



Beaufort County School District Student Discipline Code of Conduct 2016-2017

Beaufort County School District Grad Nation 2020

By the year 2020, 90% of Beaufort County School District seniors will graduate,
with no school graduating less than 80%

BEAUFORT COUNTY SCHOOL DISTRICT

CODE OF CONDUCT ACKNOWLEDGEMENT AND SIGNATURE FORMS

2016-2017 important forms to read are located in the index.

PLEASE REVIEW THIS BOOK SO THAT YOUR FAMILY IS AWARE OF WHAT IS AND IS NOT APPROPRIATE IN-SCHOOL, DURING SCHOOL-SPONSORED ACTIVITIES AND ON SCHOOL TRANSPORTATION.

Since *parent(s) can be held responsible for the actions of their child, it is important that they are aware of the rules and the consequences if their student breaks the rules. However, parents also have the right to advocate for their child. Therefore, the school system must have proof that every student and every parent has had a chance to read this Student Discipline Code of Conduct. **In an effort to consolidate signature pages, your signature confirms that you have read and agree to the following. References to each are located in the indices located in the back of this book.**

1. **The Acknowledgement Form confirms that you received the book and you know what the rules are.** Your signature does not mean that you agree or disagree with the rules, but rather that you have received a copy of these rules. A copy of the Acknowledgement Form should be retained for your records.
2. **Choose your options for Media Release.** You must select one option in Section A and another option in Section B. If you do not choose an option in either section, you will default to allow the school to photograph your child, videotape your child, or for your child to be interviewed by the news media or the Beaufort County School District.
3. **For 11th and 12th grade students who do not wish to share directory information with armed services/military recruiters and/or postsecondary educational institutions, complete the Directory Information Opt-Out Form.**
4. **Please indicate your child's race and ethnicity on the Required Data from Parents.**
5. **The Acceptable Use Policy for Beaufort County School District Students** acknowledges that you have reviewed and discussed this document with your child. This will ensure that your child understands the expectations and responsibilities associated with the proper care and handling of personal electronic devices while at school.

The District's Disciplinary Code assigns specific consequences for violating the rules of the Code of Student Conduct and is part of the school's discipline plan. A copy is now located in this booklet. Please review the Disciplinary Code with your child. For more information on the code, talk with a school administrator.

*The term "parent" refers to either or both parents, any guardian of a students, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of a parent.

1. ACKNOWLEDGEMENT FORM

Your signature below confirms that you received the book and you know what the rules are. Your signature does not mean that you agree or disagree with the rules, but rather that you have received a copy of these rules.

Student Name (PRINT)

Student Signature

School

Date

Parent Signature

2. MEDIA RELEASE You Must Mark a Choice in Both Section A and Section B

SECTION A Please Check Choice #1 or Choice #2

News Media (if no choice is marked, then it will default to Choice #1.)

1. ____ I **WILL** permit my student to be photographed, filmed or interviewed by the news media or by the District to promote Beaufort County School District.
2. ____ I **WILL NOT** permit my student to be photographed, filmed or interviewed by the news media or by the District to promote Beaufort County School District.

SECTION B Please Check Choice #1 or Choice #2

School District (if no choice is marked, then it will default to Choice #1.)

1. ____ I **WILL** permit my student to be photographed, videotaped or interviewed for school publications such as school yearbooks, school newspapers, class pictures, or other school communication tools. I understand the District is required to release this information if requested by the media or other members of the public (i.e. public records requests).
2. ____ I **WILL NOT** permit my student to be photographed, videotaped or interviewed for school publications such as school yearbooks, school newspapers, class pictures, or other school communication tools. I understand the District is required to release this information if requested by the media or other members of the public (i.e. public records requests).

3. DIRECTORY INFORMATION OPT-OUT

For 11th and 12th grade students who **do not** wish to share directory information with armed services/military recruiters and/or postsecondary educational institutions, complete the Directory Information Opt-Out Form.

Pursuant to federal law, I request that my son's/ daughter's Directory Information NOT BE DISCLOSED to the following entities without my prior permission.

_____ Armed Services/Military Recruiters

_____ Postsecondary Educational Institutions

Student Name

High School

Parent/Guardian Name

Parent/Guardian Signature

4. REQUIRED DATA FROM PARENTS

Please indicate your child's race and ethnicity below.

Student's Name: _____ Grade: _____

Please answer **BOTH** questions 1 and 2.

1. Is your child Hispanic or Latino? (**Please mark only one.**)

_____ No, my child is not Hispanic or Latino

_____ Yes, my child is Hispanic or Latino- A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race.

2. What is your child's race? (**Please mark all that apply.**)

_____ American Indian or Alaska Native- A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

_____ Asian- A person having origins in any of the original peoples of the Far East, southeast Asia, or the Indian subcontinent, e.g., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

_____ Black or African American- A person having origins in any black racial groups of Africa.

_____ Native Hawaiian or Other Pacific Islander- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, other Pacific Islands.

_____ White- A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Parent/ Guardian Signature: _____ Date: _____

5. ACCEPTABLE USE POLICY FOR BEAUFORT COUNTY SCHOOL DISTRICT STUDENTS

I have read, understand, and will abide by all the guidelines set forth above regarding the use of District computer/network/internet and personal electronic devices in the District. I understand that violations of these guidelines may result in the loss of District network and/or computer privileges either temporarily or permanently, as well as any other disciplinary action in accordance with the Student Discipline Code of Conduct.

Signature of Student:	Printed Name of Student:	Date:
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I have reviewed and discussed this document with my child. My child understands the expectations and responsibilities associated with the proper care and handling of personal electronic devices while at school. My child is clear that the consequences of not upholding his/her responsibilities may result in disciplinary actions in accordance with the Student Discipline Code of Conduct.

Signature of Parent/Guardian:	Printed Name of Parent/Guardian:	Date:
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DISTRICT HANDBOOK STUDENT CODE OF CONDUCT

Beaufort County School District provides this discipline handbook to all students to familiarize them with school rules and practices. The **District Handbook: *Student Discipline Code of Conduct*** and its contents are not intended to replace the actual policies, rules and administrative procedures established by the Beaufort 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 Beaufort County School District Administrative Rules and Procedures are kept at the District Office, 2900 Mink Point Boulevard, Beaufort, South Carolina 29902. These manuals are updated periodically and are available on the Internet at www.beaufortschools.net. Computer access is available at each school's media center as well as at each branch of the Beaufort County Public Library.

BEAUFORT COUNTY SCHOOL DISTRICT

Physical Address

2900 Mink Point Boulevard
Beaufort, South Carolina 29902

Mailing Address

Post Office Drawer 309
Beaufort, South Carolina 29901

"An Equal Opportunity Employer"

Beaufort County School District 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: Dr. Gregory A. McCord, Beaufort County School District, P.O. Drawer 309, Beaufort, South Carolina, 29901, or at (843) 322-2300.

STUDENT BEHAVIOR CODE

In order to maintain an appropriate educational climate, it may be necessary to apply disciplinary sanctions to students, including their removal from the learning environment. These sanctions will occur only for good cause and in accordance with applicable state and federal law.

The following regulations are designed to protect all members of the educational community in the exercising of their rights and responsibilities. These regulations are effective during the following times and places:

- On school grounds before, during or after school hours.
- On school grounds at any other time when the school is being used by a school group.
- Off the school grounds at any school and/or school-related activity, function, or event.
- At a school bus stop, on a school bus or other school vehicle (including school bus safety rules).
- At any time or in any place (including off school grounds and during non-school hours) where student conduct has a direct effect on the school's ability to maintain an orderly and safe learning environment.

Students and parents are encouraged to become familiar with the rules and regulations contained in this booklet.

If you have any questions, please talk with your building level administrator(s).

In determining whether a student has violated the Discipline Code, the principal or his/her designee will consider all the facts and circumstances of the particular situation and may consider, but will not be limited to, verbal and/or written statements of admission; witness statements from others; video surveillance, et al.

NONDISCRIMINATION/ EQUAL OPPORTUNITY

The Board of Education and the Superintendent believe that the District must provide public education in an atmosphere where differences are understood and appreciated. The District will treat all persons fairly, with respect, and without discrimination or threats of violence or abuse.

Every student of this school District will have equal educational opportunities regardless of ethnic or racial background, religious beliefs, sex, disability, immigrant or English-speaking status, and economic or social conditions. The District schools will not refuse to admit or exclude any person based on this criterion. The District will advertise this nondiscrimination policy.

This concept of equal educational opportunity serves as a guide for the board and the staff in making decisions related to school facilities, employment of personnel, selection of educational materials, equipment, curriculum and rules affecting students. Each building principal will be responsible for working with the staff and students in his/her school to ensure equal opportunity for all students in all building level programs and activities.

VISION & MISSION STATEMENT

VISION: We envision that Beaufort County School District, in collaboration with an engaged community, is committed to ensure that each learner develops his/her potential by providing an excellent education in a safe, nurturing learning environment.

MISSION: To ensure excellence in education for every learner that prepares each with the knowledge, skills and personal responsibility to succeed in a rapidly changing global society.

PHILOSOPHY

Students in Beaufort 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 Discipline 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 Discipline 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 Discipline 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 Beaufort County Board of Education does not condone the removal of students from classes for punishment except in extreme situations.



July 2016

Dear Beaufort County School District Students and Parents:

As your Superintendent, I am excited to be working with the staff, parents, and community to meet the educational needs of all students in a safe learning environment.

The *Student Discipline Code of Conduct*, provides specific information regarding the rules that students are expected to adhere to, as well as the consequences for violations of the policy set forth in this document. The *Student Discipline Code of Conduct* policy addresses expectations for all students in terms of consistent and timely attendance, respect for people and property, appropriate dress, technology usage, student publications, student activities, student records, and the right to appeal, including grievance procedures. Please review all information in the *Student Discipline Code of Conduct* policy carefully and together discuss consequences of violating the rules.

Safe and orderly schools are an important part of academic success. It is our expectation that our students will behave responsibly and ethically at school to help create an environment that nurtures learning and achievement. The attached student handbook, *Student Discipline Code of Conduct*, describes specifically what we expect from each student. At any time, you can go to the Beaufort County School District website, www.beaufortschools.net, to access this handbook, and for more information regarding procedures in disciplinary actions, suspensions, expulsions and appeals.

It is important for you to review the *Student Discipline Code of Conduct*, because it incorporates changes from previous versions. I hope you experience a fulfilling, engaging and safe school year as we strive to continue educating today's students for tomorrow's world.

Sincerely,

Jeffrey Moss

Jeffrey Moss, Ed. D.
Superintendent

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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.

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 in a timely manner.

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 personal electronic 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.

*- Before contacting the Office of Student Services, appeals must be made first to the Principal of the building, unless that person is responsible for giving the consequence. There will be no appeals for any consequence resulting in 3 days or less of out of school suspension beyond the Principal.

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**

No one has the right to interfere with the education of others.

- **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.

RESPECT FOR PERSONS AND PROPERTY

Character education is woven into the policies and procedures of Beaufort County School District. Responsibility, Citizenship, Kindness, Respect, Honesty, Self- Control, Tolerance, and Cooperation are the foundation of this Student Discipline Code of Conduct.

Rights

Students have the right to be treated with respect and honesty.

Students have the right to privacy.

Students have the right to a safe and orderly school.

Students have the right to due process.

Students have the right to receive a quality education.

Responsibilities

Students have the responsibility to demonstrate the character education traits.

Students have the responsibility to treat others with respect and honesty.

Students have the responsibility to respect the rights of others.

Students have the responsibility to treat school property and the property of others with respect and to act in a way that does not interest with the rights of others and is not harmful to the health and safety of others.

Rule

It is important for students to know their rights and responsibilities, which include obeying teachers and all other school employees, obeying each individual rule as defined by the school, and obeying bus drivers. Students are expected to honor their responsibilities and behave in ways that respect the rights of all. Consequences for unacceptable behaviors are found in the District Disciplinary Code.

ATTENDANCE

The parent of a child of compulsory school age is responsible for the child's daily school attendance. School staff, parents, students, and appropriate state agencies are expected to work together to ensure that laws are obeyed including, but not limited to, referral to the state designated agency for possible court action for extended absence or truancy. Student Services Administrative Rule SS-5 outlines the rules that apply to attendance and attendance procedures. You may view this policy and all School Board policies on the Web at <http://www.beaufortschools.net>.

S.C. Code Ann § 59-65-30(f) A child who has reached the age of sixteen years and whose further attendance in school, vocational school, or available special classes is determined by a court of competent jurisdiction to be disruptive to the educational program of the school, unproductive of further learning, or not in the best interest of the child, and who is authorized by the court to enter into suitable gainful employment under the supervision of the court until age seventeen is attained. However, prior to being exempted from the provisions of this article, the court may first require that the child concerned be examined physically and tested mentally to assist the court to determine whether or not gainful employment would be more suitable for the child than continued attendance in school. The examination and testing must be conducted by the Department of Youth Services or by any local agency which the court determines to be appropriate. The court shall revoke the exemption provided in this item upon a finding that the child fails to continue in his employment until reaching the age of seventeen years.

Any disputes on excused and unexcused absences will be determined at the discretion of the Principal.

A student's presence in class is required to maximize the attainment of instructional objectives. For students who demonstrate patterns of non-attendance, interventions may be recommended.

Rights

Students have a right to know how the District defines and handles excused absences, unexcused absences, and tardiness. The District's Disciplinary Code that assigns specific consequences for misbehavior is part of the school's discipline plan.

Students have a right to make-up work they missed during an excused absence or suspension.

Students who are married, are parents, or are expectant mothers have a right to remain in the regular school program or to attend a special program designed to meet their needs.

Students have a right to be protected from exposure to communicable diseases and infestations when in school.

Responsibilities

Students have a responsibility to attend all classes.

Students have a responsibility to be on time for school and all classes.

Students have a responsibility to ask their parents to notify the school when they are absent.

Students have a responsibility to ask teachers for, and to complete, make-up assignments.

Students have a responsibility to get medical advice and/or counseling about how to adjust their schooling for marriage, pregnancy, and parenthood.

Students having or suspected of having a communicable disease are not allowed to attend school. In order to return to school, parents must obtain a doctor's note stating that the student is no longer contagious. Chickenpox is the only infectious disease that does not require a doctor's note.

NON-ATTENDANCE AND EARLY SIGNS OF TRUANCY

IT IS IMPORTANT TO BE IN SCHOOL EVERY DAY. If your child is not in school, he or she MAY BE showing early signs of truancy through a pattern of non-attendance. 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. 43-275 [hereinafter Reg. 43-274].

WHAT IS TRUANT?

A student may be establishing a pattern of non-attendance when:

- 1) A child at least 6 but not yet 17 years old, meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences.
- 2) A “habitual” truant is 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 parent(s) or guardian(s) and (2) who accumulates two or more additional unlawful absences.
- 3) A “chronic” truant is 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, has been referred to the Family Court and placed on an order to attend school; (3) and continues to accumulate unlawful absences.

Consequence- Offenders will be dealt with on an individual basis using the following range of consequences: parent notification and/or parent conference, detention (during and/or after school and on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work assignment, 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.

ABSENCE REPORTS

Absences may be reported by telephone, e-mail, or written note. The reports must come from a parent and give the date(s) of the absence(s) and the reason for the absence(s). Parents **MUST** report these absences within three (3) days, although school principals **MAY** make exceptions in cases of need. School staff members have a legal right to ask for a written medical excuse.

The Truancy Intervention Program (TIP) is designed to provide District level interventions for families of truant students in elementary, middle and high schools. The program will provide an Educational Participation Plan (EPP) for families prior to court intervention. Families will be referred to a review team at the District level. The case status is presented by the school social worker. The review team will hear from the family and develop and EPP for the family.

