



Parent Handbook & Student Code of Conduct

Updated 6/2018

Allegro Charter School of Music
120 Broad Street
Charleston, SC 29401
(843) 297-8033
www.allegrocharterschool.org

Regular Office Hours

August 6, 2018- June 7, 2019
Monday- Friday
7:00AM - 4:00 PM

Summer Office Hours

June 5, 2018-August 3, 2018
Monday- Thursday
8:00 AM - 3:00 PM

Availability outside of these hours by appointment

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Handbook Purpose

Allegro Charter School of Music provides this Parent Handbook & Student Code of Conduct to their students and families so that students and families can become familiar with our schools rules and regulations.

The Allegro Charter School of Music Board of Directors may amend, modify, or discontinue at any time the policies, rules, and regulations to which it refers.

Mission Statement

The Mission of Allegro Charter School of Music is to produce inspired thinkers and creative members of society through the infusion of music into an academically challenging environment.

Board of Directors

Andy Lyons, Board Chairman: andylyons4@gmail.com

Michael Smith, Board Finance: msmith@charlestonsymphony.com

Eleanor Smythe, Secretary: eleanor@loislaneproperties.com

Lisa Chapman: lchapman329@gmail.com

Carl McCoy: clemtiger MCCOY@gmail.com

Tanya Hanchon: tlhanchon@gmail.com

2018-2019 Allegro Staff Directory

	Position	Email Address
Administration		
Daniel Neikirk	Principal	dneikirk@allegrocharterschool.org
Michael Washington	Assistant Principal	mashington@allegrocharterschool.org
Office Staff		
Kelli Aja	Office Manager	ajak@allegrocharterschool.org
Kelly Buster	Receptionist	kbuster@allegrocharterschool.org
Odell Reuben	Tech Coordinator	oreuben@allegrocharterschool.org
Charity Ferreira	Director of Development	cferreira@allegrocharterschool.org
School Counselors		
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Maria Kokal	School Counselor (Student last name M-Z)	mkokal@allegrocharterschool.org
Nursing Staff		
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English Language Arts		
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Mathematics		
Donna Cleary		dcleary@allegrocharterschool.org
Sean Stover		sstover@allegrocharterschool.org
Gregory Wilson		gwilson@allegrocharterschool.org
Social Studies		
Sarah Kathan		skathan@allegrocharterschool.org
Bradley Benvenuti		bvenuti@allegrocharterschool.org
Science		

Belinda Merkelis		bmerkelis @allegrocharterschool.org
Paige Kane		pkane@allegrocharterschool.org
Music		
Rebecca Darling		rdarling@allegrocharterschool.org
Danielle Carlson		dcarlson@allegrocharterschool.org
Matthew Jufer		mjufer@allegrocharterschool.org
William Harvey		wharvey@allegrocharterschool.org
Joon Hee Kim		jkim@allegrocharterschool.org
Kevin Patton		kpatton@allegrocharterschool.org
Electives		
Amy Cronin	Spanish	acronin@allegrocharterschool.org
Odell Reuben	Computer Science	oreuben@allegrocharterschool.org

2018-2019 CALENDAR



2018-2019 CCSD Academic Calendar

July 2018						
Su	M	Tu	W	Th	F	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				

July
4 Fourth of July Observance (Schools and Offices Closed)

August 2018						
Su	M	Tu	W	Th	F	Sa
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	

August
6 First Day of School for Early Head Start
13-17 Teacher Workday/Professional Development
20 First Day of School for Students
23 First Day of School for Child Development/Head Start
10 Class Days

September 2018						
Su	M	Tu	W	Th	F	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						

September
3 Labor Day (Schools and Offices Closed)
21 Progress Reports
25 Early Release/School PD
19 Class Days

October 2018						
Su	M	Tu	W	Th	F	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			

October
23 End of First Quarter
25 Early Release/Teacher Workday
26 Family Data Conferences (No School for Students)
29 Report Cards
22 Class Days

November 2018						
Su	M	Tu	W	Th	F	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	

November
6 Election Day (No School for Students, Offices Open)
19-21* Fall Break (No School for Students, Offices Open)
22-23 Fall Break (Schools and Offices Closed)
27 Progress Reports
*No School for students Nov. 19 & Nov. 20 unless needed as "Weather Make-up Days"
18 Class Days

December 2018						
Su	M	Tu	W	Th	F	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					

December
21 Half Day for Students
22-31 Winter Break (Schools and Offices Closed)
15 Class Days

January 2019						
Su	M	Tu	W	Th	F	Sa
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
1-3 Winter Break (Schools and Offices Closed)
4 Teacher Workday (No School for Students, Offices Open)
7 School Resumes
18 End of Second Quarter/First Semester
Early Release/Teacher Workday
21 Martin Luther King, Jr. Day (Schools and Offices Closed)
22 Report Cards
18 Class Days

February 2019						
Su	M	Tu	W	Th	F	Sa
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

February
15 Professional Development (No School for Students)
18* President's Day (No School for Students, Offices Open)
Progress Reports
*No School for students Feb. 18 unless needed as "Weather Make-up Day"
19 Class Days

March 2019						
Su	M	Tu	W	Th	F	Sa
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March
22 Early Release/Teacher Workday
End of Third Quarter
25-29 Spring Break (Schools and Offices Closed)
16 Class Days

April 2019						
Su	M	Tu	W	Th	F	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				

April
3 Report Cards
19 Spring Weekend (Schools Closed, Offices Open)
22 Teacher Workday (No School for Students)
20 Class Days

May 2019						
Su	M	Tu	W	Th	F	Sa
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	

May
2 Progress Reports
24 Last Day for Child Development/Head Start
27 Memorial Day (Schools and Offices Closed)
22 Class Days

June 2019						
Su	M	Tu	W	Th	F	Sa
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						

June
5 Half Day for Students
6 Half Day for Students (Last Day of School for Students)
7 Teacher Workday
21 Last Day of School for Early Head Start
4 Class Day

Half Day	Holiday/Break
Teacher Workday /PD (Early Release)	Report Cards Progress Reports
Teacher Workday/PD (no students)	Major Milestone
Weather Make-up Days	

ACADEMIC CALENDAR NOTES:

1. **Weather Make-up Days:** November 19, November 20, February 18
2. **Employees, refer to and follow your attendance calendar for actual workdays and non-workdays.**
3. Test dates will be updated upon receipt from the SC Department of Education

Updated May 30, 2018, Office of Strategy and Communications, TLD

2018-2019 BELL SCHEDULE

Building Opens

7:00 AM

Period 1

7:30AM - 8:20AM

Period 2

8:22AM - 9:12AM

Period 3

9:14AM - 10:04AM

Period 4

10:06AM - 10:56AM

Period 5

10:58AM - 11:48AM

Period 6

11:50AM - 12:40PM

Period 7

12:42PM - 1:32PM

Period 8

1:34PM - 2:24PM

Dismissal/Flex Period

2:30PM - 3:30PM

Building Closes

4:00 PM

CAFETERIA

Breakfast and Lunch is brought in each day from Charleston County School District. Menus can be found on the CCSD website. Allegro follows the Elementary school menus. All questions about lunch account statuses and balances must go through CCSD Nutrition Services at (843) 566-8180.

LUNCHROOM REGULATIONS

Students may bring lunches from home, however, Allegro does not provide a microwave or refrigeration for student use. Allegro personnel will not deliver food from off campus to students and deliveries will be turned away.

Allegro Charter School of Music

Academic Honor Policy

Students at Allegro are expected to achieve excellence in education. Honesty and integrity are integral parts of the educational environment and are considered vital to the ethical behavior of each student and staff member. In order to promote these values and protect each student's right to a fair and equal education, the Allegro Charter School of Music Academic Honor Policy has been established.

Students at Allegro pledge not to engage in and will discourage others from cheating, plagiarizing, lying, and participating in any inappropriate academic behavior that violates the school policies of Allegro Charter School of Music.

CURRICULUM INFORMATION

Timetable For Adjusting For Course Level/Load Difficulty

Schedule changes will be made to accommodate failures, teacher recommendations, enhance academic selection, and/or administrative errors. No schedule change requests will be considered during the first two days of the school year. Schedules with errors will need to be reconciled on schedule pick-up day in August. According to state policy, schedule changes must occur no later than the first ten days in a 180-day year long course, the first five days in a 90-day semester course, or the first three days in a 45-day, nine week course. Due to limited space, schedule constraints, and the defined program of studies, class changes may not be accommodated.

Class Drops

Students may only withdraw from a course without penalty within three days of the first day of enrollment for a 45-day course, five days for a 90-day course, and ten days for a 180-day course. A student who receives administration approval to withdraw after this window will receive a WP (Withdraw Passing) for the course, which will be posted on the student's transcript. A student who does not receive administrative approval to withdraw after this window will receive a WF (Withdraw Failing) for the course, which will be posted on the student's transcript and calculated as an F(50) in the GPA. Students who dropout of school or are expelled after this window will receive a WP for any course they were passing and a WF for any course they were failing.

Grade Classification

Students are classified into one of three categories based upon the following criteria:

Sophomore/10th grade: All students who have earned 5 units of credit, including 1 unit of English I, and a unit of required mathematics, and are enrolled in courses leading to an additional unit of credit in both language arts and mathematics, and who have been enrolled at the secondary level for 1 year.

Junior/11th grade: All students who have successfully completed at least 11 units of credit; these 11 units must include English I & II, and two units of mathematics.

Senior/12th grade: All students who have successfully completed 17 units of credit- two of these must be English I & II, and who will be able to complete the remaining number of required courses for graduation by the end of the school year.

Retaking the Same Course

Students may retake a course at the same level of difficulty if they have earned a D or an F in that course or if deemed necessary by parents and administration. Retaking the course means that the student must complete the entire course again (not a subset of the course such as through credit recovery). If the course being retaken has an EOCEP, the EOCEP must be retaken. The student's transcript will reflect both course instances. However, only one course attempt and the highest grade earned will be calculated in the GPA. A course retake must occur before the end of the subsequent school year or before the next sequential course (whichever comes first). A student may not retake a course if the course is being replaced and has already been used as a prerequisite for enrollment in a subsequent course.

GPA/Class Rank

Grade point average and class rank will be determined using the state mandated Uniform Grading Scale. Class rank will be computed at the end of each school year.

Valedictorian/Salutatorian

The class rank is the basis for school activities needing rank such as junior marshals and top senior honors. Calculation for naming the valedictorian and salutatorian will not be determined until the end of the second semester of the senior year. A student must be enrolled as an Allegro student for at least one full academic year to be eligible for valedictorian or salutatorian.

South Carolina State Department of Education Diplomas

- S.C. High School Diploma (as determined by the S.C. State Department of Education)
- Students must earn 24 units in the manner prescribed in the accompanying chart. Students must have completed a college preparatory or technology preparatory program of study.
- Academic Achievement Honors Award (as determined by the S.C. State Department of Education)
 - Students must:
 - Complete 24 units of credit (18 units must be college preparatory courses, 4 units in additional electives, and 2 units in one or more of the following: English, Science, Social Studies, or Mathematics).
 - Earn no less than a “B” average for each course in grades 9-12 through the seventh semester, and
 - Achieve either a score of 710 on the SAT verbal or a score of 690 on the SAT math, or an ACT score of 30 on English or 33 on Mathematics.
 - OR
 - Have a combined score of 1400 on the SAT math and verbal sections or an ACT composite of 31, and
 - Have earned 24 units of high school credit and be eligible for graduation with a state high school diploma.

