

# **ALLENDALE COUNTY SCHOOLS**



## **STUDENT CODE OF CONDUCT 2019-2020**

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## DIRECTORY

### District Office

3249 Allendale-Fairfax Highway  
Fairfax, SC 29827  
Ph: (803)-584-4603

Dr. Margaret Gilmore,  
Superintendent of Allendale County Schools  
Johnnie Miller,  
Assistant Superintendent of Allendale County Schools

### Allendale-Fairfax High School

3581 Allendale-Fairfax Highway  
Fairfax, SC 29827  
Ph: (803) 584-2311

Darlene Hall, Principal  
LaChonna Avery, Assistant Principal  
Coby Brandyburg, Assistant Principal  
Mona Lisa Anderson, CATE Director/Assistant Principal

### Allendale-Fairfax Middle School

3581 Allendale-Fairfax Highway  
Fairfax, SC 29827  
Ph: (803) 584-3489

Shamari Moody, Principal  
Willie Robinson, Assistant Principal  
Ferdinand Cooper, Administrator's Assistant

### Allendale Elementary School

3305 Allendale-Fairfax Highway  
Allendale, SC 29827  
Ph: (803) 584-3476

Sheila Leath, Principal  
Audrey Patterson, Assistant Principal

### Fairfax Elementary

734 14th Street  
PO Box 910  
Fairfax, SC 29827  
Ph: (803) 632-2536

Dr. Beverly McCollough, Principal  
Tammera Suggs, Assistant Principal

### Little New Steps

3896 Bluff Road  
Allendale, SC 29810  
Ph: (803) 584-4072

Edna Youmans, Coordinator

### New Beginnings Alternative School

3581 Allendale-Fairfax Hwy  
Fairfax, SC 29827

Patterson Moses, Coordinator

Allendale County Schools provides this discipline handbook to all students to familiarize them with school rules and practices.

The District Handbook: Student Code of Conduct and its contents are not intended to replace the actual policies, rules and administrative procedures established by the Allendale County Board of Education and/or the Superintendent. If a policy, rule or administrative procedure contained in this handbook is abbreviated or in error, the document in the official Board Policy Manual and/or Administrative Procedures Manual will always take precedence. Copies of the Board Policy Manual and the Allendale County Schools Administrative Rules and Procedures are kept at the District Office, PO Box 458 Allendale, SC and on the website at [www.acs.k12.sc.us](http://www.acs.k12.sc.us) Computer access is available at each school's media center as well as at the Allendale County Library.

ALLENDALE COUNTY SCHOOLS  
P.O. Box 458  
ALLENDALE, SC 29810  
"An Equal Opportunity Employer"

Allendale County Schools does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or citizenship status in employment or in any of its education programs or activities or offerings. The following administrator has been designated to handle inquiries or complaints regarding the non-discrimination policies, rules and procedures:

Director for Human Resources Allendale County Schools, P.O. Box 458, Allendale South Carolina, 29810 or at (803) 584-4603.

Dear Parents or Guardians:

Education is too important to be the sole responsibility of the schools. The success of school discipline depends upon a combined effort among home, school and community. By working together, we can achieve the goal of experiencing a safe environment and high-quality education for all students. The Allendale County School District does not condone the removal of students from classes as punishment, except when behavior affects other students' ability to learn and/or for repeated violations, or those incidents of a serious nature.

In an effort to bridge the gap between home and school, please begin by reviewing this document and discussing its contents with your child. At the end of the Student Code of Conduct, you will find a series of forms that must be completed and returned to your child's teacher, front office or school principal.

Sincerely,

Allendale County Schools

## **MISSION STATEMENT**

To provide every student with a world class education, allowing them to graduate college, career, and life ready.

## **VISION STATEMENT**

To ensure that each child exiting the district will be equipped with the knowledge and skills to enter college, the military, or the workforce.

**B** believing that we can be successful

**E** expect high achievement through team work

**L** life is a learning process

**I** mportance is placed on diversity

**E** veryone is Responsible for his/her actions

**F** amily and Community involvement is essential

**S** safe and Orderly environment

## **PHILOSOPHY**

Students in Allendale County Schools, like members of any community, have both rights and responsibilities. The District must protect those rights and insist upon those responsibilities. The purpose of this Student Code of Conduct is to ensure that all students understand their rights and responsibilities, as well as the procedures for dealing with any violations. In addition, this Student Code of Conduct identifies classifications of violations and standard disciplinary actions and procedures. It is expected that all teachers and administrators will faithfully enforce the Student Code of Conduct and abide by its intent and spirit and that parents will support the efforts of the school to provide a safe learning environment. The Allendale County Board of Education does not condone the removal of students from classes for punishment, except in extreme situations.

## **MAJOR PROVISIONS OF THE SOUTH CAROLINA**

### **SAFE SCHOOLS ACT OF 1990**

The State of South Carolina has passed a law, the Safe Schools Act of 1990, to protect schools, students and school officials from harm. This statute sets tough penalties for buying or dealing drugs at school, carrying weapons to school or threatening school personnel. Violators will be prosecuted by the Allendale County Schools.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTIFICATION**

Dear Parents and Students:

The Family Educational Rights and Privacy Act (FERPA) allows parents and students over the age of 18 years certain rights concerning the student's educational records. These rights are listed below.

1. You have a right to look at your school records. To look at your records you should give the principal a written request listing the records that you want to see. The principal must allow you to see the records within 45 days from receiving your written request.
2. You have a right to request changes in your school records if you believe the records are inaccurate, misleading, or that they violate your privacy rights. If you want to change your records, you should tell the principal in writing what you want changed and why you think it ought to be changed. If the principal agrees with you, your records will be changed. If the principal disagrees with you, you may request a hearing. Additional information regarding the FERPA hearing procedures is available in the Allendale County Schools' Administrative Procedures.
3. You have the right to let other people see your school records; however, the law allows some people to see your records without your consent. For example, a school district official/ employee, a person or company with whom the school has contracted to perform a special task, or adult volunteer may see your records if they have a legitimate educational interest and need information in the records to do their job as an employee or volunteer.
4. You have a right to file a complaint with the U.S. Department of Education if you believe the school has violated any of your rights with respect to school records. If you have a complaint, send it in writing to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

Some of the information in your educational records is not confidential and may be released without your consent. This information is known as "directory information." If you do not want directory information released, you must tell the principal in writing what types of directory information you do not want released. That written notice to the principal must be received no later than September 15 of each year or within 15 days of receiving this annual notice. You may use Part 1 of the Directory Information Form provided in this booklet to do this. Military recruiters and institutions of higher education are entitled under federal law to receive a list of names, addresses, and telephone numbers of high school students unless you object to such release. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, the school will honor that request. You may use Part 2 of the Directory Information Form provided in this booklet to do this. Both parents have a right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies the right of access to school records. In most circumstances, copies of school records are available for a minimal copying charge. If you have any questions about these rights, please contact your school's main office.

## **STUDENT RIGHTS**

A right is a privilege to which one is justly entitled.

### **DUE PROCESS**

Students facing disciplinary action are entitled to fair procedures to determine if they are at fault. Students are entitled to appeal decisions resulting in major disciplinary action such as suspension from school or transportation, expulsion or transfer to another school. The procedures and methods of appeal are explained on Page 20.

### **EQUAL EDUCATIONAL OPPORTUNITY**

The schools must provide all students the chance to receive a quality education. This means that every student has the right to attend public school until graduation from high school or the age of 21 as prescribed by law. No student may be prevented from participating in any program solely because of his/her race, ethnic origin, sex or religion. Students have the right to equal educational opportunity without interference.

### **EXERCISE FREE EXPRESSION FREEDOM OF SPEECH**

Students are entitled to express their verbal opinions, as long as they maintain dignity and respect for others and such speech does not disrupt or threaten to disrupt the school environment.

### **FREEDOM OF ASSEMBLY**

Students are entitled to hold meetings with the approval of authorized school personnel at a time, place and manner that do not disturb classroom instruction.

### **INFORMATION ABOUT THEIR ACADEMIC WELFARE**

Grades should reflect a teacher's objective evaluation of students' academic achievement. Students are entitled to be informed of the academic requirements of their courses and to be advised of their progress.

### **KNOW WHAT BEHAVIOR IS EXPECTED**

Students have the right to be informed of Board and administrative policies, rules, and procedures and individual school, classroom and school transportation rules.

### **OTHER FORMS OF EXPRESSION**

Vulgar, profane or symbolic expressions or items advertising drugs, alcohol and/or tobacco of any type are prohibited. No form of expression shall interfere with the rights of others to express themselves or with the conduct of school, classroom and transportation activities.



#### PRIVACY AND PROPERTY RIGHTS

Students are entitled to maintain privacy of personal possessions within certain limits and are responsible for them; however, no substance, object or material prohibited by law or Board or administrative policy, rule, or procedure is permitted on school property, which includes off-campus school-sponsored activities and school vehicles. Lockers and desks and privately-owned cars parked on school property may be searched randomly and unannounced. Searches of students' belongings by school officials must be reasonable, i.e., based on a reasonable suspicion and reasonably related in scope. Additionally, searches of cars, lockers, book bags/purses and other items may be conducted by trained dogs under the direction of authorized handlers. The use of radios, tape/CD/DVD equipment, decks, electronic games, cameras and similar devices by students during school hours is not permitted. Cameras and cell phone cameras are prohibited in all locker rooms, bathrooms and other areas with an expectation of privacy. All such unauthorized equipment shall be confiscated by school officials in a manner depending on whether the offense is the first, second or third offense.

#### WRITTEN EXPRESSION AND CIRCULATION OF PETITIONS

Students are entitled to express their written opinions and to circulate petitions with the prior written permission of authorized school officials. Students are entitled to use designated bulletin boards for the posting of notices concerning school activities, so long as these notices do not disrupt or threaten to disrupt school activities. School publications (newspapers, yearbooks, etc.) are not public forums, and school officials reserve the right to exercise reasonable editorial control over the style and content of materials submitted for publication.

## **STUDENT RESPONSIBILITIES**

A responsibility is an obligation one has to ensure that the rights of all are protected.

All students have the responsibility to...

- Attend school to receive an education
- Attend school daily unless ill or legally excused

South Carolina law requires a student to attend school until the age of 17. Schools cannot educate students who do not attend class.

- Be on time for all classes

Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to succeed in the world of work.

- Come to class with necessary materials

A teacher should not have to delay instruction because a student has come to class unprepared. This is interfering with the rights of others to learn and study.

- Complete all in-class and homework assignments and meet deadlines

The full responsibility for student learning does not rest solely with the teacher. There can be no effective education unless students participate in class and complete outside assignments.

- Obey school rules and school personnel

Rules are designed to allow a school to meet its obligation to educate students. Students are required to obey and be courteous to everyone who works in our schools.

- Respect the person and property of others
- Respect school property and carefully use and return all materials and equipment Schools are a community gift to young people. People who damage school property will be held responsible.
- See that school correspondence to parents reaches home Education is a partnership between home and school. Students must do their part by not intercepting or destroying progress reports, attendance information and report cards and by delivering any school correspondence home.
- Volunteer information and cooperate with school staff in disciplinary cases

There is a difference between being a "squealer" and a responsible person. Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities. If a student refuses to give information that would help another person, that student should not expect help if his rights are violated.

