

MESSAGE FROM THE PRINCIPAL

The reason Drayton Hall Elementary exists is to educate the students in our attendance zone in order to make our families' community stronger. We are part of building a better Charleston. Along with our parents and community we will assist in preparing students who will be college and career ready; socially responsible; and demonstrate characteristics such as, integrity, self-direction, and perseverance. This packet has been created to inform families of the policies and procedures of both Drayton Hall Elementary and the Charleston County School District (CCSD). The policies and procedures in the packet DO NOT supersede the CCSD Student Code of Conduct or Board Policy.

Students will be challenged in the areas of language and literacy, writing, numeracy, social studies, and science. A special focus this year will be on strengthening our students' numeracy skills. Additionally, we will re-double our efforts to communicate with our families and community regarding school programs and other activities. Also, we are excited to continue celebrating academic achievements and positive behavior through our Bobcat Prowls and Academic Pep Rallies.

Our PTO is very active and we hope to see you at our meetings and other school activities. If you have any questions or concerns please call, email, write or visit. Remember Drayton Hall Elementary is "A PAWSitively Great Place to Learn" and working together is key to reaching our collective goals.

Brian S. Agnew, Principal

SCHOOL GROUNDS

DRAYTON HALL ELEMENTARY SCHOOL AND GROUNDS ARE SMOKE FREE/TOBACCO FREE ZONES. NO SMOKING OR USE OF TOBACCO PRODUCTS IS ALLOWED.

IMPORTANT PROCEDURES FOR ALL PARENTS & STUDENTS:

- Please refrain from using your cell phone during drop off and pick up. We need all eyes watching for students to ensure the safety of all.
- Students will not be called from classrooms after 2:30pm for dismissal. Please plan accordingly for afternoon appointments.
- Students will not be allowed to use the office phone to call home for materials left. These items include but are not limited to: iPad, musical instrument, homework, lunch, etc.

ARRIVAL/DISMISSAL INFORMATION

ARRIVAL	8:00-8:25AM
SCHOOL BEGINS	8:30AM
PM ANNOUNCEMENTS/DISMISSAL	3:20PM

IMPORTANT DATES TO REMEMBER:

Parent Conferences- Teachers will hold conferences with parents in order for parents to receive the first report card. Conferences will be near the end of the first marking period.

PROCEDURES FOR PARENTS WITH CONCERNS

FIRST Please communicate **FIRST** with your child's teacher.

SECOND Brian Agnew, Principal and/or Katherine Anderson, Assistant Principal

Whenever the Principal; Brian Agnew, is not in the building, Katherine Anderson; Assistant Principal, will assume the Principal's responsibilities. In the rare occurrence both the Principal and Assistant Principal are out of the building, Tammi Spivey; Guidance Counselor, will assume responsibility.

BUS CONCERNS

Durham Bus Azalea Lot: (843) 725-3160

Katherine Anderson, Assistant Principal (843-852-2043)

Bus Complaint: CCSD Website, Divisions, Operations, Transportation, Bus Complaint Form

IDENTIFICATION BADGES:

All staff, visitors, volunteers, substitutes, and any adults in the building must wear identification badges. Staff members must wear their photo identification badge at all times during the school day. Teachers will not permit parents or other visitors to enter their classroom without required identification. All visitors must check in with the office. Staff members are expected to ask any adult without identification to please check in with the office. This is for the safety of all our children when teachers and staff are in charge.

TEACHER/PARENT CONFERENCES:

Teacher/parent conferences are more effective and productive when teachers can prepare for the conference and have all necessary information for parents. Please schedule conferences in advance with your child's teacher. Conferences are required for parents to receive reports after the first marking period.

STUDENT TRANSFERS:

As soon as a parent knows the date of transfer, please notify the teacher and the office in writing. We need this information a minimum of two days prior to leaving. You will need to come into the office to transfer your child.