EPP Plans would include but would not be limited to the following:

- **Family Attendance Charting-** daily charting of school attendance with parent signatures.
- **Parent Call-In Program-** Parent contacts School Social Worker each morning to report the student’s attendance.
- **Parent Sessions-Video** based programs that are designed to empower parents with the knowledge, arm them with the necessary skills and motivate by positive beliefs, so that they become capable of extraordinary action. A School Social Workers will facilitate the programs.
- **Parent Seminars-** The seminars could include but would not be limited to components such as time management, organizational skills, homework planning, building your child’s self-esteem and creating a positive environment for your child.

EXCUSED ABSENCES

The board believes that attendance is a key factor in student achievement. Any absence from school represents an educational loss to the student. However, the board recognizes that some absences are unavoidable.

Any disputes on excused and unexcused absences will be determined at the discretion of the Principal/ building level supervisor.

In order to receive credit for a high school course, a student must attend at least 85 days (for a 90-day semester course) or 170 days (for a 180-day year course).

The board may grant approval of excessive absences in accordance with board policy.

The District will utilize a written intervention plan for improving student attendance. The purpose of the plan will be to link students with attendance problems and their families to all appropriate school and community resources.

The board recognizes that truancy is primarily an educational issue and will take all reasonable, educationally sound and corrective actions prior to resorting to the juvenile justice system.

Any student who misses school must present a written excuse within 3 days of returning to school, signed by his/her parent/legal guardian. The excuse will contain such other information as directed by the administration. The school administration will keep all excuses confidential.

If a student fails to bring a valid excuse to school, he/she will automatically receive an unexcused absence. If a student brings a false (or forged) excuse, the teacher will refer the student to the school administration for appropriate action.

The District will consider students lawfully absent under the following circumstances. (Note: board may include other reasons here.)

- They are ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in their immediate family.
- There is a recognized religious holiday of their faith.
- Prearranged absences for other reasons and/or extreme hardships at the discretion of the principal.

Suspension is not to be counted as an unlawful absence for truancy purposes.

The principal will be responsible for implementing and expediting medical homebound instruction for students experiencing a prolonged illness or injury requiring them to be absent from school.

The board of trustees designates the principal of the school to promptly approve or disapprove any student's absence of more than 10 days.

MAKE- UP WORK

In order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours per unit, regardless of the number of days missed. Therefore, Districts should allow students whose excessive absences are approved to make up work missed to satisfy the 120-hour requirement. Examples of make-up work that address both time and academic requirements of a course may include the following.

- after-school and/or weekend make-up programs
- extended-year programs

All make-up time and work must be completed within 30 days from the last day of the course. The board or its designee may extend the time for completion of the requirements due to extenuating circumstances as prescribed by state board of education guidelines.

For excused (Lawful) absences, students will be granted the opportunity to make-up any missed assignments and /or work due to the absence(s). This will include quizzes, test, writing assignments etc. The period for making up the work will be a minimum of one (1) class day for each class day missed to a maximum of one week. For example, if a student misses two days of school (Mon, Tues) and returns on Wednesday, Thursday and Friday will be granted as make-up days for missing Monday and Tuesday (one day for each day missed). In this example, all missed assignments or work (test, quiz etc.) would not be due until Monday.

The District will consider students unlawfully absent under the following circumstances:

- They are willfully absent from school without the knowledge of their parent/legal guardian.
- They are absent without acceptable cause with the knowledge of their parent/legal guardian.

TARDINESS

Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. A pattern of non-attendance may be established by an accumulation of tardiness, absences (excused and unexcused), and early sign outs that exceed five (5) days in a marking period or ten (10) days in two (2) marking periods.

- 1) A tardy is excused for the same reasons that an absence is excused. Excused absences/ tardiness include: illness, illness of an immediate family member, death in the family, religious holidays of the student's faith, required court appearance or subpoena by a law enforcement agency, special event, scheduled doctor or dentist appointments, or communicable disease. In extenuating circumstances, principals and/or their designee may also excuse a tardy for reasons other than those stated if documentation is provided. Parents must follow the same process to excuse a tardy as they would to excuse an absence.
- 2) Tardiness is defined as a student not being in the classroom when classes are scheduled to begin. A student who has an excused tardy (note or telephone call) should report directly to class after checking in at the designated check-in area of the school.
- 3) Excessive early sign outs will be addressed on a case-by- case basis to determine if there is a pattern of nonattendance and may be referred to the District's Truancy Intervention Program (TIP).
- 4) Tardiness to any class without documentation may be considered unexcused.
- 5) The Principal has final say on tardies, excused or unexcused.
- 6) Schools will determine definition of tardies.

EARLY SIGN OUTS

When students are signed out early on an ongoing basis, their academic performance may be negatively impacted. The school system strongly encourages parents to ensure their student is in school for the full school day every day. Signing out early may count toward establishing a pattern of non-attendance that may indicate early signs of truancy. A pattern of non-attendance may be established by an accumulation of tardiness, absences (excused and unexcused), and early sign

outs that exceeds five (5) days in a marking period or ten (10) days in two (2) marking periods.

1. All schools will establish procedures for early release that ensure that all students are treated consistently.
2. Students shall not be released within the final 30 minutes of the school day unless the principal/designee determines that it is an emergency or the student has a medical/dental appointment that cannot be reasonably scheduled at another time.

STUDENT CONDUCT ON BUSES

Admin. Reg. SS-19

I. Purpose and Introduction.

- A. To establish the basic structure for safe student transportation.
- B. Safety is of prime importance for the Beaufort County School District ("BCSD") students as they are transported to and from school and school-sponsored activities. Safety requires the cooperation of students, parents/legal guardians and school personnel. The use of video technology on BCSD buses is intended to enhance a safe and orderly environment while transporting students to and from school and school related activities by maximizing appropriate student behavior.
- C. The school bus is an extension of school activities. Therefore, the BCSD expects students to conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. All bus riders must cooperate fully with the bus driver and bus monitor and observe the bus rules.
- D. The bus driver and bus monitor, if any, are responsible for supervision of students on the bus. The driver may stop the bus at any time when misbehavior or threatened misbehavior presents a hazard to safe driving.
- E. The driver will report students who create a disturbance on school buses. The Principal or an Assistant Principal may suspend or deny bus transportation to a student whose conduct is persistently and/or flagrantly detrimental to safety and order on the bus in addition to or as an alternative to school-based discipline as set forth in Administrative Regulation SS-18, Code of Student Conduct.

II. **Sanctions for Student Code of Conduct Violations on Buses.** The BCSD recognizes student disciplinary infractions on school buses pose a great potential for harm to those persons on the school buses, other motorists, and property. In addition to those sanctions set forth in BCSD Administrative Regulation SS-18, Code of Student Handbook, school administrators may suspend a student violating the Code of Student Conduct from riding the school bus. Students who have three (3) or more violations of the Code of Student Conduct on a school bus in a school year may be suspended from riding the school bus for the remainder of the school year.

III. **Use of Video Cameras.** The BCSD supports the use of video cameras as a means to monitor and maintain a safe environment for students and employees. The BCSD may use video cameras on all buses used for transportation to and from school, field trips, curricular and extracurricular events. The contents of the videotapes may be used as evidence in a student disciplinary proceeding.

IV. **Student Records.** The content of the videotapes is a student record subject to federal law and regulation and board policy and administrative regulations regarding confidential student records which may be reviewed and/or disclosed as allowed by law, policy or regulation.

V. Notice.

- A. The BCSD will annually provide the following notice to students and parents:
The Beaufort County Board of Trustees has authorized the use of video cameras on school district buses. The district will use the video cameras to monitor student behavior in order to maintain a safe environment. Students and parents/legal guardians are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content

of the videotapes is a confidential student record. The district will retain the videotapes with other student records only if necessary for use in a student disciplinary proceeding or other matter as determined by the administration. Parents/Legal guardians may request to view videotapes of their child if the district uses the videotapes in a disciplinary proceeding involving their child.

- B. The following notice will be placed on all school buses equipped with a video camera.

This bus is equipped with a video/audio monitoring system.

VI. Video Monitoring System Procedures. The Superintendent, in consultation with the Principal and BCSD Transportation Director, will determine how video cameras will be used and which school buses will be equipped with video equipment. The following procedures must be followed:

- A. The installation and removal of all video recordings or digital data from the video unit is the responsibility of the Office of Transportation supervisory personnel or the owner, manager, or supervisor of a contracted vehicle. The school bus driver is prohibited from installing or removing video recordings and the operation of the video camera.
- B. The safekeeping of all video unit keys is the responsibility of the Office of Transportation supervisory personnel or the owner, manager, or supervisor of a contracted vehicle.
- C. Each video recording or data file will be labeled with the date, time and bus number when removed from a video unit.
- D. Each video recording or data file removed for viewing shall remain in the possession of the Office of Transportation or authorized school-based personnel.
- E. The Office of Transportation and authorized school-based personnel shall determine when a video recording or data file removed for viewing shall be re-wound for re-use or when a digital data file shall be deleted.
- F. Video recording and data files will be viewed by authorized BCSD personnel. The confidentiality of all persons on video recording or data file shall be protected as allowed by law, policy and/or regulation.
- G. Video recordings or data files removed for viewing shall be maintained in a secure location.
- H. Video recordings and data files may be viewed and used by appropriate BCSD administrators as part of student and/or employee disciplinary hearings.
- I. Staff, students, and BCSD employees are prohibited from tampering or otherwise interfering with the video camera equipment.
- J. Drivers shall be responsible for insuring the video system is operating properly prior to beginning assigned route/trip. Any malfunctioning system should be immediately reported to his/her supervisor.

- K. Camera systems shall be inspected and maintained on a quarterly basis by a member of the BCSD Transportation Department.
- L. Random audits shall be performed quarterly by a member of the Office of Student Services to insure proper operating conditions of the bus camera systems. The audits should be documented and available for review.

VII. Student Conduct. The BCSD prohibits students from tampering with video cameras on the school buses. Students who violate this regulation shall be subject to discipline in accordance with Administrative Regulation SS-18, Code of Student Conduct. Students and/or parents/guardians will reimburse the BCSD for any repairs or replacement necessary as a result of student damage to school bus video equipment.

Adopted: July 18, 2001

Revised: July, 2010; October, 2012; September, 2015; June, 2016

Legal references:

A. S. C. Code, 1976, as amended:

1. Section 59-67-100 - Seating space; aisle; seats; number and location of students.
 2. Section 59-67-180 - General supervision of bus by driver.
 3. Section 59-67-240 - Disciplinary powers of bus driver.
 4. Section 59-67-250 - Posting of copies of relevant statutes.
- Section 59-67-470 - Superintendent to supervise conduct of pupils riding buses.

TRANSPORTATION RULES & NOTIFICATIONS

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 ignitables
- Leaving a seat while the bus is in motion
- Failure to sit properly in a 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 candy, donuts, etc.
- 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
- Damage to school bus or vandalism

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 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

All buses will be equipped with video surveillance cameras. Refer to Student Conduct on Buses, for clarity regarding videotaping of students in BCSD.

SAFETY- Students need to load and unload the school bus quietly using the available handrails. Conversations should be limited to the students' direct neighbors.

VIOLATION PROCEDURE:

- Verbal warning
- Written report of misbehavior
- Bus suspension, per Code of Conduct manual

School administrative staff are available to answer questions students or parents may have about inappropriate student behavior.

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. It will be the responsibility of the parent or guardian to see that the student is transported to and from school during bus suspensions.

Students and parents should not attempt to discuss the rule violations or suspension matters with the bus driver at a bus stop.

NOTICE: Students who attempt to board the bus while suspended, or adults who attempt to board or interfere with the operation of the bus, may be prosecuted under the applicable South Carolina law.

Section 59-67-245

NOTICE: District boards of school trustees may authorize school administrators to suspend or expel pupils from riding a school bus for misconduct on the bus or for violating instructions of the driver.

Section 59-67-240

STUDENT DRESS CODE

Statement of policy

It is the policy of the Beaufort County School District to regulate reasonable attire of students during the school day. Students in all schools shall wear an approved school uniform with only legally-mandated exceptions. To maintain an educational environment that is safe and conducive to the educational process, students in all grades shall abstain from wearing or possessing specified items during the school day. **School administrators reserve the right to make final decisions on appropriate attire.**

Statement of purpose

The Beaufort County School District has determined that reasonable regulation of school attire can promote important educational interests, including:

- reducing distraction and loss of self-esteem caused by teasing or competing over clothing
- minimizing disruption from wearing inappropriate clothing or possessing inappropriate items at school
- providing an environment where students can focus more on learning
- enhancing school safety by making it harder to conceal weapons or contraband
- enhancing school safety by helping teachers and administrators identify individuals that are not enrolled in the school when they encounter them on school grounds
- enhancing school safety by prohibiting gang colors and paraphernalia
- reducing the cost of school clothing
- providing an educational environment where financial disparities between students, as reflected in clothing, are minimized
- creating a greater sense of community and school pride among the students
- instilling discipline in students
- helping students and parents to avoid peer pressure
- helping prepare students for future roles in the workplace
- creating an atmosphere reflecting seriousness of purpose about education.

Requirements

Shirts, Sweaters and Sweatshirts (tops)

- Solid white tops may be worn at all schools. Individual schools may designate additional solid color tops.
- Students must wear plain shirts with a collar. Mock turtlenecks and turtlenecks are acceptable.
- Shirts may have school-approved logos.
- Shirts may not exceed one size larger or smaller than necessary as determined by the school administrator.
- Shirts must be tucked in (exceptions may be made for Pre-school and kindergarten students as needed by administration).
- White T-shirts (long or short sleeves) may be worn under uniform shirts.
- Students may wear plain, hooded sweaters or sweatshirts over school uniforms. The sweaters or sweatshirts may be solid white or school designated colors.

Pants, Skirts, Skorts, Jumpers, Capris and Shorts (Bottoms)

- Bottoms may be solid khaki, black or navy.
- Jeans are not permitted. Principals may make exceptions for a specific group such as seniors or for special days.
- 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, and jumpers shall be modest and of sufficient length. The length of these articles of clothing shall be no shorter than three (3) inches above the top of the knee when standing.
- Cargo-style pants or shorts are not permitted.
- Clothing may not exceed one size larger than necessary as determined by a school administrator. Baggy or sagging pants or shorts are not permitted. "Low rise" clothing is not permitted. Pants, shorts, and skirts must be worn at the natural waistline.
- Belts must be worn if pants, skirts, skorts or shorts have belt loops (exceptions may be made by administration). Belt buckles must not be oversized, computerized or have any writing that is considered offensive.

Coats and Jackets (Outerwear)

- Outerwear may not be worn inside the school building during the school day.
- Outerwear may be worn during a class change if the student is exiting the building.
- Outerwear may be worn to school and placed in the student's locker. If a locker is not available, it may be hung in the classroom or other location designated by the principal and/or the principal's designee.
- The principal and/or the principal's designee may make an exception if the building or classroom is unusually cold.

Shoes, Sneakers and Boots (Footwear)

- Footwear must be worn at all times. Shoes shall conform, as needed, to special requirements such as P.E. classes, ROTC, science labs, etc.
- Laces on shoes and sneakers must be tied.
- Flip flops, crocs, and slippers are not permitted.
- Heelies are not permitted.

Other Clothing Items or Accessories

- Students may not wear large pendants or medallions. School administration has the final say on determining whether a pendant or medallion is large or not.
- Any adornment that could be perceived as, or used as, a weapon such as chains, spikes, etc. is not permitted.
- Gang-related clothing, accessories, symbols or intimidating items of dress, as identified by local law enforcement agencies, are not permitted.
- Head coverings of any kind, including but not limited to, hats, caps, bandanas, curlers, masks, visors, kerchiefs, athletic sweatbands, earmuffs or sunglasses are not permitted. Head coverings shall not be worn, carried, hung on belts or around the neck or kept in classrooms during regular school hours.