## **CATALOG OF OFFENSES**

Students come to school to learn. They follow the rules set up to ensure their schools are safe and orderly. We are proud of the young men and women in our schools. For students who do not follow the rules, this section of the Student Code of Conduct explains what will happen.

The list of offenses that follows is only a partial listing. Because other forms of misbehavior are not listed does not mean they will be tolerated. South Carolina law permits disciplinary actions, including suspension and expulsion, for gross misbehavior and persistent disobedience, among other reasons.

The Glossary on page 28 provides a detailed definition and a detailed list of consequences. The district and school officials shall use all available school and community resources to identify and deal effectively with students who have persistent or severe behavior problems. Behavior off of school property, at any time or in any place, may also subject a student to disciplinary action by school officials if the behavior has a direct and immediate effect on maintaining order or discipline in Allendale County Schools.

## LEVEL 1

Consequence – Parent notification and suspension. Offenders will be dealt with on an individual basis using the following range of consequences: Parent conference, detention (during and/or after school and on Saturdays), and restriction from participation in extracurricular activities, use of Ripple Effect, in-school suspension, behavioral contract, restorative practices, suspension, and referral to school resources or community agencies or recommendation for expulsion.

### Allendale County Schools – 2019-2020

#### DISCIPLINE MATRIX: BEHAVIORAL MISCONDUCT ELEMENTARY LEVEL 1

The following chart includes some breaches of conduct that may lead to suspension or expulsion. Students may be subject to a lesser or greater punishment, because of circumstances surrounding the breach of conduct. Should the presence of any student constitute an actual threat to a class or the school, or himself, he may be dealt with more severely than those punishments listed here.

Offense	Description of Offense	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
Cheating	Cheating on Assignments	Notify Parent Ripple Effect (Starting 3 <sup>rd</sup> Grade)	"Zero" on assignment/ Notify Parent Restorative practice	"0" on assignment/ Notify Parent/ 1 Day ISS	"0" on assignment/ Notify Parent/ 2 Days ISS Conference with Parent	"0" on assignment/ Notify Parent/ 3 Days ISS Guidance Conference
Dishonesty	Lying to School Official (forged notes, lying)	Notify Parent Ripple Effect (Starting 3 <sup>rd</sup> Grade)	Notify Parent Restorative practice	Parent Conference Referral to Guidance Behavior Contract	1 Day of ISS Notify Parent	1-2 Days of ISS Notify Parent
Disturbing Class	Impeding orderly classroom procedures or instructional activities	Notify Parent Ripple Effect (Starting 3 <sup>rd</sup> Grade)	Notify Parent/ Guidance conference Restorative practice	Notify Parent 1 -2 Day(s) ISS	Notify Parent 2 -3 Day(s) ISS Conditional Suspension- OSS	1-2 Days of OSS Notify Parent
Dress Code Violation	Out of uniform	Notify Parent Ripple Effect (Starting 3 <sup>rd</sup> Grade) Change into uniform	Change into uniform/ Notify parent Restorative practice	Change into uniform Notify parent Formal policy letter	Notify Parent Administrative conference	1-2 Days OSS Notify Parent

<b>Offense</b>	<b>Description of Offense</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
Unauthorized Device	Cell phones, Pager, walkman, iPods, Radios, CD Players, etc	Notify Parent Ripple Effect (Starting 3 <sup>rd</sup> Grade)	Notify Parent and Confiscate until the end of day Restorative practice	Confiscate, parent must pick up	Confiscate, parent must pick up	Principal/Assistant Principal discretion
Leaving Class w/o Permission, Off limits area	Walking out of class w/o teacher's permission	Notify Parent Ripple Effect (Starting 3 <sup>rd</sup> Grade)	Call parent, guidance referral and administrative detention Restorative practice	Notify Parent for conference 1 Day ISS Behavioral Contract	1 Day OSS Notify parent Conditional Suspension	1-2 Days OSS Parent Conference Revisit Behavioral plan
Profanity	Bad language, swearing or cursing	Notify Parent Ripple Effect (Starting 3 <sup>rd</sup> Grade)	Notify Parent Guidance referral Restorative practice	Notify Parent Behavioral Contract	1 Day ISS Conditional Suspension	1-2 Days OSS Notify Parent Revisit Behavioral Contract
Tardy	Tardy to school	Notify Parent	Notify PowerSchool Clerk Notify Parent	Parent Conference	Notify Parent	Notify Parent
Truancy	Failure to attend school	Notify Parent	PowerSchool clerk notifies parent with letter (3 consecutive unexcused absences) Restorative practice	Refer to District PowerSchool coordinator for (5 unexcused absences)	District PowerSchool coordinator notifies agency 10-day letter sent to parent 10 days unexcused absences	Administrator and PowerSchool coordinator discretion
Refusal to Obey	Willful refusal to obey directives of any school official	Notify Parent Ripple Effect (Starting 3 <sup>rd</sup> Grade)	Guidance referral Restorative practice	1-2 Day ISS Parent conference Behavior contract	2-3 Days ISS Parent conference Conditional Suspension	1-2 Days OSS Parent conference Revisiting Behavior Contract

Offense	Description of Offense	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
Stealing	Taking items without permission	Notify Parent Ripple Effect (Starting 3 <sup>rd</sup> Grade)	1 Day ISS; restitution Restorative practice	1-2 Days ISS; restitution	1-3 Days OSS Parent Conference	3-5 Days OSS Parent Conference
Trespassing	Entering school grounds or property illegally	Notify Parent Ripple Effect (Starting 3 <sup>rd</sup> Grade)	Contact SRO Restorative practice	Contact SRO	Contact SRO	Contact SRO

**Allendale County Schools – 2019-2020**  
**DISCIPLINE MATRIX: BEHAVIORAL MISCONDUCT SECONDARY LEVEL 1**

The following chart includes some breaches of conduct that may lead to suspension or expulsion. Students may be subject to a lesser or greater punishment, because of circumstances surrounding the breach of conduct. Should the presence of any student constitute an actual threat to a class or the school, or himself, he may be dealt with more severely than those punishments listed here.

Offense	Description of Offense	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
Cheating	Cheating on Assignments	Notify Parent Ripple Effect (Starting 3 <sup>rd</sup> Grade)	"Zero" on assignment/ Notify Parent Restorative practice	"0" on assignment/ Notify Parent/ 1 Day ISS	"0" on assignment/ Notify Parent/ 2 Days ISS Conference with Parent	"0" on assignment/ Notify Parent/ 3 Days ISS
Dishonesty	Lying to School Official (forged notes, lying)	Notify Parent Ripple Effect (Starting 3 <sup>rd</sup> Grade)	Notify Parent Restorative practice	Parent Conference Referral to Guidance Behavior Contract	1 Day of ISS Notify Parent	1-2 Days of ISS Notify Parent
Disturbing Class	Impeding orderly classroom procedures or instructional activities	Notify Parent Ripple Effect (Starting 3 <sup>rd</sup> Grade)	Notify Parent/ Guidance conference Restorative practice	Notify Parent 1 -2 Day(s) ISS	Notify Parent 2 -3 Day(s) ISS Conditional Suspension- OSS	1-2 Days of OSS Notify Parent

Dress Code Violation	Out of uniform	Notify Parent Ripple Effect (Starting 3 <sup>rd</sup> Grade) Change into uniform	Change into uniform/ Notify parent Restorative practice	Change into uniform Notify parent Formal policy letter	Notify Parent Administrative conference	1-2 Days OSS Notify Parent
Unauthorized Device	Cell phones, Pager, walkman, iPods, Radios, CD Players, etc	Notify Parent Ripple Effect (Starting 3 <sup>rd</sup> Grade)	Notify Parent Confiscate until the end of day Restorative practice	Confiscate, parent must pick up	Confiscate, parent must pick up with fee.	Loss of device for remainder of school term
Leaving Class w/o Permission, Off limits area	Walking out of class w/o teacher's permission	Notify Parent Ripple Effect (Starting 3 <sup>rd</sup> Grade)	Call parent, guidance referral and administrative detention Restorative practice	Notify Parent for conference 1 Day ISS Behavioral Contract	1 Day OSS Notify parent Conditional Suspension	1-2 Days OSS Parent Conference Revisit Behavioral plan
Classroom Tardy	Tardy to class	Warning Notify Parent Ripple Effect	Notify Parent Restorative practice	Notify Parent Lunch Detention	Notify Parent 1 Day ISS	1-2 Days OSS Parent Conference
Profanity	Bad language, swearing or cursing	Notify Parent Ripple Effect (Starting 3 <sup>rd</sup> Grade)	Notify Parent Guidance referral Restorative practice	Notify Parent Behavioral Contract	1 Day ISS Conditional Suspension	1-2 Days OSS Notify Parent Revisit Behavioral Contract
Truancy	Failure to attend school	Notify Parent	PowerSchool clerk notifies parent with letter (3 consecutive unexcused absences)	Refer to District PowerSchool coordinator for (5 unexcused absences)	District PowerSchool coordinator notifies agency 10-day letter sent to parent 10 days unexcused absences	Administrator and PowerSchool coordinator discretion
Refusal to Obey	Willful refusal to obey directives of any school official	Notify Parent Ripple Effect (Starting 3 <sup>rd</sup> Grade)	Guidance referral Restorative practice	1-2 Day ISS Parent conference Behavior contract	2-3 Days ISS Parent conference Conditional Suspension	1-2 Days OSS Parent conference Revisiting Behavior Contract

<b>Offense</b>	<b>Description of Offense</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
Stealing	Taking items without permission	Notify Parent Ripple Effect (Starting 3 <sup>rd</sup> Grade)	1 Day ISS; restitution Restorative practice	1-2 Days ISS; restitution	1-3 Days OSS Parent Conference	3-5 Days OSS Parent Conference
Trespassing	Entering school grounds or property illegally	Contact SRO	Contact SRO	Contact SRO	Contact SRO	Contact SRO



## LEVEL 2

Consequence – Parent notification and suspension. Offenders will be dealt with on an individual basis using the following range of consequences: Parent conference, detention (during and/or after school and on Saturdays), and restriction from participation in extracurricular activities, use of Ripple Effect, in-school suspension, behavioral contract, restorative practices, suspension, and referral to school resources or community agencies or recommendation for expulsion.

### Allendale County Schools 2019-2020 DISCIPLINE MATRIX: DISRUPTIVE CONDUCT- LEVEL 2

The following chart includes some breaches of conduct that may lead to suspension or expulsion. Students may be subject to a lesser or greater punishment, because of circumstances surrounding the breach of conduct. Should the presence of any student constitute an actual threat to a class or the school, or himself, he may be dealt with more severely than those punishments listed here.