Graduation Requirement Guidelines

Subjects	SC Diploma Requirements (24 Units)
English/Language Arts	4 units
Mathematics	4 units
Science +	4 units
US History & Constitution	1 unit
Economics	½ unit
US Government	½ unit
Other Social Studies	1 unit
Physical Education or JROTC	1 unit
Computer Science*	1 unit
Occupational Specialty or Foreign Language	1 unit
Core Units	17 units
Electives	7 units
Total Units	24 units

Requirements may be subject to change pursuant to State Department of Education directives.

Report Cards

Allegro Charter operates on nine-week reporting periods. Report cards will be issued at the end of each nine-week period. Parents and students should study these reports carefully. Any questions regarding interpretation of reports should be directed to the student's counselor. The following grading system is used.

A	90-100
B	80-89
C	70-79
D	60-69
F	Failing below 60
INC	Incomplete
FA	Failure due to absences
WF	Withdrew Failing
WP	Withdrew Passing

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
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	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

Graduation Exercises

While participation in graduation exercises is an optional activity, it is one that is traditionally desired by the majority of seniors as the highlight of their high school careers. Since graduation marks the end of a student's tenure in high school, the school mandates that all requirements for a diploma/certificate be completed before the day of graduation. Anyone who is unable to complete the high school requirements before the date of graduation will not be allowed to participate in the graduation ceremony. All students who choose to participate in graduation must wear the required apparel.

AP Examinations

- Any student enrolled in an AP class will take the AP exam for that class. (The SC Department of Education pays the fee for the AP exam). If a student fails to take an AP exam or attempts to leave the exam before the testing period is over he/she will lose the quality point that is assigned to the AP grade and will have to pay for the AP exam.
- AP students must attend all classes when they are not actually taking an AP exam, these students will be excused for the exam period only.
- AP students should plan to attend all AP review sessions scheduled for an AP exam.
- Students must be enrolled in the AP class to take the exam.
- Many colleges grant credit and appropriate placement to students who score a 3 or higher on the exam. However, it is the responsibility of the parents and student to confer with the college to determine the kind of credit awarded for advanced placement coursework.

2019 AP Test Dates

2018-2019 SAT Program Test Dates

August 25, 2018

October 6, 2018

November 3, 2018

December 1, 2018

March 9, 2019

May 4, 2019

June 1, 2019

2018-2019 AP Program Test Dates

September 8, 2018

October 27, 2018

December 8, 2018

February 9, 2019

April 13, 2019

June 8, 2019

July 13, 2019

Parent/Teacher Conferences

To schedule a teacher conference, parents should contact the teacher directly via email. To schedule a conference with all of the student's teachers please email Kathan for middle school and Nelson for high school. These individuals will coordinate and schedule the meeting for you. Upon arrival for the conference the parent needs to check in at the main office and receive a visitor's pass before reporting to the meeting location.

School Counseling Program

The Allegro Charter School of Music school counseling program focuses on helping all students achieve full academic potential, establish and reach career goals, and develop interpersonal skills necessary for living successfully in our society. Program activities emphasize learning to learn, learning to live, and learning to work. The school counseling office is open from 7:30 AM- 3:30 PM daily every school day and by appointment outside of these hours.

The school counseling program at Allegro offers group counseling, classroom counseling, college recruitment programs, test preparation sessions, information seminars, registration and course selection, parent-teacher-student conferences, and a host of other initiatives designed to help students become responsible and successful in the school setting. Instructions regarding the completion of college and scholarship applications are provided through classroom counseling sessions and parent workshops. The counseling office hosts a number of special events throughout the school year including parent workshops, college and military recruiter visits, career presentations, and financial aid seminars.

Please email your school counselor if you would like to meet with them. Counselors make every effort to see students in a timely manner. However, it is not always possible to reach a student immediately. Students are asked to state clearly whether or not they need urgent attention.

Transcripts and Test Score Cards

When students submit college and/or scholarship applications either online or paper then they must complete an **Allegro Charter School of Music Transcript Form**. Students must mark on the form if they would like Allegro to send a copy of their test scores to each selected school. It is important for students and families to check with prospective colleges to ensure that they will accept test scores from the high school. Some colleges, like Clemson, College of Charleston, and USC-Columbia, require that test scores be forwarded from the national testing service. Students may get the **Allegro Charter School of Music Transcript Request Form** from the counseling office. Some applications require that a counselor complete a **Counselor Recommendation Form**. Students should attached the **Counselor Recommendation Form** to the **Allegro Charter School of Music Transcript Request Form** and submit to your counselor prior to the application deadline.

Request for Other Records

If you need any part of your students permanent record including copies of report cards, progress reports, test scores, attendance records, or transcripts you must fill out an **Allegro Charter School of Music Records Request Form**. This form must be submitted to the counseling office and will be completed within 24 business hours. On the form you must indicate how you would like to receive the records (mail, email, pick-up, or sent home with student).

For medical records and immunization records, please call the school nurses.

Public Relations/Media

Throughout the school year, the school, district, or members of the news media may photograph or video students for news stories, school or district publications, displays, online use, or similar purposes. Because we value student achievement and recognize the importance of student recognition, we may also use and provide information regarding student achievement, awards, and artwork to television or print media. Each student will be require to turn in a media release form at the beginning of each school year.

Attendance

Regular school attendance is an essential part of a child's learning process and vital to annual promotion and/or graduating with a good education. Students who are frequently absent may be jeopardizing their futures by falling behind in academics and missing important socialization. Furthermore, chronic absenteeism is a behavior that is strongly associated with dropping out of school.

Section 59-65-10 of the South Carolina Code of Laws requires all children to attend public or private school or kindergarten beginning at age five (5) and continuing until their 17th birthday.

In accordance with the Compulsory School Attendance Law and S.C. Code of Regulations, uniform rules have been adopted to ensure that students attend school regularly. Students are expected to attend school each day and are only counted present when they are actually in school, on homebound instruction, or present at an activity authorized by the school principal.

All absences beginning with the first shall be approved or disapproved by the board's designee, the principal. In making this decision, the school leader shall be guided by the procedures as presented herein.

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

- The student is present for a minimum of 25 minutes of each 50 minute class period.
- The student is on homebound instruction.
- The student is engaged in a school-sponsored activity approved by the principal (i.e. field trip).

Attendance Regulations

To have an Absence Excused

All excuses for absences must be documented in writing in the main office. It is the responsibility of the student to bring in a note confirming the reason for the absence. All excuses must be turned in within 2 school days of the absence (this includes doctor's excuses, court documentation, and college visit excuses). Absences will not be excused via telephone or email. Parents/guardians will receive attendance calls if their child is marked absent throughout the school day. These are automated calls and cannot be cancelled until an excuse is turned in (you may get two calls each day).

Per state regulations all written excuses must include the student's name, the parent's/guardian's full name, dates of absences, and the reason for the absence. The note must be signed by the parent/guardian. Absences in excess of 10 days will not be considered excused, even with a written note from a parent/guardian; a legal notification (i.e. doctor's note or court documentation) would be required instead.

Excuses that do not meet these requirements will not be accepted.

NOTE: Fraudulent communication by a student concerning reasons for absences will be dealt with as a disciplinary matter.

Excused (Lawful) Absences

- Absences caused by a student's own illness* and whose attendance in school would endanger his or her health or the health of others. (*Verified by a physician statement within two (2) days of the student's return to school).
- Absences due to health related appointments. An excuse for an appointment lasting for a short portion of the school day does not excuse an entire day. Appointments should be scheduled after school hours if possible. Absences must be verified by a physician within two (2) days of the student's return to school.
- Absences due to hospitalization or extended medical care by a physician, which are not of sufficient duration to warrant homebound instruction. Homebound instruction may be requested by a physician for students who are out of school for longer periods due to medical conditions. Forms are available from the school counseling department.
- Absences due to an illness or death in the student's immediate family verified by a statement from a parent within two (2) days of the student's return to school. (Even though a parent may phone the school, a written notice must also be sent to the school. Written documentation shall include reason for absence, date, parent signature, and phone number. An obituary or funeral program may be requested to verify deaths).
- Absences due to a recognized religious holiday of the student's faith when approved in advance. Such request must be made to the school leader in writing.
- Absences due to activities that are approved by the school leader in advance. This would include absences for extreme hardships. Such approval should be prearranged when possible.
- Absences for court appearances. (Documentation for the courts must be provided.)
- With approval from the principal, students may be absent for a portion of the school day or the entire day for school-sponsored activities such as field trips, academic competitions, music events and competitions, athletic events, or their extracurricular activities. The school will not count the student absent from class/school in such cases.
- Suspensions are lawful absences (unless a student is subject to court ordered attendance). However, suspensions are not counted for the purpose of awarding credit.

Unlawful (unexcused) Absences

- Absences of a student without the knowledge of his or her parents/guardians. (If a student brings a false or forged excuse, the student should be referred to the administration for appropriate action).
- Absences of a student without acceptable cause with the knowledge of his or her parents.
- Absences for which an excuse was not provided to the school within two (2) days of the student's return to school.
- Any absence not specifically defined under lawful absences.

Chronic or Extended Illness

Absences for chronic or extended illness will be approved only when verified by a physician's statement. Parents of a student with a chronic illness (one which re-occurs and may cause the student to be absent in excess of the ten (10) allowable absences) must contact the

school as early as possible in the school year and provide a statement signed by the physician who diagnoses or is treating the condition. School officials may contact the doctor concerning the illness. Written verification of chronic illness must be renewed each school year. However, periodic updates of the chronic illness statement may be requested by the school.

Middle School Absences

The school year consists of 180 days. To receive credit, student must attend at least 170 days of each year, as well as meet the minimum requirements for each course. Accrued student absences may not exceed ten (10) days during the school year. The first ten (10) absences may be lawful, unlawful, or a combination. Any absence in excess of ten (10) may cause the student to lose credit for the year. Therefore, all absences after the 10th absence must be lawful.

High School Absences

Absences in High School are accrued per course. Note: classes missed during early dismissals count toward the maximum number of allowable absences in any one class.

Standard/Regular Schedule (Full Year Course)- Students must attend at least 170 days of each 180-day (year) course and at least 85 days of each 90-day (semester) course, as well as meet the minimum requirements for each course. The first ten (10) absences may be lawful, unlawful, or a combination. *Absences in excess of ten (10) may cause students to lose credit for the year.* All absences beginning with the eleventh (11th) must be lawful and will be excused if they fall within the guidelines for lawful absences.

A. Approval of Absences in Excess of Ten (10) Days and Award of Credit

Approval or Disapproval of Absences: For the purpose of awarding credit for the year, the principal, shall approve or disapprove any student's absence in excess of ten (10) days, regardless as to whether those absences are lawful, unlawful, or a combination of the two.

B. Credit for any course may be denied if the student does not meet attendance requirements.

Credit will be denied regardless of whether absences are lawful: excused (exc), unexcused (unx), or unlawful: unverified (unv), cut (cut) or truant (tru).

Exceptions for Denial of Credit are limited to:

1. Court intervention with appropriate documentation
2. Serious illness (chronic or long term) or a disabling injury with medical documentation
3. Death in the immediate family with appropriate documentation
4. Other extraordinary hardships with appropriate documentation

C. In order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours, per unit, regardless of the number of days missed. Students whose absences are approved should be allowed to make up any work missed, at the discretion of the principal, in order to satisfy the 120-hour requirement.

