Report Cards  
30 Inservice Day\*

19 BOE Meeting 6:00  
20 45<sup>th</sup> Day  
26 Report Cards  
27 Inservice Day

OCTOBER 2017						
S	M	T	W	Th	F	S
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 2018						
S	M	T	W	Th	F	S
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					

2-6 Spring Break  
19 BOE Meeting 6:00  
26 Progress Reports

16 BOE Meeting 6:00  
22-24 Thanksgiving Holidays  
30 Progress Reports

NOVEMBER 2017						
S	M	T	W	Th	F	S
		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 2018						
S	M	T	W	Th	F	S
		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		

17 BOE Meeting 6:00  
18 Student/Teacher Holiday  
28 Memorial Day Holiday  
31 Half Day

20 Half Day  
21 - Jan 2 Christmas Break  
TBA BOE Meeting 6:00

DECEMBER 2017						
S	M	T	W	Th	F	S
					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 2018						
S	M	T	W	Th	F	S
					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

1 Half Day  
4 Inservice Day/Report Card Pick up  
21 BOE Meeting 6:00

\* Make-up Dates for Inclement Weather: February 19, March 2 & March 30



Appendix B

**High School Bell Schedule**

Students report to the Breezeway or Cafeteria

7:52 Students Enter Building

8:00 – 8:55 1<sup>st</sup> Period

8:58 – 9:48 2<sup>nd</sup> Period

9:51 – 10:41 3<sup>rd</sup> Period

10:44 – 11:34 4<sup>th</sup> Period

**High School Lunch 11:34 – 12:03**

12:06 – 12:56 5<sup>th</sup> Period

12:59 – 1:49 6<sup>th</sup> Period

1:52 – 2:42 7<sup>th</sup> Period

3:30 Teachers Dismissed

**Middle School Bell Schedule**

Students report to the Cafeteria or MSA Hallway

7:52 Students Enter Building

8:00 – 8:55 1<sup>st</sup> Period

8:58 – 9:48 2<sup>nd</sup> Period

9:51 – 10:41 3<sup>rd</sup> Period

10:44 – 12:00 4<sup>th</sup> Period (Includes Lunch)

**MSA Lunch 10:41 – 11:06**

**Related Arts 11:10 – 12:00**

12:06 – 12:56 5<sup>th</sup> Period

12:59 – 1:49 6<sup>th</sup> Period

1:52 – 2:42 7<sup>th</sup> Period

3:30 Teachers Dismissed

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**Abbreviated Morning Schedule**

1<sup>st</sup> Period 9:03 - 9:32 (31 minutes)

2<sup>nd</sup> Period 9:35 - 10:06 (31 minutes)

3<sup>rd</sup> Period 10:09 - 10:41 (32 minutes)

**Pep Rally Abbreviated Afternoon Schedule**

5<sup>th</sup> Period 12:06 - 12:48 (42 minutes)

6<sup>th</sup> Period 12:51 - 1:33 (42 minutes)

7<sup>th</sup> Period 1:36 - 2:18 (42 minutes)

Appendix C – BEHAVIOR MATRIX CHARTS

<b><u>LEGEND</u></b>	
Numbers indicate number of days.	
<b>PC:</b> Parent Contact/Conference	<b>TD:</b> Teacher Detention
<b>RE:</b> Recommended Expulsion	<b>EC:</b> Educational Classes
<b>ASD:</b> After School Detention	<b>WD:</b> Work Detail
<b>ISS:</b> In-School Suspension	<b>LAW:</b> Law Enforcement
<b>OSS:</b> Out- of- School Suspension	<b>SC:</b> Student Contact

**LEVEL 1- DISRUPTIVE CONDUCT**

**\*Consequences for any other offense deemed to be Level 1 by administration will be based on administrative judgment.**