Offense	Description of Offense	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	4 <sup>th</sup> Referral	5 <sup>th</sup> Referral
Computer	Any Violation	Notify Parent Ripple Effect (Starting 3 <sup>rd</sup> Grade)	Notify Parent	Notify Parent Loss of Computer Privileges 1 Week	Notify Parent Loss of Computer Privileges 1-3 Week	Notify Parent Loss of Computer Privileges
Disrespect	Talking back OR ignoring any School Official OR abusive language	Notify Parent Ripple Effect (Starting 3 <sup>rd</sup> Grade)	Notify Parent Loss of Afterschool activities 1-3 Days ISS	1-3 Days OSS Parent Conference Behavioral Contract	3-5 Days OSS Parent Conference	Parent Conference 10 Days OSS Pending Hearing
Hits/Touched	Student slaps or otherwise touches a student and then immediately withdraws	Notify Parent Ripple Effect (Starting 3 <sup>rd</sup> Grade)	Parent Conference Loss of Afterschool 1-3 Days ISS	Parent Conference 1 Days OSS Behavioral Contract	1-3 Days OSS Parent Conference	5- 10 Days OSS Parent Conference Pending Hearing
Intimidation	Bullying of other Students/ depending on severity and duration of incident	Notify Parent Ripple Effect (Starting 3 <sup>rd</sup> Grade)	Parent Conference Student Contract 1 Day ISS	Behavior Plan 1-3 OSS	Parent Conference Revisit Behavior Plan 3-5 Days OSS	Parent Conference Refer to Office of Student Services
Repeated Refusal to Obey	Willful refusal to obey directives of any school official	Notify Parent Ripple Effect (Starting 3 <sup>rd</sup> Grade)	1 Day ISS Parent Conference Student Behavior Contract	1-3 Days ISS Parent Conference Refer to outside agency	1-3 Days OSS Parent Conference Behavior Contract (review)	3-5 Days OSS Administrator discretion Parent Conference

<b>Offense</b>	<b>Description of Offense</b>	<b>1<sup>st</sup> Referral</b>	<b>2<sup>nd</sup> Referral</b>	<b>3<sup>rd</sup> Referral</b>	<b>4<sup>th</sup> Referral</b>	<b>5<sup>th</sup> Referral</b>
Fighting or instigating (causing a fight) (including, but not limited to videoing and/or posting school-related incidents online)	Physically aggressive behavior	Restorative Justice Parent Conference Student Behavior Contract 1-3 OSS	2-5 Days OSS	5-10 Days OSS Parent Conference with pending hearing for Alternative Placement	Administrator discretion	Administrator discretion
Use of intoxicant	Under the influence of certain drugs or alcohol	Contact SRO 1-3 Days OSS	Contact SRO 3-5 days OSS Pending hearing	5-10 days OSS Hearing for Expulsion	Contact SRO Administrator discretion	Contact SRO Administrator discretion
Possession or use of unauthorized substances	Review School Board policy	Contact SRO 3-5 Days OSS Parent Contact	Contact SRO 5-10 Days OSS	Contact SRO Pending Hearing	Contact SRO Administrator discretion	Contact SRO Administrator discretion
Loitering	Unlawful Assembly	Warning	Ripple Effect Parent Contact	Contact SRO 1 Day ISS	1-3 Days ISS	3-5 Days ISS

### **LEVEL 3**

#### **(ZERO TOLERANCE /CRIMINAL OFFENSES)**

Consequence – All Level III offenses will result in law enforcement involvement. In all cases, the school administrators will suspend, recommend expulsion, complete an incident report with the appropriate law enforcement agency, and file a juvenile petition or warrant depending on the age of the student(s) involved. Be aware that any student may be subject to permanent expulsion for violation of a Level 3 offense.

### **Allendale County Schools 2019-2020 DISCIPLINE MATRIX: CRIMINAL CONDUCT-LEVEL 3**

The following chart includes some breaches of conduct that may lead to suspension or expulsion. Students may be subject to a lesser or greater punishment, because of circumstances surrounding the breach of conduct. Should the presence of any student constitute an actual threat to a class or the school, or himself, he may be dealt with more severely than those punishments listed here.

<b>Offense</b>	<b>Description of Offense</b>	<b>1<sup>st</sup> Referral</b>	<b>2<sup>nd</sup> Referral</b>
Sexual Harassment	Sexual harassment or indecent exposure	5 Days OSS Guidance Referral Parent Conference	10 Days OSS Parent Conference Pending hearing for expulsion
Disturbing School	Major class /school disruption	Notify Police, 5 Days OSS, Refer to Office of Student Services	10 days OSS pending hearing for expulsion
Fire Alarm	Pulling of a fire alarm	3 Days OSS, Administrative & Parent Conference.	10 days OSS and referred to the hearing officer
Ammunition with harmful intent	Ammunition with harmful intent	Notify Police, 10 days OSS refer to a hearing officer for expulsion.	
Arson	To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire	Notify Police, 10 Days OSS, pending a hearing for expulsion.	
Aggravated assault	(Criminal) 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	Notify Police, 10 Days OSS, Refer to Office of Student Services pending hearing	

<b>Offense</b>	<b>Description of Offense</b>	<b>1<sup>st</sup> Referral</b>	<b>2<sup>nd</sup> Referral</b>
Bomb threat	Calling in a fake bomb threat; threat of the use of a destructive device bomb, grenades, pipe bomb or other	Notify Police, 10 Days OSS, Refer to Office of Student Services	
Extortion	Obtaining something from the force of a threat	Administrator discretion	10 days OSS and refer to the hearing officer for expulsion.
Under the Influence/ Possession/ Consumption (including drug paraphernalia)	See offense description	Notify SRO 10 Days OSS, refer to the hearing officer for expulsion.	
Distribution Possession with Distribution (real or imitation)	Furnishing, selling or possession of content	Notify SRO 10 Days OSS, refer to the hearing officer for expulsion.	
Explosives possession or detonation		Notify SRO 10 Days OSS, refer to the hearing officer for expulsion.	
Vandalism	Destructive/destroying of property/items	10 Days OSS Refer to the hearing officer for expulsion	
Pornography	Possession or distribution of obscene material	Confiscate, notify parent 5 Days OSS, Guidance Referral	10 days OSS refer to a hearing officer for expulsion
Simple Assault	Hit student or staff member aggressively to cause bodily harm	5 to 10 Days OSS, refer to the hearing officer for possible expulsion.	
Weapons / Fake Imitation	Firearms, knives, dirks, razors, metal knuckles, slingshot, bludgeons, or any other type of devise or object which may be used to inflict bodily harm	10 Days OSS Refer to the hearing officer for possible expulsion.	
Theft	Possession or sale of stolen property	10 Days OSS Refer to hearing officer for possible expulsion.	
Lynching /Assault by Mob/Gang affiliation	Assault by two or more students	Parent conference with transportation supervisor, SRO, administration and/or referral to the hearing officer	
Gang/Neighborhood Affiliation	Any group of three or more persons associated with a group of individuals or organization, whether formal or informal, which engage in criminal and/or school code of conduct violations.	10 Days OSS Refer to hearing officer for possible expulsion.	

## **ADDITIONAL DISTRICT LEVEL OFFENSES**

### **CHEATING OR PLAGIARISM (LEVEL ONE)**

The District expects students to display honor and integrity in all schoolwork and to refrain from any action that would bring shame to them or their school. Copying the work of others and submitting it as a student's own or securing or providing answers in a dishonest way is forbidden. Plagiarism from the Internet is included in this offense.

Consequence – No credit will be given for the assignment or the examination; student will be counseled by the teacher or other school personnel and a parent conference will be required; additional penalties may be levied including restriction from participation in extracurricular activities.

### **FAILURE TO PAY SCHOOL FINES (LEVEL ONE)**

Fines charged to students for damaged textbooks, lost library materials or other offenses must be paid to the school in a timely manner. Failure to make payment when requested may result in such consequences as loss of parking privileges, restriction from participation in graduation or awards ceremonies, restriction from extracurricular activities, loss of field trip or class trip privileges or other penalties as school administrators deem appropriate. If a student and/or his/her family lack the means to pay a fine, the school shall allow the student to satisfy the obligation in another manner, such as re-shelving library books during a lunch period or assisting with cafeteria cleanup.

### **POSSESSION OF ELECTRONIC DEVICE OR OTHER TELECOMMUNICATIONS DEVICE (LEVEL ONE)**

The District prohibits the use of cell phones or other telecommunications devices during the school day.

Violators may have their phones or other devices confiscated by the school administration and returned to the parent/guardian in a manner depending on whether the offense is a first, second or third offense.

Phones must be turned off during the school day and must be kept out of sight.

### **PROFANITY (LEVEL ONE)**

Profane and vulgar expressions (verbal, written, gesture) are forbidden on school property, including those displayed on clothing.

Consequence – The student will be counseled by the teacher, and in serious instances, the student will be referred to other school personnel for appropriate disciplinary action. Offenders will be dealt with on an individual basis using the following range of consequences: parent conference, detention, and restriction from participation in extracurricular activities, in-school suspension, work assignment, suspension, referral to school resources or community agencies or recommendation for expulsion. Profanity directed at school personnel will automatically result in suspension of no less than 2 days.

### **TARDINESS (LEVEL ONE)**

A student who arrives late to class without a pass is tardy.

Tardy to School: Students tardy to school will not be admitted without an admit pass. Students may be required to make up any time missed. Tardy to Class: Students will follow the appropriate procedure as outlined in each school's handbook.

## **HARASSMENT, INTIMIDATION, BULLYING, OR HAZING**

The District believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Accordingly, the District prohibits acts of harassment, intimidation, or bullying on school property, at District- or school-sponsored functions, on school buses or other District vehicles, and at school bus stops. The District expects students to conduct themselves at all times in an orderly, courteous, and dignified manner and to respect the rights and welfare of other students, school staff members, parents, and volunteers.

Definitions - "Harassment, intimidation, or bullying" is defined (in the South Carolina Safe School Climate Act of 2006) as a gesture, an electronic communication or a written, verbal, physical, or sexual act that a reasonable person should know will have the effect of:

- a)** harming a student, physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or damage to his property; or
- b)** insulting or demeaning a 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.

Reporting - Any student who feels he/she has been subject to harassment, intimidation, or bullying is encouraged to file a complaint with the principal or other designated contact person. Such a complaint may also be filed by a student's parent. If an employee receives a complaint of harassment, intimidation, or bullying or observes any behavior which could amount to harassment, intimidation, or bullying, the employee MUST transmit the complaint to the school's principal or other designated contact person as soon as practicable. Although reports by students or employees may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report. The District will be responsible for ensuring that reasonable efforts are made to prevent public disclosure of the names of all parties involved in harassment, intimidation, or bullying allegations, except to the extent necessary to carry out an investigation and comply with statutory obligations.

Investigations - All complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. The student and his/her parent(s) shall be informed that appropriate actions were taken and shall be advised how to report any subsequent problems.

Consequences for Engaging in Harassment, Intimidation, or Bullying - If the investigation determines that harassment, intimidation, or bullying has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a

student; special training or other interventions; apologies; dissemination of statements that the school does not tolerate harassment, intimidation, or bullying; independent reassessment of student work; and/or tutoring. Individuals, including students, employees, parents, and volunteers, may also be referred to law enforcement officials. The District will take all other appropriate steps to correct or rectify the situation.

Consequences for Retaliation or False Accusations - The District prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation, or bullying. The District also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. The consequences and appropriate remedial action for such conduct will be determined by the principal or his/her designee, and may range from positive behavioral interventions to disciplinary actions, up to and including suspension or expulsion for students and termination for employees.

Notification and Distribution of District Expectations - The principal of each school annually will ensure that appropriate staff members review the policy on harassment, intimidation, and bullying with all students. Information on these topics should be shared in an age appropriate manner and may occur during student assemblies, in the classroom setting, or in group or individual sessions with a guidance counselor or school resource officer.