D. To Meet minimum attendance requirements, students may be required to make-up seat time to receive credit for courses.

E. In conjunction with the principal, the attendance clerk will develop scheduled class-makeup days for absences each year. Students who have excessive unlawful absences will be assigned seat-time makeup hours at the discretion of the school leader. Students may check with the main office for the class- makeup schedule. Each of these days will allow a student to make up time for missed class periods and avoid the risk of being denied credit due to excessive absences. The student must be engaged in class work the entire makeup period. The student is responsible for obtaining appropriate class work from his/her teacher. Any student may be dismissed for not following the directions of the proctor. Any student who is dismissed will not receive credit for the makeup.

F. **College Visits:** Allegro High School students in the upper grades are permitted two college visit days with official documentation each year. Official college visit forms are available in the counseling office or from the college. These forms should be completed, stamped, and signed by college officials. Catalogs, brochures, and parent notes are not sufficient to document an official college visit.

G. **Procedures for Make-Up Work:** Regardless of an excused or unexcused absence students

will have one school day for each school day absent to make up work. Students should always be able to access missed assignments on teacher websites or by emailing the teacher directly. Students and parents/guardians must request missed work from teachers directly.

Attendance & Participation in School Events

Students must be present at school for at least half the day on the day of a performance or extra-curricular event. If a student is counted as absent, or is not in school for at least half a day on the day of the event they will not be allowed to participate.

Tardiness

Punctuality is one of the most important skills that a person can learn. It is a skill that directly correlates to an individual's success in the business world or in any occupation. Parents should have students at school on time each day. Furthermore, students are expected to be in their individual classes on time. Late arrival (tardiness) results in interruptions to the learning process for the stray student as well for the other students in the class. Additionally, the tardy student misses important instruction.

Tardiness falls under the Student Code of Conduct and is considered Disorderly Conduct, a Level 1 offense. Disciplinary consequences for tardiness would fall under Level 1 suggestions for consequences with multiple or chronic offense requiring administrative action.

School begins promptly at 7:30 AM. Students should arrive before 7:30 AM and be inside their classroom and prepared for class no later than 7:30 AM. If students arrive after 7:30 AM they must report to the main office for a tardy pass.

Students who arrive at school after 7:55 AM will be considered absent for their first period class and should produce a school excuse when arriving.

If a student is late to any class throughout the day, they must have a tardy pass from the main office in order to enter the classroom.

At three (3) tardies, students will receive a principal's detention. At seven (7) tardies, students will receive a Saturday Detention (SD). At 10 tardies, students and parents will be scheduled for a mandatory conference and be placed on an attendance contract. Problems after 10 tardies may be referred to the Board of Directors.

Truancy

The three levels of truancy are as follows.

Truant

A child, at least 6 but not yet 17 years old, who has **accumulated three consecutive unlawful absences or a total of five unlawful absences.**

Habitual Truant

A child, at least 12 but not yet 17 years old, who **(1)** fails to comply with the intervention plan developed by the school, the child, and the parents or guardians, **and (2)** accumulates two or more additional unlawful absences.

Chronic Truant

A child, at least 12 but not yet 17 years old, who **(1)** has been through the school intervention process; **(2)** has reached the level of a habitual truant and **has been referred to family court and placed under an order** to attend; **and (3)** continues to accumulate unlawful absences.

Truancy Intervention Procedures

- When a student accumulates three (3) consecutive or a total of five (5) unlawful absences the principal or designee will notify the family via mail or email.
- At seven (7) unlawful absences a conference is required with student and parent or guardian to develop a truancy intervention plan designed to improve student attendance and eliminate unlawful absences. A written truancy intervention and attendance contract should be signed by all participants with a copy provided to the parent and student.
- When a student accumulates more than seven (7) unlawful absences the school will update the truancy intervention plan, indicate why the plan was unsuccessful, and make amendments as needed.
- In the event that unlawful absences continue following the interventions, the case will be reviewed for additional interventions and/or further action. The case may be referred to the Department of Social Services, the Ninth Judicial Circuit Solicitor's Office for participation in Family Court, or other interventions.

Note: Suspensions are not counted as unlawful for truancy purposes. A deadline will be imposed for the work to be made-up and the responsibility for getting and completing assignments will be on the student.

Attendance Intervention Procedures

The Attendance Clerk shall make daily contact (by phone or email) to the parent(s)/guardian(s) of students who are absent. The Principal will form an attendance intervention team to assume the responsibility of intervention or attendance matters. The members of the attendance intervention team should be, but not limited to, the attendance clerk, assistant administrator, school counselor, teacher and the special education coordinator. The Principal will designate an attendance intervention coordinator from the intervention team.

Once a child has accumulated seven (7) unexcused absences and determined to be truant, Allegro officials must make every reasonable effort to meet with the parent(s) or guardian(s) to identify the reasons for the student's continued absence. These efforts should include telephone calls and home visits, both during and after normal business hours, as well as written messages and e-mails. Allegro school officials will develop a written "intervention plan" to address the student's continued absence in conjunction with the student and parent(s) or guardian(s).

The attendance clerk will submit an attendance printout and dates of contact to the intervention team coordinator. The child is entered into the PowerSchool discipline as truant and a disciplinary referral is completed. The intervention team shall:

1. Hold a conference with the student and the parent(s) / guardian(s).
2. Identify reasons for the student's unlawful absences.
3. Develop a plan in conjunction with the student and the parent(s)/guardian(s) to improve attendance.
4. Apprise the parent(s)/guardian(s) of the South Carolina Compulsory Attendance Law.
5. Document the conference by having all appropriate conferees sign and date a Student Attendance Intervention Plan form in the spaces provided.

Allegro Charter School of Music Acceptable Use of Technology Policy

It is the policy of Allegro Charter School of Music that use of school information technology shall be lawful and ethical, shall be for school educational or business purposes, shall conform to school technology and security standards, and shall comply with all applicable board policies and regulations.

This policy constitutes an Internet Safety Policy within the meaning of the Children's Internet Protection Act (47 U.S.C. Sec. 245). This policy shall be implemented through the following acceptable use standards for information technology.

The following acceptable use standards for information technology (standards) are applicable to every employee, contractor, student, or other person who uses, accesses, or otherwise interacts with Allegro Charter School of Music information technology system.

These standards shall include the following Allegro Charter School of Music information technology systems:

- Telephones, cell phones, PCS devices, radios, pagers
- Computer systems, hardware, software, personal digital assistants (PDAs), wire and wireless networks
- Email, web, intranet and Internet services
- Video systems including distance learning, and ETV systems
- Application systems including, but not limited to, school financial systems, human resource systems, and student information systems
- Other information technology or electronic communication systems

Access to and use of Allegro Charter School of Music information technology systems is subject to the following standards. By accessing or using applicable systems, the user accepts without limitation or qualification the terms and conditions of these standards.

1. Use shall be lawful and ethical
 - a. Unlawful, threatening, harassing, libelous, defamatory, obscene, or offensive use is prohibited.
 - b. Access to visual depictions that may be obscene, pornographic, or harmful to minors is prohibited.
 - c. Using false or deceptive identity is prohibited.
 - d. Unauthorized access to, or alteration or disruption of, a communications or computer system is prohibited.

- e. Copyrighted material
 - i. Copyrighted material may include software, test, music, graphics, or other media. Display of the copyright symbol is not required for protection under the Copyright Act.
 - ii. Permission of the author or copyright owner is required for copying, downloading, or distribution.
 - iii. Presence of the web does not mean an item is in public domain.
 - iv. Permission for software use shall be evidence by license. ‘Shrink-wrap’ licenses shall be complied with. Records of licenses shall be maintained.
 - v. Copying or distribution shall comply with “Fair Use” provisions of the Copyright Act when applicable.
 - f. Use must comply with all applicable Allegro Charter School of Music policies, regulations, and directives.
2. Use shall be for school educational or business purposes
- a. Personal email is not permitted on Allegro Charter School of Music email systems.
 - b. Personal devices may only be used during lunch time, but should not be used for phone calls or video chatting.
 - c. No recording or photographing of students is permitted at any time.
 - d. No cell phone calls are to be made during the school day. Phone calls must go through the main office with permission from a staff member.
 - e. Commercial, personal, political, and religious uses are not allowed. For example, “My car is for sale” is not permitted on the school web or email.
 - f. Personal calls on desktop or ‘wireline’ phones are limited to incidental local calls.
3. Technology products and use shall conform to Allegro standards
- a. Hardware and software to be installed on school systems must be school approved.
 - b. Websites and pages created or hosted on school systems must be school approved.
 - c. Technology and communications systems must be used in a secure manner.
 - i. Passwords are not to be shared, posted, or disclosed.
 - ii. Only authorized software is to be loaded on school devices.
 - iii. Anti-virus scans are to be made on any software, executable code, scripts, email, or other data loaded on Allegro devices or laptops and computer devices to be connected to school networks.
 - iv. Personally identifiable information on individuals including students which may be protected by law or considered confidential is not to be disclosed.

Allegro Charter School of Music operates technology protection measures to protect against access through school computers to material that is obscene, pornographic, or harmful to minors. Users are cautioned that such technology protection measures are not considered 100 percent effective. User of school computers by students to access the Internet shall be supervised to comply with the standards of this policy.

Student use of Allegro Charter School of Music electronic communications and computer systems shall be filtered and may be monitored, logged, disclosed, deleted, or terminated by the school.

Students have no expectations of privacy in use of Allegro Charter School of Music information technology and electronic communications.

Employees shall report violations of these standards to school administration.

Violations of this policy and these standards by students may be cause for revocation of use privileges and for disciplinary action.

Allegro Charter School of Music may change these standards without prior notice when it deems such changes to be in its best interest.

No warranties for the accuracy, quality, functionality, or availability of technology and communications are expressed or implied by this policy and these standards.

Allegro Charter School of Music assumes no responsibility or liability for the accuracy, integrity, quality, or acceptability of information or content of non-school technology including, but not limited to, non-school websites which may have interconnecting links with school websites.

Users are cautioned to use due care when accessing non-school information technology resources.

Adapted from Charleston County School District Policy GBEBD Technology Acceptable Use Issued 01/09/2006.

Allegro Charter School of Music Discipline Code of Conduct

The provisions of this code apply to the conduct during the normal school day, on school-owned vehicles, and during school-sponsored activities that take place after normal school hours. Discipline records will be part of the student's record. All major disciplinary infractions will be a part of the cumulative record.

The Allegro Charter School of Music discipline code of conduct applies to student conduct occurring away from school and school-related activities when such conduct affects or threatens the safety and well-being of students or staff in the school setting, or otherwise presents an actual or reasonably foreseeable risk of materially or substantially disrupting the orderly operations and discipline at school.

The school principal or designee will investigate and evaluate student misconduct occurring away from school and school-related activities on a case-by-case basis. Students may be subject to appropriate discipline, up to and including expulsion, if the conduct violates school policy, has a nexus to the school, and causes or could reasonably be foreseen to cause a material or substantial disruption to the school environment. The school may investigate and take disciplinary action for conduct occurring away from school and school-related activities regardless of, and prior to the final disposition of, any pending civil, criminal, or other proceedings involving the student.

Discipline Consequence Codes

TD- Teacher Detention (what a TD looks like and when it occurs is at the discretion of each individual teacher).

PD- Principal Detention

SD- Saturday Detention

OSS- Out of School Suspension

PC- Parent contact/conference

SRO- School Resource Officer Referral

MTSS Team Referral- Student will be referred to the Multi-Tier System of Support Team for additional support.

MTSS Team members can include: A special education teacher, middle school department chair, high school teacher music department chair administrator, attendance/data clerk, and nurse when applicable.