<b><u>Breach of Conduct</u></b>	<b><u>1<sup>st</sup> Offense</u></b>	<b><u>2<sup>nd</sup> Offense</u></b>	<b><u>3<sup>rd</sup> Offense</u></b>
<b><u>TARDY</u></b> (per semester) Teachers may apply the following consequences for the first three tardies: 1 <sup>st</sup> Tardy – Warning 2 <sup>nd</sup> Tardy – Lunch Detention 3 <sup>rd</sup> Tardy – Lunch Detention	1 ASD (4 <sup>th</sup> , 5 <sup>th</sup> tardy)	1 ISS (6 <sup>th</sup> , 7 <sup>th</sup> tardies) PC	2 ISS (8 <sup>th</sup> , 9 <sup>th</sup> tardies) PC 1 unexcused absence for 9 <sup>th</sup> tardy
<b><u>CELL PHONES</u></b> (cameras, tape players, CD players, radios, I-pods, Game Boys, video cameras, etc.) Use or possession of a device that emits vibrations, displays a message, takes a picture, summons or delivers communications, music, or video. (A student refusing to release device will not be allowed to return to school until device is turned into office).	Device will be confiscated and held in the Main Office until parent/legal guardian (ONLY) retrieves it after 2:45pm.	Device will be confiscated and held in the Main Office for 5 consecutive days until parent/legal guardian (ONLY) retrieves it after 2:45pm.	Device will be confiscated and held in the Main Office for 10 consecutive days until parent/legal guardian (ONLY) retrieves it after 2:45pm.
<b><u>CUTTING CLASS</u></b>	2 ASD	1 ISS	2 ISS
<b><u>UNDESIGNATED AREA</u></b> Out of designated area/ no hall pass	1 ASD	2 ASD	1 ISS
<b><u>DRESS CODE</u></b> Must follow guidelines established by PE instructor, also.	Written Warning	1 ASD	2 ASD  4 <sup>th</sup> Offense: 1 Day ISS 5 <sup>th</sup> Offense: 1 Day OSS
<b><u>UNPREPARED/UNPRODUCTIVE</u></b>	(ICU/Grade	(ICU/Grade	(ICU/Grade Penalty)

Sleeping, coming to class without materials, failure to complete class assignments (2 or more incidents)	Penalty) Work will be completed at an acceptable standard and turned into instructor.	Penalty) Work will be completed at an acceptable standard and turned into instructor.	Work will be completed at an acceptable standard and turned into instructor. (After the 3 <sup>rd</sup> day of ICU and failure to turn in work, student will serve OSS until parent/legal guardian meets with administration and work is completed at an acceptable standard and turned into instructor.) 1 ISS
*Penalty for Non-Assignment Related Offenses →	1 ASD	2 ASD	
<b><u>LANGUAGE</u></b> Obscene/profane language ( <b>not directed at anyone</b> )	1 ASD	2 ASD	1 ISS
<b><u>HORSEPLAY</u></b> Hitting, kicking, chasing, running, rough-housing, throwing objects, etc.	1 ASD	2 ASD	1 ISS
<b><u>DISHONESTY</u></b> Forgery, false information, rumors, cheating *ASD is for Non-Assignment Related Offenses	1 ICU or 1 ASD	2 ICU/PC or 2 ASD/PC	3 ICU/PC or 3 ASD/PC
<b><u>PDA - PUBLIC DISPLAY OF AFFECTION</u></b> Kissing, prolonged hugs, body-to-body contact, sitting on laps, etc... is unacceptable. Holding hands is acceptable.	PC	2 ASD	1 ISS
<b><u>FOOD/DRINKS</u></b> Permitted in cafeteria and black top ONLY. NO ENERGY DRINKS	1 ASD	2 ASD	1 ISS
<b><u>LOITTERING</u></b> Hanging out in parking lot before, during, or after school	1 ASD	2 ASD	1 ISS
<b><u>CHECK OUT</u></b> Transporting students off campus without permission or leaving school without proper check out	1 ISS/PC	1 OSS/PC	3 OSS/PC (May include loss of driving privileges for the remainder of the school year)
<b><u>LITTERING</u></b> (Including the cafeteria)	1 ASD	2 ASD	1 ISS
<b><u>VANDALISM</u></b> Minor	1 ASD (May require restitution)	1 ISS (May require restitution)	2 ISS (May require restitution)

<b><u>LEAVING CLASS WITHOUT PERMISSION</u></b>	1 ISS	2 ISS	1 OSS
<b><u>FAILURE TO REPORT TO TEACHER ASSIGNED DETENTION</u></b>	1 ASD		
<b><u>FAILURE TO REPORT TO ASD</u></b>	2 Days Lunch Detention		
<b><u>FAILURE TO REPORT TO ICU</u></b>	Rescheduled ICU + 1 ASD		