## **TRUANCY POLICY**

In South Carolina, attendance and truancy issues are governed by S.C. Code Ann. §§59-65-10 to 59-65-280(2004) and 24 S.C. Code Ann. Regs. 43-274 [hereinafter Reg. 43-274]. South Carolina law requires regular school attendance for every child who is at least five years old on or before the first day of September of a particular school year, until the child turns 17 years old. There are several, limited exceptions to this requirement which are listed in S.C. Code Ann. §59-65-30 (2004). Parents are primarily responsible for ensuring that their child attends school regularly, and they face statutory penalties if they neglect that responsibility. A parent whose child is not six years of age on or before the first day of September of a particular school year may elect for their child not to attend kindergarten by signing a written document making the election with the school district in which the parent resides. Chapter 43 of the State Board of Education Regulations governs the State Board of Education and is authorized by S.C. Code Ann. §59-5-60 (2004). Reg. 43-274 outlines the state requirements for students' school attendance. In November of 2003, the State Board of Education revised Reg. 43-274 in response to the federal "No Child Left Behind" Act mandate to gather and report on truancy rates and the Deinstitutionalization of Status Offenders (DSO) mandate of the Juvenile Justice and Delinquency Prevention (JJDP) Act designed to keep truant children out of jail. (See Appendix Three for an overview of the JJDP Act.)

### **A. 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. *Copies of the letters sent to parents should be likewise sent to Mr. Patterson Moses and Ms. Pennie Preacher Johnson.*

## **B. 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. *Copies of the letters sent to parents should be likewise sent to Mr. Patterson Moses and Ms. Pennie Preacher Johnson.*

## **C. 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 school; and (3) continues to accumulate unlawful absences.

Consequence – Parent notification and suspension. Offenders will be dealt with on an individual basis using the following range of consequences: Parent conference, detention (during and/or after school and on Saturdays), and restriction from participation in extracurricular activities, use of Ripple Effect, in-school suspension, behavioral contract, restorative practices, suspension, and referral to school resources or community agencies or recommendation for expulsion. School officials may develop an intervention plan consistent with Board and administrative policies, rules, and procedures and State law. Truancy may be introduced as part of the evidence in expulsion cases involving other violations.

## **USE OR POSSESSION OF LASER POINTERS, FIREWORKS, SMOKE BOMBS, PEPPER-STYLE SPRAYS AND OTHER SIMILAR DEVICES OR MATERIALS**

These items are inappropriate for school and can cause severe injury. Law enforcement may be notified if students bring these or similar items to school.

Consequence –Parent notification or conference and in-school suspension or suspension for up to 10 days or recommendation for expulsion.

## **DAMAGING SCHOOL PROPERTY (LEVEL TWO)**

Vandalism and/or damaging or destruction of school property including books, materials, furniture, buildings, computer hardware or software, the computer network, grounds and vehicles or buses is forbidden.

Consequence – Parent or guardian will be informed and restitution of property and/or payment of damages will be required. The student may lose privileges, be suspended, be recommended for expulsion or receive other disciplinary sanctions in accordance with Board and administrative policies, rules, and procedures. If there is a violation of State law, the student may be referred to the proper law enforcement agency. If the student or his/her family lack the means to pay for the damages incurred, the school administration shall allow the student to satisfy the obligation in another manner, such as re-shelving library books during lunch periods or assisting with cafeteria clean-up. Failure to repay the school for damages could result in court action by the District. STUDENT CAN BE DENIED PARTICIPATION IN EXTRACURRICULAR ACTIVITIES (i.e. field trips, graduation, and sports events).

## **WEAPONS ON SCHOOL PROPERTY (LEVEL THREE)**

Any person who possesses on school property any item which could be used or is used as a weapon, or is reasonably perceived as a weapon, will be suspended and recommended for expulsion. Such items shall include but not limited to knives, blackjacks, metal pipes or poles, or any other type of weapon, device, or object, which may be used to inflict bodily injury or death, as well as toy knives, guns, and replicas of guns, etc.



### **GANG/NEIGHBORHOOD AFFILIATION (LEVEL THREE)**

Gang activity is defined as any group of three or more persons associated with a group of individuals or organization, whether formal or informal, which engage in criminal and/or school code of conduct violations. 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 characteristics.

#### **Examples of Gang Activity:**

- Presence of any apparel, jewelry, accessory, or manner of grooming which, by its color, arrangement, trademark, symbol, or any other attribute indicates or implies gang membership or affiliation with such a group.
- Intimidation, harassment or threats by such group affiliations that is likely to cause physical or mental harm to students or staff.
- Using or relying upon gang or neighborhood affiliation to threaten, intimidate, or to harass students or staff.
- Graffiti that may, in any way, is linked to a gang or gang-related activity or behavior that is displayed on personal and/or school property.

**\*Students found to be identified as participating or engaging in gang/neighborhood affiliated activities that disturb the learning environment may be referred to the Administrative Hearing Officer with a recommendation for expulsion.**

### **DUE PROCESS**

No student will be suspended or expelled without due process of law.

### **INVESTIGATION OF MISBEHAVIOR**

When it appears, a student has engaged in misbehavior that warrants suspension, an administrator will investigate the matter and interview those who have knowledge of what occurred. The student will be advised, verbally or in writing, of the accusations against him or her, and the administration provide the student with an opportunity to tell his or her side of the story. If the student asks the administrator to speak to other witnesses, the administrator will do so as practicable. After completing the investigation, the administrator will determine if suspension is in order and the number of school days (from one to 10) the suspension should last.

### **SUSPENSION**

Suspension is a temporary removal of a student from school property and school-sponsored or school-related activities for a violation of rules. A student may be suspended for up to 10 days for a single offense.

### **LIMITS ON SUSPENSION**

A student may not be suspended for more than a total of 30 school days in one school year. An administrator may not suspend a student from school during the last 10 school days of the school year if the suspension would result in the loss of course credits unless:

- the Board approves,

- or if the student is an actual threat to the class or the school,
- or a hearing before the Hearing Officer is granted by the end of the next school day following the suspension.
- Please see Discipline of Students with Disabilities.

### **NOTIFICATION TO PARENT/LEGAL GUARDIAN**

By the end of the next school day following any suspension, the administrator must notify the parent/legal guardian of (1) the acts committed by the student; (2) the rule(s) violated; (3) the length of the suspension; and (4) the time and place where he or she will be available to meet with the parent/legal guardian for a conference. The conference shall be set within 3 school days of the date of suspension. If the parent/legal guardian is unable to meet at the scheduled time, and upon request, the administrator will establish a mutually agreeable time for the conference.

### **SENDING A SUSPENDED STUDENT HOME DURING THE SCHOOL DAY**

When a student is suspended, the administrator will attempt to contact the parent/guardian to request he or she pick up the student from school. If a parent/legal guardian cannot come for the student, the school may take the student home, so long as the parent is at home to take charge of the student. If the administrator cannot reach the parent/legal guardian, the student must stay at school until the end of the school day. If the student is summarily suspended, she or he may be removed from the school grounds immediately. Depending upon his or her age, however, it may be necessary to keep him or her at school until the parent or legal guardian can be reached.

### **SUSPENSION APPEALS**

If, after the conference with the administrator, the parent/legal guardian believes the student's suspension was unjustified, an appeal of the suspension may be made to the Superintendent or his/her designee. To request a suspension appeal, the parent/legal guardian must write a letter to the Superintendent (P.O. 458 Allendale, SC 29810) within 5 days after the conference with the school administrator, advising the Superintendent why it is believed the suspension was unfair. The appeal will be conducted as an informal hearing before the Superintendent or his/her designee. The administrator, parent/legal guardian and student may be present. If the Superintendent (or his/her designee) and the parent/legal guardian agree, the student may be dismissed during portions of the hearing. The parent/legal guardian, student and administrator will be allowed to address the Superintendent or his/her designee. Within 10 days of the hearing, the Superintendent or designee shall render a decision as to whether the suspension was proper. The decision will be provided to the parent/legal guardian and the school. If the Superintendent/designee decides that the suspension was not proper, all absences resulting from the suspension shall be excused and the record cleared. The student will be allowed to make up all missed work. The decision of the Superintendent or his/her designee ends the appeals process for suspensions.

### **MISSED SCHOOL WORK**

Students who have been suspended shall be allowed to make up school work missed. In such cases, it shall be the responsibility of the student to make up the missed work within a reasonable time as specified by the school administrator.

## **EXPULSION**

### **INVESTIGATION AND ACTION TAKEN BY THE ADMINISTRATOR**

If a school principal or his or her designee or a District administrator investigates a report of student misbehavior and decides to recommend expulsion, the administrator will:

- suspend the student and
- notify the student's parent/legal guardian of his or her right to meet with the administrator within 3 school days of the date of suspension.

Safe Schools Act - Violations Must be Recommended for Expulsion.

If, after meeting with the parent/legal guardian (or if the parent/legal guardian has not come in for a meeting by the third school day), the administrator still intends to recommend expulsion, the matter will be referred directly to the Hearing Officer or to other persons designated by the Superintendent. This procedure will be followed in all cases regardless of the offense.

### **NOTICE OF EXPULSION RECOMMENDATION**

By the end of the fifth school day following receipt of an expulsion recommendation, the Hearing Officer or his or her designee shall notify the student and parents/legal guardian of:

1. The rule(s) infraction alleged to have occurred;
1. The right of the student to review his or her record, including the investigative documents the administration intends to present at the expulsion hearing;
2. The right of the student to a hearing on the evidence;
3. The time and place of the hearing, which must be held within 10 days of the date of notification (unless the parent/legal guardian or his/her representative agrees otherwise); and
4. The procedure to be followed at the hearing, including the right to be represented by legal counsel at the students' or parent(s)' own expense.

### **HEARING PROCEDURE**

The administrator, the administrator's representative, the parent/legal guardian and/or the student's representative may be present at the hearing. If the Hearing Officer and the parent/legal guardian agree, the student may be dismissed during portions of the hearing. The administrator and the student, or their representatives, will be allowed to present witnesses or witness statements and, within the discretion of the Hearing Officer, cross-examine the other party's witnesses. The Hearing Officer may ask the witnesses questions.

The parent/legal guardian and/or the student's representative will be given an opportunity to argue their position or express their views on the case. A recording of the testimony or written minutes of the hearing will be kept on file by the Hearing Officer for a reasonable period of time.

### **ACTION FOLLOWING THE HEARING**

Within 10 school days of the hearing, the Hearing Officer shall decide whether the student committed the alleged rule(s) violations or misconduct based upon the evidence presented at the hearing and determine the appropriate punishment. Actions may include counseling, referral to alternative school, diversionary program or community counseling.

If the Hearing Officer determines that grounds for expulsion exist, she or he may expel for the remainder of the current school year, permanently expel, or administer punishment other than expulsion, including but not limited to, suspension or probation.

Probation means special restrictions have been placed on the student's right to attend school. Violations of those restrictions will result in immediate suspension and recommendation for expulsion. The Hearing Officer shall report his or her decision in writing and/or make contact to the parent/legal guardian, the Superintendent, and the school. If the Hearing Officer determines that grounds for expulsion do not exist, absences resulting from the suspension maybe excused and the student's record may be cleared. The student may be allowed to make up all missed work.