****Note: All consequences for infractions are subject to administrator discretion.**

Principal's Detention Hall

Principal's detention hall will be conducted as follows:

1. Detention will be from 3:45 PM-4:45 PM on Tuesday and Thursday of each week.
2. Students assigned to detention hall will be given at least 24-hour notice. It will be the responsibility of the student to notify his/her parents and arrange transportation.
3. A student may early dismiss on the day he/she is assigned detention hall if he/she has doctor's appointment or leaves due to illness. The student must present documentation to the appropriate principal before school the next day or day of return and plan to stay the next day detention hall is held.
4. The appropriate administrator has the right to assign detention hall in combination with other forms of punishment as needed.
5. Failure to report to school detention hall, failure to report on time, failure to bring books and materials, including textbooks, notebooks, pens/pencils, iPads or MacBooks, and disruption of detention hall for any reason will result in a one-day Saturday Detention.

Saturday Detention

Saturday Detentions will be held from 9AM-11AM on select Saturdays. When a student is assigned a Saturday Detention, both the student and parent will be notified of the date in advance. If a student misses a Saturday Detention they will automatically be assigned an Out-of-School Suspension (OSS).

Level of Offenses, Descriptions, and Consequences

Classroom Managed/Teacher Managed

Behavior which adversely affects a student's educational progress. Classroom/Teacher Managed infractions should be handled by the classroom teacher and are not processed through a formal referral for disciplinary actions from administration. However, these infractions are documented by the teacher. Cases of multiple or chronic offenses may require administrative/counselor action (assistance) and referral for interventions.

Level 1- Disorderly conduct

Disorderly Conduct is any behavior which adversely affects a student's educational progress. Offenders automatically receive a referral and will be sent to an administrator.

Code	Infraction	Definition	1st Offense	2nd Offense	3rd Offense	4th Offense
1	Aiding Others	A person who assists in or supports the commission of an offense and who usually has knowledge before or after the fact. This includes, but not limited to: inciting a fight, impeding school officials from reaching a fight, and recording a fight.	PD, TD	Parent Conference, SD, MTSS Team referral	Parent Conference, SD, MTSS Team referral	OSS/Referral to Discipline Board
190	Cheating	Plagiarizing, providing, receiving, or viewing answers to assignments, quizzes, or tests; accessing academic materials without permission.	PD, TD	Parent Conference, SD, MTSS Team referral	Parent Conference, SD, MTSS Team referral	OSS/Referral to Discipline Board
4	Contraband	Related to the possession or viewing of items considered to be unsuitable for school or school related activities(magazines, materials to promote discriminatory practices/speech, chemicals,dice,selling items on campus)	TD, PD, SD, OSS	Parent Conference, SD, MTSS Team referral	Parent Conference, SD, MTSS Team referral	OSS/Referral to Discipline Board
170	Cutting Activity	Failure to attend or complete an assigned school activity or event	TD, PD, SD	Parent Conference, SD, MTSS Team referral	Parent Conference, SD, MTSS Team referral	OSS/Referral to Discipline Board
160	Cutting Class	Failure to attend or complete scheduled class	TD, PD, SD	Parent Conference, SD, MTSS Team referral	Parent Conference, SD, MTSS Team referral	OSS/Referral to Discipline Board
5	Detention Violation	Failure to serve a period of time during recess, lunch, before or after the school day as a consequence for a behavior infraction	TD, PD, SD	Parent Conference, SD, MTSS Team referral	Parent Conference, SD, MTSS Team referral	OSS/Referral to Discipline Board
420	Disrespect	Demeaning or discriminatory language and/or insult towards another person including but not limited to any verbal, written, or electronic communication	TD, PD	Parent Conference, SD, MTSS Team referral	Parent Conference, SD, MTSS Team referral	OSS/Referral to Discipline Board
305	Driving Violation	Failure to abide by SC driving laws or failure to comply with driving rules set forth by the school	TD, PD	Parent Conference, SD, MTSS Team referral	Parent Conference, SD, MTSS Team referral	OSS/Referral to Discipline Board
400	Excessive Noise	Any loud sound that is unnecessary or interferes with the learning environment or activity; senseless shouting or outcry	TD, PD	Parent Conference, SD, MTSS Team referral	Parent Conference, SD, MTSS Team referral	OSS/Referral to Discipline Board

271	Failure to Comply	The act or not completing a consequence or sanction assigned by a teacher or multiple teacher managed offenses	TD, PD	Parent Conference, SD, MTSS Team referral	Parent Conference, SD, MTSS Team referral	OSS/Referral to Discipline Board
22	Inappropriate Physical Contact	Touching or immediate proximity of another person exceeding personal boundaries unsuitable or improper for the location or setting	TD, PD, SD	Parent Conference, SD, MTSS Team referral	Parent Conference, SD, MTSS Team referral	OSS/Referral to Discipline Board
320	Leaving Class	Departing from class without permission before the class period is complete	TD, PD	Parent Conference, SD, MTSS Team referral	Parent Conference, SD, MTSS Team referral	OSS/Referral to Discipline Board
240	Loitering	Wandering on school premises in an area that is off limits to students or when there is no particular reason to be there	TD, PD	Parent Conference, SD, MTSS Team referral	Parent Conference, SD, MTSS Team referral	OSS/Referral to Discipline Board
290	Obscene Gesture	A movement or position of the hand, arm, body, head, or face that is expressive of an offensive idea, opinion, and emotion	TD, PD	Parent Conference, SD, MTSS Team referral	Parent Conference, SD, MTSS Team referral	OSS/Referral to Discipline Board
200	Off Limits	To be present in and unauthorized location	TD, PD	Parent Conference, SD, MTSS Team referral	Parent Conference, SD, MTSS Team referral	OSS/Referral to Discipline Board
200	Parking Violation	Parking on campus or at a school sponsored event without authorization or in a manner that is not consistent with expectations of the property owner	TD, PD	Parent Conference, SD, MTSS Team referral	Parent Conference, SD, MTSS Team referral	OSS/Referral to Discipline Board
23	Property Misuse	Minor damage or defacement of property belonging to the school or others	TD, PD	Parent Conference, SD, MTSS Team referral	Parent Conference, SD, MTSS Team referral	OSS/Referral to Discipline Board
151	Truant	A student, ages 6-17 years old, who has three consecutive days of unlawful absences or a total of five unlawful absences during the current school year	Referral to MTSS Team, Parent Conference, Truancy process	Referral to MTSS Team, Parent Conference, Truancy process	Referral to MTSS Team, Parent Conference, Truancy process	Referral to MTSS Team, Parent Conference, Truancy process

390	Unauthorized Device	Failure to adhere to the authorized time of use outlined in the school's electronic device policy. This includes possession of an item at unauthorized times; including, but not limited to, laser pointer, camera, cell phone, tablets, drones, etc	TD, PD	Parent Conference, SD, MTSS Team referral	Parent Conference, SD, MTSS Team referral	OSS/Referral to Discipline Board
280	Dress Code Violation	Noncompliance with the school dress code	PD, Conference with student and parent email	Conference with student and parent email	Parent Conference	Referral to administration
180	Tardy	Arriving late to school or class (multiple tardies will result in disciplinary action)	3 tardies leads to a principals detention	7 tardies leads to SD	10 tardies leads to parent conference/ contract	Referral to Board of Directors

Level 2- Disruptive Conduct

Disruptive Conduct is any behavior which significantly disturbs the positive learning environment and/or endangers the health or safety of oneself or others.

Code	Infraction	Definition	1st Offense	2nd Offense	3rd Offense	4th Offense
680	Alcohol/Liquor Law Violation	Violation of laws prohibiting sale, purchase, barter, transportation, possession, distribution, Law consumption, or being under the influence of alcoholic beverages	OSS, Referral to Board of Directors, SRO			
3	Bite/Pinch/Spit	To cut, wound, or tear with the teeth; to constrict or squeeze painfully; to eject saliva from mouth	OSS, MTSS Referral, Parent Conference	OSS, MTSS Referral, Parent Conference	OSS, MTSS Referral, Parent Conference	OSS, Referral to Board of Directors
530	Bribery	Offering, giving, receiving, or soliciting of money or other items of value to sway the judgement or action of a person	SD, OSS	OSS, MTSS Referral, Parent Conference	OSS, MTSS Referral, Parent Conference	OSS, Referral to Board of Directors
220	Computer Violation- Non-criminal	Unauthorized or inappropriate use of computers or use of computer resources without permission; unauthorized modifications of school system computers that do not permanently damage the system resources	PD	Parent Conference, SD, MTSS Team referral	Parent Conference, SD, MTSS Team referral	OSS/Referral to Discipline Board
407	Confrontation/ Altercation	A exchange of words between students resulting in conflict; a heated or angry dispute; a noisy argument or controversy	OSS, MTSS Referral, Parent Conference	OSS, Parent Conference	OSS, Referral to Board of Directors	

150	Cutting School	Failure to complete or attend a school day	PD, SD	Parent Conference, SD, OSS, MTSS Team	Parent Conference, SD, OSS, MTSS Team	OSS, Referral to Board of Directors
575	Drug Usage	The use, possession, or being under the influence of an illegal substance solicitation of any chemical compound or material which is categorically not permitted on school grounds or at school related activities such as prescription or non prescription medications; being under the influence of unauthorized legal or any illegal substances	OSS, Referral to Board of Directors, SRO			
9	Fighting	An incident involving two or more students with mutual physical contact, such as hitting and/or kicking	OSS, Referral to Board of Directors, SRO			
10	Fireworks	Possession and/or detonation of an explosive pyrotechnic device that makes a display of light or noise on school property but does not cause harm to others	OSS, MTSS Team Referral, Parent Conference, Referral to Board of Directors			
11	Forgery/ Counterfeit	Purposely signing another person's name or altering, copying, or imitation of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud	SD, Parent Conference	OSS	OSS, Referral to Board of Directors	
620	Fraud	Deceiving another in order to damage him/her; usually, to obtain property or services from him or her unjustly	SD, Parent Conference	OSS	OSS, Referral to Board of Directors	
630	Gambling	Betting on a game of chance or an activity where money is exchanged	SD, OSS	SD, OSS	OSS, Referral to Board of Directors	
12	Harassment	Any intentional insulting, or dehumanizing action which negatively and directly impacts another person's emotional or mental well-being	OSS, Parent Conference, MTSS Team referral	OSS, Referral to Board of Directors		

14	Hit/Kick/Push	To deal a blow to, come into contact with, or strike; to strike with the foot or feet; to apply pressure against for the purpose of moving	OSS, MTSS Referral, Parent Conference	OSS, MTSS Referral, Parent Conference	OSS, MTSS Referral, Parent Conference	OSS, Referral to Board of Directors
310	Leaving School	Departing from campus without permission before the school day is complete	OSS, MTSS Referral, Parent Conference	OSS, MTSS Referral, Parent Conference	OSS, Referral to Board of Directors	
20	Major Disruption	Behavior that interrupts the learning environment for a specified period of time in a confined area	SD, Parent Conference	OSS, Referral to MTSS Tema	OSS, Referral to Board of Directors	
710	Pornography	Possession, manufacturing, or distribution of sexually explicit/obscene material	OSS, Referral to Board of Directors, Referral to SRO			
380	Probation Violation	A direct violation of a School Probation contract administered through a hearing	OSS, Referral to Board of Directors			
210	Profanity	Abusive, vulgar, or irreverent language, swearing, cursing, foul speech that shows disrespect or dishonor towards another	PD	SD	OSS	OSS, Referral to Board of Directors
270	Refusal to Obey/Defiant	Refusing to follow a request or a specific direction/instruction of an adult through disobedience, defiance, unruliness, or noncompliance	PD	SD	OSS	OSS, Referral to Board of Directors
690	Sexual Offense-Non Forced	Unlawful, unforced sexual acts or indecent exposure that is overtly sexual in nature, or other sexually inappropriate behavior	OSS, Referral to Board of Directors, SRO			
25	Sexual Violation	The act of touching, groping, slapping, or any other physical contact of a sexual nature made with another person, whether unwanted or wanted	OSS, Referral to Board of Directors, SRO			
740	Stolen Property	Having in possession goods obtained by larceny, by stealing, by robbing, by theft; something unlawfully taken from its rightful owner	OSS, Referral to Board of Directors, SRO			
670	Theft/Larceny	To steal or possess property without the permission of the owner	OSS, Referral to Board of Directors, Referral to SRO			