Other Uniform Requirements

- Students are expected to be dressed according to the uniform standards at all times when school is in session.
- Students who are taking classes that require a special dress code, such as JROTC or career and technical education internships, may wear that uniform to other classes.

- Principals may make exceptions to the uniform policy for special events, such as picture day, and may allow a different standard for athletic teams or other school clubs or activities.
- Clothing designed for school athletic events, such as cheerleader outfits, that do not meet the above guidelines shall not be worn during the instructional day unless appropriate additional garments are worn with the outfit.

Enforcement

First Offense: Students shall be informed that they have violated the policy. They shall be given an opportunity to change into acceptable clothing by using available clothes at school or by calling a parent/guardian to bring clothes. If neither of these options is used, students may be placed in an in-school suspension alternative setting for the remainder of the day.

Second Offense: A second infraction of the policy shall be considered as defiance. In addition to the disciplinary actions available for a first offense, a parent/guardian conference shall be held.

Third Offense and Additional Offenses: A third or additional infraction of the dress code shall be categorized as a Level 1 Offense as outlined in the Beaufort County School District Code of Student Conduct, subject to the consequences outlined therein, including out-of-school suspension. Disciplinary action may vary when a student has a record of other student conduct violations during a current school year.

Students who do not comply with the dress code may be excluded from participating in certain extracurricular school programs. Copies of the dress code shall be made available to students and parents.

Reasonable consideration shall be made for those students who, because of a sincerely held religious belief or medical reason, request a waiver of a particular guideline for dress or appearance. The waiver request shall be in writing from the parent or guardian and approved by the principal and/or principal's designee on an annual basis. In considering a waiver request, the principal and/or principal's designee has the right to request additional documentation from medical officials and/or religious leaders.

New students to the school may be given a two-week grace period from enrollment to obtain and wear the proper school uniforms.

Approved by Beaufort County Board of Education on February 17, 2009.

Adopted 7/18/01; Revised 2/17/09; Revised 07/10; Revised 06/13

BULLYING, HARRASSMENT OR INTIMIDATION

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/legal guardians and volunteers.

Definitions

"Harassment, intimidation or bullying" is defined 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 either of the following.

- 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/her property
- 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/legal guardian. 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 will 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/legal guardians will be informed that appropriate actions were taken and will 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 will 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/legal guardians 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.

Annually, this policy will be disseminated to all staff members, students and parents/legal guardians along with a statement explaining that it applies to all applicable acts of harassment, intimidation or bullying that occur on school property, at District or school sponsored functions, on school buses or other District vehicles and at school bus stops.

Adopted 7/18/01; Revised 07/10

Legal references:

A. S. C. Code, 1976, as amended:

6. Section 16-3-510 - Organizations and entities revised.
7. Section 59-19-90 - General powers and duties of school trustees.
8. Sections 59-63-210 through 270 - Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and parent conferences; expulsion for remainder of
 9. year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities.
 10. Section 59-63-275 - Student hazing prohibited.
 11. Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct.
 12. Section 59-63-110, et. seq. - Safe School Climate Act.

B. State Board of Education Regulations:

6. R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school Districts.

ANTI-BULLYING CONTRACT

SOUTH CAROLINA LAW ON BULLYING

Section 59-63-120. "Harassment, intimidation, or bullying" means a gesture, an electronic communication, or a written, verbal, physical or sexual act that is reasonably perceived to 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 property damage; or (b) insulting or demeaning a student or group of students, causing substantial disruption.

WHAT IS BULLYING?

Verbal bullying includes name calling, verbal threats, spreading rumors or excluding a student from activities or conversations.

Physical bullying involves one or more students aggressively hitting or attacking another student.

Social/Cyberbullying is electronic aggression using the Internet, social media (Facebook, Twitter, etc.), e-mails and text messaging.

ANTI-BULLYING CONTRACT

This contract is to inform _____ that it has been reported that bullying has been occurring against one or more students in Beaufort County School District. The bullying may have been physical, social, mental or virtual to include cyberbullying or some electronic form of bullying.

By signing this contract, I _____ do acknowledge that all Beaufort County Schools are bully-free zones. I also acknowledge that the consequence of any continued acts of bullying may lead to disciplinary actions. The actions may include loss of Beaufort County School District electronic privileges, in-school suspension, out-of-school suspension, and up to a recommendation for expulsion. I will also report immediately any and all incidents of bullying that takes place in my presence. School administration will contact all parties associated with bullying incidents to ensure that all parties are aware of the policy against bullying and the consequences for continuing to bully. Incidents of bullying will be documented and all parents in each case will be contacted individually.

Your signature below confirms your agreement and willingness to adhere to the Beaufort County School District Anti-Bullying Contract.

Student Signature: _____

Date: _____

Parent(s)/ Guardian(s) Signature: _____

Date: _____

School Administrator: _____

Date: _____

CONFLICT RESOLUTION CONTRACT

Information has been brought to the attention of the Administration that you have been involved (*directly or indirectly*) in escalating behavior or inflammatory remarks made toward another student.

Evidence suggests you have contributed in the escalation of a situation as a result that you:

- Made threats either directly, electronically, through a friend/relative/acquaintance, or through social media outside of school.
- Spread rumors about a possible altercation between students.
- Acted as a "Go Between" and communicated from one person to another that one of the parties involved wanted to fight.
- Confronted a student about an incident that didn't involve you.
- Made remarks that are offensive, prejudiced, or racist to another student.
- Made remarks that could possibly be disruptive to the school environment.

In order to de-escalate this situation and any others I, _____, understand that it is my responsibility to refrain from all of the behaviors listed above. I agree to make every effort to avoid conflict, not create conflict, or encourage conflict while on campus, on a school bus, or at a school sponsored event.

I further understand that if I continue this behavior on campus, on the school bus, or at a school sponsored event, that further disciplinary action may occur to possibly include suspension from school up to a possible recommendation for expulsion.

Lastly, I understand that if evidence presents itself that other parties involved are attempting to escalate this situation; I will report the incident to the nearest teacher or administrator immediately.

Student Signature: _____

Date: _____

School Administrator: _____

Date: _____

Witness: _____

Date: _____

Parent Contact: _____ Number: _____

Date: _____ Time: _____

SEXUAL HARASSMENT OF STUDENTS

Purpose: To establish the basic structure for dealing with allegations of sexual harassment of students.

Sexual harassment of students by employees, other students or third parties is prohibited. All employees, students and third parties associated with schools must avoid any action or conduct which could be viewed as sexual harassment. This includes any action or conduct communicated or performed in person, in writing or electronically through such means as a telephone, cell phone, computer or other telecommunication device and includes text messaging and instant messaging.

The Superintendent directs District and school employees to take prompt, appropriate and responsive action to end sexual harassment and to prevent its reoccurrence. Teachers and school administrators are expected to use judgment and common sense, which are important elements of a proper response to a particular allegation of sexual harassment of a student or inappropriate conduct of a sexual nature directed towards a student.

Any student who feels he/she has been subjected to sexual harassment or the parent/legal guardian of a student who feels his/her child has been subjected to sexual harassment is encouraged to file a complaint in accordance with the procedures described in this administrative rule. All allegations will be investigated promptly, thoroughly and impartially to determine what occurred. In the interim and at the conclusion of the investigation, appropriate steps will be taken to effectively address the situation.

Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. Any employee or student who is found to have engaged in sexual harassment or inappropriate conduct of a sexual nature will be subject to disciplinary action, up to and including termination in the case of an employee or expulsion in the case of a student, and all other appropriate steps will be taken to correct or rectify the situation.

These procedures are intended to do the following:

- discourage employees, students and third parties from subjecting District students to sexual harassment
- promote a harassment-free school environment
- establish ongoing education and awareness of the problem of sexual harassment
- provide information about how to report allegations of sexual harassment
- ensure a prompt, thorough and impartial investigation of sexual harassment allegations
- effectively and appropriately address all sexual harassment found to have occurred or be occurring

Types of behavior which constitute sexual harassment

Quid pro quo sexual harassment

A school employee explicitly or implicitly conditions a student's participation in an educational program or activity or bases an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal or physical conduct of a sexual nature, whether the student resists or submits to the conduct.

Hostile environment

An employee, student or third party engages in such conduct as sexual advances, requests for sexual favors or other verbal, nonverbal or physical conduct of a sexual nature which is sufficiently severe, persistent or pervasive that it limits a student's ability to participate in or benefit from an education program or activity or creates a hostile or abusive educational environment.

Preventive action

The District's designated Title IX coordinators are Alice Walton and Dr. Gregory A. McCord. The name, address and business telephone number of the coordinator will be disseminated throughout the District and be made available to students and/or parents/legal guardians.

Periodically, the District will ensure the following:

- Information is made available to students about the nature of sexual harassment, the procedures for making a complaint and the possible redress which is available. Such information will stress that the District does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information provided will take into consideration and be appropriate to the ages of students. Written summaries of sexual harassment procedures are included in student/parent handbooks or other appropriate documents distributed to students and/or parents/legal guardians.
- Each school has selected a male and a female administrator or faculty member to serve as the school's sexual harassment contact person.
- All administrators and designated sexual harassment contact persons are informed of the District's sexual harassment procedures and understand how to implement them. For example, they will be made aware of the conduct that constitutes sexual harassment, the District's commitment to eliminating and avoiding sexual harassment in the schools, the penalties for engaging in harassment, the procedures for reporting incidents of sexual harassment and the procedures for conducting a sexual harassment investigation.
- All certified and classified employees are informed about the nature of sexual harassment and the District's general procedures for handling and reporting student complaints.
- Information from the office of civil rights (OCR) about filing claims of sexual harassment with OCR is made available to students and parents/legal guardians.

Reporting and response procedures

Any student who feels that he/she has been the object of sexual harassment is encouraged to file a complaint with his/her principal or one of the designated school contact persons (except for situations covered below). Such a complaint may also be filed by the student's parent/legal guardian [see complaint form SS-14(E) which may be used to file a complaint].

Under no circumstances will a student be required to first report allegations of harassment to the principal or a school contact person if that person is the individual who is accused of the harassment. In such cases, the student or the student's parent/legal guardian will file the complaint with another contact person at the student's school or with the District Title IX coordinators, Alice Walton and Dr. Gregory A. McCord. In cases where the contact person is subordinate to the person accused of the harassment, the complaint will be forwarded directly to the District Title IX coordinator.

If any employee receives a complaint of sexual harassment or observes any behavior which could amount to sexual harassment, the employee will transmit the complaint to one of the school's designated contact persons or report the behavior to the principal or one of the school contact persons as soon as practicable. Conduct to be reported includes sexual graffiti on school property, hazing of students, *text messaging*, etc. All principals and/or school contact persons will report any incident of alleged sexual harassment reported to them to the District Title IX coordinators, Alice Walton and Dr. Gregory A. McCord as soon as practicable.

If a student alleges that he/she is the victim of sexual harassment, the school should promptly attempt to notify the student's parent/legal guardian. The principal, school contact person and/or the Title IX coordinator(s) should initially discuss with the student and if appropriate, his/her parent/legal guardian what actions are being sought and the investigation procedures that will be followed. Interim measures designed

to protect the student from further harassment during the investigation of a complaint should be taken where appropriate.

In cases involving potential criminal conduct or where a child's physical or mental health or welfare has been or may be adversely affected by sexual abuse, appropriate school personnel should report the situation to appropriate authorities in accordance with South Carolina Code Ann. Section 20-7-510 and/or Section 59-24-60.

The Title IX coordinator and the school principal and/or one of the school contact persons will promptly initiate an investigation of the alleged sexual harassment. The investigation will include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, eliminate the hostile environment if one has been created and prevent harassment from occurring again. The school will take steps to assist in remedying the effects of harassment on the individual student or students subjected to the harassment. However, the District is not obligated for any expenses associated with a student's participation in private counseling or medical services.

The District will be responsible for ensuring that reasonable efforts are made to prevent public disclosure of the names of all parties involved in the sexual harassment allegation, except to the extent necessary to carry out an investigation and comply with statutory obligations.

If the investigation determines that sexual harassment has occurred, the District or school administration will take reasonable, timely, age-appropriate and effective corrective action.

Examples of corrective action include, but are not limited to, the following:

- disciplinary action against the harasser, 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 sexual harassment
- independent reassessment of student work
- tutoring
- referrals to counseling services

The principal or the Title IX coordinator will report the general results of any investigation of sexual harassment, including corrective action taken, to the Superintendent or his/her designee. The student and his/her parents/legal guardians will be informed that appropriate actions were taken and will be advised how to report any subsequent problems.

All principals and/or school contact persons will follow up periodically on any incident of sexual harassment they were involved in investigating to determine whether the student has been subjected to any further sexual harassment since the corrective action was taken.

In the event that a school learns of possible harassment through other means than a student, parent/legal guardian or employee complaint, such as a witness to an incident or anonymous letter or telephone call, the administration will consider the following factors in formulating an appropriate response:

- source and nature of the information
- seriousness of the alleged incident
- specificity of the information
- objectivity and credibility of the source of the report
- whether any individuals can be identified who were subjected to the alleged harassment
- whether those individuals want to pursue the matter

If, based on these factors, it is reasonable for the school to investigate and the principal, school contact person and/or the Title IX coordinator can confirm the allegations, the investigation will proceed as delineated above.

Additional obligations of all employees and students

All employees and students will report to the principal, school contact persons or in appropriate cases the employee's immediate supervisor, any conduct on the part of third parties, such as sales representatives or service vendors, which is believed to constitute sexual harassment.

All employees and students will cooperate with and maintain the confidentiality of any investigation of alleged acts of sexual harassment conducted by the District or by an appropriate governmental agency. Failure to do so could result in disciplinary action against the individual who failed to cooperate or who violated the confidentiality of the matter.

No employee or student of this District will take any action to discourage any student from reporting alleged sexual harassment. However, any person who intentionally provides false information in connection with a report or investigation of sexual harassment may be subject to disciplinary action.

No employee or student of this District will retaliate in any way against an employee or student who has provided information regarding an incident of sexual harassment.

Adopted 7/18/01; Revised 07/10

Legal references:

A. Federal statutes:

1. Title VI of the Civil Rights Act of 1964 - Prohibits discrimination on the basis of race, color, national origin, religion or sex.
2. Title IX of the Education Amendments of 1972, 20 USC Section 1681, et seq. - Prohibits discrimination on the basis of sex.

B. U. S. Supreme Court:

1. Morse v. Frederick, 127 S. Ct. 2618 (2007).
2. Plyler vs. Doe, 1982.

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: _____

TOBACCO FREE ENVIRONMENT POLICY

Purpose: According to the U.S. Surgeon General's Report of 2006, the Environmental Protection Agency of 1992, the South Carolina Clean Indoor Air Act of 1990, and the Federal Pro-Children Act of 1994, tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings, especially children. The Beaufort County School District Board of Education reaffirms that one of the best methods of instruction is one that is provided with a 100% tobacco-free, smoke-free environment.

Goals: The goal of this policy is to provide 100% tobacco- free, smoke- free environment for all students, staff and visitors within all of its facilities, vehicles, and grounds and at all school and District-sponsored events. This goal will be achieved by:

- exhibiting healthy behavior for all students, staff, visitors, and the entire community
- utilizing proved and effective science- based tobacco use prevention curricula; and
- providing access to cessation counseling or referral services for all students and staff.