**LEVEL 2- DISRUPTIVE CONDUCT**

**\*Consequences for any other offense deemed to be Level 2 by administration will be based on administrative judgment.**

<b>Breach of Conduct</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b><u>FIGHTING</u></b> one or more parties engaging in combat not resulting in serious bodily harm	2 ISS/PC	1 OSS/PC	3 OSS/PC
<b><u>INSUBORDINATION</u></b> willfully disobeying school personnel or supervising agents such as substitutes, chaperones, and volunteers.	1 ISS	2 ISS/PC	1 OSS/PC
<b><u>DISRESPECT</u></b> rudeness toward another student, school personnel or supervising agents	1 ISS	2 ISS/PC	1 OSS/PC
<b><u>DISRUPTION</u></b> 2 or more incidents of disruption of learning environment in class, hallway, lunchroom, restrooms, etc. (ex. talking w/o permission, making noises, horseplay)	1 ISS	2 ISS/PC	1 OSS/PC
<b><u>LANGUAGE/GESTURE</u></b> Obscene/profane/derogatory/racial /sexual/inflammatory language or gesture directed at a student or adult.	2 ISS/PC Sign "Safe School Act"	1 OSS/PC May require Bullying Education	3 OSS/PC May require Bullying Education

<b><u>TECHNOLOGY/EQUIPMENT/ PHONES</u></b> Unauthorized, improper, illegal, or unsupervised use of school internet, technology, equipment, or phones.	1 ISS Technology privileges may be revoked.	2 ISS/PC Technology privileges may be revoked.	1 OSS/PC Technology privileges may be revoked.
<b><u>TOBACCO</u></b> Possession, use, or distribution of TOBACCO products or paraphernalia	1 ISS	2 ISS/PC	1 OSS/PC
<b><u>VANDALISM</u></b> Willful destruction or defacing of school/personal property	5 OSS Charges may be filed; restitution	10 OSS Charges may be filed; restitution	RE Charges may be filed; restitution
<b><u>INAPPROPRIATE TOUCH OF A SEXUAL NATURE</u></b>	2 OSS/PC	3 OSS/PC	5 OSS/PC

**LEVEL 3- CRIMINAL CONDUCT**

**\*Consequences for any other offense deemed to be Level 3 by administration will be based on administrative judgment.**

**\*Law Enforcement may be contacted for any Level III offense or at any other time deemed necessary by administration.**

**\*Any combination of Level 2 and Level 3 offenses that equals 9 total offenses MAY result in a recommendation for expulsion or requirement to return to his/her home or zoned school. These students MAY not be allowed to reenroll at CFCS.**

Breach of Conduct	1st Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b><u>FIGHTING</u></b> (Assault and battery) One or more parties engaging in physical assault resulting in bodily harm	3 OSS/2 ISS/ LAW Depending on nature of offense, charges may be filed.	5 OSS/3 ISS/LAW Depending on nature of offense, charges may be filed.	LAW/RE Depending on nature of offense, charges may be filed.
<b><u>THREATS</u></b> (Intimidation, instigation, or committing acts of physical or sexual aggression) Threatening to strike, attack or harm a student, school personnel, or a supervising agent through any medium including person-to-person, in writing text messaging, twitter, Facebook, writing, etc.	3 OSS/2 ISS/ LAW Depending on nature of offense, charges may be filed.	5 OSS/3 ISS/LAW Depending on nature of offense, charges may be filed.	LAW/RE Depending on nature of offense, charges may be filed.
<b><u>BULLYING</u></b> Reported and/or documented sexual, verbal, mental, emotional,	Sign "Safe School Climate Act"  First Offense:	3OSS/PC	5OSS/LAW/PC May require Bully Education