27	Threat	Making statements or gestures of intent to do physical harm to a staff member or student	OSS, Referral to Board of Directors, Referral to SRO			
230	Tobacco	Possession and/or use of cigarettes, cigars, and/or other tobacco products; possession and/or use of smokeless products, electronic cigarettes, and vaporizers	OSS, Referral to Board of Directors, Referral to SRO			
750	Trespassing	Being on school property or at a school sponsored event without permission, including while on suspension or after expulsion; entry of a structure without intent to commit a serious crime or theft	OSS, Referral to Board of Directors, SRO			
153	Truant-Chronic	A student, ages 12-17 years old, who has been through the school intervention process, has reached the level of a "habitual" truant, has been referred to Family Court and placed on an order to attend school, AND continues to accumulate unlawful absences	SD, MTSS Team Referral, Parent Conference	Referral to Board of Directors		
152	Truant-Habitual	A student ages 12-17 years old, who fails to comply with the intervention plan developed by the school, the child, and the parent	SD, MTSS Team Referral, Parent Conference	Referral to Board of Directors		
29	Urination	Willfully urinating on school property or another student's property (shoes, floor, walls, bus etc.)	SD, Parent Conference	OSS	OSS, Referral to Board of Directors	
760	Vandalism	Willfully or maliciously destroying, damaging, or defacing real or personal property (\$500 or less in damages)	OSS, Referral to Board of Directors, Referral to SRO			
789	Misc. weapons	Weapons such as toy guns, toy cap guns, toy pellet guns, bullet, and or other devices that do not inflict injury	SD, OSS, Parent Conference	OSS, Referral to Board of Directors		

Level 3- Criminal Conduct

Criminal Conduct is any behavior which significantly disrupts the learning environment or poses a direct and serious threat to the safety of oneself or others.

Code	Infraction	Definition	1st Offense	2nd Offense	3rd Offense	4th Offense
500	Arson	To intentionally damage or attempt to damage any real or personal property by fire	OSS, Referral to Board of Directors, Referral to SRO			
510	Assault, Aggravated	An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. This category includes attempted murder. A weapon can be a commonly known weapon, such a gun or knife, or any other item, which, although not usually thought of as a weapon, becomes one when used in a manner that could cause severe bodily injury (e.g., baseball bat, chain metal, large stick). A “severe laceration” is one that should receive medical attention. A “loss of consciousness” must be the direct result of force inflicted on the victim by the offender.	OSS, Referral to Board of Directors, Referral to SRO			
520	Assault, Simple	An unprovoked physical attack by one person upon another where the offender neither uses nor displays a weapon and the victim does not suffer obvious severe or aggravated bodily injury.	OSS, Referral to Board of Directors, Referral to SRO			
260	Bomb Threat	Indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity	OSS, Referral to Board of Directors, Referral to SRO			

651	Bullying	A deliberate, repeated act with intention to hurt, insult, or threaten another person in school, or on school grounds, in school vehicles, or at school events. A gesture, an electronic communication, or a written, verbal, physical, or sexual act that takes place on school property, at any school-sponsored function where the school is responsible for the child or on a school bus or other school-related vehicle, at an official school bus stop and that :a) a reasonable person should know, under the circumstances, that the act (s) will have the effect of harming a student, physically or emotionally, or damaging the student’s property, or placing a student in reasonable fear of harm to his person or damage to his property; or b) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school. (Due to Race of Victim, Disability of Victim, Gender of Victim, Religion of Victim, Due to National Origin of Victim, Due to Sexual Orientation of Victim or Other/ Unknown	OSS, Parent Conference, MTSS Team	OSS, Referral to Board of Directors		
540	Burglary	Unlawful entry or attempt to unlawfully enter a building or other structure with the intent to commit a felony or theft	OSS, Referral to Board of Directors, Referral to SRO			
700	Computer Violation-Criminal	Using school computers to commit a criminal act such as hacking into servers, piracy, altering school data, etc. ; purposely damaging school system computer resources	OSS, Referral to Board of Directors, Referral to SRO			
652	Cyber Bullying	Willful harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, texting, social media, chat rooms, sexting, instant messaging, or video voyeurism	OSS, Parent Conference, MTSS Team	OSS, Referral to Board of Directors		
560	Disturbing School	Behavior that disturbs the learning environment for a significant number of students for an extended period of time or school sponsored events and requires the intervention of a number of staff members	OSS, Referral to Board of Directors, Referral to SRO			

570	Drug Distribution	It is unlawful for any person (1) to manufacture, distribute, dispense, deliver, or purchase; or to aid, abet, attempt, or conspire to manufacture, distribute, dispense, deliver or purchase or to possess with intent to manufacture, distribute, dispense deliver or purchase a controlled substance and (2)to create, distribute, dispense, deliver, or purchase; or to aid, abet, attempt, or conspire to create, distribute, dispense, deliver, or purchase; or to possess with the intent to distribute, dispense, deliver, or purchase a counterfeit substance.	OSS, Referral to Board of Directors, Referral to SRO			
580	Drug Possession	Possession of an illegal substance represented as a drug, and/or a mood-altering substance (prescription or nonprescription medication)	OSS, Referral to Board of Directors, Referral to SRO			
590	Embezzlement	The unlawful misappropriation by the offender of money, property, or some other thing of value for personal use while entrusted to his/ her care, custody, or control	OSS, Referral to Board of Directors, Referral to SRO			
600	Extortion	To unlawfully obtain money, property, or any other thing of value without that person's consent through the use or threat of force, misuse of authority, threat of destruction of reputation or social standing, or through other coercive means	OSS, Referral to Board of Directors, Referral to SRO			
350	Fire Alarm	In the absence of an emergency, to activate or set off a fire signal indicating the presence of a fire emergency	OSS, Referral to Board of Directors, Referral to SRO			
250	Gang Activity	Any group of individuals or organization, whether formal or informal, which advocate or promote activities threatening the safety or well being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The existence of such group of individuals associated may be established by evidence of a common name or common identifying signs, symbols, tattoos, graffiti, or attire or other distinguishing characteristic	OSS, Referral to Board of Directors, Referral to SRO			
640	Homicide	The killing of one human being by another, not including manslaughter or attempted murder	OSS, Referral to Board of Directors, Referral to SRO			

19	Indecent Exposure	The deliberate exposure in public of one's genitalia or private area(s) of one's body	OSS, Referral to Board of Directors, Referral to SRO			
650	Intimidation	To unlawfully place another person in reasonable fear of bodily harm through the use of menacing words or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack; Intimidating behaviors can be made in person, over the telephone, electronically, via social media networks, or in writing	OSS, Referral to Board of Directors, Referral to SRO			
660	Kidnap/ Abduction	The unlawful seizure, transportation, and/or detention of a person against his or her will or of a minor without consent of his/her custodial parent(s) or legal guardian. This category includes hostage taking	OSS, Referral to Board of Directors, Referral to SRO			
700	Other Offenses	Other acts of criminal conduct as set forth in State and Federal Law not covered in the existing list of codes; includes offenses) committed off-campus that is deemed serious enough by the principal that the presence of the student is detrimental to the best interest of the school	OSS, Referral to Board of Directors, Referral to SRO			
720	Prostitution	The engage in or promote sexual activities for profit	OSS, Referral to Board of Directors, Referral to SRO			
730	Robbery	The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm	OSS, Referral to Board of Directors, Referral to SRO			

13	Sexual Harassment	Any sexual act directed against another person, forcibly and/or against the person's will, or not forcibly or against the person's will where the victim is incapable of giving consent. This definition includes forcible rape, forcible sodomy, sexual assault with an object (to use and object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity), and/or forcible fondling (child molesting)	OSS, Referral to Board of Directors, Referral to SRO			
230	Tobacco-Distribution	Sell, dispense or distribution of any tobacco related product included but not limited to: cigarettes, cigars, and/or other tobacco products; possession and/or use of smokeless products, electronic cigarettes, and vaporizers	OSS, Referral to Board of Directors, Referral to SRO			
760	Vandalism	Willfully or maliciously destroying , damaging, or defacing real or personal property (\$501 or more in damages)	OSS, Referral to Board of Directors, Referral to SRO			
770	Vehicle Theft	To steal for or possess a vehicle without permission of the owner	OSS, Referral to Board of Directors, Referral to SRO			
781	Weapons: Handguns	A handgun with or without ammunition	OSS, Referral to Board of Directors, Referral to SRO			
786	Weapons: Knife Blade Less than 2"	A knife with a blade of less than 2 inches	OSS, Referral to Board of Directors, Referral to SRO			
785	Weapons: Knife Blade	A knife with a blade of more than 2.5 inches	OSS, Referral to Board of Directors, Referral to SRO			
784	Weapons: Knife Blade More than 2"	A knife with a blade of more than 2 inches and less than 2.5 inches	OSS, Referral to Board of Directors, Referral to SRO			

782	Weapons: Rifles/ Shotguns	A rifle or shotgun with or without ammunition	OSS, Referral to Board of Directors, Referral to SRO			
780	Weapons Offenses from the State Dept.	Weapons: Firearms, handguns, rifles, shotguns, or bombs (including look-alike); pellet gun, paintball gun, stun gun, BB gun, flare gun, nail gun, or airsoft gun or any other type weapon, devices, or object which may be used to inflict bodily harm or death shall not be allowed on any school district property (including vehicles) or at any school sponsored event. This shall also include, but not limited to, knives, tasers, dirks, slingshots, bludgeons, blackjacks, Chinese star, razors (including straight or retractable razors) ice pick, metal knuckles, box cutters, nunchucks, spiked glove, spiked wristband, and mace derivative, tear gas device, or pepper spray	OSS, Referral to Board of Directors, Referral to SRO			

Student Discipline Procedures

Suspension of Students

Under state law, the Principal or designated administrator may suspend a student for committing a crime, gross immorality, gross misbehavior, persistent disobedience, violating written rules and regulations, or when the presence of the student is detrimental to the best interest of the school or disruptive to the education process.

Suspension is the temporary exclusion of a student from school and school activities for a period of time not to exceed five (5) days for any one offense as determined by the Principal or his/her designee. The suspension may be extended up to an additional five (5) days by the Board of Directors. State law prohibits students from being suspended for more than thirty (30) days in any one school year.

A student may not be suspended without the approval of the Principal during standardized testing periods or during the last ten (10) days of school if the suspension will make the student ineligible to receive credit for the school year unless the presence of the student constitutes an actual threat to a class or a school. Students are entitled to make-up work missed during suspension in accordance with State Law and Allegro policy. Students must take the initiative to make-up their work.