STUDENT ATTENDANCE:

A high student attendance rate is crucial and students are expected to attend school regularly. Because of this, student attendance is one of the criteria by which we are evaluated by the State each year. If a student is absent, he/she is expected to present a written excuse signed and dated by the parent/guardian, or provide a doctor's excuse, within 4 days of the absence. Emails, texts, and/or faxes are no longer accepted by CCSD as documentation of an absence. Any student who fails to bring a valid excuse to school automatically receives an "unexcused" absence. All public schools are expected to meet a state standard regarding student attendance. We will schedule conferences with parents after 3 consecutive, unexcused absences or 5 cumulative, unexcused absences. For a student to achieve perfect attendance they must be present (and on time) EVERY day.

STUDENT TARDY POLICY:

Students are expected to arrive at school on time. Entering the room even a few minutes late is disruptive to the tardy student, to the other children in the classroom and it delays the beginning of the school day. Any student who enters the building after 8:25 will be given a "tardy pass" by the front office staff and marked tardy by their classroom teacher. Any student who enters the building after 8:45 will be marked tardy by the front office staff. **We will notify parents when their child has been tardy 5 times. After the tenth tardy, the parents will receive a letter from the administration and will be required to come in for a conference.** There will be no exceptions to the policy except illness or a doctor's appointment.

KALEIDOSCOPE (After-school Program):

Drayton Hall has an extended day program sponsored by CCSD. Childcare is provided after school for those who are enrolled. Information can also be obtained from our Director, Laura Strickland, laura_strickland@charleston.k12.sc.us

In the morning, **from 6:30-7:45**, parents may pull up in the bus loop and enter Kaleidoscope through the Cafeteria door. **From 7:45-8:00**, we ask that parents dropping students off for morning Kaleidoscope, please park in one of the parking spaces in front of the main office and walk your student to the Cafeteria door. This will allow our buses to access our bus loop during this time and ensure everyone's safety.

In the afternoon, from 3:15-3:45, we ask that Kaleidoscope parents do not use the front bus loop or parking spots in front of the main office for pick-up. If you are picking up from Kaleidoscope please plan to do so after 3:45 or if you need your student prior to that time please have them be a car rider for that day.

EMERGENCY DISMISSAL PLANS:

It is essential that we have a dismissal plan on our Drayton Hall Emergency Card for each student in the event that a weather emergency results in the early dismissal of students. Local media will announce school closings.

BUS RIDERS:

Buses and Daycare vans will arrive and depart from the bus loop. In the morning, buses and Daycare vans will unload at 8:00 and students will enter the building through the main entrance. Students must have a note from the parent/guardian and a note from the office if they are riding a different bus for the day. The student must get the note from the office prior to 2:00 that day and it must be presented to the bus driver. No electronic devices are allowed to be used on the bus at anytime.

CAR RIDERS:

Our car rider loop is on the right side of the building. Cars will enter the school grounds and immediately veer to the right. Once you enter the side parking lot we have two lanes which allows us to stack additional vehicles. Please utilize both lanes in the side parking in the morning and afternoon in order to help alleviate traffic on HWY 61. Please do not start stacking vehicles until you have made it past the "island" with the STOP SIGN so that we may still have the left lane open to allow our buses to access the bus loop. As you approach the building the two lanes merge to one lane for drop-off and pick-up. The unloading/loading area is along the full length of the awning on the PASSENGER SIDE ONLY. Please be sure to pull all of the way forward and make sure that your child is ready to exit in the morning when you stop. **It is important that parents remain in vehicles at all times while in our car rider line.** Car rider drop-off will begin at 8:00 and end at 8:25 each morning at the school's side entrance. It is okay for parents to arrive at the car rider line prior to 8:00. **However, please do not release your children from your vehicle until faculty members arrive to car duty at 8:00.** Car rider pick-up will begin at approximately 3:30 each afternoon at the side entrance. We have created unique school issued placards for you to use. You will be issued a placard during Fact & Fees or you can request one from our Main Office. These placards will help us to create a safer environment for our students who are dismissed through the car rider line. **Please place the placard on the front dash board.** This will assist us to move the car rider line as quickly as possible. **If you forget your placard when picking up your child, you will need to bring your driver's license to our main office in order for us to dismiss your child to you.**