Procedures: As a school District within the State of South Carolina, we will:

- prohibit the use and/or possession of all tobacco products or paraphernalia including but not limited to cigarettes, cigars, pipes, bidis, kreteks, smokeless tobacco and snuff **by all students, staff and visitors.**
- ensure that tobacco use prevention programs, as recommended by the South Carolina Department of Health and Environmental Control, the South Carolina Department of Alcohol and Other Drug Abuse Services and the South Carolina Department of Education, are an integral part of its substance abuse prevention efforts.
- provide and/or refer to cessation services separately for students and staff.
- ensure that violations of the SC Youth Access to Tobacco Prevention Act of 2006 are communicated to appropriate law enforcement agencies.

Enforcement

The Beaufort County School District will enforce this policy by determining appropriate disciplinary actions for violators (students, faculty, visitors, etc.). Actions may be inclusive of the following:

- Students: parent/ administrator conferences, mandatory enrollment in a tobacco prevention education program, community service, in-school suspension, out of school suspension, and suspension from extracurricular activities.
- Staff: verbal reprimands, written notification placed in personnel file, suspension, and mandatory enrollment in a tobacco education program or voluntary enrollment in a cessation program.
- Visitors: verbal requests to leave school property, forfeiture of any fee charged for admission and prosecution for disorderly conduct after repeated offenses.

Education and Assistance

As a school-based institution, we will be responsible for utilizing proven and effective science-based tobacco use prevention curricula to educate all students and provide assistance and/or make cessation referrals.

Tobacco Industry Marketing or Sponsorship

The District will not accept any contributions or gifts, money or materials from the tobacco industry. This District will not participate in any type of services that are funded by the tobacco industry. In addition, any gear, paraphernalia, clothing, etc, that advertises tobacco use or tobacco products will not be allowed on school grounds or in the possession of faculty, staff or students at school- sponsored events.

Adopted 7/18/01; Revised 07/10

Legal references:

A. United States Code:

1. 20 U.S.C. 6081 - Pro-Children Act of 1994.

B. S.C. Code, 1976, as amended:

1. Section 16-17-490 - Contributing to the delinquency of a minor (school board rules and regulations may be exempt under certain circumstances).
2. Section 16-17-500 - Supplying minors with tobacco or cigarettes.
3. Section 59-67-150 - Qualifications of bus driver; drinking or smoking on bus.
4. Sections 16-17-500 and 501 - Youth Access to Tobacco Prevention Act of 2006.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

Admin. Reg. OS-39
November, 2015

I. Guiding Principles.

- A. Technology includes, but is not limited to, computer hardware, peripherals, network and communications equipment, software, web sites, mobile Internet connections, and audio and video.
- B. All BCSD technology is the property of the BCSD , thus all BCSD employees, students and visitors are responsible for following and complying with any and all BCSD rules, regulations, policies and procedures pertaining to technology.
- C. Any person, vendor or outside agency bringing technology into a BCSD building or connecting to or through a BCSD network shall adhere to BCSD rules, regulations, policies and procedures.
- D. BCSD technology rules, regulations, policies and procedures shall be included in BCSD student and staff handbooks as appropriate.
- E. Failure to follow BCSD rules, regulations, policies and/or procedures may lead to disciplinary measures against the BCSD employee or student, removal from the approved substitute teacher list, removal from the approved volunteer list, termination of contracts with vendors or contracted personnel, or any other action appropriate for the infraction and for the individual. The BCSD further reserves the right to notify law enforcement and/or seek criminal prosecution for violators, impose monetary penalties equal to the cost to repair or replace technology items, or impose any other appropriate sanction.

II. District Technology Resources.

- A. BCSD technology resources include, but not limited to, hardware items, such as computers, cell phones, printers, netbooks, laptops and projectors.
- B. BCSD technology resources also include all software applications and tools available for use at any location in the Beaufort County School System.
- C. Users of BCSD technology resources shall accept all conditions pertaining to software license agreements and copyright laws.
- D. Unauthorized use of BCSD computers and hardware items is not permitted.
- E. No one shall cause the disruption of BCSD technology resources through the deliberate introduction of a "virus".
- F. Access of personal information or confidential BCSD information that becomes available to a computer user must be treated as privileged information. Copying, modifying, disseminating or using this information is prohibited and subjects the offender to disciplinary action up to expulsion (for students), dismissal (for employees) and/or criminal prosecution (for other persons).

- G. No user shall willfully or deliberately damage or remove BCSD computer or network resources.
- H. Any willful act or omission that could cause either general loss of service or interference with the work of another computer user shall be subject to disciplinary action.
- I. In the event a person causes intentional damage to BCSD computer files, hardware, software or other computer related equipment, the BCSD will seek from such person full restitution for the actual replacement cost to the BCSD, including but not limited to labor, parts, materials and related costs.

III. Software Management.

- A. Purchases of technology resources shall be made in accordance with BCSD Admin. Reg. IS-37.
- B. The BCSD shall maintain a detailed list of application software and programs approved for use on the BCSD computers. This list will be posted for BCSD staff to view on the BCSD website. All installation materials will be maintained by the BCSD Technology Department.
- C. No software or programs shall be installed on BCSD computers or servers without the proper license or permission.
- D. Only software and programs purchased, owned or explicitly authorized by the BCSD shall be installed on BCSD computers. No personal software may be installed and used without prior authorization from BCSD Technology Department. This includes, but is not limited to, games, screen savers, utilities and communication software.
- E. Copying and duplication of BCSD software and/or programs for any reason is expressly prohibited.
- F. The BCSD will remove any non-approved software or applications discovered on BCSD computers or networks. Removed software and/or applications will not be returned to the installing user or the person to whom the BCSD device on which the installed software or program was issued. The person will receive written notice of said violation and may be subject to disciplinary action up to and including expulsion (for students) or dismissal (for employees).
- G. BCSD approved and purchased systems/software that are no longer in compliance with current security patches and policies will be removed/discontinued at the discretion of the Technology Services Officer. All systems that require service contracts to maintain compliance shall be purchased by the original budgeting department until such systems are no longer in use.
- H. E-Mail
 - A. Email is a business communications tool and users are obligated to use this tool in a responsible, lawful manner.
 - B. Any mass email sent to over 100 users must first be approved by Human Resources or the Director of Communication. Any attempt to circumvent this policy may lead to disciplinary measures against the BCSD employee.
 - C. It is strictly prohibited to:
 - i. Send or forward emails containing libelous, defamatory, offensive, racist or

obscene remarks.

- ii. Forward a message with sensitive information, including credit card numbers, social security numbers or any HIPAA/FERPA sensitive information. Information containing Social Security or Credit Card numbers may be blocked by the Systems Administrator.

IV. Technology Network.

- A. The BCSD Technology Services Officer or his/her designee will provide all BCSD users with an access account to the BCSD Network.
- B. Any and all activity on the BCSD Network conducted under a password is the responsibility of the owner of the password.
- C. Users on the BCSD Network may access only those files for which they have specific authorization.
- D. The BCSD Technology Services Officer will set quotas for disk usage space for all users on the BCSD Network.
- E. BCSD Students shall not attempt to bypass or interfere with security systems on the BCSD Network.
- F. All copyright laws (see AR OS-38) shall be followed. Making or distributing copies of copyrighted material that includes text, pictures, video, and digital media without authorization is prohibited.
- G. The use of the BCSD Network to obtain, distribute, or store inappropriate materials is prohibited.
- H. Files created, stored, received, deleted, looked at or sent using the BCSD Network are considered the property of the BCSD and are not considered private. The BCSD reserves the right to monitor, access, use and/or remove and files, documents, things, materials or otherwise from the BCSD Network at any time and for any reason, with or without notice to any user.

V. BCSD Web Site.

B. Approval of Content.

1. Web pages created for publication on BCSD-hosted website shall be approved by the BCSD Director of Communication or his/her designee before being placed on the BCSD web server.
 2. Web pages created for publication on BCSD school websites maintained by the BCSD shall be approved by the Principal before being placed on the BCSD web server. The BCSD Director of Communication or his/her designee shall monitor and have the authority to review, remove, add, and/or revise content on BCSD school websites maintained by the BCSD.
- C. The Director of Communication or his/her designee shall be responsible for maintaining,

monitoring and uploading all BCSD web activity to the BCSD website.

- D. All pages on the BCSD website and BCSD school websites maintained by the BCSD are property of the BCSD and must follow all BCSD policies and administrative regulations regarding copyright and nondiscrimination.
- E. Pages on the BCSD website and BCSD school website maintained by the BCSD may include links to websites outside the BCSD if the site is of benefit to students, staff members, or the community. All content and webpages on the BCSD maintained websites shall comply with the Children's Internet Protection Act (CIPA) Rules of Content (i.e., no information that is inappropriate, obscene, racist, sexist, contains obscenities or inflammatory/abusive language). Sites on the BCSD webpages shall not be linked to sites that do not meet the same criteria.
- F. To publish discernable pictures of students on BCSD and school webpages, a release must be obtained from a parent/legal guardian of the student.
- G. BCSD webpages shall not violate state law with respect to privacy. No personal telephone numbers, addresses or e-mail addresses shall be listed on BCSD or school webpages.
- H. Directories of BCSD or school staff e-mail addresses may be maintained on the BCSD and/or school webpages.

VI. Data & Records Retention

- A. **Purpose.** To establish the Superintendent's expectations for the retention of the data and records of the Beaufort County School District ("BCSD").
- B. The BCSD recognizes the importance of maintaining complete and accurate records in compliance with all applicable law and regulations.
- C. The BCSD will establish and maintain a system for the securing, cataloging and storing of all records in compliance with state and federal law. Such system will include the suspension of routine record destruction practices, as applicable.
- D. The Superintendent or his/her designee will establish procedures in compliance with the South Carolina Public Records Act, South Carolina Freedom of Information Act and/or the electronic records management guidelines established and recommended by the South Carolina Division of Archives and Records Management.
- E. The BCSD records management manual, incorporated in administrative rule OS-47-R, describes the BCSD procedures for the retention of BCSD data and records. Any additional and appropriate forms and guidelines that support this Administrative Regulation are published as separate documents. Copies of the BCSD rule, forms and guidelines will be available at each school and the district office.
- F. In the event that any state and/or federal program rules, regulations and policies conflict with the BCSD records retention guidelines, the state and/or program rules, regulations and policies will supersede and take precedent over the BCSD guidelines.

- G. BCSD records are open to the public in accordance with the South Carolina Freedom of Information Act ("FOIA"). Persons who wish to view those records must forward their requests to the BCSD FOIA Officer.

Adopted:

Revised:

Legal references:

- A. S. C. Code, 1976, as amended:
 - 1. Section 30-4-10, et seq. - South Carolina Freedom of Information Act.
 - 2. Sections 30-1-10 through 30-1-140 - Public Records Act.
 - 3. Sections 26-6-10 through 26-6-210 - South Carolina Uniform Electronic Transactions Act.
- B. South Carolina Department of Archives and History Regulations:
 - 1. Regulation 12-901 through 12-906.6 - Article 9 - General retention schedules for school districts.
- C. Guidelines:
 - 1. South Carolina Department of Archives and History - Electronic Records Management Guidelines ((E-Mail Management)).

POSSESSION/USE OF ELECTRONIC COMMUNICATION DEVICES IN SCHOOL

Purpose: To establish the basic structure for student possession/use of electronic communication devices in the schools of the District.

For purposes of this policy, electronic communication devices are defined as any device that has the capability of electronically communicating by means of sending, receiving, storing, recording, reproducing, and/or displaying information and data. Examples of electronic communication devices include computers, tablets, e-readers, cellular telephones, pagers, portable media players, video gaming systems, GPS instruments, and digital cameras and camcorders.

Student use of electronic communication devices while on school property (including school buses), attending school-sponsored activities, or using the District technology system may only be done in accordance with document I-40-R(3): *Student Acceptable Use Guidelines for Technology*.

Consequences

Violations of this policy will be handled in accordance with document I-40-R(3): *Student Acceptable Use Guidelines for Technology*.

Use Guidelines for Technology

Additionally, a student in possession of an electronic communication device in conflict with this policy may have the device confiscated and is subject to discipline as provided under the Student Discipline Code of Conduct. The student's parent/legal guardian may pick up the confiscated device from the school at the convenience of the administration, within 10 days of confiscation. The school or school District assumes no responsibility for electronic devices brought to school or on the bus. Cf. SS-18

Adopted 7/18/01; Revised 7/10; Revised 11/12

Legal references:

S.C. Code of laws, 1976, as amended:

Section 59-63-280 - Possession of paging devices by public school students; mobile telephones included; adoption of policies.

CONTINUUM OF DISCIPLINE FOR INAPPROPRIATE USE OF TECHNOLOGY

Mobile devices are powerful tools which can transform the learning environment and maximize learner outcomes. However, they can represent potential obstacles for teachers, creating sources of disciplinary problems in the classroom. It is important to note that many of the same issues that teachers report in traditional classrooms are those that occur in technology-infused learning environments. In all cases, the key to successful student learning is consistent and effective classroom management. This document has been developed to better prepare teachers for managing and teaching in a 1:1 classroom.

Classroom teachers are responsible for maintaining a classroom environment which is conducive to learning. We recommend teachers engage in the following best practices:

- Communicate clear and explicit expectations
- Stay mobile/use proximity
- Create truly engaging activities - limit 'play' time
- Be consistent in implementing your discipline plan

Classroom Managed Incidents

Classroom-managed incidents include those which are relatively minor in scope, and as such can be handled in accordance with the teacher's classroom-based discipline plan. Examples of classroom-managed incidences include, but are not limited to:

- Off-task behavior (i.e. browsing the internet or visiting sites other than those instructed)
- Playing games
- Use of the device or its apps in non-educational ways (recording device used in ways other than instructed, messaging, chatting, etc.)

Suggestions for discipline for classroom managed incidents

- Utilize PBIS Matrix proactively
- Verbal Warning
- Student Conference
- Loss of device for remainder of class period and parent contact/conference
- Office referral

School Managed Incidents (Referral-Based)

Incidents of a more serious nature should be managed in accordance with school and district policies. Additionally, repeated classroom-managed offenses should be considered acts of defiance and can also be handled with a referral to administration. School-managed incidents include (but are not limited to):

- Sexually explicit content, searches and/or photos
- Weapons, gang, and/or drug related content or searches
- Network security violations, including attempts to bypass, interrupt, or disable district security, filtering, or data-protection measures; hacking.
- Intentionally causing damage to technology equipment or infrastructure.
- Cyberbullying or using a device to record a bullying incident, online harassment, cyberbaiting, catfishing, etc

Discipline for school managed incidents are outlined in the code of conduct.