The parent/guardian shall expect that the school administration:

1. Conducts an investigation and document charges
2. Conferences with the student
3. Immediately verbally notifies parent/guardian, if possible.
4. Provides written notification to student and parent/guardian to include:
 - a. Description of offense
 - b. Length of suspension including dates
 - c. Date for parent/guardian conference
5. At the discretion of the Principal, a written behavior contract may be required upon return of the student to school.

Parent/Guardian Conference

If a conference cannot be arranged or a satisfactory way cannot be found to deal with the student's infractions of school rules within three days, either the student or parent or guardian may appeal or the administrator may request that the case be referred to the Board of Directors.

Suspension Appeal Process

When a student is suspended from a class or school, the administrator shall notify, in writing, the parents or legal guardian of the student, giving the reason for such suspension and setting a time and place when the administrator shall be available for a conference with the parent or legal guardian. The conference shall be set within three (3) days of the date of suspension. After the conference, the parent or legal guardian may appeal the suspension to the Board of Directors. The appeal should be made in writing and must take place within five (5) days of the suspension.

Expulsion of Students

Expulsion is the forfeiture of a student's rights to attend school and school sponsored events for the remainder of the school year or for a specified period of time as designated by the Allegro Board of Directors. The Board of Directors, may authorize or order the expulsion or transfer of any student for the commission of any crime, gross immorality, gross misbehavior, persistent disobedience or for violation of written rules and promulgated regulations established by the Board of Directors or State Board of Education or **when the presence of the student is detrimental to the best interest of the school.**

Expulsion Hearing Process

All hearings shall be conducted in accordance with State Law and Allegro policy.

The Allegro Charter School of Music Principal or Board of Directors will notify parent(s)/guardian(s) in writing of the date, time, and place of a hearing. If a hearing is scheduled on short notice (less than four days), Allegro shall confirm the date and time of the hearing with the parent(s)/guardian(s) by phone or in person.

In the event that the hearing cannot be granted by the Board of Directors within ten days of the notice, the student shall be readmitted to school on a probationary status pending the hearing, unless there is probable cause to believe that the student's presence in school would constitute a threat to safety or education on others.

Hearings will be conducted at Allegro Charter School of Music and must be heard in the presence of all parties involved including, but not limited, to student and parent(s)/guardian(s), the school administrator and the Principal. In the event that the student and parent(s)/guardian(s) do not attend the hearing, the case may still be presented if proper notice was given and documented.

Board Hearing Procedures

1. The student has the right to be represented by legal counsel. However, **no counsel will be provided by Allegro.**
2. The Board Chairperson (or designee) will facilitate all hearings
3. Hearings will be conducted in a formal manner.
4. Hearings shall be hear in closed session, not open to the public, but must be voted on in the open session.
5. All witnesses giving testimony shall be sworn in under oath.
6. Presenting evidence will rest with the Principal or designee.
7. The school administration, where possible, will make available any witnesses or evidence within control of the school system when requested to do so.
8. The student will be given an opportunity to describe the offense(s) for which he/she is accused.
9. The Board members may question the student regarding testimony presented.
10. The parent(s)/guardian(s) will be allowed to speak on the students behalf.
11. The Board Chairperson (or designee) will address final comments/questions prior to going into executive session to deliberate the case. The Principal or designee may be asked to remain briefly in executive session to provide disposition options.
12. Once deliberation has concluded and the Board returns to open session, a motion will be read in the presence of all parties and Board members will vote. If the vote carries, the decision is final.
13. The Board Chairperson (or designee) will explain the decision to the parent(s)/guardian(s)

Note: Any victims(s) will have the option to provide a written statement or appear in person to provide testimony.

Additional Expulsion/Appeal Information

Restrictions for Expelled Students

- Students expelled from Allegro Charter School of Music shall be ineligible to attend school in any other CCSD school.
- Students expelled for school are prohibited for coming onto Allegro property(unless pre-arranged by school officials), attending school functions, or riding a school bus.
- Students may not withdraw from Allegro once the expulsion process has started.

Readmission Prerequisites (following the completion of the expulsion period)

Every expelled student who would like to return to Allegro Charter School of Music is required to petition the Board of Directors for readmission to school upon completion of the expulsion period unless permanently expelled. The Board of Directors may refuse to admit or may permanently expel any incorrigible student. Any student expelled for a second time may be permanently expelled.

Disciplinary Procedures for Students with Disabilities

Disciplinary Procedures for Students with a 504 Plan 34 CRF sec. 104

Section 504 disabled students are subject to the same disciplinary action as non-disabled student, provided that the student's behavior is not a manifestation of his or her qualifying disability. A 504 Team must conduct a manifestation determination whenever a disabled student is subject to out-of-school suspension for 10 consecutive days or more. A series of suspensions that total more than 10 days may also trigger the manifestation determination requirement of Section 504. If the 504 Team concludes that the violation is a manifestation of the student's qualifying disability, the discipline process must end and the 504 Team should review the 504 Plan to determine if changes are appropriate. If the violation is not a manifestation, the student is subject to the same disciplinary action that any non-disabled student would receive for the same violation.

A student who is currently engaged in illegal use of drugs/alcohol is not considered a student with disability. Section 504 allows school districts to take disciplinary action pertaining to the use or possession of illegal drugs/alcohol against a 504 student who is currently engaging in the illegal use of drugs/alcohol to the same extent such discipline is taken against non-disabled students.

Disciplinary Procedures for a Student with an Individual Education Plan (IEP) 34 CFR Sec.300.530

Suspension and/or Removal from Placement in Excess of Ten Days

In the event that a student with a disability is removed from his/her current placement in excess of ten school days during the course of the school year, Allegro shall ensure that services are provided to allow the student to participate in general curriculum and progress toward meeting the goals of his/her Individualized Education Plan (IEP). Removal of a student with disabilities outside of the school personnel's authority, for more than ten consecutive days, and/or for long-term removals which constitute a *Change of Placement* will be addressed by the IEP Team.

If the behavior is a manifestation of the disability, the student may not be suspended or expelled by the IEP team may consider placement options.

45 Day Removal

School administration may remove a student to an Interim Alternative Education Setting (IAES) for up to 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, if the child:

- Carries a weapon to or possess a weapon at school, on school premises, or at a school function
- Knowingly possess or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function
- Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function

Recommendation for Long Term Removal

When a student with disabilities is recommended for long-term removal, the IEP Team (including the Special Education Coordinator) must convene a Manifestation Determination Review meeting within ten days of the action, at which time the Local Education Authority (LEA) Representative:

- Will review each statement on the Manifestation Determination Review form

Will develop or review the implementation of the Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) if appropriate

If the IEP Team determines that the behavior IS related to the disability:

- The IEP team must determine appropriate placement and services to be provided.
- Develop or review the implementation of the Functional Behavior Assessment (FBA) and Behavior Intervention Plan(BIP)
- Document any IEP amendments according to the Department of Exceptional Children Services Procedures Manual (DECS Manual).

If the IEP Team determines that the behavior IS NOT a manifestation of the disability:

- The student may be subjected to the regular disciplinary procedures and regular removals, as in the case of the similarity-situated, non-disabled student.
- If the student is subject to long-term removal, services must be provided to ensure progress on the IEP as determined by IEP team.

Electronic/Communication Devices

Students using an electronic/communication device to illegally enhance their own or another student's academic performance is prohibited. Electronic/communication devices shall not be used to engage in any illegal activity or offenses that violated the Student Code of Conduct. Students are not permitted to take photos and/or videos of other students, school personnel, or administrators. These devices shall never be used in an area in which an individual has a reasonable expectation of privacy including, but not limited to, restroom, locker rooms, and showers. Violators will be subject to disciplinary action.

School personnel and/or administrators are not responsible for the loss, theft, or damage of personal/electronic communication devices brought onto school property by a student.

Unauthorized electronic/communication devices may be confiscated and returned to the parent/guardian at the discretion of the school administrator.

Students using Allegro computer systems and/or electronic/mobile devices must adhere to the *Acceptable Use of Technology* that includes financial responsibility for lost or stolen devices. Usage of Allegro electronic devices may be monitored, logged, disclosed, deleted, or terminated by the school.

Students found to be in violation of guidelines for use of electronic/communication devices will be subject to disciplinary action in accordance with the Allegro Charter School of Music Student Code of Conduct.

If a phone was taken from a student during the school day for inappropriate use, parents/guardians will be informed and it will need to be picked up by the parent upon completion of the school day. Students may not pick-up their own phone.

Headphones should not be worn unless they are being used for a school project during class time or during lunch time.

Social Media

"Social Media" means any form of online publication or presence that allows interactive communication. Including, but not limited to, social networks, blogs, microblogs, internet websites, internet forums, and wikis. Schools use a variety of online web-based interactive communication technologies to enhance students' education and learning. Social media sites may be used only for educational and school related purposes in connection with lessons and assignments and to facilitate communication with teachers and other students. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online. Allegro monitors social media activity and will utilize the information to ensure the safety and security of all students and staff.

Harassment, Intimidation, or Bullying

Allegro Charter School of Music prohibits acts of harassment, intimidation, or bullying of a student by students, staff, and third parties that interfere with or disrupt a student’s ability to learn and the school’s responsibility to educate its students in a safe and orderly environment whether in a classroom, or on school premises, on a school 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 or function where the school is responsible for the student.

Harassment, intimidation, or bullying is defined as a gesture, electronic communication, or a written, verbal, physical, emotional, or sexual act reasonably perceived to have the effect of the following:

- Harming a student physically or emotionally, or damaging a student’s property, or placing a student in reasonable fear or personal harm or property damage.
- Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with the orderly operation of the school.
- Demonstrates motivation by any actual or perceived characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or by any other distinguishing characteristic.

Allegro expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students have a responsibility to know and respect the policies, rules, and regulations of the school. Any student who is found to have engaged in the prohibited actions as outlined in this policy shall be subject to disciplinary action, up to and including expulsion. Individuals may also be referred to law enforcement officials.

Retaliation or Reprisal

Allegro Charter School of Music prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. Allegro also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. The consequence and remedial action for an individual who engages in reprisal or retaliation shall be determined by the Principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulations, and district policies and procedures. Should reprisal or retaliation occur outside of the jurisdiction of Allegro Charter School of Music, Allegro will fully cooperate with law enforcement officials.

How to Differentiate Between Bullying and Other Peer Conflicts and Teasing

What is bullying? Bullying is defined as a deliberate, repeated act with intention to hurt, insult, or threaten another person in school, on school grounds, in school vehicles, or at school events. Bullying consists of an imbalance of power.

Friendly Teasing	Hurtful Teasing	Peer Conflicts	Bullying
Equal Power Neutral	Unequal Power Sensitive Topic	Equal Power Occurs Occasionally	Imbalance of Power Occurs Repeatedly
Purpose is to be playful	Purpose is to upset	Accidental	Intentional and serious
Joins relationships	Excludes	Negotiations and options	Seeks to gain power
Funny to both parties	Sarcastic	Withdrawing and options	Victim is vulnerable
		Relationship is valued	No remorse
		Effort to resolve	No effort to resolve
Friendly Teasing Example	Hurtful Teasing Example	Peer Conflicts Example	Bullying Example
One student comments to another student that he should turn his/her jersey inside out because his favorite team lost last night.	One girl comments to another girl that she looks chubby in the outfit she is wearing.	Two students have a disagreement on the playground about which one will be the pitcher in kickball.	One student repeatedly threatens another student that if he walks down a specific hallway he will get “beat up.” Another example is one student repeatedly calling another student a name regarding his sexual orientation.