## **EXPULSION APPEALS**

The expulsion decision of the Superintendent or the Superintendent's designee (Hearing Officer) may be appealed by the student to the Board of Education provided written notice of appeal is made to the Superintendent within 10 school days of notification of the Hearing Officer's decision. An expulsion appeal will normally be limited to the established record, and no new testimony will be allowed unless the Board desires to hear additional testimony. The Board may uphold, reverse, or alter the expulsion decision of the Hearing Officer. If the recommendation for expulsion is reversed on appeal, all absences resulting from the suspension shall be excused and the student's record cleared. The student will be allowed to make up all missed work.

## **PETITIONS FOR READMISSION**

Students who have been expelled for the remainder of the current school year may make a written request to the Superintendent or the Superintendent's designee for readmission for the following school year. The request must specify the reasons why the student should be allowed to return. If readmission is granted, the student must re-enroll at the alternative school. If the Superintendent or the Superintendent's designee denies the student's request, or in all cases of permanent expulsion, the student may make a written request to the Board for readmission. This letter may include a request to appear before the Board. If the request is denied by the Board, the student may submit another request prior to the start of the following school year.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

"Students with Disabilities" means any student accepted into the System's special education program under the requirement of the Individuals with Disabilities Education Act (I.D.E.A.).

### **All preceding sections apply to students with disabilities with the following exceptions:**

- Procedures required under the I.D.E.A. must be followed and parents must be informed of their due process rights.
- Any student identified as disabled under the I.D.E.A. can be suspended for up to ten (10) school days in a school year without requiring an Individualized Educational Plan (I.E.P.) meeting. Immediate notification of any suspensions shall be sent to the program manager.
- Suspension for more than ten (10) school days must follow specified procedures including: immediate notification to parents; an I.E.P. review with a functional assessment; development of a behavior management plan; and, a Manifestation Determination Review (M.D.R). Students receiving special education services MUST receive a free and appropriate public education (F.A.P.E.) If as a direct result of disciplinary action, a special education student has not received educational services for ten (10) school days in a school year, the System will make appropriate educational services available to that student for all remaining school days that school year.
  - a) If the Manifestation Team determines that the student's conduct at issue WAS NOT caused by or WAS NOT directly and substantially related to the student's disability AND if the I.E.P. Team finds the conduct in question WAS NOT the direct result of failure by the schools to implement the I.E.P. then the student will be subjected to the same disciplinary actions as a non-disabled student. Special Education records including discipline records must be made available to the Disciplinary Hearing Officer. Services required under the I.E.P., which now includes access to the general curriculum, must continue.

b) If the Manifestation Team determines that the student's conduct at issue WAS caused by or WAS directly and substantially related to the student's disability OR if the I.E.P. Team finds that the conduct in question WAS the direct result of a failure by the school to implement the I.E.P., the disciplinary process will continue; however, the student may not be subjected to the same discipline as non-disabled students. An I.E.P meeting must be held to review the current placement and discuss program changes or modifications.

Temporary alternative educational setting of not more than 45 days can be:

Even if a Manifestation Team determines that the student's conduct at issue was caused by; or was directly and substantially related to the student's disability; or, if the I.E.P. Team finds that the conduct in question was the direct result of a failure by the school to implement the I.E.P., the student may be placed in a temporary alternative educational setting for up to 45 school days if:

The students receiving special education services:

- bring a weapon to school, on school premises, or at a school function under the jurisdiction of the School District.
- possesses, uses or sells controlled substances or illegal drugs at school, on school premises, or at a school function under the jurisdiction of the School District.
- has caused serious bodily injury at school, on school premises, or at a school function under the jurisdiction of the School District.

b) the School District obtains an order from an administrative hearing officer or district court judge that provides for appropriate interim placement of the student due to a finding that maintaining the student's current educational placement is substantially likely to result in an injury to the child or to others.

c) any 45-school day alternative educational placement may be applied in addition to a preliminary placement of up to ten (10) days.

- All appeals in the case of disagreement by the parent/legal guardian must comply with due process requirements of the I.D.E.A. and the state and local plan for Special Education.
- Students subject to a Section 504 plan will be processed as appropriate to their particular situation.
- All complaints under Section 504 must be directed to the School System's 504 Coordinator.

## TRANSPORTATION RULES

The bus ride to and from school should be a safe one. All bus riders are required to follow bus safety rules at all times. It is a privilege to ride the bus, and students who disregard the rules will have that privilege suspended. The District's goal is to promote: Safety, Order, Attitude, and Respect.

**Attitude** – Students need to be aware of how their attitude affects the behavior of all students.

**Order** – Students need to be aware that school rules and expectations are heightened on the school bus due to the environment.

**Respect** – Students need to be aware that everyone deserves the proper treatment from others.

### **The following behaviors are not permitted:**

- Riding the bus when the student has been suspended
- Riding a bus other than that assigned unless appropriate permission from his/her principal has been granted
- Disobeying the instructions of the driver, physical or verbal abuse of the driver, or displays of disrespect
- Physical or verbal abuse of another student
- Possession of weapons or other dangerous objects; drugs, alcohol, lighters or other ignitable; tape-player, CD-player, DVD player, radio, or other music playing device, pagers, telephones or other telecommunications devices
- Leaving a seat while the bus is in motion
- Failure to sit properly in seat and/or failure to sit in assigned seat
- Throwing objects on the bus or out of the windows and/or placing any part of body outside bus windows and/or yelling out of the windows
- Fighting, horseplay, spitting, profanity, making obscene gestures, making excessive noise or engaging in disruptive behavior
- Eating or drinking, selling food items
- Using or playing with any kind of aerosol spray
- Failure to cross road as directed by driver and/or failure to move away from the bus after getting off
- Getting on/off at an improper stop

### **Some actions that usually result in immediate suspension of a student from the bus include:**

- Fighting
- Direct disobedience of directives from the driver and/or any physical or verbal abuse or sexual harassment of students or driver
- Smoking and/or playing with matches or lighters
- Throwing objects on the bus or out of the windows

- Possession of drugs, alcohol, weapons or dangerous objects
- Riding another bus while under suspension

Transportation Department staff is available to answer questions students or parents may have about inappropriate student behavior. Allendale County Schools MUST safely transport all bus riders to and from school. Bus riders will be denied the privilege of riding the bus if their behavior is unacceptable or infringes on the rights of other bus riders.

**Safety** – Students need to load and unload the school bus quietly using the available handrails. They need to keep all body parts contained within the available seating space. Conversation must be limited to the students' direct neighbors.

**Violation procedure:**

- Written report of misbehavior
- Minor Bus suspension, 1 – 10 days based on the offense and loss of school year privileges based upon the offense
- Major Bus Suspension, 1-10 days, loss of school year privileges or up to immediate suspension based upon the offense

It will be the responsibility of the parent or guardian to see that the student is transported to and from school during this time. Students and parents should not attempt to discuss bus rule violations or suspension matters with the bus driver at a bus stop.

**DISCIPLINE TRANSPORTATION MATRIX LEVEL 1**

The following chart includes some breaches of conduct that may lead to suspension or expulsion. Students may be subject to a lesser or greater punishment, because of circumstances surrounding the breach of conduct. Should the presence of any student constitute an actual threat to a class or the school, or himself, he may be dealt with more severely than those punishments listed here.

**\*At least 3 level 1 offenses will be considered a level (2) or level (3) depending on the offense.**

Offense	Description of Offense	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	4 <sup>th</sup> Referral	5 <sup>th</sup> Referral	6 <sup>th</sup> Referral
*Throwing objects- no harm	Throwing objects on the bus	Warning and parent conference	1-2 Day bus suspension	3-4 Day bus suspension	5-6 Days bus suspension	7-10 Days bus suspension	Loss of bus privileges for remainder of year
Walking behind the bus.	Walking behind a bus that's parked during pick-up or drop-off.	Warning and parent conference	1-2 Day bus suspension	3-4 Day bus suspension	5-6 Days bus suspension	7-10 Days bus suspension	Loss of bus privileges for remainder of year



<b>Offense</b>	<b>Description of Offense</b>	<b>1<sup>st</sup> Referral</b>	<b>2<sup>nd</sup> Referral</b>	<b>3<sup>rd</sup> Referral</b>	<b>4<sup>th</sup> Referral</b>	<b>5<sup>th</sup> Referral</b>	<b>6<sup>th</sup> Referral</b>
Littering	Throwing any object on the floors of the bus	Warning and parent conference	1-2 Day bus suspension	3-4 Day bus suspension	5-6 Days bus suspension	7-10 Days bus suspension	Loss of bus privileges for remainder of year
Improper boarding/de-boarding	Pushing individuals and not waiting your turn to load or exit the bus	Warning and parent conference	1-2 Day bus suspension	3-4 Day bus suspension	5-6 Days bus suspension	7-10 Days bus suspension	Loss of bus privileges for remainder of year
*Not properly seated.	Student not sitting with the entire body in the seat properly face forward.	Warning and parent conference	1-2 Day bus suspension	3-4 Day bus suspension	5-6 Days bus suspension	7-10 Days bus suspension	Loss of bus privileges for remainder of year
*Obstructing the aisle	Student prevents complete clearance of the bus aisle.	Warning and parent conference	1-2 Day bus suspension	3-4 Day bus suspension	5-6 Days bus suspension	7-10 Days bus suspension	Loss of bus privileges for remainder of year
Eating/Drinking on the bus	Students eating or drinking on the bus.	Warning and parent conference	1-2 Day bus suspension	3-4 Day bus suspension	5-6 Days bus suspension	7-10 Days bus suspension	Loss of bus privileges for remainder of year
Bus window is open without permission	Student opens the window without prior consent from the bus driver	Warning and parent conference	1-2 Day bus suspension	3-4 Day bus suspension	5-6- Days bus suspension	7-10 Days bus suspension	Loss of bus privileges for remainder of year
Playing or standing in the roadway while waiting on the bus	Student fails to comply with safety rules by playing or standing in roadway while waiting on the bus.	Warning and parent conference	1-2 Day bus suspension	3-4 Day bus suspension	5-6 Days bus suspension	7-10 Days bus suspension	Loss of bus privileges for remainder of year

## DISCIPLINE MATRIX TRANSPORTATION LEVEL 2

The following chart includes some breaches of conduct that may lead to suspension or expulsion. Students may be subject to a lesser or greater punishment, because of circumstances surrounding the breach of conduct. Should the presence of any student constitute an actual threat to a class or the school, or himself, he may be dealt with more severely than those punishments listed here.

Offense	Description of Offense	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	4 <sup>th</sup> Referral
Stealing	A student removes an item from the bus that does not belong to them or take an item from another student not belong to them.	Warning and parent conference/ Restorative Practice	1-5 Days suspension and parent conference	6-10 Days suspension and parent conference	Loss of bus privileges for the remainder of the year.
Horseplay	Students playing around on the bus, i.e. hitting each other without malicious intent.	Warning and parent conference /Restorative Practice	1-5 Days suspension and parent conference	6-10 Days suspension and parent conference	Loss of bus privileges for the remainder of the year.
Arms, etc. out of the window.	Students hanging body parts out of the window.	Warning and parent conference/ Restorative Practice	1-5 Days suspension and parent conference	6-10 Days suspension and parent conference	Loss of bus privileges for the remainder of the year.
Shouting in/out bus while it's in motion.	Students yelling on the bus or out of the bus window.	Warning and parent conference/ Restorative Practice	1-5 Days suspension and parent conference	6-10 Days suspension and parent conference	Loss of bus privileges for the remainder of the year.
Arms, etc. out of the window.	Students hanging body parts out of the window.	Warning and parent conference/ Restorative Practice	1-5 Days suspension and parent conference	6-10 Days suspension and parent conference	Loss of bus privileges for the remainder of the year.
Shouting in/out bus while it's in motion.	Students yelling in/out the bus window to pose a safety concern.	Warning and parent conference /Restorative Practice	1-5 Days suspension and parent conference	6-10 Days suspension and parent conference	Loss of bus privileges for the remainder of the year.