ADDITIONAL CAR RIDER INFORMATION:

In order for the car rider system to move along at a steady and safe pace, there are certain rules that must apply:

1. **Cars will stack in two lines and then merge into one line at the cones.**
2. Children will not enter or exit their cars until they are in the drop-off/pick-up area at the end of the line where staff members/safety patrol are on duty.
3. Children must remain in the specified drop-off/pick-up area where there is adult supervision. Children will not be permitted to meet parents in the parking area.
4. The bus area is for buses only. **It is very dangerous for children and adults to walk between or around buses.**

WALKERS AND BIKE RIDERS:

Safety is our top priority. We have designated multiple access points and paths for students and parents to use when biking and walking to school. The gravel path on the right side of the school leads students to a sidewalk and straight to the bike racks. Students and parents entering the school from the left along the West Ashley Greenway now have a sidewalk that leads up through the front parking lot to a crosswalk. A staff member is on duty to assist with ensuring our students and parents get safely across. All bikers and walkers will use the side entrance in the mornings. If parents wish to meet their walkers and/or bikers in the afternoons they can do so by meeting them by the bike racks located by the back playground. By choosing this mode of dismissal for your child you are giving them permission to exit campus with or without an adult. **Our ability to supervise students ends once students exit our campus.**

PARENT DROP-OFF/PICK-UP:

Parent drop-off is for parents who wish to walk their child to the side entrance in the mornings. Parents will park in the front parking lot (main lot to left as you enter school grounds) and use the crosswalk. Parents are to escort students all the way across the crosswalk and to the side entrance. **Under no circumstances** are students to walk unescorted at any point in our parking lot, or cross traffic at any point other than the crosswalk.

Parent pick-up is for parents who wish to park in the front parking lot and walk up to the school. In order to efficiently move through our afternoon dismissal this pick-up will be dismissed first and parents must be present and waiting adjacent to the music room at 3:10. Students will be dismissed and parents will escort students along the nearest crosswalk and to the parking lot. If parents are not present to pick students up from this area students will be sent to wait with car riders.

DISMISSAL CHANGES:

For the safety of our students, we are unable to always take requests for student dismissal changes. A student must have all directions for any changes in his/her afternoon schedule before he/she leaves home. **Of course, emergencies happen and, naturally, we understand those circumstances. However, we will not be able to repeatedly contact the same students for changes of plans.**

EARLY DISMISSAL:

If a parent must pick a child up early for a doctor's appointment, etc. the parent must send a note stating the reason and time the child will need to leave school. The parent must come to the office to sign out the child. A child will not be called to the front office until the parent arrives. If someone other than the parent/guardian must pick up a student, the individual must be listed on the child's emergency card. Picture identification will be required. Please include a phone number where you can be reached for verification.

STUDENT BOOKS AND FEES:

Each student will receive a supply/fee list. Instructional fees are due at the beginning of the school year. Parents may make payments on-line, or make checks payable to Drayton Hall Elementary School and return to your child's teacher. A student entering any time during the year must pay full price for new workbooks. If a student transfers, he/she will take those workbooks with him/her. When a student transfers out of the school, please see that all state textbooks and library books are returned. While we want our students to enjoy reading both textbooks and library books, we hold them accountable for their care and return. **If a lost, state issued book is found after it has been paid for, a refund from the school will not be issued.**

CLASS VISITATION:

Drayton Hall parents are welcome to visit the school. Please notify the office and the teacher if a classroom observation is desired. Stop by the school office upon arrival. You will receive an identification sticker to wear while you are in school. For the safety of our children, teachers are required to enforce our visitation policy. **Please do not visit your child's class without first establishing an appropriate visit time with your child's teacher.**

EMERGENCY CARDS:

Emergency cards have been sent home. Please complete both sides, sign and return to your child's teacher. Once the school year is in session,

parents need to update their information through the main office should changes occur.