CODE OF STUDENT CONDUCT

Admin. Reg. SS-18

June, 2016

- I. Introduction.
 - A. The purpose of this Code of Student Conduct is to notify students and parents of the standards of behavior expected of students, conduct that may subject students to discipline, and the range of disciplinary measures to be used by school officials in enforcing Board policies, administrative regulations, school rules, and classroom rules. It is important parents, students and school officials understand these are guidelines and not prescribed actions that must be followed in each and every instance of student misconduct. School administrators may impose more or less severe disciplinary actions based on mitigating and aggravating factors and in keeping with the principles set out in Board policy and administrative regulations.
 - B. A school is a community. It is responsible for educating those children who attend and, therefore, it must establish and enforce guidelines and procedures that provide for reasonable order and an atmosphere where learning can take place
 - C. In keeping with the philosophy that discipline is a means of teaching and that most effective teaching is done in a positive manner, disciplinary efforts are to be as positive as possible. Positive means of working with students include individual discussion and counseling, involvement of students in defining acceptable behavioral standards and involvement of parents/legal guardians.
 - D. Under the direction of the Superintendent, school personnel will establish, periodically review and, if necessary, revise procedures for disciplining students.
 - E. All procedures and guidelines will be fair, just, flexible and in the best interests of individual students and the school community. In addition, all procedures and guidelines will comply with the appropriate statutes and constitutional provisions.
- II. Discipline of Students with Disabilities. The procedures set forth in the Individuals with Disabilities Act (IDEA) and its implementing regulations, Chapter 33 of Title 59 of the South Carolina Code of Laws, and its implementing regulations, shall be followed when disciplining students with disabilities. See also BCSD AR SS-16.
- III. Definitions. For purposes of this Administrative Regulation, the following terms shall be defined as follows:

- A. **Aggravating factors.** Factors that may be considered by a school official which would increase the severity of a student's punishment for violating the Code of Student Conduct.
- B. **Alcoholic beverage** shall be defined in accordance with Chapter 6 of Title 61 of the South Carolina Code of Law, and includes any spirituous malt, vinous, fermented, brewed, or other liquor or a compound or mixture of them which contains alcohol and is used as a beverage. This definition also includes powdered alcohol and any substance which, when mixed with another substance or in its original form, has the same or similar effect as an alcoholic beverage.
- C. **Alternative school program.** The BCSD's part or full time programs, wherever situated, providing appropriate services to students who, for behavioral or academic reasons, are not benefitting from the regular school program or may be interfering with the learning of others. Alternative school programs include programs established by the local board of education in conformity with Chapter 63, Article 13 of Title 53 of the South Carolina Code of Laws.
- D. **Controlled substance.** Includes marijuana, heroin, LSD, methamphetamine, cocaine, or any other drug, substance or immediate precursor listed in Schedules I – V in S.C. Code Ann. §§ 44-53-190, 44-53-210, 44-53-230, 44-53-250 and 44-53-270.
- E. **Corporal punishment.** The intentional infliction of physical pain upon the body of a student as a disciplinary measure.
- F. **Educational property** or **school property.** Any school building or bus, school campus, grounds, recreational area, athletic field, or other school property under the control of the BCSD or any property temporarily being used for or incidental to the instruction of BCSD students. When applicable, this definition includes BCSD owned personal property, including but not limited to BCSD issued electronic devices.
- G. **Expulsion.** The disciplinary exclusion of a student from enrollment in all BCSD schools and educational programs for the remainder of the school year. Expulsion is to be construed as prohibiting a student from entering a BCSD school or school grounds, except for a prearranged conference with an administrator, attending any day or night school functions, or riding a school bus. It is not meant to preclude enrollment and attendance in any adult or night program operated by the BCSD.
- H. **Firearm.** Shall be defined in accordance with S.C. Code Ann. § 16-8-10, and includes the following:
1. A weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
 2. The frame or receiver of any such weapon.
 3. Any firearm muffler or firearm silencer.

4. A firearm does not include an inoperable antique firearm, a BB gun, stun gun, air rifle, paintball gun, or air pistol.
- I. Gang. Shall be defined in accordance with S.C. Code Ann. § 16-8-230.
- J. Mitigating factors. Factors that may be considered by a school official which would decrease the severity of a student's punishment for violating the Code of Student Conduct.
- K. Narcotic. Shall be defined in accordance with S.C. Code Ann. § 44-53-110(29), and includes any of the following, whether produced directly or indirectly by extraction from substances of vegetable origin, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis:
1. opium, coca leaves, and opiates;
 2. a compound, manufacture, salt, derivative or preparation of opium, coca leaves, or opiates; or
 3. a substance (and any compound, manufacture, salt, derivative, or preparation thereof) which is chemically identical with any of the substances referred to in K.1. or 2. This term does not include decocainized coca leaves or extracts of coca leaves, which extracts do not contain cocaine or ecgonine.
- L. Parent. Includes a parent, legal guardian, legal custodian, or other caregiver adult who is acting in the place of a parent and entitled to enroll a student in school.
- M. Destructive device. Shall be defined in accordance with S.C. Code Ann. § 16-23-710(7) and means:
1. a bomb, incendiary device, or anything that can detonate, explode, be released, or burn by mechanical, chemical, or nuclear means, or that contains an explosive, incendiary, poisonous gas, or toxic substance (chemical, biological, or nuclear materials) including, but not limited to, an incendiary or over-pressure device, or any other device capable of causing damage, injury, or death;
 2. a bacteriological weapon or biological weapon; or
 3. a combination of any parts, components, chemical compounds, or other substances, either designed or intended for use in converting any device into a destructive device which has been or can be assembled to cause damage, injury, or death.
- N. Principal. Includes the principal and the principal's designee.
- O. School Personnel. Includes any of the following:
1. An employee of the Board of Education, including but not limited to the Superintendent, and a Principal, Assistant Principal, teacher, and teacher assistant;

2. Any person working on school grounds or at a school function under a contract or written agreement with the Board and/or the BCSD to provide educational or related services to students;
 3. Any person working on school grounds or at a school function for another agency providing educational or related services to students; and
 4. Any school volunteer.
- P. **Serious Personal Injury.** Includes, (1) substantial risk of death, (2) serious permanent disfigurement, (3) a coma, (4) a permanent or protracted condition that causes extreme pain, (5) permanent or protracted loss or impairment of the function of any bodily member or organ, or (6) an injury that results in prolonged hospitalization.
- Q. **Short-term suspension.** The exclusion of a student from school attendance for disciplinary purposes for up to ten (10) school days from the school to which the student was assigned at the time of the disciplinary action.
- R. **Substantial evidence.** Such relevant evidence as a reasonable person might accept as adequate to support a conclusion; it is more than a scintilla or permissible inference.
- S. **Superintendent.** Includes the Superintendent and his/her designee(s).
- T. **Weapon.** Shall be defined in accordance with S.C. Code Ann. § 16-23-405, and as set forth in Administrative Regulation SS-26.
- IV. **Disciplinary Measures that May be Used for Violating the Code of Student Conduct.** When considering the appropriate disciplinary measure for a student, school officials should utilize sanctions authorized by the Code of Student Conduct for the given offense. Sanctions are organized by level as described herein. Guideline sanctions are found in Section VII hereinbelow; however, school officials may aggravate or mitigate sanctions as described in Section VI hereinbelow. Pursuant to BCSD Administrative Regulation SS-38, corporal punishment is not authorized as a disciplinary measure in the BCSD. The procedures for disciplining regular education students are found in BCSD Administrative Regulation SS-39, Suspension, Expulsion & Alternative Education Assignment of Students. The procedures for disciplining students with disabilities are found in BCSD Administrative Regulation SS-16, Discipline of Students with Disabilities.
- A. **Level I Offenses - Discipline that does not remove a student from the classroom for an extended period of time or from the school.** This non-exhaustive list of interventions are not appealable pursuant to the student discipline appeal procedures found in BCSD Administrative Regulation SS-39, Suspension, Expulsion & Alternative Education Assignment of Students.
1. parental involvement, such as conferences;
 2. positive behavior interventions;
 3. behavior improvement agreements;

4. reduction in student's grade (for academic misconduct);
 5. instruction in conflict resolution and anger management;
 6. peer mediation;
 7. individual or small group sessions with the school counselor;
 8. academic intervention;
 9. detention before and/or after school or on Saturday;
 10. silent lunch;
 11. community service;
 12. loss of parking privileges;
 13. exclusion from graduation or promotion ceremonies;
 14. exclusion from extracurricular activities;
 15. suspension from bus privileges;
 16. participation in a gang awareness program;
 17. submission to random, mandatory drug tests for one calendar year;
 18. participation in a drug, alcohol and/or tobacco treatment or education program; and/or
 19. In-School Suspension ("ISS"). ISS is a form of discipline in which a student maintains classroom assignments and remains in school but in a separate location than the student's regular classroom. The student's teacher will continue to provide coursework for the student to complete while in ISS. Period ISS is preferred to day-long ISS. ISS should be used as a short-term solution. ISS assignment is not appealable pursuant to the student discipline appeal procedures found in Administrative Regulation SS-39, Suspension, Expulsion & Alternative Education Assignment of Students.
- B. **Level II Offenses – Up to Four (4) Days Short-Term Suspension.** A student committing a Level II offense may be short-term suspended out-of-school for up to four (4) days (at a time) for willfully engaging in conduct that violates the Code of Student Conduct. Administrators are to utilize non-suspension alternatives where appropriate prior to suspending a student out of school. Students shall not be short-term suspended for truancy or tardiness offenses.
- C. **Level III Offenses – Up to Six (6) Days Short-Term Suspension.** A student committing a Level III offense may be short-term suspended out-of-school for up to six (6) days (at a time) for willfully engaging in conduct that violates the Code of Student Conduct. Administrators are to utilize non-suspension alternatives where appropriate prior to suspending a student out of school. The rules governing out of school suspension and non-suspension alternatives in Section B, above, shall apply.

- D. Level IV Offenses – Expulsion or Alternative School Recommendation.** A school administrator may suspend a student committing a Level IV offense for up to ten (10) school days and recommend the student be expelled OR assigned to a BCSD alternative school. The procedures for recommending a student be expelled or assigned to alternative school are set forth in BCSD Administrative Regulation SS-39, Suspension, Expulsion & Alternative Education Assignment of Students.
- E. Level V Offenses – 365 Calendar Day Suspension.** A school administrator may suspend a student committing a Level V offense for up to ten (10) school days and recommend the student be suspended out of school for 365 calendar days. The procedures for recommending a student be suspended for 365 calendar days shall be the same as for an expelled student as set forth in BCSD Administrative Regulation SS-39, Suspension, Expulsion & Alternative Education Assignment of Students.
- V. Aiding or Assisting.** A student shall not aid or assist another student to violate board policy, administrative regulation, school rules, or classroom rules. A student commits this offense if he or she knowingly advises, induces, encourages, aids or assists another student to commit an offense OR shares in the purpose of the act (to commit the offense) and aids or is in a position to aid the other student when the offense is committed. A student committing this offense may be disciplined in the same manner as those students actively committing the offense.
- VI. Aggravating and Mitigating Circumstances.** When considering the appropriate sanction for specific student conduct, the Principal, Assistant Principal, or teacher should consider aggravating and mitigating circumstances relating to the offense. In addition, any other circumstances related to the offense and which are reasonably related to the purposes of discipline may be considered.
- A. Aggravating factors which may be considered include, but are not limited to:**
1. Blatant disrespect for authority;
 2. Inducing others to take part in the prohibited behavior or occupying a position of leadership or dominance of other participants;
 3. Attempting to flee or conceal guilt or to sat blame on an innocent party;
 4. Receiving money or something of value from the misbehavior;
 5. Victimizing a significantly younger or smaller student or a mentally or physically disabled/handicapped person;
 6. Taking advantage of a position of trust or confidence to commit the offense;
 7. Committing the same or similar offense (during the student's grade span). For purposes of this Administrative Regulation, "grade span" shall be defined as grades K-5, 6-8, or 9-12;
 8. Having other disciplinary issues this school year;

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9. The misconduct was associated with gang activity; or
 10. The victim of the misconduct is a teacher or other staff member.
- B. Mitigating factors which may be considered include, but are not limited to:
1. Being an elementary school student;
 2. Having no history of disciplinary problems;
 3. Having a significant amount of time pass since the student's last disciplinary problem;
 4. Having the parent(s) of the student cooperate with the school and share in the imposition of disciplinary measures at home and at school;
 5. Being a passive participant or playing a minor role in the offense;
 6. Reasonably believing the conduct was legal;
 7. Acting under strong provocation;
 8. Aiding in the discovery of another offender;
 9. Making a full and truthful statement admitting guilt at an early stage in the investigation of the offense;
 10. Displaying an appropriate attitude and giving respectful cooperation during the investigation and discipline process;
 11. Making appropriate restitution; or
 12. Having the parent(s) and/or student participate in counseling.

- VII. **Guideline Sanctions for Violations of the Code of Student Conduct.** The following guidelines are recommendations for discipline and should not be construed as mandatory discipline actions. Administrators may combine sanctions from different levels where appropriate (i.e. a short term suspension and recommendation for expulsion). Administrators should also review aggravating and mitigating factors to determine if reducing or increasing the recommended sanction for a particular committed offense is appropriate.

LEVEL I. Non-Suspension Alternatives: Administrative Conference, Counseling, Parent Conference, Detention, ISS, Bus Suspension, Community/School Service, Reprimand, Behavior Contract, Mandatory Behavior Contract after 3rd Offense		
101	006- Dishonesty 011- Forgery 550- Counterfeit/Forgery 700-Other Offenses	Giving false information, verbally or in writing to school personnel
102	420- Disrespect	Disrespect to school personnel
103	270- Refusal to Obey	Persistent disobedience
104	014- Hit/ Kick/ Push 022- Inappropriate Physical Contact	Horseplay
105	017- Inappropriate Behavior 023- Property Misuse 220- Computer Violation	Unauthorized or inappropriate use of school equipment, including, but not limited to, computers
106	180- Tardy, 181- Early Dismissal	Excessive tardiness or early dismissals
107	018- Inappropriate Materials 390- Unauthorized Device	Possession, sale or distribution of unauthorized materials at school, excluding drugs or alcohol
108	012- Harassment 650- Intimidation	Harassment, Bullying – 1st Offense, whether verbal or physical
109	300- Parking Violation	Violation of parking and driving regulations
110	017- Inappropriate Behavior	Violation of cafeteria rules
111	360- ID Violation 410- Hall Pass Violation	Failure to sign in or sign out from school in the office when required
112	150- Cutting School 160- Cutting Class 200- Off Limits, 240- Loitering	Being in an unauthorized area or inappropriate use of facilities
113	015- Inappropriate Affection	Public display of affection between students

114	016- Locker Violation	Unauthorized use of locker
115	190- Cheating	Cheating
116	390- Unauthorized Device 330- Phone Violation 220- Computer Violation	Possession or use of electronic devices not related to instruction during school hours, including cell phones, pagers, beepers; Unauthorized storage, access, duplication, and/or loading of computer program, system or data file; Use of any computer access accounts other than those assigned to the individual (ES)
117	018-Inappropriate Materials 390- Unauthorized Device	Possession/use of annoyances at school such as laser lights, water pistols, water balloons, whistles, etc.
118	390- Unauthorized Device	Use of skateboards, rollerblades, skates, Heelys or scooters on school property.
119	018- Inappropriate Materials 390- Unauthorized Device	Unauthorized card playing (not gambling)
120	028- Throwing Objects	Throwing rocks or other objects
121	370- Littering	Littering school grounds
122	280- Dress Code	Dress code violation
123	017- Inappropriate Behavior	Violation of safety rules. This includes propelling objects i.e. rocks, spitballs, or food items and science lab rule violations, etc.
124	210- Profanity 290- Obscene Gesture	Profanity/obscene gesture directed toward another student or directed toward no one in particular.
125	018- Inappropriate Materials 390- Unauthorized Device 009- Possess cigarette lighter 002- Inappropriate Behavior	Possession of a lighter or matches; Unauthorized striking or lighting a match/lighter or igniting caps or use of poppers on school property
126	270- Refusal to Obey	Failure to obey school personnel (ES)
127	150- Cutting School 160- Cutting Class 170- Cutting Activity 005- Detention Violation	Cutting class or school; failure to attend/complete after-school detention, Saturday detention or In-school suspension.