Talking back to the driver.	Students talking back to a driver inappropriately after given verbal directives to follow.	Warning and parent conference/ Restorative Practice	1-5 Days suspension and parent conference	6-10 Days suspension and parent conference	Loss of bus privileges for the remainder of the year.
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<b>Offense</b>	<b>Description of Offense</b>	<b>1<sup>st</sup> Referral</b>	<b>2<sup>nd</sup> Referral</b>	<b>3<sup>rd</sup> Referral</b>	<b>4<sup>th</sup> Referral</b>
Extremely loud noises	Students making extremely loud noises on the bus, which distracts the driver.	Warning and parent conference/Restorative Practice	1-5 Days suspension and parent conference	6-10 Days suspension and parent conference	Loss of bus privileges for the remainder of the year.
Physical Abuse	To cause any bodily harm to an individual.	3-5 Days suspension and parent conference/Restorative Practice	6-10 Days suspension and parent conference	Loss of bus privileges for the remainder of the year.	
Verbal Altercation (without fighting)	Students in a major verbal disruption on the bus or bus stop.	Warning and parent conference/Restorative Practice	1-5 Days suspension and parent conference	6-10 Days suspension and parent conference	Loss of bus privileges for the remainder of the year.
Fighting	Students fighting on the bus or bus stop.	1-5 Days suspension/Restorative Practice	6-10 Days suspension and parent conference	Loss of bus privileges for the remainder of the year.	
Threatening a Student on the Bus	Student making a verbal threat toward another student.	Warning and a parent conference with transportation supervisor, student, parent and admin	1-5 Days suspension and parent conference	6-10 Days suspension and parent conference	Loss of bus privileges for the remainder of the year.
Received at least 3 level one (1) offenses	Student violated at least 3 level (1) offenses (Please see level 1 matrix -*)	3-5 Days suspension and parent conference	6-10 Days suspension and parent conference	Loss of bus privileges for the remainder of the year.	

### DISCIPLINE MATRIX TRANSPORTATION LEVEL 3

The following chart includes some breaches of conduct that may lead to suspension or expulsion. Students may be subject to a lesser or greater punishment, because of circumstances surrounding the breach of conduct. Should the presence of any student constitute an actual threat to a class or the school, or himself, he may be dealt with more severely than those punishments listed here.

**\*Possible bus privileges for rest of school year.**

Offense	Description of Offense	1 <sup>st</sup> Referral
Vandalism	Drawing and cutting the seat/ breaking a window, etc.	Parent conference with transportation supervisor, SRO, administration and/or referral to the hearing officer.
Sexual Act	Engaging in any type of inappropriate sexual activity.	Parent conference with transportation supervisor, SRO, administration and/or referral to the hearing officer.
Ammunition with harmful intent	Student in possession of Ammunition with harmful intent	Parent conference with transportation supervisor, SRO, administration and/or referral to the hearing officer.
Under the Influence/ Possession/ Consumption (including drug paraphernalia)	Student bringing drugs on the bus or being under the influence of drugs	Parent conference with transportation supervisor, SRO, administration and/or referral to the hearing officer
Possession or Distribution of a (real or imitation) weapon	Student brings a weapon or distributes a weapon of any kind to another student.	Parent conference with transportation supervisor, SRO, administration and/or referral to the hearing officer
Lynching /Assault by Mob/Gang affiliation	Assault by two or more students	Parent conference with transportation supervisor, SRO, administration and/or referral to the hearing officer
Assaulting a driver	Student assaulting a driver on the bus.	Parent conference with transportation supervisor, SRO, administration and/or referral to the hearing officer
Arson	Student setting a fire on the bus.	Parent conference with transportation supervisor, SRO, administration and/or referral to the hearing officer
Fighting with bodily harm	Student fighting on the bus and causes bodily harm.	Parent conference with transportation supervisor, SRO, administration and/or referral to the hearing officer
Throwing objects-bodily harm	Student throwing objects on the bus, which causes bodily harm.	Parent conference with transportation supervisor, SRO, administration and/or referral to the hearing officer

<b>Offense</b>	<b>Description of Offense</b>	<b>1<sup>st</sup> Referral</b>
Offensive/Touching Indecent exposure	Student offensive touching or completing the act of indecent exposure to other student (s) on the bus.	Parent conference with transportation supervisor, SRO, administration and/or referral to the hearing officer
Major distraction/Language	Student's behavior/language causes a major distraction to the driver	Parent conference with transportation supervisor, SRO, administration and/or referral to the hearing officer
Riding on the bus while under suspension.	Student rides the bus while the bus under suspension. He or she rides another bus opposes to assigned bus	Parent conference with transportation supervisor, SRO, administration and/or referral to the hearing officer
Abusive Language	Student uses abusive language towards driver or another student	Parent conference with transportation supervisor, SRO, administration and/or referral to the hearing officer
Animal on the bus	Student brings an animal on the bus.	Parent conference with transportation supervisor, SRO, administration and/or referral to the hearing officer
Obscene Language/Books Pornography	Students reviewing inappropriate pornographic materials on the bus.	Parent conference with transportation supervisor, SRO, administration and/or referral to the hearing officer
Smoking/Lighting matches/using tobacco in any form	Student smoking or using tobacco in any form /lighting matches on the bus.	Parent conference with transportation supervisor, SRO, administration and/or referral to the hearing officer
Throwing out the window	Student throwing items out of the bus window.	Parent conference with transportation supervisor, SRO, administration and/or referral to the hearing officer
Tampering with the emergency door	Student tampering with the emergency exit door.	Parent conference with transportation supervisor, SRO, administration and/or referral to the hearing officer
Gang/Neighborhood Affiliation	Any group of three or more persons associated with a group of individuals or organization, whether formal or informal, which engage in criminal and/or school code of conduct violations.	Parent conference with transportation supervisor, SRO, administration and/or referral to the hearing officer
Bullying	Repeated, conscious, willful, and deliberate intent to physically, socially, or verbally antagonize or distress someone else; a direct or indirect behavior over a period of time that makes a person feel unsafe or uncomfortable.	Parent conference with transportation supervisor, SRO, administration and/or referral to the hearing officer

Any act that is not detailed in this matrix that's detrimental to the safe operation of the bus and safety of its riders	Any act that is not detailed in this matrix that's detrimental to the safe operation of the bus and safety of its riders	Parent conference with transportation supervisor, SRO, administration and/or referral to the hearing officer
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## DRESS CODE

### STATEMENT OF POLICY

It is the policy of the Allendale County School District to regulate reasonable attire of students during the school day. To maintain an educational environment that is safe and conducive to the educational process, students in all grades will abstain from wearing or possessing specified items during the school day.

TOPS: Shirts, vests, sweaters and sweatshirts. For the purpose of this policy, shirts, vests, sweaters and sweatshirts are referred to as tops. To that end, TOPS must be the approved school's solid colors.

- Students shall wear plain shirts with a collar. (Undershirt must be white).
- Shirts may have school-approved/manufactured logos. Logo shall not be larger than 1" inch.
- Shirts may not exceed one size larger than necessary as determined by the school administrator.
- All shirttails, regardless of style, make or design, must be tucked in. Exceptions may be made for preschool and kindergarten students as needed by administration.
- Students may wear vests, sweaters or sweatshirts without hoods that allow the collar to be exposed over school uniforms and may not exceed one size larger or smaller than necessary as determined by the school administrator. Also, the sweaters, jackets, sweatshirts should have a zipper or buttons where it can be open so that the uniform shirt can be seen or at least shown immediately upon request.
- School T-shirts can be worn on designated dress down days, field days and special field trips as determined by the school administrator.
- Tank tops or sleeveless tee shirts are not allowed. All clothing must cover the stomach, back and sides from the shoulder to the waist; no backless dresses or halter tops; necklines must be appropriate.
- Garments shall assure modesty when the student is seated or engaged in school activities.
- Students may not wear see-through or sheer garments.

BOTTOMS: For purposes of this document pants, skirts, skorts, jumpers, capri pants and shorts are referred to as bottoms. To that end, BOTTOMS must be the approved school colors. Denim jeans are not permitted. Principals may make exceptions for special field trips.

- Bottoms must be free of graphics and embroidery. With the exception of small labels, bottoms may not have insignias, words or pictures.

- Shorts, skirts, skorts, dresses and jumpers will be no shorter than 2 1/2" above the knee or knee joint in the back when standing. Mini-skirts or mini-dresses are not allowed.
- Cargo-style pants or shorts are not permitted.
- Clothing shall not exceed one size larger than necessary as determined by the school administrator.
- Baggy or sagging pants or shorts are not permitted.
- Rolled up pants legs are not allowed.
- "Low rise" clothing is not permitted.
- Bottoms (excluding jumpers) shall be worn at the natural waistline and properly fitted to prevent sagging.
- Belts shall be worn in pants, skirts, skorts or shorts that have belt loops. Exceptions may be made for preschool and kindergarten students as needed by administration. Belts must be buckled and tucked in loops. Belt buckles must not be oversized or have any writing that is considered offensive.
- Pants must be worn at the waist. No denim jeans, sweat pants, running shorts, joggers, spandex or cargo pants are permitted.
- Tights, leggings, jeggings, jegging-style pants, thermal tights, compression shorts/pants cannot be worn as bottoms or underneath an otherwise inappropriate skirt.

#### FOOTWEAR:

- Flip flops, crocs or slippers are not permitted.
- Heelys and Stilettos are not permitted.
- Socks of any color are permitted.

#### BACK PACKS:

- Back packs must be clear. Allendale County School District has provided all students with clear back packs. Students are not permitted to bring any other type of back pack to school and/or school related events.

NOTE: Head coverings of any kind including, but not limited to, hats, caps, bandanas, curlers, masks, visors, kerchiefs, athletic sweatbands, earmuffs, sunglasses or hoods are not permitted. Head coverings will not be worn, carried, hung on belts or around the neck or kept in classrooms during regular school hours.

## **STUDENT TECHNOLOGY ACCEPTABLE USE POLICY**

The Allendale County School District provides computer, network, email, and Internet access to students as part of the learning environment. While these systems have the power to deliver a huge number of resources to our classrooms, their ability to serve students depends on the responsible and ethical use of them by every student. "Responsible Use" of these systems is use that is consistent with the instructional goals of the District. If you break "acceptable use" rules, you may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration. The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and email out of the classroom. The District does not supervise individual email accounts. Please note that parents may choose for their child not to have access to the internet at school; however, students who do not have access to the internet will not be able to access email or web-based programs that teachers may be using in class.

Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action and/or involvement of law enforcement.

Treat computer equipment with care and respect. Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials. Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be for education-related purposes only. Do not use school computers for illegal activities such as planting viruses, hacking, or attempted unauthorized access to any system.