BREAKFAST & LUNCHES:

Applications for Free and Reduced Breakfast and Lunch Programs will be provided by CCSD at the beginning of the year. Parents and students are encouraged to prepay for meals on a minimum of a monthly basis. Students will be allowed to pay the daily fee. Breakfast begins at 8:00am.

Student Breakfast \$1.40 Student Lunch \$2.25 Adult Breakfast \$2.25
Reduced Breakfast \$.30 Reduced Lunch \$.40 Adult Lunch \$3.75 Milk \$.50

HOMEWORK PHILOSOPHY:

We believe that spending time with family each day is critical to the welfare and happiness of children. Rather than spend the evenings completing worksheets, workbook pages and projects, we believe it is important for families to interact with each other through such activities as reading, writing, and talking about their day. Playing games together is an excellent activity to promote cooperation and good sportsmanship, as well as making learning fun.

We believe parents who encourage an active lifestyle by discouraging idleness and by helping guide their children's time into wholesome activities provide their children with the tools and experiences for healthy bodies and minds. Please encourage children to play outdoors, join sports teams, etc. in an effort to stay healthy and active.

Drayton Hall's Homework Policy is as follows: Grade listed with nightly/weekly (suggested) minutes:

K (10/40), 1st/2nd (20/80), 3rd (30/120), 4th (40/160), 5th (50/200)

Homework Requirements:

- Many students have heavier commitments on particular days during the week. We will do our best to give homework assignments for the week to allow for students to complete extra homework on some nights and leave other nights to be homework-free;
- Teachers who share students, will work together to ensure that your combined expectations meet the maximum minutes outlined above.

NURSING SERVICE- LICE POLICY:

CCSD Nursing Services policy is that parents of children with live lice in their hair will be notified. Nursing Services will provide parents with "Head Lice Help" Information Sheet and a parent must accompany the student(s) to school the next day and provide proof of treatment (lice shampoo or receipt). If live lice are still present, parents must take student(s) home for further head lice treatment/removal. Students with nits in their hair but no live lice will not be excluded from school.

MEDICATION:

Medication/Medical Procedures: (CCSD Policy JLCD- Assisting Students with Medications)

CCSD schools are currently allowed to dispense a limited list of over-the-counter medications with parental consent. Please see the clinic emergency card for the list. Any medication to be administered at school requires a Doctor's Order form to be completed by the parent and the doctor. Medication must be provided by the parent in the original, sealed, properly labeled container. Any medical procedure (such as blood sugar checks, tube feedings) to be performed at school requires a Doctor's Order form to be completed by the parent and the doctor. Doctor's Order forms are available from the school nurse or online at:

http://www.ccsdschools.com/UserFiles/Servers/Server_2973281/File/Nursing%20Services/ParentInformationMedicationsMedicalProcedures.pdf

Under no circumstances is a child to transport any medication (over-the-counter, prescribed, etc.) at any time.

PERSONAL BELONGINGS/ VALUABLES (TOYS):

To help eliminate the loss of or damage to toys, electronics, and/or valuables, students are not to bring these items to school or on the bus. Your child's teacher will let you know if an exception to this rule needs to be made. Trading or swapping of personal property or money is not allowed. Any unauthorized device or device being used against school policy (toys, cell phones, iPods, iPads, etc.) will be held until a parent comes to claim it or until the end of the school year. **If a student has a cell phone on the bus or at school it must be "TURNED OFF" and in their book bag at all times.**

CCSD TECHNOLOGY ACCEPTABLE USE POLICY:

Our students are fortunate to have access to technology through computers and iPads. Please review the CCSD Acceptable Use Policy below: https://www.ccsdschools.com/UserFiles/Servers/Server_2973281/Image/Departments/InnovLearning/AUP_7.17.pdf

CELL PHONES & OTHER ELECTRONIC DEVICES:

If a student has a cell phone or any other type of personal electronic device on the bus or at school it must be "TURNED OFF" and in their book bag at all times. Any unauthorized device or device being used against school policy (toys, cell phones, iPods, iPads, etc.) will be held until a parent comes to claim it or until the end of the school year.