Dress Code

Students are responsible for dressing in an appropriate manner at all times while on school grounds or while involved in a school event/activity. Wearing the appropriate school uniform promotes a positive influence on the school climate. In addition to clothing, hats, and shoes, student attire includes any jewelry, emblem, page, symbol, sign, comment, or other items worn or displayed by an individual.

The school administration has the discretion to determine appropriate or inappropriate attire. Students who are found to be in violation of the dress code are subject to disciplinary action.

The primary goal of the school uniform at Allegro is to ensure modesty. Appropriate dress, appearance, proper behavior, and cleanliness are vital to each member of the Allegro Charter School of Music community. The dress code is as follows:

- Any collared shirt or an Allegro approved t-shirt purchased from the school or PTO
- Khaki or black dress shorts, pants, skirts, or dresses (shorts, dresses, and skirts shall extend past the student's fingertips when the student's arms are extended by his/her legs). All pants shall be worn at waist level. No jeans, sweatpants, leggings, or jeggings are permitted.
- Closed-toed shoes shall be worn at all times; sandals, slippers, and high heels are not permitted.
- No hats, hoods, or large headpieces are allowed. A minimal headband to control hair is allowed. Items approved by administration for religious or health reasons are allowed.
- Jackets and sweatshirts need to be removed when in the building or worn underneath the uniform shirt.
- Tank tops, spaghetti strap, strapless tops, crop tops, and muscle shirts are prohibited at all times.
- No blankets are allowed.
- Headphones should only be worn in class when working on a project directed by a teacher or during lunch time.

Physical Education Attire

- Must wear socks and tennis/running shoes. Students who fail to wear appropriate footwear will not be allowed to participate.
- If the choose to change out of their school uniform they must wear a solid colored t-shirt, and solid colored shorts or pants. Shorts must extend past the fingertips when the student's arms are extended by his/her legs. Spandex and tank tops are not permitted.
- If a student chooses to change for PE, they must change back into their school uniform in between classes (unless their scheduled PE class is the last period of the day).

Periodically, the Principal may allow for a dress down day. Though this does not require the student to wear the school uniform, there is still a dress code policy in place for these days. The dress code policy for dress down days is as follows:

- Pants shall be worn at waist level and be without rips, tears, and holes.
- Undergarments shall not be exposed at any time.
- Clothing shall not reveal bare skin between upper chest and mid thigh.
- Shorts, skirts, and dresses shall extend past the student's fingertips when the student's arms are extended by his/her legs. Outer garments that are worn over leggings must follow this same rule.
- No hats, hoods, or large headpieces are allowed. A minimal headband to control hair is allowed. Items approved by administration for religious or health reasons are allowed.
- Shoes shall be worn at all times.
- Prohibited clothing:
 - Leggings, yoga pants, or skin tight pants unless worn under an acceptable garment.
 - No pants, shorts, skirts, or dresses with holes.
 - Clothing or other attire with words or images depicting or relating to tobacco, drugs, or alcohol.
 - Clothing or other attire displaying inflammatory, suggestive, racial, or other symbols of hate, or offensive content.
 - Clothing, jewelry, accessories, and/or manner of grooming which indicates or implies gang membership or affiliation.
 - Loungewear, pajamas, and bedroom slippers
 - Shirts, tops, or dresses that are backless, strapless, halter-style, cut-out, bare-shouldered, or spaghetti straps.
 - Extreme clothing or other attire that would interfere with the learning process, cause a disruption of the educational environment, or be a health or safety hazard.
 - Flip-flops, sandals, or high heels.
 - Sunglasses, headbands, bandanas, picks, or combs.

Students who are not dressed in accordance with the dress code will be given a chance to call home for a change of clothes for the first violation. If the school has spare clothes, students will be allowed to wear those. Repeated dress code violations will result in the student being sent home.

Search of Persons and Property without Probable Cause

In accordance with the laws of the State of South Carolina, any person entering the premises of any school shall be deemed to have consented to a reasonable search of his or her person and effects.

The Principal or his/her designee may conduct reasonable searches on school property of lockers, desks, vehicles, and all personal belongings such as purses, book bags, wallets, cellular telephones, technology, and satchels with or without probable cause.

Any weapons, alcohol, stolen property, contraband, or controlled substances found in such a search shall be seized by the school official, the appropriate law enforcement agency notified, and the student recommended for disciplinary actions. Failure to cooperate may result in a recommendation of expulsion for a student and the appropriate police agency shall be notified.

Weapons in School

No firearms, knives, dirks, razors, box cutters, metal knuckles, slingshots, bludgeons, tasers, pepper spray, blackjacks, or any other type of weapon, device, or object which may be used to inflict bodily harm or death shall be allowed on any school or school district property or at any school-sponsored event.

This prohibition shall apply on school grounds, in school buildings, on school utilized buses and vehicles, or at school-related functions. No student may possess any item capable of inflicting injury or harm (hereinafter referred to as a weapon) to persons or property.

No vehicles parked on school property may contain firearms, knives, dirks, razors, box cutters, metal knuckles, slingshots, bludgeons, tasers, pepper spray, blackjacks, or other items which are generally considered to be weapons.

Weapons (Firearms)

The following is directed specifically by the *Gun-Free Schools ACT 20 U.S.C. Sec. 7151*. Any student who brings a firearm onto school property, a school bus, a district-related or school-related function, or any setting under the jurisdiction of the School and District shall be expelled for no less than one calendar year. A firearm is generally defined as a gun or destructive device and will be interpreted in accordance with the State and Federal law. Violators will incur not only school disciplinary action but also penalties under the law.

Drugs, Alcohol, Tobacco, and other Substances

No student, regardless of age, shall possess, use, manufacture, sell, dispense, purchase, barter, distribute or be under the influence of alcoholic beverages (beer, ale, liquor, wines, or alcoholic beverages of any kind) or controlled substances, counterfeit controlled substances, imitation controlled substances (as defined by state law), and illegal drug or narcotic, a chemical inhalant, medication not prescribe for a student by a physician, or an unauthorized over-the-counter medication in the following circumstances:

- On school property (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 field trip
- During any field trip or activity sponsored by the Board or under supervision of the Board or its authorized agents.

NOTE: All medication must be registered with the school nurse.

The definition of “controlled substance,” “counterfeit controlled substance,” and “imitation controlled substance” is contained in the *South Carolina Code of Laws, as amended, Section 44-53-110*.

Possession, distribution, or being under the influence of licit or illicit, look alike/imitation drugs, chemicals, alcohol, anabolic steroids, inhalants, and any drug not prescribed for the student by a physician or any substance represented as a drug on the school grounds or at school-sponsored events is in violation of this policy.

No student shall possess or use a prescription or non-prescription drug unless procedures established in district policy and regulations and accompanying administrative regulations have been followed.

Any student who violates this policy shall be suspended and his/her conduct reviewed for a recommendation of expulsion.

The Allegro Charter School of Music Board of Directors, in lieu of a recommendation for expulsion, may recommend the student’s attendance in, and completion of, an approved drug intervention program. The parent/guardian shall be responsible for the cost, if any, of such program. If the parent/guardian chooses to have the student attend such a program, the student, may at the option of the Principal, be provided with the opportunity to remain in school as long as he/she meets all requirements of the program.

Students who commit any drug offense of possession with intent to distribute and are charge with this offense by local law enforcement will be recommended for expulsion.

Tobacco-Free Schools

Allegro Charter School of Music, it's school, programs, and offices are tobacco-free and the use of tobacco product is PROHIBITED.

Students shall NOT be in possession of, use, manufacture, sell, dispense, or distribute, any tobacco products or paraphernalia including, but not limited to, cigarettes, cigars, pipes, electronic cigarettes, vaporizers, smokeless tobacco, and snuff. This restriction applies to school grounds, in school buildings, in personal vehicles on school property, on buses, or in any other Allegro vehicle, during any time under the administrative jurisdiction of the school, whether on or off school grounds.

Medication and Medical Procedures

No student shall carry medicine in school except for students given permission to do so by the Individualized Healthcare Plan (IHP) to guard against a life-threatening condition. All medications must be brought to the school by a responsible adult and delivered to the school nurse, or in the absence of the nurse, to the school employee designated by the Principal. The responsible adult delivering the medication may be required to count the medication with the nurse or school employee. Medication may not be transported to or from school by students. CCSD has established a policy (JLCD) identifying procedures for the safe administration of medications and/or medical procedures performed during school hours and Allegro Charter School of Music has adopted and implemented that policy.

Medications

1. When possible, medications should be given by parents/guardians before or after school hours.
2. Any prescription medication to be given at school or school related activities must be accompanied by written orders from a healthcare practitioner who is recognized by *South Carolina's Department of Labor, Licensing, and Regulation* as authorized to prescribe medications and accompanied by the completed CCSD Doctor's Order Form.
3. Allegro Charter School of Music and its employees reserve the right to refuse to honor medication requests that are not consistent with professional standards and/or deemed unsafe for the school setting. If this occurs, alternatives for meeting the students' needs will be discussed.
4. Requests from parent/guardian for administration of herbal/alternative medicinal products, "off-label", or investigational medications will be evaluated on a case-by-case basis.

Procedures

1. Medical Procedures require receipt of the completed CCSD Medication/Procedure Doctor's Orders form and necessary equipment for the procedure.
2. The school nurse, in consultation with the parents/guardians, physicians and student, will develop an Individualized Health Plan for the medical procedure.

Parent/Guardian Responsibility

1. Deliver the completed CCSD Medication/Procedure Doctor's Order form along with medication in the original labeled prescription container and/or proper equipment for medical procedure to the school.
2. Inform the school of any changes in the student's health condition, medical procedure, or medication.
3. Update CCSD forms annually or when there is any change in the medication or medical procedure.
4. Pick-up any unused medication or medical supplies within one week of discontinuation or last day for students, whichever comes first, after which medications will be disposed.
5. Provide no more than a thirty (30) day supply of medication to the school.
6. Be responsible for medication/equipment until it is received by the Principal or his/her designee.

Self-Medicating and/or Self-Monitoring

Certain students with special health care needs may self-administer and/or self-monitor provided that certain conditions are met. An IHP must be in place with this information.

For additional information, please see the school nurse.

Driving and Parking Rules

Allegro Charter School of Music does not offer parking on campus. Parking on campus illegally will result in disciplinary action.

We have secured a limited number of spots at the Parking Garage on Queen Street behind the school. Spaces will be given out on a first come, first serve basis to those who submit a Parking Request Form along with a copy of their driver's license and insurance. Spaces are \$150 per month. Payments for spaces must be made by the 20th of each month and must be paid by check. If timely payments are not made, parking privileges will be revoked.

Parking is a representation of Allegro and can be revoked at any time for academic and disciplinary issues. If parking is revoked refunds will not be issued.

Clearing the Property

For lease, cleaning and security reasons, among others, it is important that students clear the property by 3:45 PM each day. Students should establish daily prearranged times for transportation so they will not need to use the phone. Only students who are in a classroom under the supervision of a teacher are allowed to remain past 3:45 PM. No students should re-enter any building after this time without permission. Students who choose to disregard this request will be punished appropriately. The lobby area around the office is off limits. Students who are waiting for another student to be out of a meeting with a teacher should be waiting outside of the building.

Allegro does not provide supervision of students after 3:45 PM unless it is pre-arranged with a teacher.