1. Do not bypass or attempt to bypass any of the District's security or content filtering safeguards.
2. Do not use school computers for commercial purposes.
3. Do not attempt to access any material that would be inappropriate.
4. Do not download or install any unauthorized software or executable files to any computer.

Follow copyright laws at all times. See District copyright policies for more information. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance. Keep your password secret. You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible.

All online communication must be polite and not threatening or offensive in any way. All students in grades 3-12 may be issued email accounts. The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational and district purposes only.

Do not give out personal information on the Internet. Never give out your phone number, social security number, full name, age, home address, or any other personal information. Home directories may be provided to students for educational related work. Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of a student's home directory. Please contact your school if you do not want your child to have access to the Internet and email.



## GLOSSARY

The following are additional definitions, Board Policies, consequences and State Laws used in the Code of Conduct.

**AIDING AND/OR ABETTING WITH A RULE VIOLATION:** Assisting with or intentionally being in the presence of another student when a violation of policy occurs.

**ARSON:** To intentionally damage any real or personal property by fire or incendiary device.

**ASSAULT OF STAFF:** Any deliberate inappropriate physical contact with a staff member. Any adult who has been authorized by the school to supervise students is considered a staff member in case of an assault. In determining whether an assault has occurred, the principal or his/her designee will determine the level of injury to the staff person, as well as the specific facts and circumstances of the incident.

**AUTO BREAKING:** Entry into any type of motor vehicle parked on school district property, or a vehicle that is owned, stored, or used by the school district with the intent to commit a crime. This includes, but is not limited to, vehicles belonging to faculty, students, parents, visitors, school buses, and Driver Education vehicles. Entering an open or unlocked vehicle without permission with intent to commit a crime constitutes auto breaking/tampering. Forced entry is not required.

**BEHAVIORAL CONTRACT:** An agreement signed by the student and parent/guardian to practice a specified kind of behavior and/or accomplish specific tasks.

**BUS SUSPENSION:** Temporary removal of a student from any school bus by an administrator. Attendance in school is required during the bus suspension. It is the responsibility of the parent/guardian to transport their children during this time.

**BURGLARY:** Entry at any time of the day into any school, portable classroom, school district building, or structure on school property without consent with the intent to commit a crime. Forced entry is not required in burglary violations.

**CONDITIONAL SUSPENSION:** An overnight suspension where administrators have contacted a parent/guardian and as a condition to their return, a parent/guardian must accompany the student to the school the next day and attend a parent/admin/student conference before re-entry to school.

**CONTROLLED SUBSTANCE:** A drug, substance, or immediate pre-cursor as defined in SC Code of Laws, Section 44-53-190 - 44-53-270. Prescription medications are considered controlled substances and any person who knowingly or intentionally possesses, dispenses or uses the substance unless the substance was obtained directly from his/her valid prescription, will be considered in violation of the policy.

**CRISIS:** A situation that may result in the disruption of the safe and orderly operation of the school or school bus.

**DETENTION:** Assignment to a designated room on the school campus during the day, at the end of the regular school day or on Saturday, for a specified period of time. The school is not responsible for transportation.

**DRUG PARAPHENALIA:** Any instrument, device, article or contrivance used, designed for use, or intended for use in ingesting, smoking, administering, or preparing marijuana, hashish or cocaine. Examples of paraphernalia include, but are not limited to: smoking screens, marijuana or hashish pipes or bowls, rolling papers, chamber pipes, drug scales and roach clips.

**EXPULSION:** Removal of a student from attendance at any school in the District by the Board of Education or its agent for a specified portion of the school year. An expelled student may not:

- participate in any school activities;
- be on District or school property.

**FIGHTING:** Mutual combat. This may include pre-meditated attacks or assaults initiated by oral disagreements.

**FIRE ARM:** Any device designed, made or adapted to expel a projectile through a barrel by using the energy generated by explosion or burning substance or any device readily convertible to that use.

**FERPA:** The Family Educational Rights and Privacy Act allow parents and students over the age of 18 years certain rights concerning the student's educational records. The law contains certain exceptions, such as directory information, unless the student's parent or a student 18 or older directs the school not to release directory information.

**GRADUATION:** The awarding of an academic degree, usually signifying the end or completion of state requirements for a diploma. Participation of any student under suspension or expulsion by a school or the district will be prohibited from graduation exercises, programs, and ceremonies.

**HARASSMENT, INTIMIDATION, OR BULLYING:** A gesture, an electronic communication, a written, verbal, physical, or sexual act, which is reasonably perceived to harm a student (physically or emotionally) or damage a student's property or place a student in reasonable fear of personal harm, or insults or demeans a student causing substantial disruption in or interfering with the orderly operation of school. Threats of force or injury, harassment and intimidation by students against other students or their property are forbidden and are a violation of State law. See Page 16.

**HAZING:** Any activity expected of someone joining a group that humiliates, degrades, abuses or endangers, regardless of the person's willingness to participate; hazing is wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a student who has attended school longer or who is in a position of authority over another student with intent to injure or punish.

**HEARING OFFICER:** An agent of the Superintendent and Board of Education who has the responsibility for holding the evidentiary hearings for recommended expulsion and suspension appeals and rendering decisions based on information presented.

**HEALTH CODE VIOLATIONS:** For the purpose of this policy, the following are considered health code violations: Deliberate spitting on or at another person or his/her food or beverage. Deliberate urination in a public or inappropriate location and other such health code violations will be considered as a violation.

**HONOR CODE:** The expectation of the student to demonstrate integrity and individual responsibility, personally and academically, to maintain a fair and honest environment.

**IEP:** This is the written record of the Individualized Education Program prepared by the IEP team for a student with disabilities who is eligible for special education services. The IEP contains several parts such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services, and program modifications or support for school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or district-wide tests, etc.

**INDECENT EXPOSURE:** To willfully expose one's private body parts to view of others.

**INHALANT:** An aromatic hydrocarbon or other such substance used for the purpose of intoxication, or inebriation. Examples of inhalants include, but are not limited to, gasoline, magic markers, glue, whiteout or nitrous oxide.

**IN-SCHOOL SUSPENSION:** A disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a disciplinary alternative education, ISS removes the student from the regular classroom.

**LAWFUL ABSENCE:** Absence due to personal illness or death in the immediate family, school approved (in advance) activity or observance of a recognized religious holiday. For any absence to be lawful, a parent or doctor's note must be provided within three days of returning to school. A lawful absence shall permit a student to make up work missed during the absence. Students enrolled in Carnegie Credit courses (high school credits) should check with their guidance counselor or other advisor to see if absences may affect receipt of course credit.

**LYNCHING:** Any act of violence inflicted by a mob upon the body of another person and from which death does not result.

**MCKINNEY VENTO ACT:** THE MCKINNEY Vento Homeless Education Assistance Act has been reauthorized and incorporated into No Child Left Behind. The reauthorization ensures educational rights and protections for children and youth experiencing homelessness.

**MOB:** A “mob” is defined for the purpose of this article as the assemblage of two or more persons, without color or authority of law, for the purpose and with the intent of committing an act of violence upon the person of another.

**PERSONAL PROPERTY:** For the purposes of this policy, all property that is not owned by the district/school is considered personal property.

**PHYSICAL ASSAULT:** Intentionally, knowingly or recklessly causing bodily injury to another person. This does not include in the elementary school a temper tantrum by a child or incidental bodily contact. The principal or his/her designee at the elementary school will make a determination as to whether physical assault has occurred.

**POSSESSION:** Being in a student’s locker, purse, gym bag, backpack, or other item carried by or belonging to the student, on the student’s person, or in a car driven by or occupied by the student or items found in a car parked on school property or at a school sponsored activity. In determining whether a student intentionally or knowingly possessed an item, the principal or his/her designee will consider all the facts and circumstances of the particular incident.

**PROHIBITED WEAPON:** Knife with a blade over two inches long, a blackjack, a dirk (a stabbing knife such as a switchblade), a metal pipe or pole, metal knuckles, razor, razor blade, martial arts throwing star, BB gun, pellet gun, or any other deadly weapon usually used to inflict personal injury. To determine the length of a knife blade, it will be measured from the tip to where the blade and handle (casing) meet. Box cutters and utility knives containing blades are also prohibited on school/district property. When a weapon is found in a student’s possession, it is up to the school principal to determine if the student’s possession was knowing or intentional. If the student maintains that he or she did not knowingly have possession, and the explanation is credible to the administrator, the student will not be suspended. If the student’s explanation is not deemed credible by the principal, policy requires secondary students to be suspended with a recommendation for expulsion. Students who realize they have accidentally brought a weapon to school should go immediately to a teacher or administrator and turn the item in. If it is clear the student turned the item in immediately upon discovery, the student will not be suspended. Students who delay turning in such an item, or who turn in an item only after having been discovered, may be suspended with a recommendation for expulsion. South Carolina Law requires the school to notify local law enforcement officials when a gun, or knife with a blade in excess of two inches is found in the possession of a student. Law enforcement officials determine if a student is to be charged and taken into custody. (See SC 16-23-430.)

**REPLICA GUNS:** A device which appears to be an operable firearm and is presented as being a real gun, but which lacks the ability to expel a projectile. Replica guns do not include obvious toy guns.

**RESTITUTION:** The act of making good or compensating for lost, damaged or stolen property.

**SAFE SCHOOL CLIMATE ACT:** The Safe Schools Climate Act prohibits harassment, intimidation, and bullying in schools. The Act also prohibits reprisal or retaliation against a victim, witness, or someone with reliable information about such behavior.

**SCHOOL PERSONNEL:** All personnel employed or serving in the school, including teachers, volunteers, administrators, lunchroom workers, clerical staff, hall monitors, custodial staff, bus drivers, etc.

**SCHOOL PROPERTY:** All property owned and operated by, or under the jurisdiction of, the District or State Board of Education. The term "on school property" includes school buses, District vehicles, and all off-campus school-sponsored activities, and in certain circumstances, official school bus-stops.

**SCHOOL RESOURCE OFFICER (SRO):** Law enforcement officer assigned to an Allendale County school, who works under the direction of the school principal.

**SEARCHES:** School administrators have the right to search a student's purse, gym bag, backpack, and any other item carried or possessed by a student, as well as the student's person, pockets, or car upon reasonable suspicion. Metal detectors may be used in accordance with Board policy. Searches of school property, including lockers and desks, may be conducted in accordance with Board policy. Canine searches are also routinely conducted in accordance with Board policy.

**SECTION 504:** This is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by the IEP team to be eligible for special education services, appropriate regular educational services, and appropriate regular educational services will be provided.

**SEXTING:** The act of sending sexually explicit messages or photos electronically, primarily between cell phones or internet.

**SEXUAL ASSAULT:** Any sexual act directed against another person, forcibly and/or against that 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 or forcible rape with an object.

**SEXUAL HARASSMENT:** Unwelcome sexual advances, sexual gestures, requests for sexual favors, and other verbal or physical conduct of a sexual nature where there is a pattern of harassing behavior or a single significant incident. Such conduct interferes with the student's education or creates an intimidating, hostile, offensive school environment. Sexual harassment may include but is not limited to: verbal harassment, including sexually offensive comments or slurs; physical harassment, physical interference with movement or work; or visual harassment such as sexually offensive cartoons, drawings, or posters. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.