or physical harassment, intimidation, or threats toward a student (s), school personnel, or supervisors.	Depending upon the nature of the offense, some first-time incidents may require OSS, involvement of law enforcement. and/ or recommendation of expulsion.		<u>4<sup>th</sup> Offense:</u> 10 OSS/RE Charges may be filed.
<b><u>VANDALISM</u></b> Major	5 OSS/LAW May require restitution and charges may be filed.	RE May require restitution and charges may be filed.	
<b><u>FIRE EXTINGUISHERS</u></b> Tampering with, removing or discharging fire extinguishers without probable cause	5 OSS/ LAW	RE	
<b><u>OBSENIITY</u></b> Possession or distribution of inappropriate or obscene text messages, emails, literature, pictures, or devices, etc.	2 OSS/LAW	3 OSS/LAW	10 OSS/LAW/RE
<b><u>SEXUAL ASSAULT</u></b> Sexual assault of another student, school personnel, or supervising agent	RE Charges may be filed.		
<b><u>ILLEGAL SUBSTANCES</u></b> Possession, consumption, furnishing, selling, distribution or being under the influence of drugs or alcoholic beverages (or a facsimile of) or possession of drug paraphernalia	RE Charges may be filed.		
<b><u>WEAPONS</u></b> Possession, use, or transfer of other weapon and/or instrument used as a weapon	RE Charges may be filed.		
<b><u>FIREARMS</u></b> Possession, use, or transfer of firearms	RE for 12 months/ Charges may be filed.		
<b><u>ARSON</u></b> Arson, attempted or possession of	RE Charges may be filed.		

paraphernalia			
<b><u>Bomb Threat</u></b>	RE Charges may be filed.		
<b><u>EXPLOSIVES</u></b> Possession, use, or distribution of smoke bombs, ammunition, stink bombs or other fireworks explosives	5 OSS Charges may be filed.	RE Charges may be filed.	

Appendix D – GRADE POINT AVERAGE SCALE

Average	Grade	College Prep/	Honors	Advanced Placement/ 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
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	.900	1.400	1.900
58	F	.800	1.300	1.800
57	F	.700	1.200	1.700
56	F	.600	1.100	1.600
55	F	.500	1.000	1.500
54	F	.400	0.900	1.400
53	F	.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
51	WF	0.000	0.000	0.000
51	FA	0.000	0.000	0.000
-	WP	0.000	0.000	0.000



Appendix E – STATE AND DISTRICT UNIT REQUIREMENTS

State and District Requirements

<b>Subject</b>	<b>Units Required</b>
<b>English</b>	<b>4</b>
<b>Mathematics</b>	<b>4</b>
<b>Science</b>	<b>3</b>
<b>US History</b>	<b>1</b>
<b>Government</b>	<b>.5</b>
<b>Economics</b>	<b>.5</b>
<b>Other Social Studies</b>	<b>1</b>
<b>Physical Education</b>	<b>1</b>
<b>Computer Science</b>	<b>1</b>
<b>Foreign Language or Career &amp; Technology Education</b>	<b>1</b>
<b>Electives</b>	<b>7</b>
<b>TOTAL</b>	<b>24</b>
Four Year College Additional Requirements: 3 Lab Science credits and 2 Foreign Language credits.	