FOOD POLICY:

Drayton Hall Elementary is committed to providing a safe and supportive environment for all of our students. We place a high priority on our school food policy as we recognize its power to fuel learning. A vast body of research shows that improved nutrition increases a student's focus, attention, and classroom behavior. These beliefs have resulted in the following food policy for our school:

- We limit the amount of food sent to school, also known as "outside food"
- Outside food will only consist of daily lunch, daily snack, food for occasional instructional lessons and scheduled classroom parties (ex. Valentine's Day, end-of-year party, etc.)
- Please consider healthy food options when celebrating a special day.
- Items to be eaten in the classroom during daily snack shall be healthy. No junk food please.
- Candy will only be used for rare, educational purposes.

GUIDANCE CLASSES:

The Guidance Program at Drayton Hall Elementary is designed to meet the needs, interests, and concerns of our parents and students. Your child will receive lessons, based off the Second Steps program, and guidance instruction from Tammi Spivey, our Guidance Counselor. Some of the many classroom guidance topics cover character education, using good manners, school citizenship, and friendship. Small group guidance sessions are also offered during the school year on topics such as divorce, social skills, and anger management. Letters requesting parent's permission for children's participation are sent before they are allowed to be involved in small group sessions. All students will participate in whole group Guidance classes unless parents opt out by contacting Tammi Spivey directly. She is available during school hours at 843-852-0678. If you have questions or concerns, please give her a call.

STUDENT BEHAVIOR EXPECTATIONS:

We will follow the CCSD Code of Conduct and CCSD Progressive Discipline Plan for all students. The CCSD Code of Conduct can be found on the CCSD Website or through the link on our DHES homepage.

In the Drayton Hall Elementary community, we believe every student has the right to learn in a safe, clean, and pleasant environment. We will help students understand the reasons for, and learn the skills of self-control while developing positive attitudes and behaviors toward self and others. In order to

reach our academic and social goals; parents, teachers, and staff will assume an active role in implementing our discipline system.

Educators are responsible for teaching and learning. We are committed to a rigorous academic program for all students.

Parents are responsible for setting limits, tutoring their children in ethical standards, expecting children to be responsible for their actions, communicating high expectations to their children, expecting them to be careful listeners, and expecting them to actively participate in learning in order to achieve.

Students are responsible for following our schoolwide expectations and focusing on learning.

Our school wide expectations at Drayton Hall Elementary is for our Bobcats (students) to "Spread PAWSitivity"

PAWS stands for Ppractice responsibility & professionalism, Act kind & respectful, Work hard, and Stay safe

POSITIVE REINFORCEMENT:

We know that Drayton Hall students are an exceptional group of young people and we emphasize cooperation, respect, and responsibility. Therefore, we recognize appropriate and exemplary behavior. We also agree that while students deserve and earn rewards, they should not be rewarded materially for expected behavior. We will, of course, continue to encourage positive behavior. **There will be no candy or gum rewards.** In addition to each teacher's plan for positive reinforcement, our schoolwide discipline plan includes:

- *Appearance on our News Show
- *Positive Calls Home
- *Bobcat Prowls
- *Invitations to Read to the Principal/Assistant Principal
- *Positive Notes
- *Specific Verbal Praise
- *Homework Passes

REFERRAL TO ADMINISTRATION:

We regard disruptive behavior that results in a referral to the Principal/Assistant Principal as **VERY SERIOUS**. Referral to the Principal/Assistant Principal only occurs after the teacher has tried several classroom management interventions. **In all cases, the Principal/Assistant Principal will conference with the student and contact parents.**

Each discipline referral must be signed by a parent and returned to school the following day.