**SIMPLE ASSAULT:** The intentional injury of another person that does not result in the level of injury of a physical assault. In considering whether a simple assault has occurred, the principal or his/her designee will determine the level of injury and the facts and circumstances of the incident

**SOUTH CAROLINA ATTENDANCE LAW:** The South Carolina compulsory attendance law (59-65-10) requires that all children, ages 6-15 (inclusive) must "attend regularly a public or private school."

**SUSPENSION:** A temporary removal of a student from school for violation of the Code of Conduct or a school's discipline plan. It is the responsibility of the student returning from suspension to request any make up work immediately following the suspension. Students who have been suspended shall not normally be allowed to make up school work missed; however, at the discretion of the principal, his or her designee or the District administration, special circumstances may warrant allowing the student to make up some, or all, of the missed work. In such cases, it shall be the responsibility of the student to make up the missed work within a reasonable time as specified by the teacher.

**UNLAWFUL ABSENCE:** A willful absence from school without knowledge of the parent/guardian or an absence from school without good cause with the knowledge of the parent/guardian. An unlawful absence does not entitle a student to make up schoolwork or tests for credit.

**TRESPASSING:** Being on any district property or school campus at an unreasonable hour when not involved in a school activity, when school is out, or present on the campus of a school not enrolled in without school administration or district level authorization. Unreasonable hours in this context include, but are not limited to, after 11:00 p.m. when the school facility is not in use for an approved activity, at any time on school holidays, during summer break, and weekends or at any time someone is found inside a fenced in area that is posted with no trespassing signs. Students who are on suspended or expelled status may also be considered as trespassers if they do not have prior express school administration or district level authorization to be on school grounds.

**UNDER THE INFLUENCE:** In determining whether a student is under the influence of alcohol, inhalants or controlled substances, the student's appearance/manner, his/her behavior and/or the presence of an alcohol/drug odor, or statements made by the student as to consumption may be considered. Because any consumption of alcohol or drugs by a minor is illegal, any consumption, without regard to amount, of alcohol or drugs/controlled substances/inhalants will constitute under the influence for the purpose of this policy. Law enforcement and/or the school nurse will assist building administrators in making the determination of whether a student is under the influence.

**VANDALISM:** Intentionally or recklessly causing damage to or defacing school or personal property, or such action causing disruption to the educational process and/or school activities.

CODE OF CONDUCT

# FORMS



## STUDENT / PARENT ACKNOWLEDGEMENT OF RESPONSIBILITY

This District Handbook: Student Code of Conduct has been developed to help each student gain the greatest possible benefit from his or her school experience. Our schools need the help and cooperation of each student and his or her parents and teachers. It is important that every student understands the Student Code of Conduct and be encouraged by his or her parents or guardians and teachers to follow the rules and regulations set forth in this booklet. Parents should read and discuss the information with their child. When parents have done so, we request that they and their child sign this form and return it to the school. Your signatures acknowledge receipt of a copy of the Student Code of Conduct and indicate that both of you understand the responsibilities as outlined.

A copy of this form will be kept on file at your child's school.

Student Name (Please Print) \_\_\_\_\_ Grade School \_\_\_\_\_

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

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

Failure to sign this acknowledgment form does not remove the responsibility of the student to abide by the Student Code of Conduct.

I DO WANT my student to be allowed access to the Internet Student's Full Name (Print)

\_\_\_\_\_

My child attends school at (name of school) \_\_\_\_\_ in \_\_\_\_\_ grade his/her homeroom teacher is \_\_\_\_\_

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

Parent/Guardian's Full Name (Print) \_\_\_\_\_

Please complete ONE form for EACH student you would like to rescind a prior Internet Opt-Out selection.



**INTERNET ACCESS OPT-OUT -PARENTAL REQUEST**

A vast amount of educational information can be acquired using the Internet. The Allendale Country School District provides your child with the tools to access the District's digital information network and through that network, the Internet. Internet access provides many advantages for your child such as obtaining information from other schools, colleges, companies, and organizations around the world. As your child shares information with other people, learns concepts, and researches subjects they are acquiring skills necessary for work and live in the 21<sup>st</sup> century. With this educational opportunity comes responsibility. It is important that both you and your child read and discuss the District's Acceptable Use Policy detailing their rights and responsibilities when using District technology tools. When your child is given a network account and password to use, it is important that the child follows the rules. Inappropriate use can result in the suspension of access to these educational tools. If appropriate, other disciplinary action may also be taken.

Please help your child understand the importance of using only his or her account password, and of keeping it a secret from others. Your child is responsible for all activity that occurs using their account.

Our District uses a robust array of filtering, blocking, and monitoring computer devices and software to help maintain a safe and secure digital information environment.

Bolstering these tools, the District utilizes security tools to regulate the materials students may access. Additionally, the district can monitor student use of the Internet. Please be aware, however, that there is inappropriate and controversial material on the Internet that your student might still access. This letter gives you the opportunity to decide not to allow your child access to the Internet. If you DO NOT want your student to access the Internet while at school, please complete, sign, and return this form to your child's school. If, at any time during the school year, you would like to rescind your decision and change your permission, you must let the school know in writing.

I DO NOT WANT my student to be allowed access to the Internet:

Student's Full Name (Print) \_\_\_\_\_

My child attends school at (name of school) \_\_\_\_\_ in \_\_\_\_\_ grade his/her homeroom teacher is \_\_\_\_\_.

Parent/Guardian's Full Name (Print) \_\_\_\_\_

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

**RELEASE OF STUDENT INFORMATION AND  
STUDENT PHOTOGRAPHS NOTICE**

**Date of Notice Given to School Principal:** \_\_\_\_\_

The Family Educational Rights and Privacy Act authorizes Allendale County Schools (District) to disclose student information that would not generally be considered harmful or an invasion of privacy. This information is referred to as "directory information" and includes your child's name, address, telephone number, age, grade, participation in officially-recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, diploma or certificate and awards received, and the most recent previous school attended. The District considers the voice and image or likeness of a student in pictures, videotape, film, or other medium, as well as student work intended for publication or display, to be directory information. Throughout the school year, your child will participate in many events and activities, which may be featured in school or District publications or covered by the local news media.

Information about your child from school events, activities, and special recognitions, such as honor roll, graduation, science fairs, etc., may appear in school- or District-sponsored promotional pieces including, but not limited to school annuals, brochures, flyers, newsletters, annual reports, programs for sports or cultural events, television shows, video pieces, slide shows, Internet home pages, etc. or in various media such as newspaper, magazine, television, radio, video, Internet, displays, etc. Additionally, the District would like to place photographs of particular students, e.g., students participating in field day events or performing in a play or choral event, on its homepage on the Internet to recognize various student, school, and District programs or accomplishments.

The District would also like to release student photographs to various media, which may place stories and photographs on Internet sites maintained by them in the normal course of business. For your child to be included when information about these school/community relations activities is released, we need you to complete this form and return it to your child's school.

If you do not complete and return this form to your child's school within 15 days, you understand that the District will be free to release or use information on your child, including his or her voice and image or likeness in photographs, videotape, film, or other medium, as well as student work intended for publication or display, for recognition of educational achievement or other newsworthy events as appropriate or to the United States military for recruiting or scholarship purposes. Please know that the use of any information by the District is for the promotion of our students and the District's welfare. If you have any questions about this form, please call the District's Executive Director at 803-584-4603.

**Part 1: General Release of Student Information - Please check ONLY ONE.**

- We, the parent(s)/guardian(s) and student or I, the student (if 18 years of age or older), hereby, GRANT PERMISSION to Allendale County Schools TO RELEASE ALL DIRECTORY INFORMATION as related to school/District-sponsored events, activities, and special recognitions.
- We, the parent(s)/guardian(s) and student or I, the student (if 18 years of age or older), hereby, ask that Allendale County Schools NOT RELEASE ANY DIRECTORY INFORMATION as related to school/ District sponsored events, activities, and special recognitions.
- I DO NOT WANT INFORMATION as related to school/District-sponsored events, activities, and special recognitions.
- We, the parent(s)/guardian(s) and student or I, the student (if 18 years of age or older), hereby, ask that Allendale County Schools NOT RELEASE ANY DIRECTORY INFORMATION as related to school/ District sponsored events, activities, and special recognitions EXCEPT for use in the school annual.

**Release of Student Voice and Image or Likeness in Photographs, Videotape, Film, or Other Mediums, and Work Intended for Publication or Display - Please check ONLY ONE.**

- We, the parent(s)/guardian(s) and student or I, the student (if 18 years of age or older), hereby, GRANT permission for the student's voice and image or likeness in photographs, videotape, film, or other medium, and student work intended for publication or display, to be used in newspaper, magazine, television, radio, video, slide shows, and/or Internet coverage and stories concerning school- or District related activities Internet, or other feature stories. We also GRANT permission for the student's photograph to be used on the District's homepage on the Internet and on Internet sites maintained by the above-referenced media. We further agree to hold the District and its Board of Education, employees, and agents harmless should we have any claim regarding the use of the student's voice and image or likeness in photographs, videotape, film, or other medium, and student work intended for publication or display in any type of news coverage or stories.
- We, the parent(s)/guardian(s) and student or I, the student (if 18 years of age or older), hereby, DO NOT grant permission for the release of the student's voice and image or likeness in photographs, videotape, film, or other medium, and student work intended for publication or display, for the reasons stated above. We understand that this will prevent the student from receiving recognition for accomplishments through the channels described.

Student Full Name (Print) \_\_\_\_\_

My child attends school at (name of school) \_\_\_\_\_ in \_\_\_\_\_ grade his/her homeroom teacher is \_\_\_\_\_.

Parent/Guardian's Full Name (Print) \_\_\_\_\_

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

**Part 2: (High School Only) Release of Information to Military Recruiters - Please check ONLY ONE.**

- We, the parent(s)/guardian(s) and student or I, the student (if 18 years of age or older), hereby, GRANT permission to Allendale County School District to release the student's name, address, and telephone number to the United States military for recruiting and scholarship purposes.
  
- We, the parent(s)/guardian(s) and student or I, the student (if 18 years of age or older), hereby, DO NOT GRANT permission for the release of the student's name, address, and telephone number to the United States military for recruiting and scholarship purposes.
  
- I GRANT permission to Allendale County School District to release the student's name, address, and telephone number to the United States military for recruiting and scholarship purposes.
  
- I DO NOT GRANT permission to Allendale County School District to release the student's name, address, and telephone number to the United States military for recruiting and scholarship purposes.

Student Full Name (Print) \_\_\_\_\_  
My child attends school at (name of school) \_\_\_\_\_ in \_\_\_\_\_ grade his/her  
homeroom teacher is \_\_\_\_\_.

Parent/Guardian's Full Name (Print) \_\_\_\_\_  
Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**SEXUAL HARASSMENT COMPLAINT FORM**

Name of Student Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Name(s) of Alleged Harasser(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approximate date(s) of alleged harassment or when harassment began, if ongoing:

Location or situation where alleged harassment occurred, or is occurring:

Nature of the harassment:

Other individuals in whom you have confided about the alleged sexual harassment: Individuals who you believe may have witnessed, or been subjected to, the alleged sexual harassment:

Remedy sought:

Signature of Complainant or Complainant Parent: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Individual Receiving Complaint: \_\_\_\_\_

Date: \_\_\_\_\_