Appendix F – COURSE OFFERINGS

<b>CFCS Course Offerings</b>		
<b>Course</b>	<b>Credits</b>	<b>Grade</b>
English I	1 Unit	9 <sup>th</sup>
English II	1 Unit	10 <sup>th</sup>
English III	1 Unit	11 <sup>th</sup>
English IV	1 Unit	12 <sup>th</sup>
EOC ELA Prep	1 Unit	9 <sup>th</sup> – 12 <sup>th</sup>
Yearbook	1 Unit	10 <sup>th</sup> – 12 <sup>th</sup>
ACT Prep	1 Unit	11 <sup>th</sup> /12 <sup>th</sup>
Algebra I	1 Unit	9 <sup>th</sup>
Foundations in Algebra	1 Unit	9 <sup>th</sup>
Intermediate Algebra	1 Unit	10 <sup>th</sup>
Geometry CP	1 Unit	10 <sup>th</sup>
Geometry	1 Unit	10 <sup>th</sup> /11 <sup>th</sup>
Algebra II	1 Unit	11 <sup>th</sup>
Probability & Statistics	1 Unit	12 <sup>th</sup>
Pre-Calculus	1 Unit	12 <sup>th</sup>
EOC Math Prep	1 Unit	9 <sup>th</sup> – 12 <sup>th</sup>
Dual Enrollment (MAT 120/MAT 110)	2 Units/6 College Credits	12 <sup>th</sup>
Earth Science	1 Unit	9 <sup>th</sup>
Biology	1 Unit	9 <sup>th</sup> /10 <sup>th</sup>
Chemistry	1 Unit	11 <sup>th</sup>
Anatomy and Physiology	1 Unit	11 <sup>th</sup> /12 <sup>th</sup>
Spanish I	1 Unit	9 <sup>th</sup> /10 <sup>th</sup>
Spanish II	1 Unit	10 <sup>th</sup> /11 <sup>th</sup>
World Geography	1 Unit	9 <sup>th</sup>
Economics	.5 Unit	10 <sup>th</sup> – 12 <sup>th</sup>
Government	.5 Unit	10 <sup>th</sup> – 12 <sup>th</sup>
US History	1 Unit	10 <sup>th</sup> – 12 <sup>th</sup>
Psychology	1 Unit	11 <sup>th</sup> /12 <sup>th</sup>
Entrepreneurship	1 Unit	9 <sup>th</sup> -12 <sup>th</sup>
Integrated Business Applications I	1 Unit	9 <sup>th</sup> -12 <sup>th</sup>
Image Editing	1 Unit	9 <sup>th</sup> – 12 <sup>th</sup>
Teacher Cadet	1 Unit/ 3 College Credits	11 <sup>th</sup> /12 <sup>th</sup>
Agriculture Science & Tech	1 Unit	9 <sup>th</sup> – 12 <sup>th</sup>
Wildlife Management	1 Unit	10 <sup>th</sup> – 12 <sup>th</sup>
Forestry	1 Unit	10 <sup>th</sup> – 12 <sup>th</sup>
Outdoor Recreation	1 Unit	10 <sup>th</sup> – 12 <sup>th</sup>
Drivers Education	.5 Unit	15 Years Old & \$160
Physical Education I	1 Unit	9 <sup>th</sup> – 12 <sup>th</sup>

Personal Fitness	1 Unit	9 <sup>th</sup> – 12 <sup>th</sup>
Personal Health & Wellness	1 Unit	9 <sup>th</sup> – 12 <sup>th</sup>
Strength & Conditioning	1 Unit	9 <sup>th</sup> – 12 <sup>th</sup>
Music Appreciation	1 Unit	9 <sup>th</sup> – 12 <sup>th</sup>
Band	1 Unit	9 <sup>th</sup> – 12 <sup>th</sup>
Leadership	1 Unit	9 <sup>th</sup> – 12 <sup>th</sup>
Work Based Learning	.5 to 1 Units	11 <sup>th</sup> /12 <sup>th</sup>
<b>Courses currently offered for High School &amp; College Credit:</b>		
<ul style="list-style-type: none"> <li>• Dual Enrollment Probability &amp; Statistics (MAT 120) – 3 Hours</li> <li>• Dual Enrollment College Algebra (MAT 110) – 3 Hours</li> <li>• Dual Enrollment Comparative Religions (REL 103) – 3 Hours</li> <li>• Dual Enrollment Music Appreciation (MUS 105) – 3 Hours</li> <li>• Teacher Cadet – 3 Hours</li> </ul>		
<b>Abbeville County Career Center Course Offerings</b>		
Automotive Technology	4 Units Each Year	11 <sup>th</sup> & 12 <sup>th</sup>
Carpentry	4 Units Each Year	11 <sup>th</sup> & 12 <sup>th</sup>
Cosmetology	4 Units Each Year	11 <sup>th</sup> & 12 <sup>th</sup>
Culinary Arts	4 Units Each Year	11 <sup>th</sup> & 12 <sup>th</sup>
Health Science Technology	4 Units Each Year	11 <sup>th</sup> & 12 <sup>th</sup>
Project Lead the Way	4 Units Each Year	11 <sup>th</sup> & 12 <sup>th</sup>

**Students should see the Guidance Counselor to enroll in the VirtualSC Courses.**  
Visit [www.virtualsc.org](http://www.virtualsc.org) for a complete listing of courses offered through VirtualSC.

**Parent/Legal Guardian / Student Signature of Understanding and Acknowledgement**

(Please sign and return to your homeroom teacher.)

I acknowledge that I have read, understand and will comply with the 2017-2018 CFCS Student Handbook policies and procedures and will seek clarification from the Principal should I have any questions or need further explanation.

Parent/Legal Guardian Name (Print)

Parent/Legal Guardian Signature/Date

\_\_\_\_\_

\_\_\_\_\_

Student Name (Print)

Student Signature/Date

\_\_\_\_\_

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