If in the rare occurrence your child is suspended from the bus, they still must arrive at school on time. **Students should not arrive before 8:00AM.** Tardies and absences due to bus suspension are unexcused. It is of equal importance for the safety of the student that parents pick up their children at dismissal time at 3:25.

STUDENT DRESS CODE:

The goal of our dress code is to provide parents and students with a wide variety of clothing options, while ensuring that student attire does not interfere with instruction. All students are expected to wear appropriate clothing that complies with the CCSD Code of Conduct. Drayton Hall Elementary T-shirts are available for purchase and event shirts will also be sold throughout the year. Fridays are Spirit Days and we ask that all faculty and students wear Bobcat Gear on Fridays. Thank you for ensuring that your child adheres to our dress policy.

- Shoes with a closed toe are required (backless shoes and those with greater than a ½" heel are not permitted).
- Athletic shoes should be worn on PE days.
- Shorts and skirts must be at least as long as the child's pinkie fingertips when arms are fully extended beside the legs
- When leggings are worn, the accompanying top must be an appropriate length.
- Halter tops and tops with spaghetti straps are not allowed. Shirt straps must be at least the width of two fingers.
- Shirts must cover the midriff, back and chest.
- Hats, bandanas, or headgear are not allowed. Hats may be worn at recess on cold days.
- Hoods may not be worn indoors.
- Sweater or sweatshirt can be brought to wear inside the classroom due to fluctuating temperatures, but no bulky jackets or hoodies will be worn inside the building or classroom. Large jackets will be hung in the classroom and only worn at recess or when going outside.
- Clothing must fit properly: not oversized or too tight, and pants must fit at the waist.
- Clothing and accessories may not display profanity, suggestive phrases, weapons, and/or offensive/inflammatory graphics or statements.
- Any attire, bracelets, necklaces, accessories, etc. that are determined to be unsafe or a distraction to the learning environment are not allowed.
- Perfumes and colognes should not be worn; some students can be highly sensitive to them.
- Students not in compliance with the dress code may be supplied a change of clothes by the nurse.

CHARLESTON COUNTY FIELD TRIP POLICY:

The Board supports the idea of extending the school program by providing learning experiences and other activities away from school which are of value in helping achieve educational objectives. These extensions of classroom instruction and the school program are referred to as field trips. For the purpose of this policy, a field trip is defined as any school sponsored activity which takes one or more students away from the school setting.

There are two types of field trips:

1. Instructional Field Trips (extensions of classroom instruction)
2. Interscholastic/Extracurricular Field Trips (extensions of the school programs)

Field trips are further classified by the length of time and the approving authority.

1. A field trip which will be completed and students returned to school at the close of the normal school day. Approving Authority- Principal
2. A field trip which will be completed and students returned to school after the close of the normal school day or a field trip which will not be completed in one day. Approving Authority- Superintendent

The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students. Each such student shall be given guidance in setting up educationally sound variations in his school program to enable him to participate and shall be counseled as to his obligations in fulfilling them. The administration may place restrictions upon a student's participation in the field trip when staff's judgement regarding his welfare requires it. Charges or fees for field trips may be necessary. No funds are budgeted for field trips. Field trips may be denied because of cost or because the sponsor has not made arrangements for all students in the group to participate.

Students who participate in the field trip activities shall be limited to those who are participating in the particular subject or activity and will benefit by achievement of the specific educational objectives.

The Superintendent shall develop administrative regulations pertaining to the implementation of this policy.