128	310- Leaving School	Leaving or attempting to leave school property without permission, including unauthorized driving/riding to an off campus class
129	320- Leaving Class	Exiting class without teacher approval
130	430- Contract Violation	Violation of a behavior contract
131	760- Vandalism, 670- Larceny/ Theft	Vandalism or theft of school or personal property where value is \$50.00 or less.
132	250- Gang Activity	Participation in gangs/gang-related activity. 1 st offense
133	340- Bus Violations	Any behavior or act that interferes with the safe operation of a school bus
LEVEL II. Grades K-5: Up to 2 days OSS		
Grades 6-12: Up to 4 days OSS		
201	740- Stolen Property	Possession or transfer of stolen property (school or personal)
202	630- Gambling	Gambling (games of chance for money or profit).
203	230- Tobacco	Possession, use or distribution of tobacco, tobacco related products, electronic or alternative nicotine devices (e-cigarettes, e-hookas, vaporizers)
204	011- Forgery 220- Computer Violation 700- Other Offenses 760- Vandalism	Tampering with, changing or altering records or documents of the school or District by any method, including, but not limited to, computer access or other electronic means.
205	270- Refusal to Obey	Refusal to obey school personnel (MS/HS)
206	007- Disrupting Class 017- Inappropriate Behavior 560- Disturb School	Creating or participating in a school or classroom disturbance that interferes with the instructional process
207	420- Disrespect 011- Racial Remarks 210- Profanity	Engaging in verbal or written abuse, name calling, i.e., ethnic or racial slur, or derogatory statements addressed publicly to others that may disrupt the school educational program or incite violence.
208	700- Other Offenses	Provoking or simulating a fight
209	390- Unauthorized Device	Possession or use of electronic devices not related to instruction during school hours, including cell phones, pagers, beepers; Unauthorized storage,

	330- Phone Violation 220- Computer Violation	access, duplication, and/or loading of computer program, system or data file; Use of any computer access accounts other than those assigned to the individual (MS/HS)
210	710- Pornography	Possession/distribution of pornographic or obscene material
211	210- Profanity 290- Obscene gesture 011- Racial Remarks	Profanity/obscenity, racial or ethnic slurs directed to school personnel
212	290- Obscene Gesture 690- Non- Forced Sexual Activity	Sexual gestures and/or behavior. (Example: Sexually suggestive language, movements, writings, drawings, including sexting)
213	002- Bite/Pinch/Spit 029- Urination	Health code violation
214	520- Assault Simple 014- Hit/ Kick/ Push	Inappropriate physical contact, including, but not limited to, pushing or shoving
215	151- Truant 152- Habitual Truant 153- Chronic Truant	Truancy; Habitual Truancy; Chronic Truancy
216	650- Intimidation	Hazing
LEVEL III. Grades K-5: Up to 4 days OSS Grades 6-12: Up to 6 days OSS		
301	590- Embezzlement 670- Theft 730- Robbery 760- Vandalism	Vandalism, Robbery or theft of personal or school District property where value is more than \$50.00.
302	600- Extortion 650- Intimidation	Threatening or intimidating students; extortion or attempting to extort through threat of force
303	027- Threat 650- Intimidation	Making serious threats to school personnel
304	750- Trespassing 240- Loitering	Trespassing; Being on any school property or present at any school-sponsored event while under suspension

305	010- Fireworks 390- Unauthorized Devices	Possessing or detonating (in any way) fireworks, live ammunition, or other incendiary devices. (This includes stink/smoke bombs and vials of noxious gases/ liquids.)
306	520- Assault Simple 510- Aggravated Assault 002- Bite/Pinch/Spit	Assault of a student; spitting or urination on a student
307	390- Unauthorized Device 780- Other Weapons	Possession and/or of a knife with a blade two inches or less, starter pistol, replica weapon/device, or bat, or any other item not generally considered as a weapon but used as a weapon to inflict bodily harm
308	003- Contraband	Possession of drug paraphernalia
309	560- Disturb School	Any other behavior, whether on or off campus, that threatens the safety of students or staff members (regardless of where behavior takes place) or disrupts the operation or function of the school. This does include coming on school/District property after consuming non-prescribed controlled substances and/or illegal drugs
310	390- Unauthorized Device	Possession or use of mace or pepper gas or spray
311	013- Sexual Harassment	Sexual harassment
312	019- Indecent Exposure	Indecent exposure
313	270- Refusal to Obey	Direct refusal to obey school personnel in a crisis situation
314	620- Fraud	Fraudulent request for emergency services
315	009- Fighting	Fighting
316	690- Non-Forced Sexual Activity	Consensual sexual conduct or contact
317	012- Harassment 650- Intimidation	Harassment, Bullying – 2nd and subsequent offenses, whether verbal or physical
LEVEL IV. Up to 10 Days OSS with Recommendation for Expulsion or Assignment to Alternative School		
401	780- Other Weapons	Possession, transfer or use of a prohibited weapon other than a firearm including a knife with a blade over two inches, BB gun, paint ball gun, pellet gun, air-soft pistol, razor, razor blade, martial arts throwing star and metal knuckles. Box cutters and utility or exacto knives containing any size blades are also considered a violation of this section.

402	570- Drug distribution 575- Drug Usage 580- Drug possession 680- Alcohol/Liquor Law Violation	Use, being under the influence at school, possession, sale, distribution, or possession with the intent to distribute alcohol, marijuana (including marijuana seeds), hallucinogenic drugs, inhalants, or any other controlled or illegal substance without regard to amount, or counterfeit controlled substance
403	610- Forced Sex Offense	Non-consensual sexual conduct or contact; sexual assault; rape
404	510- Aggravated Assault 520- Simple Assault	Assault of school personnel
405	500- Arson	Arson or attempted arson of school property
406	001- Aiding Others 260- Bomb Threat	Communicating, writing, threatening, or transmitting to a person or school facility that there is, or will be, a destructive device, bomb, shooting, or dangerous event, with the intent of intimidating, threatening, or interfering with government functions or school activities; or, harboring one who is guilty of this offense
407	390- Unauthorized Device 700- Other Offenses 780- Other Weapons	Possession or transfer of dangerous explosives, plastic explosives, or chemical reaction-type and pipe bomb materials including, but not limited to, Molotov cocktails and dynamite
408	510- Aggravated Assault 009- Fighting	Active participation in an act of mob violence, to include lynching. A mob is described as two or more people
409	350- Fire Alarm	Unauthorized tampering with security, fire, access control or surveillance system or alarms.
410	540- Burglary	Burglary of a school, portable classroom, school District building, or any structure on school District property
411	700-Other Offenses 770- Vehicle Theft	Auto breaking unlawful entry into a motor vehicle on school property or into a school District vehicle at any location
412	660- Kidnapping	Unlawful seizing, confining, abducting or carrying away of another person from school property by any means
413	250- Gang Activity	Gang activity – 2nd and subsequent offenses
LEVEL V. 10 Days OSS with Recommendation for Suspension for 365 Calendar Days		
501	781- Handguns 782- Rifles/Shotguns	Possession, transfer or use of a firearm

	783- Other Firearms	
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VIII. Special Provisions for Drug & Alcohol Offenses.

- A. In addition to the sanctions set forth in Section VII., *supra*, a student found to have committed a drug or alcohol offense pursuant to this Administrative Regulation shall be referred to the SCIP or other similar intervention program. Any costs associated with such program shall be borne solely by the student and his/her parents/guardians and the BCSD shall have no responsibility therefor.
- B. Although not mandated or required, it is anticipated school administrators will recommend assignment to alternative school rather than expulsion for students under the influence of drugs or alcohol at school, if such is the student's first alcohol or drug offense during the current school year. However, the circumstances of each individual offense will control the appropriate discipline recommendation.

NOTE: The July, 2015, revisions incorporate former Administrative Regulation SS-37, Student Discipline.

Adopted: July 18, 2001

Revised: July, 2010; April, 2013; July, 2015; June, 2016

Legal references:

A. S.C. Code, 1976, as amended:

- 1. Section 59-19-90(3) - Gives district trustees authority to prescribe rules of pupil conduct including provisions for suspension or dismissal of those failing to comply with such rules.
- 2. Section 59-63-210 - Grounds for suspension, expulsion or transfer.
- 3. Section 59-63-220 - Suspension by administrators.
- 4. Section 59-63-230 - Notice of suspension, conferences with parents.

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 Beaufort County School District and local authorities.

OFFENSE

PENALTY

Making, selling, distributing, or possessing illegal drugs in, on or within a one-half-mile radius of school grounds.

\$10,000 fine, or up to 10 years in prison or both. If the illegal drug involved is "crack" cocaine minimum \$10,000 fine and 10 to 15 years in prison

Buying an illegal drug in, on or within a one-half-mile radius of school grounds.

\$1,000 fine or up to one year in prison, or both.

Concealing/carrying a weapon on school property.

\$1,000 fine or up to five years in prison, or both.

Threatening death or bodily harm to a teacher, principal or school official, or to a member of their families.

\$5,000 fine or up to five years in prison, or both.

SCHOOL RELATED LAWS

Section 16-17-420. Disturbing Schools

It shall be unlawful (1) for any person willfully or unnecessarily (a) to interfere with or to disturb in any way or in any place the students or teachers of any school or college in this State. (b) to loiter about such school or college premises or (c) to act in an obnoxious manner thereon: or (2) For any person to (a) enter upon any such school or college premises or (b) loiter around the premises on business, without the permission of the principal or president in charge.

Section 16-3-1700. Harassment and Stalking

Harassment in the first degree means a pattern of intentional, substantial, and unreasonable intrusion into the private life of a targeted person that serves no legitimate purpose and causes the person and would cause a reasonable person in his position to suffer mental or emotional distress (following, visual or physical contact, surveillance, vandalism, written or electronic contact maintained or repeated).

Section 59-63-120. Bullying

“Harassment, intimidation, or bullying’ means a gesture, an electronic communication, or a written, verbal, physical or sexual act that is reasonably perceived to 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 property damage; or (b) insulting or demeaning a student or group of students causing substantial disruption.

SUSPENSION/ EXPULSION PROCEDURES FOR 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 (IDEA).

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

- Procedures required under the IDEA must be followed and parents must be informed of their due process rights.
- Any student identified as disabled under the IDEA can be suspended for up to ten (10) school days in a school year without requiring an Individualized Educational Plan (IEP) 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 (MDR). Students receiving special education services MUST receive a free and appropriate public education (FAPE). 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 IEP Team finds the conduct in question WAS NOT the direct result of failure by the schools to implement the IEP 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 panel. Services required under the IEP, 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 IEP Team finds that the conduct in question WAS the direct result of a failure by the school to implement the IEP, the disciplinary process will continue; however, the student may not be subjected to the same discipline as non-disabled students. An IEP meeting must be held to review the current placement and discuss program changes or modifications.

ALTERNATIVE EDUCATION FOR STUDENTS WITH DISABILITIES

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 IEP Team finds that the conduct in question was the direct result of a failure by the school to implement the IEP, the student may be placed in a temporary alternative educational setting for up to 45 school days if the student receiving special education services:

- a) brings a weapon to school, on school premises, or at a school function under the jurisdiction of the School District.
- b) 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.
- c) has caused serious bodily injury at school, on school premises, or at a school function under the jurisdiction of the School District.

The School District obtains an order from an administrative hearing panel 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.

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 IDEA 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.

SUSPENSION OF STUDENTS

Purpose: To establish the superintendent's expectations for the suspension of students.

It is the policy of this administration to provide due process of law to students, parents/legal guardians and school personnel through procedures for the suspension of students pursuant to the requirements of federal law, state law and regulations and District administrative rules.

The superintendent delegates the power of suspension to the District office administration and to the principal or his/her designee. The administration may suspend a student for the commission of any crime, gross immorality, gross misbehavior, persistent disobedience or the violation of District or state board of education policies, rules or regulations. The administration may also suspend a student when the presence of the student is detrimental to the best interest of the District or one of its schools.

A student may be suspended for any reasons listed in the Student Discipline Code of Conduct for up to 10 school days for any one offense. Suspension means the student cannot attend school or be on District or school property cannot attend any school-related events or activities on or off campus and cannot ride a school bus until the first day of the student's return to school. When a student is recommended for expulsion the out-of-school suspension remains in effect pending a decision from the hearing panel.

When a student is suspended, the parents/legal guardians of the student will be notified, in writing, of the reasons for such suspension and of a time and place when the administrator who initiated the suspension is available for a conference with the parents/legal guardians. The conference will be set within three days of the date of the suspension. After the conference, the parents/legal guardians may appeal the suspension to the superintendent or his/her designee.

The only suspensions that the Chief Auxiliary Services Officer will review are suspensions that occur within the last 10 days of the school year when the suspension would make a student ineligible to receive credit for the school year, unless the presence of the student constitutes an actual threat to a class or school or unless a hearing by the District hearing panel is granted within 24 hours of the suspension.

Investigation of misbehavior

When it appears that a student has engaged in misbehavior warranting suspension, an administrator will investigate the matter and interview those who have knowledge about what occurred. The student will be advised, verbally or in writing, of the accusations against him/her. The administrator also will advise the student of the evidence against him/her and provide the student with an opportunity to tell his/her side of the story. If the student asks the administrator to speak to other witnesses, the administrator will do so, if possible.

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 run.

Summary suspension

If the administrator sees or is advised of any student misbehavior and concludes the student should be removed from school immediately in order to restore order or protect others at the school, the administrator may summarily suspend the student for up to three school days. In these cases, the administrator does not have to investigate the matter first. By the end of the next

school day following the summary suspension, however, the administrator should investigate the matter as outlined above and determine what, if any, additional suspension days, not to exceed a total of 10, are appropriate.

If the administrator determines that the student should not have been suspended, arrangements will be made for the student to make up any work he/she missed while on summary suspension. The administrator also will remove any reference to the summary suspension from the student's record.

Notification to parent/legal guardian

By the end of the school day of the suspension, the administrator must notify the parent/legal guardian **in writing** (referral/ mail/ e-mail) of the following:

- the act(s) committed by the student
- the rule(s) violated
- the length of the suspension
- the time and place when he/she will be available to meet with the parent/legal guardian for a conference

The conference will be set within three school days of the date of the suspension. If the parent/ legal guardian are 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/legal guardian to request he/she pick up the student from school. If a parent/legal guardian cannot come for the student, the school may take the student home as long as a parent/legal guardian 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, he/she may be removed from the school grounds immediately. Depending upon his/her age, however, it may be necessary to keep him/her at school until the parent/legal guardian can be reached.

Suspension appeals

If, after the conference with the administrator and Principal, the parent/legal guardian believes the student's suspension was unjustified, an appeal of the suspension may be made to the Chief Auxiliary Services Officer or to other persons as designated by the superintendent. To request a suspension appeal, the parent/legal guardian must write a letter to the Chief Auxiliary Services Officer within five days after the conference with the Principal, advising the Chief Auxiliary Services Officer why it is believed the suspension was unfair.

The Chief Auxiliary Services Officer will conduct the appeal as an informal hearing or his/her designee or other persons as designated by the superintendent (hereinafter "hearing panel"). The administrator, parent/legal guardian and student may be present. If the hearing panel 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 hearing panel.

Within 10 days of the hearing, the Chief Auxiliary Services Officer will render a decision as to whether the suspension was proper. The Chief Auxiliary Services Officer will report his/her decision in writing to the parent/ legal guardian and the school. If the Chief Auxiliary Services Officer decides that the suspension was not proper, all absences resulting from the suspension will be excused and the record cleared. The student will be allowed to make up all missed work. The decision of the Chief Auxiliary Services Officer ends the appeal process for suspensions.

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 the course credit unless the school board approves or if the student is an actual threat to the class or the school or a hearing before the hearing panel is granted by the end of the next school day following the suspension.

Student suspension(s) from school activities

A student who is suspended from school is not eligible to practice, play, dress out, travel or attend any meeting during the time of suspension. If the suspension includes the last day of school before a vacation or weekend, the student becomes eligible at his/her base school on the date the student returns to school.

A student who is absent from school will not be allowed to practice, play, dress out, travel or attend any meeting of the team or group on the day of the absence. Exceptions such as funerals, field trips and college visitations must be approved by the principal in advance.