Fundraising/Student Solicitations

The school will keep fundraising activities to a minimum to avoid interfering with the efficiency and effectiveness of the education program.

Fundraising campaigns sponsored within the school must be in support of specific student activities or projects that will contribute to the school's improvement. All fundraising activities must be approved by the principal in advance.

No student organizations may sell items, advertise services, or distribute written materials on school premise without the permission of the principal.

Unlawful Uses of the Telephone

Allegro Charter School of Music expects that students will make only appropriate use of the telephone. Violations of the regulations set up in the South Carolina Law Code No. 16-17-430 may result in a student having to face serious penalties for improper use of the telephone. Any person violating the law may be found guilty of a misdemeanor and, upon conviction, punished at the discretion of the court. The telephone can only be used by a student during class change or lunch, with permission from the office staff or/and administration for calling home regarding transportation only.

Lost and Found

Lost and found items will be located in the back corner of the cafeteria by the lunch line. At the end of each quarter, items still left in the lost and found will be donated.

Lost and Damaged School Technology

Students whose technology is lost or damaged must promptly contact the technology coordinator. Lost iPads must have a police report filed within three (3) days of the loss. A copy of the police report must be turned into the school in order to be covered by insurance. If no such report is filed, the cost of replacement will be assumed by the parent/guardian. Parents/guardians will also be responsible for the cost of technology damaged if insurance refuses a claim.

Damage technology will be turned into our insurance company for repair. A replacement will be issued to the student as soon as possible by the technology coordinator, however it may not always be the same day the technology is turned in. Depending on the nature of the damage students may be required to turn in technology at the end of each school day.

There are fees assessed for lost or damaged chargers and cases.

Visitors/Volunteers

In order to keep students safe, the principal will take whatever action necessary to prevent unauthorized persons from entering the school buildings or from loitering on school grounds. For safety, all outside doors remain locked during the school day. At the main entrance of the school, a visitor presses the doorbell to notify school personnel that they are present. School officials in the office will acknowledge the visitor and allow entrance to the building. Once inside the building, visitors will report to the school office where they will be required to present a valid photo ID card that will be scanned through our check-in system, this system helps ensure that no unauthorized person enters a school. Each visitor must check in and out when in the school, regardless of the time of day.

The visitors' ID will be fed through a scanner that will run a quick background check and print a visitor/volunteer badge that displays the visitor's photograph and name, as well as the date, time, and purpose of visit. Should the system "flag" an individual for any reason, the system will automatically and privately notify the front office staff and the school administrators. Appropriate action will be taken.

When a visitor leaves the building, he or she returns to the school's main office to check out with the office staff.

All visitors to the school who serve the school in a volunteer capacity by performing tasks in the school building or accompanying students on field trips of any length will be subject to background checks utilizing the South Carolina Law Enforcement Division, DSS Registry, and National Crime Information Center.

Allegra reserves the right to deny any individual entry to the building who cannot produce a valid Photo ID.

Student Late Arrivals/Pick-Ups

Any student who is arriving late to school who would be considered absent (after 7:55 AM), must produce a medical excuse or parent note. Parents/guardians do not need to enter the building with the student to sign them in. Notes must be received by the main office within 2 days of the absence in order to be changed from "unexcused" to the appropriate code. Allegra does not accept notes for Tardies (arriving at school after 7:30 but before 7:55), they will have a tardy logged in for that day.

If students are being picked up early from school the parent/guardian or emergency contact must provide a valid Photo ID that will be scanned into our system. If the parent/guardian or emergency contact is not listed in the permanent record or on the emergency card for acceptable people to pick-up the student, the individual will be denied pick-up. The school will not make phone calls or send emails or take phone calls or emails to approve pickups.

If an individual will be picking up a student who many not normally do so, please send a handwritten note with your student listing the individual who will be picking the student up, the date the pick-up will occur, and the approximate time along with your name, signature, and telephone number you can be reached at if confirmation is needed. If a note is not received, the school will not make phone calls to approve this. The school will also not accept phone calls or emails for pick up approvals.

Threats (S.C. Code 16-3-1040)

It is unlawful for any person to knowingly and willfully delivery or convey to any teacher or principal any written, verbal, or electronic threat to take the life of or to inflict bodily harm on the teacher, principal, or their immediate families. Any person violating this law must, upon conviction, be punished by a term of imprisonment of not more than five years.

Trespassing/Disturbing School (S.C. Code 16-17-4200 and 16-11-520)

Anyone on any school campus without a visitor's pass is trespassing. Anyone who interferes with or disturbs in any way or in any place the students or teachers of any school, loiters around a school without permission or acts in an obnoxious manner at school is disturbing schools. Administrators will contact the proper authorities about trespassing/disturbing school violations.

Emergency Drills

The safety of your child is our greatest concern. All outside doors will remain locked at all times. The school has a security, health, and safety plan. Allegra holds regular emergency drills to teach students to respond calmly in the event of an emergency.

The Nurse's Clinic is operated daily by a licensed school nurse that follows the direction of Charleston County School District Nursing Services. The clinic is equipped to render emergency care for injuries or illnesses occurring at school and caring for the student until a parent or proper medical personnel can assume responsibility. It is the responsibility of the school nurse to evaluate students with health needs, administer first aid and medications according to CCSD policy, and to refer students for additional medical attention as needed. At times administrators or office staff will handle the administration of medication and basic first aid as needed.

Criteria for students remaining home or being sent home when sick:

Allegro Charter School of Music follows the DHEC School Exclusion guidelines for school attendance. There are times when a student should not be in attendance at school for his/her own welfare and for the protection of other students. Students should remain home or be sent home from school if they have any of the following symptoms:

- Fever, temperature of 100 degrees or higher, with or without other symptoms. A student must be fever free, without fever reducing medications, for 24 hours before returning to school.
- A cold in the contagious stage. (Severe nasal discharge that is not clear in color).
- Any communicable disease (chicken pox, measles, etc.)
- Undiagnosed rash or skin eruptions.
- Vomiting or diarrhea within the past 12 hours.
- Untreated head lice or scabies. Allegro follows a "no nit" procedure for students returning to school after diagnosis of head lice.
- Students with a diagnosis of strep throat must be on antibiotics for 24 hours and be fever free before returning to school.
- Students with conjunctivitis (pink eye) must be sent home and may return once on antibiotic eye drops for 24 hours and without discharge from the eye.
- Students with suspected MRSA (staph infection) must be referred to a physician for treatment. The student may return with physician permission, on antibiotic treatment for at least 24 hours, without drainage, and with the wound covered.

Accidents and Emergencies

Every effort is made to prevent accidents. However, in case of an accident, first aid will be administered only by the school nurse or other authorized school personnel. If it is serious, every effort will be made to contact the parent/guardian. If, however, we are unable to reach the parent/guardian, the school will contact individuals listed on the Emergency Medical Form to secure an individual to pick up the student. If a student requires medical attention beyond the scope of the school nurse and the school is unable to reach the parent/guardian, the school will call 911 and notify the parent as soon as possible.

Homebound Instruction

Students who cannot attend school because of an accident or illness may be eligible for homebound instruction. A licensed physician must certify that the student is unable to attend school and may profit from instruction given in the home. Homebound instruction must be requested through the Counseling Office.

Immunization Requirements

All students must have a South Carolina Certificate of Immunization signed by a licensed physician or from the Health Department stating that the student is complete on all required immunizations before entering school. If immunizations are not complete, the student will be required to obtain the needed immunizations before entering school.

Release of Student Information

Parents are permitted to examine permanent records of their child(ren). An appointment can be made through the school counseling office to see the permanent record.

Individual records (grades, test scores, evaluations, etc.) are not available for public inspection. This information is available to the student's parents, legal guardians, or to the individual student of legal age. However, general information relating to students can be release as directory information, upon request, at the discretion of the principal. This information includes the student's name, age, sex, grade, subjects of study, awards earned, participation in officially recognized activities and sports, weight and height of members of athletic teams, and various other public information. ANY PARENT OR GUARDIAN WHO WOULD PREFER NOT TO HAVE THIS GENERAL INFORMATION RELEASED WITHOUT PRIOR CONSENT SHOULD NOTIFY THE PRINCIPAL IN WRITING. The use of any information by Allegro Charter School of Music is solely for the promotion of the student's welfare. Any questions concerning student records should be addressed to the counseling office.

Release of Information to the Armed Forces

Congress passed legislation (No Child Left Behind Act of 2001 and the National Defense Authorization Act of 2002) which requires high schools to provide to military recruiters, upon request, access to secondary school students and directory information on those students. Directory information includes names, addresses, and telephone numbers for high school juniors and seniors. Parents or guardians may submit the *Parent Opt Out Information for Parents of All Ninth Through Twelfth Grade Students Form* to request that their child's name, address, and telephone number NOT be shared with Military Recruiters and Institutions of Higher Education without their express written consent.

Notification of Rights Under Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the District receives a request for access.

Parents or eligible students should submit to the school principal or District designee a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend a record should write the school principal or District designee and clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the District discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

ONE EXCEPTION, which, under the law, permits disclosure without consent, is disclosure to school employees, to include school officials with legitimate educational interests. School officials are persons with a legitimate educational interest in the student such as: instructors; administrators; health staff; counselors; attorneys; clerical staff; trustees; members of committees and disciplinary boards; and contractors, or other parties to whom the school has outsourced institutional services or functions. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials whom the school has determined to have legitimate educational interests.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll,
- Specified officials for audit or evaluation purposes,

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- State and local authorities within a juvenile justice system, pursuant to other state law
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency,
- Information the school has designated as “directory information”

Students with Special Health Care Needs

Parent Notice Required By S.C. Code Ann. Section 59-63-90 (Supp. 2005)

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people to ensure that the students’ needs are met throughout the school day.

Individual Health Care Plans or Individual Health Plans (IHPs)

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

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

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student’s parent or legal guardian, the student (if able), and others who know the student or know about the student’s disability, such as a teacher, a school counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student’s needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact your child’s school or the CCSD 504 Coordinator at 843-937-6500.

Individuals with Disabilities Education Act (IDEA)

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student’s parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. Contact the Special Education Department at Allegro at (843) 297-8033 to learn more about IDEA or to initiate a team meeting.

Medical Homebound Instruction

South Carolina’s mandates regarding medical homebound instruction appear in the State Board of Education Regulation 43-241, Regulation 43-241 says that students who cannot attend public school because of illness, accident or pregnancy, even with the aid of transportation, are eligible for medical homebound or hospitalized instruction. A physician must certify that the student is unable to attend school but may profit from instruction given in the home, another location, or hospital. The district superintendent or his/her designee may approve or deny any student requesting homebound instruction. A school or district representative may contact the parent and doctor to request additional information and discuss strategies to maintain the student in the school environment.

The parent has the right to appeal the homebound decision made by the superintendent or designee and school team. The appeal must be made in writing to the Department of Alternative Programs and Services within 10 days of receipt of the homebound denial letter from the school

Homebound service is appropriate for short term intervention and should not be viewed as a long term placement for regular school attendance. Homebound instruction is designed so the student does not fall significantly behind during the period of confinement. The district's attendance (and truancy) policy does apply to homebound students. Students receiving homebound instruction should return to school-based instruction as soon as possible. Homebound services are approved for 45 instructional days at a time. If it is necessary for homebound instruction to continue beyond the approved period of time, a new Medical Homebound Instruction Form will be required. The school or district representative may ask for additional information regarding the student's individual health/treatment plan, progress towards treatment goals, and specific plans to transition the student back to the school setting in order to justify the need for extended services