***Please be aware that teachers and parents chaperoning field trips are responsible for Drayton Hall students. Therefore, please do not bring any other children on school field trips. Chaperones are not allowed to ride the school buses.**

Student Mobile Device Handbook (Abbreviated)

2.0 Care and Storage of the Mobile Device

Student devices are school property and all users will follow the Student Device Responsible Use Agreement, the CCSD Technology Acceptable Use Policy and the CCSD Student Code of Conduct for these technologies. Students are responsible for the general care of the devices they have been issued by the school. Devices that are broken or fail to work properly must be taken to the designated school personnel for an evaluation of the equipment as soon as possible. (Ms. Anderson)

2.1 Mobile Device Identification Student devices will be labeled in the manner specified by CCSD.

Devices are identified in the following ways:

- Serial number
- CCSD asset tag sticker

2.3 Screen Care Device screens can be damaged if subjected to rough treatment.

iPad screens are particularly sensitive to damage from excessive pressure

- iPads must always be inside the protective case when carried
- Do not place anything in the case that will press against the screen (iPads)
- Do not lean on the top of the device when it is closed
- Do not place anything near the device that could put pressure on the screen (do not store inside desk, under a stack of books, etc.)
- Do not bump the device against lockers, walls, car doors, floors, etc. as it could eventually break the screen
- Only use a clean, dry, soft cloth or anti-static cloth to clean the screen; No cleansers of any type should be used on the screen
- Do not eat or drink near your iPad. Snack time should not occur while iPads are in use.

3.0 Loss and Damage

If a student mobile device is damaged, lost, or stolen, the following guidelines must be followed.

3.1 Damaged Mobile Devices Student devices that malfunction or are damaged must be reported to designated school personnel immediately.

- CCSD DOES NOT cover intentional damage to devices; If it has been determined by the school that there was intentional damage to a device, the student/parent is responsible for full payment of the damage

4.4 Lock Screen and Wallpaper

Inappropriate pictures may not be used as the Lock Screen and Wallpaper. Inappropriate pictures include but are not limited to the presence of weapons, pornographic materials, inappropriate language, tobacco, alcohol, drugs, gang related symbols or pictures. Use of any inappropriate pictures on the device will result in disciplinary actions per CCSD Student Code of Conduct.

4.5 Media Stored on Mobile Devices

The student device has limited storage and this storage is designated for educational use. Inappropriate content is NOT allowed on the device. Inappropriate content includes but is not limited to music, videos, podcasts, pictures, documents, presentations and apps that contain the presence of weapons, pornographic materials, inappropriate language or lyrics, tobacco, alcohol, drugs, gang related symbols or pictures.

- Sound must be muted at all times or ear buds/headphones used unless permission is obtained from the teacher for instructional purposes.
- Teachers will instruct students which apps and content are available for them to download at their specific grade level. Students are not allowed to download apps or content not approved by their teacher.
- The device has limited storage and educational use has top priority; If non-educational, personal content is on the device and storage space is needed, the non-educational content will be deleted to make room for required content.

7.1 Statement of Responsibility

The use of the network is a privilege. The user is responsible for what he/she says and does on the network. It is important for the user to stop and think before communicating and to show respect for others and for their ideas. Student users must assume that none of their data is private or confidential. Any communication or data may be subject to review by District and/or school administration.

7.5 Student Discipline

The violations and consequences outlined by this Student Mobile Device Responsible Use Handbook and Agreement are aligned with the CCSD Student Code of Conduct levels of infractions. The discipline procedures in the CCSD Student Code of Conduct address all levels of offenses, including stealing and destruction of school or personal property. This applies to all CCSD property, including school-assigned mobile devices. Depending on the seriousness of the offense, students may lose device usage rights and/or network privileges or may be suspended or in extreme cases expelled.

INFRACTIONS AND CONSEQUENCES

Infractions and consequences are determined by an individual school's administration. If a student does not meet behavior expectations and responsible use, infractions and consequences will occur. The administration

reserves the right to deny students access to devices at their discretion both inside and outside of school.