Missed school work

It is the responsibility of students returning from suspension to request any make-up work immediately following their suspension. Students must complete all make-up work in the same number of days missed due to suspension. If students opt not to request and make-up work missed, zero credit will be given.

Controlled substance abuse

When a suspension case involves controlled substance abuse, the student will, in addition to his/her suspension, be referred to an appropriate social services agency for assessment and, if necessary, treatment. The student will be required to successfully complete any recommendations of the agency.

Adopted 7/18/01; Revised 07/10; Revised 04/13

Legal references:

A. S. C. Code, 1976, as amended:

1. Section 59-19-90(3) - Gives District trustees authority to prescribe rules of student conduct, including provisions for suspension or dismissal of those failing to comply with such rules.
2. Section 59-63-210, et seq. - Grounds for suspension, expulsion or transfer.
3. Section 59-63-240 - Expulsion hearings - times, procedures, legal rights appeals.

EXPULSION OF STUDENTS

Purpose: To establish the superintendent's requirements for the expulsion of students.

A student may be expelled for any reason listed in the Student Discipline Code of Conduct; for commission of any crime, gross immorality, gross misbehavior or for violation of written policies, rules or regulations established by the Beaufort County School District or the state board of education or when the presence of the student is detrimental to the best interest of the school. Expulsion means the student cannot attend school or be on District or school property, cannot attend any school-related events or activities on or off campus and cannot ride a school bus.

If procedures for expulsion are initiated, the parent/legal guardian of the student will be notified in writing of the time and place of a hearing before the District hearing panel. The hearing will take place within 15 days of the written notification at a time and place designated by the hearing panel and a decision will be rendered within 10 days of the hearing. The student may be suspended from school and all activities during the time of the expulsion procedures.

At the hearing, the parents/legal guardians will have the right to legal counsel and to all other regular legal rights, including the right to question witnesses in a manner determined by the hearing panel. The right to appeal the expulsion decision of the hearing panel to the Chief Auxiliary Services Officer for student services is reserved to either party in accordance with the provisions of this administrative rule.

Investigation and action taken by the administrator

If a school principal or his/her designee or 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/her right to meet with the Principal within three school days of the date of the suspension. 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 Chief Auxiliary Services Officer or to other persons as designated by the superintendent. This procedure will be followed in all cases, regardless of the offense charged.

Notice of expulsion recommendation

By the end of the third school day following receipt of an expulsion recommendation, the Chief Auxiliary Services Officer for student services or his/her designee or other persons as designated by the superintendent (hereinafter "hearing panel") will notify the student and parents/legal guardians, in writing, of the following:

- the rule(s) infraction alleged to have occurred
- the right of the student to review his/her record, including the investigative documents the administration intends to present at the expulsion hearing
- the right of the student to a hearing on the evidence
- the time and place of the hearing, which must be held within 15 days of the date of notification (unless the parent/legal guardian or his/her representative agree otherwise)
- the procedure to be followed at the hearing, including the right to be represented by legal counsel

Hearing procedure

The administrator, the administrator's representative, the student, the parent/legal guardian and/or the student's representative may be present at the hearing. If the hearing panel 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 witnesses' statements and, within the discretion of the hearing panel, cross-examine the other party's witnesses. The hearing panel 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 panel.

Action following the hearing

Within 10 school days of the hearing, the hearing panel will decide whether the student committed the alleged rule(s) violation or misconduct, based upon the evidence presented at the hearing and the appropriate punishment. If the hearing panel determines that grounds for expulsion exist, he/she may expel for the remainder of the current school year, permanently expel or give punishment other than expulsion including, but not limited to, suspension, probation or community service and placement to an alternative program to include adult education.

Probation means special restrictions have been placed on the student's right to attend school. Violations of these restrictions will result in immediate suspension and a recommendation for expulsion.

The hearing panel will report his/her decision in writing to the parent/legal guardian, the superintendent and the school. If the hearing panel determines that grounds for expulsion do not exist, all absences resulting from the suspension will be excused and the student's record cleared. The student is allowed to make up all missed work due to out of school suspension.

Expulsion appeals

Only the hearing panel's decision to expel the student from all District schools may be appealed by the family to the Chief Auxiliary Services Officer, provided written notice of appeal is made to the Chief Auxiliary Services Officer within 10 school days of notification of the hearing panel's decision. An expulsion appeal will normally be limited to the established record and no new testimony will be allowed, unless the Chief Auxiliary Services Officer agrees to hear additional testimony. The Chief Auxiliary Services Officer may uphold, reverse or alter the decision of the hearing panel. If the recommendation for expulsion is reversed on appeal, all absences resulting from the suspension will be excused and the student's record cleared. The student is allowed to make up all missed work.

Petitions for readmission

Students who have been expelled for the remainder of the current school year will need to make a written request to the superintendent or his/her designee for readmission for the subsequent school year. The request must specify the reason(s) why the student should be allowed to return.

If the superintendent or his/her designee denies the student's request include permanent expulsion, the student may make a written request to the board for readmission and 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 following school year.

DISCIPLINARY HEARING APPEAL REQUEST FORM

I, _____ the parent/guardian (*circle one*) of
_____, wish to appeal the results of the hearing of
my son/ daughter. My reason for appealing is

☐ Violation of due process (Please explain)

The date of the original disciplinary hearing was _____, 20_____.

Parent/ Guardian Contact Information

Name _____

Address _____

Telephone _____

I UNDERSTAND THAT IF I CHOOSE, I MAY BE ACCOMPANIED BY LEGAL COUNSEL, HOWEVER I MUST NOTIFY THE OFFICE OF STUDENT SERVICES AT LEAST TWO (2) DAYS PRIOR TO THE HEARING DATE SCHEDULED FOR THIS CASE.

(Parent Signature)

(Date)

Please mail this form to:

**Beaufort County School District
Disciplinary Hearing Appeals Panel
P.O. Drawer 309
Beaufort, SC 29901-0309**

DISCIPLINARY HEARING APPEALS PANEL DECISION FORM

Facilitator: _____
Panel Member: _____
Panel Member: _____
Panel Member: _____

Student: _____ DOB: _____

School: _____ Grade: _____

Parent(s)/ Guardian(s): _____ Present: _____

Hearing panel: _____ Present: _____

Disciplinary Violation: _____

Description: _____

Hearing Disposition: _____

Disciplinary Hearing Appeals Panel Decision

- ☐ To reverse the decision of the Hearing panel
- ☐ To uphold the decision of the Hearing panel
- ☐ To modify the decision of the Hearing panel

Modification: _____

The signatures of the Disciplinary Hearing Appeal Panel members indicate agreement with the decision of the panel.

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

ALTERNATIVE EDUCATION PROGRAMS

Currently Beaufort County School District has the following alternative education (school) programs in place to include sites separate from regular school settings: Right Choices, Promising Students Program and Spring Board. The mission of the programs are to provide academic support in conjunction with individual socialization skill sets development devoid of students who may have exhibited challenges related to positive behaviors in schools. Students are placed at the various sites by the District's Hearing panel. Students recommended for expulsion who have been granted a stay by the hearing panel are provided an atmosphere previously not met by the traditional school setting. The goal is for students to successfully complete a period of time where several factors are monitored closely on a daily basis. These goals are achieved through the innovative use of technology; broad-based curricula, diverse teaching strategies, community service and related social services by counselors in and outside of the District. For all programs, BCSD also partners with the Department of Juvenile Justice, Beaufort County Sheriff's Office, and Collaborative Organization of Services for Youth (COSY), Department of Social Services, Beaufort County Alcohol & Drug Abuse Prevention Department, United Way, and Coastal Empire Mental Health. All students assigned to an Alternative Education Program may be dismissed by the program's director for non-compliance. All appeals will be in writing within ten days to the Chief Auxiliary Services Officer.

Right Choices Program

Program for the District's high school grade-level students located at the DESC. Students are referred by the District's hearing panelor may request to attend the program for reasons not related to discipline violations occurred in a school (ex. anxiety, acceleration of credits recovery). Reasons for granting such request would be subject to approval. Students returning from any type of confinement (court ordered or appointed) may also be subjected to an infinite stay in the program by a period of time to be determined by the Chief Auxiliary Services Officer.

Students receive core subjects; English, Math, Social Studies and Science, along with electives taught in a virtual setting utilizing E20/20's software partnered with traditional instruction by highly qualified and certified teachers. Daily character development and life skills that are relevant to behaviors, conflict resolution, self-esteem, and citizenship are taught on a daily basis using Overcoming Obstacles Life Skills Program. Due to space constraints and staffing, the maximum number of students to be served at one time is recommended not to exceed sixty students.

Promising Student Program (PSP)

The Promising Student Program (PSP) will offer an alternative to repeated suspensions for chronically disruptive elementary school students who are at risk for retention. Students will receive individual attention from certified staff who will focus on academics, as well as group and family counseling designed to modify behaviors in and out of school.

- Goal 1: To provide a highly structured self-contained school setting where chronically disruptive elementary students can acquire acceptable social skills that will enable them to return to their original school settings and experience academic and behavioral success.
- Goal 2: To provide students and parents with the resources for family counseling beyond the school setting for managing behaviors associated with chronic disruptions in schools.

BARRING ENROLLMENT OF STUDENT

SECTION 59-63-217

GROUND

(A) In determining whether or not a student meets the standards of conduct and behavior promulgated by the board of trustees necessary for first time enrollment and attendance in a school in the District, the board shall consider non-school records, the student's disciplinary records in any school in which the student was previously enrolled as these records relate to the adjudication of delinquency in any jurisdiction, within or without this State, of violations or activities which constitute violent crimes under Section 16-1-60, adjudications for assault and battery of a high and aggravated nature, the unlawful use or possession of weapons, or the unlawful sale of drugs whether or not considered to be drug trafficking. Based on this consideration of the student's record, the board may bar his enrollment in the schools of the District.

NOTICE AND HEARING

(B) If the board bars a student from enrolling pursuant to this section, notice must be provided to the student's parent or legal guardian and the student is entitled to a hearing and all other procedural rights afforded under state law to a student subject to expulsion.

DURATION OF BAR

(C) The bar to enrollment allowed by this section applies for a maximum of one year. After the bar is lifted, a student may reapply for enrollment and the board shall order the student enrolled if he otherwise meets enrollment criteria.

HISTORY: 1992 Act No. 506, Section 1; 1993 Act No. 117, Section 2.

RANDOM DRUG TESTING OF STUDENTS

Admin. Reg. SS-57

June, 2015

- I. **Introduction.** The Beaufort County School District ("BCSD") strongly believes that drug use and substance abuse can be detrimental to the physical and emotional health and the academic performance of its students. It is from this belief and out of concern for students' well-being that the BCSD initiates a random drug-testing program. The purpose of this drug testing program is to help students and not to be punitive. Therefore:
 - A. A positive test arising from this random drug testing program will not result in suspension from school or notification to legal authorities, and
 - B. A first positive test will not automatically result in ineligibility from any school activities.
- II. **Findings.** The BCSD enacts this administrative regulation governing random student drug testing based on the following findings:
 - A. Drug and substance abuse by students is a serious problem throughout the nation;
 - B. Beaufort County, due to its demographics and status as a tourist destination, is particularly susceptible to substance abuse problems;
 - C. The BCSD has recorded a substantial number of student drug and/or alcohol violations, leading the BCSD to believe there may be a problem of alcohol and drug abuse among Beaufort County students;
 - D. While the primary responsibility for addressing substance abuse by students rests with parents, the BCSD and the community at large also have a responsibility for addressing substance abuse by students;
 - E. The BCSD has implemented various prevention, education and intervention programs to reduce substance abuse among Beaufort County students and is committed to continue addressing the substance abuse problem head-on rather than ignoring it;
 - F. The U.S. Supreme Court has authorized the use of random drug testing of students who elect to participate in voluntary school activities that are privileges rather than rights;
 - G. An increasing number of school districts across the country have enacted random drug testing policies;
 - H. School districts that have enacted random drug testing policies report positive results in reducing drug use and discipline problems and in fostering a school culture resisting drug abuse;

- I. Students who participate in athletics and other voluntary extracurricular activities are representatives of the BCSD and their schools and are often role models for other students;
- J. Students who voluntarily choose to drive to and from school are permitted to park on campus as a privilege. The school district has a particular interest in assuring the safety of these drivers, in campus parking lots, and of others on and near school campuses; and
- K. A random drug testing policy of students engaged in voluntary school activities is likely to be an effective tool in reducing substance abuse.

III. **Goals of Random Drug Testing Program.** The random drug testing program is not intended to punish students, but to help them. Goals of the random drug testing program are:

- A. To educate students about the dangers and problems associated with drug use/abuse;
- B. To deter drug use/abuse by students;
- C. To identify students participating in extracurricular activities or driving to school who may be abusing drugs and to determine the identity of the drug(s);
- D. To provide information to parents so that parents can take appropriate steps at the family level;
- E. To motivate students to resist negative peer pressure;
- F. To provide opportunities for counseling and treatment for any student who is determined to be using/abusing drugs;
- G. To help ensure the safety of students who participate in athletics, extracurricular activities or driving privileges;
- H. To remove the stigma of drug use/abuse from those students who do not use drugs;
- I. To develop a drug-free program that produces students who can serve as role models and influence their peers to lead healthy and responsible lives; and
- J. To complement the BCSD overall drug education program.

IV. **Students Subject to Random Drug Testing Program.**

- A. All eligible students in grades 7-12 who desire to participate in any of the following voluntary school activities or privileges must agree to participate in the random drug testing program:
 - 1. Interscholastic athletics – High School Level only beginning August 2015;
 - 2. Other voluntary extracurricular activities – High School Level only beginning August 2016;
 - 3. Campus parking privileges – High School Level only beginning August 2016.

- B. Participation in the random drug testing program is mandatory only for students who elect to participate in the above voluntary activities, which are a privilege not a right. Participation in the random drug testing program shall not be required as a condition of attending school or enrolling in any for-credit class.
- C. Any parent of a student in grades 7-12 has the opportunity to consent to the student voluntarily participating in the random drug testing program, whether or not the student is a participant in any of the privileged activities listed above. The same procedures will apply, as outlined in this administrative regulation, for all students participating in random drug testing.
- D. The BCSD administration shall prepare a Drug Testing Consent Form to be signed by the student and the student's parent/guardian. The parent/guardian shall be given a copy of the signed Consent Form and a copy of or link to this random drug testing administrative regulation. The original Consent Form shall be kept in the student's official file.
- E. Students who desire to participate in the voluntary activities or privileges covered by this program shall annually sign the Consent Form prior to participation in the activity listed in Section IV.A., above, each school year. The Consent Form will authorize random drug testing for the then-current school year only. A new consent form must be executed each school year.
- F. A signed Consent Form may be revoked by a signed Withdrawal of Drug Testing Consent Form. A student who withdraws will no longer be subject to random drug testing, and will not be eligible for participation in the voluntary activities or privileges covered by this administrative regulation for a period of 365 days from the date of withdrawal.
- G. A student who begins an extracurricular activity covered by this administrative regulation and then ceases the activity, voluntarily or involuntarily, will remain in the pool of students to be randomly drug and alcohol tested.

V. Implementation.

- A. Key Implementation Roles.
 - 1. Contracted Test Administrator. The drug testing program will be implemented on behalf of the BCSD by a Test Administrator, which shall be an independent agency or entity operating under contract with the BCSD. The contracted Test Administrator shall have experience in implementing a drug testing program.
 - 2. Medical Review Officer (MRO). The contracted Test Administrator shall employ or provide by subcontract a licensed physician as a Medical Review Officer. The MRO will be certified by a national MRO certification organization.
 - 3. Superintendent's Designee. The Superintendent shall designate a BCSD employee to coordinate the BCSD drug testing program.
 - 4. Licensed Substance Abuse Professional (LSAP). Licensed substance abuse professionals whose professional credentials are acceptable to the Superintendent's designee shall conduct all substance abuse assessment and counseling services.

- B. Role of school system employees. **BCSD personnel shall not assist with the actual testing or physical collection of the samples, shall have no access to the test samples, and shall not select the students who will be randomly tested.** These functions will be carried out by the contracted Test Administrator. BCSD employees will be expected to call students from class and assist with coordinating testing as needed.
- C. Random Selection. Eligible students will be randomly selected for testing by the contracted Test Administrator using the following process:
1. The Superintendent's designee shall maintain a list of all eligible students who have signed Consent Forms. The list shall be updated prior to each testing date.
 2. Each eligible student on the list shall be assigned a number by the Superintendent's designee.
 3. The Superintendent's designee shall provide the contracted Test Administrator with a list of the students' numbers, categorized by school.
 4. Prior to each testing date for each school, the Superintendent's designee will notify the contracted Test Administrator as to what number or percentage of students will be tested.
 5. Prior to each testing date for each school, the contracted Test Administrator shall randomly generate a list of student numbers representing students to be tested at each school. Students who were absent on a testing date, after their previous selection under this random selection process, shall be added to the next randomly generated list. The list shall be maintained by the Test Administrator and shall be provided only to the school Principal upon arrival at a school to begin testing students pursuant to this Administrative Regulation.
 6. On the date of each test administration at each school, the school Principal will match the randomly generated student numbers with students' names and notify the students selected.
 7. Selected students shall be pulled from class for testing on testing day. There shall be no advance notification of which students will be tested.
 8. Documentation of the selection process shall be maintained.
- D. Absences. A student who is absent on the day of a test shall be excused from testing, but shall be added to the sample to be tested on the next testing date. However, a student who is present at school on the day of testing and avoids testing by leaving campus (or cutting class) without a valid excuse for that day shall be considered as having refused to be tested.
- E. Refusal to Test or Tampering with a Test. A refusal to be tested, or an attempt to alter, substitute, adulterate or otherwise tamper with a test sample, shall result in the same consequences as a positive test.

- F. Frequency of Tests. Random drug testing will be conducted at least monthly during the academic year. The dates of testing will not be publicized in advance.
- G. Location of Tests. Testing will occur at each high school once per month from September through May of each school year. Testing may or may not occur on the same dates at multiple high schools each month. Testing dates will be assigned randomly by the Superintendent's designee and may be conducted on consecutive school days in different months.
- H. Number of students tested. It is the intent of the BCSD to test at least fifty percent (50%) of eligible students at each secondary school each year. The Superintendent shall determine what number or percentage of eligible students are tested each month and during a school year.
- I. Urine tests. Testing will be by urine specimen.
- J. Confidentiality. All test results will be strictly confidential, including the maintenance of the sample throughout the collection and testing process. All reported results will be maintained by the Superintendent's designee in a locked file cabinet. Disclosure of test results will be limited to those who have a need to know in order to implement this administrative regulation.
- K. Notification to Coach or Sponsor. When under this administrative regulation a student becomes ineligible to participate in any voluntary activity, the principal shall inform the school's athletic director and the student's coach or sponsor (or administrator for parking permits) that the student is ineligible. Upon notification to the Principal from the Superintendent's designee and from the Principal to the coach or sponsor, the Principal, school athletic director, coach and/or sponsor are responsible for ensuring the ineligible student is not allowed to participate until allowed by this Administrative Regulation. Failure of the Principal, school athletic director, coach and/or sponsor to adhere to the ineligibility notice may result in disciplinary action.

VI. **Substances Tested.** Substances for which students will be tested shall include:

Marijuana (THC)	Cocaine
Phencyclidine (PCP)	Amphetamines/methamphetamine
Opiates (OxyContin, Vicodin)	Alcohol
Barbiturates	Benzodiazepines (Valium)
Test Adulterants	Methadone
Propoxyphene (Darvon)	

At the recommendation of the contracted Test Administrator and determination by the Superintendent, students may be tested for other or additional substances for which use by a minor is illegal.

VII. **Consequences of Positive Tests.**

A. First Positive Test:

1. The MRO shall notify the Superintendent's designee, who shall notify the Principal of the student's school.
2. The Principal or his designee (who shall be an assistant principal) shall schedule a meeting with the student and the student's parent/guardian.

3. In the event a student tests positive for drugs or alcohol, the student shall be ineligible for participation in extra-curricular activities (of, effective August, 2017, use of a parking permit on campus) for 365 calendar days. However, if the student is assessed and begins treatment/counseling as contemplated in Section VIII, below, the student's ineligibility will be waived and he/she will remain eligible.
4. In order to maintain eligibility, within ten (10) calendar days of notification of positive test, the student or his/her parent/guardian must provide the Principal or his/her designee with written evidence from a licensed substance abuse professional the student has been assessed and has attended at least one (1) treatment or counseling session as contemplated in Section VIII, below. The written evidence shall include the projected length of treatment/counseling prescribed for the student.
5. At the end of the projected length of treatment/counseling prescribed for the student by a licensed substance abuse professional, the student or his/her parent/guardian shall be required to provide the Principal or his/her designee written evidence the student has successfully completed the treatment/counseling or the length of treatment/counseling has been extended. Failure to provide written evidence of successful completion or extension shall render the student ineligible for 365 calendar days or until written evidence is provided, whichever first occurs.
6. If the student elects not to provide proof of or fails to successfully complete assessment and treatment/counseling, he/she shall be ineligible for 365 calendar days.
7. The MRO shall provide the parent/guardian a list of resources for substance abuse assessment and intervention in the Beaufort County area.
9. The student shall be subject to a mandatory retest after thirty (30) calendar days but within ninety (90) calendar days of the first positive test. The student will be identified by the contracted Test Administrator for retesting on a regularly scheduled test date. School officials will not know whether the student is being retested as a mandatory retest or whether the student's number was randomly drawn.

B. Second Positive Test:

1. The MRO shall notify the Superintendent's designee, who shall notify the Principal of the student's school.
2. The Principal or his designee (who shall be an assistant principal) shall schedule a meeting with the student and the student's parent/guardian.
3. The student will be ineligible to participate in the voluntary activities covered by this administrative regulation (interscholastic athletics, other extracurricular activities and parking privileges) for 365 calendar days unless the student regains eligibility earlier, as provided below.
4. The student may regain eligibility prior to 365 calendar days upon compliance with all of the following requirements:

- a. The student shall satisfy the substance abuse assessment/counseling requirement of Section VIII below. The student shall be considered in compliance once he/she has completed the substance abuse assessment and any recommended counseling/treatment program.
 - b. The parent/guardian shall provide written certification to the Principal or his/her designee that the student has completed the required assessment and counseling/treatment program.
 - c.
 - d. A student shall also be required to test "negative" on a retest prior to regaining eligibility. This retest may be the mandatory retest provided in Section VII.B.5., below, or may be a privately arranged test by a licensed drug testing agency acceptable to the Superintendent's designee. A privately arranged drug test shall be at the expense of the parent/guardian.
5. The student will be subject to a mandatory retest after thirty (30) calendar days but within ninety (90) calendar days of the second positive test.

C. Third Positive Test:

1. The MRO shall notify the Superintendent's designee, who shall notify the Principal of the student's school.
2. The Principal or his designee (who shall be an assistant principal) shall schedule a meeting with the student and the student's parent/guardian.
3. The student will be ineligible to participate in the voluntary activities covered by this administrative regulation for at least 365 calendar days.
4. The student may regain eligibility after 365 calendar days, upon compliance with all of the following requirements:
 - a. The student shall satisfy the substance abuse assessment/counseling requirement of Section VIII below and provide written proof of such completion to his/her Principal or his/her designee.
 - b. The student will be subject to a mandatory retest before regaining eligibility and must test negative at the mandatory retest.

VIII. **Substance Abuse Assessment/Counseling Requirement.** Whenever a student is required to satisfy the substance abuse assessment/counseling requirement of this administrative regulation, the student shall:

- A. Undergo a substance abuse assessment by a licensed substance abuse professional acceptable to the Superintendent's designee.
- B. Provide the school principal or his/her designee with written certification by the licensed substance abuse professional that the substance abuse assessment has been completed.
- C. Undergo counseling/treatment or other intervention, if any, as recommended by the licensed substance abuse professional. The Board of Education will not specify requirements of any such counseling/treatment or intervention, as this will be based on the student's individual needs. The Board of Education's interest is that the student receive whatever assistance is appropriate for the particular individual.

- D. After a first positive test, eligibility may be regained prior to completion of the counseling/treatment program, as long as the student has undergone a substance abuse assessment and has begun a recommended counseling/treatment program. If, at any time during the recommended counseling/treatment program, it comes to the attention of the BCSD that the student has failed to complete or comply with the program, the student will again be ineligible for 365 calendar days.
- E. After a second positive test eligibility may be regained upon successful completion of the assessment and counseling/treatment program. If the student fails to complete an assessment and counseling/treatment program, the student remains ineligible for 365 calendar days.
- F. After a third positive test, the student will be ineligible for 365 calendar days. Eligibility will not be regained until the licensed substance abuse professional certifies that the student has successfully completed any recommended counseling/treatment program.
- G. Failure to fully cooperate or comply with substance abuse assessment or any counseling/treatment program recommended by the licensed substance abuse professional shall make the student ineligible for participation in the voluntary activities covered by this administrative regulation.

IX. Test Procedures and Safeguards.

- A. Urine test. Testing will be by urine specimen.
- B. Screening test. The urine specimen shall be screened using an enzyme immunoassay (EIA) test or other screening test approved by the National Institute for Drug Abuse (NIDA).
- C. Confirming test. If the screening test indicates the presence of a controlled substance, the specimen shall be subject to a confirming test by gas chromatography/mass spectrometer (GC/MS).
- D. Split sample. Each student's urine sample shall be split into two samples. In the event of a confirmed positive test, a student may request that a portion of his/her urine sample be tested by another NIDA approved laboratory at the student's/parent's expense. If this test result is negative, the student/parent will be reimbursed by the BCSD.
- E. Standards for positive test. The contracted Test Administrator will use the standard cutoff scores generally used by NIDA and/or SAMHSA (Substance Abuse and Mental Health Services Administration) for determining a positive test result.
- F. Use of licensed laboratory only. The contracted Test Administrator must use a laboratory that is appropriately licensed by the NIDA or SAMHSA.
- G. Expense. The expense, if any, of the assessment or counseling/treatment program shall be the responsibility of the parent/guardian, not the BCSD. Grants may sometimes be available to defray costs.

X. Medical Review Officer.

- A. Any confirming test reported as "positive" for the presence of a tested substance shall be reported directly to the MRO.

- B. The MRO shall notify the student and the student's parent/guardian of the test results and provide an opportunity to present information, such as the documented use of a prescription medication or an over-the-counter drug, which would render an apparent "positive" result invalid or "negative."
- C. Failure or refusal of the student or the student's parent/guardian to cooperate with the MRO shall constitute a refusal to test, which is considered a positive test.
- D. The MRO shall inform the student and the student's parent/guardian of the opportunity for an additional confirming test at the student's/parent's expense on the remaining sample of the student's urine. If the additional confirming test is negative, the student/parent will be reimbursed by the BCSD.
- E. If the MRO determines that an apparent "positive" test result is the result of a lawful use of a prescription or non-prescription drug, the test result shall be considered as "negative."
- F. If the MRO determines that the test results are verified and positive, the MRO shall inform the Superintendent's designee of this determination.

XI. **Method of Sample Collection.** The following procedures shall be used for the collection of urine specimens at the individual schools.

- A. Notice of Collection. All students selected for testing at a school **shall not** be notified simultaneously. A school administrator, counselor or nurse will notify each student personally that he/she has been selected for testing immediately prior to testing. The student shall be required to proceed directly to the collection location upon being notified of selection. The student shall not be allowed to go to his/her locker, the restroom or any other location for any reason prior to arriving at the testing site. The student may not leave the testing area until he/she has provided a urine specimen. Failure to follow these guidelines will result in consequences for a "positive" test result for offending student.
- B. Cooperation. If the student refuses to cooperate with school employees or the contracted Test Administrator's staff, the student's refusal to cooperate shall be treated as a "positive" test result.
- C. Time of Collection. In general, urine specimens will be collected as determined by the contracted Test Administrator in conjunction with a school administrator.
- D. Collection Location, Supplies and Equipment. Each school and the contracted Test Administrator shall select by mutual agreement one (1) or two (2) restrooms to use for collecting urine samples.
- E. Protection of Student's Privacy. The contracted Test Administrator's staff shall not view a student in the act of providing a specimen, but shall monitor each student in a non-intrusive but controlled manner to detect any attempt to provide a false urine specimen. Immediately upon receipt of a urine specimen it shall be tested to determine its temperature. All specimens outside of normal temperature limits will be considered invalid and the student shall be required to provide another urine sample.
- F. Chain of Custody. The contracted Test Administrator shall implement procedures to ensure that each student's urine sample is appropriately labeled and secured to prevent each sample from being lost, misplaced, or contaminated. At a minimum, the contracted Test Administrator shall:

1. Provide each student with a sanitized kit containing a specimen bottle. The bottle will remain in the student's possession until a seal is placed on the bottle by the collection staff. The student will sign a form certifying that the bottle contains his/her urine sample and that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.
 2. After the specimen has been sealed, the specimen shall be transmitted to the testing laboratory by the contracted Test Administrator.
 3. In order to maintain confidentiality, the specimen bottle shall be labeled with the student's number and not the student's name. In addition, the results sheet mailed by the laboratory to the contracted Test Administrator or MRO shall report the results by student number and not by student name.
- G. Refusal or Inability to Provide Sample. The contracted Test Administrator shall implement appropriate procedures for use in the event a student refuses to provide a urine sample or states that he/she is physically unable to provide a urine sample. A refusal to provide a urine sample will be treated as a "positive" test result. If a student says that he/she is unable to provide a urine specimen, the student will be given water and up to three hours to provide a urine sample. If the student states that he/she has a medical problem which prevents the student from providing a urine sample, the student will be given the opportunity to communicate with the MRO, who shall determine whether or not the student has a legitimate medical reason for being excused from the testing.

XII. EVALUATION AND REVIEW OF ADMINISTRATIVE REGULATION. The contracted Test Administrator shall provide periodic statistical reports (without identifying students' names) to the Superintendent's designee, indicating the numbers of students tested and the numbers of first, second and third positive test results, by substance and by school. The Superintendent will make an annual report to the Board regarding the impact of this administrative regulation.

Adopted:

Legal References:

U.S. Const., Amend. IV

Bd. Of Education of Independent School Dist. No. 92 of Pottawatomie County v. Earls, 122 S. Ct. 2559 (2002)

GLOSSARY

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 A STAFF MEMBER: 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/TAMPERING: 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.

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.

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.

DRUG PARAPHERNALIA: 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.

EXTRACURRICULAR ACTIVITIES: Any and all school-sponsored activities, clubs, and organizations that meet for the purpose of representing the school or District in competitions, awards ceremonies, or community appearances. This would also include athletic programs, band, chorus, and social functions, i.e., proms and school dances.

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

FIREARM: 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.

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: A pattern of intentional, substantial, and unreasonable verbal, written or physical contact that is initiated, maintained or repeated after being given notice by a teacher/administrator that the conduct is inappropriate.

HAZING: To pursue by requiring unnecessary or disagreeable work; by banter, ridicule, or criticism; or to play abusive and humiliating tricks on someone by way of initiation.

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 prohibited. (See Level III.)

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

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.

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

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 GUN: 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.

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.

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

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.

ACKNOWLEDGEMENT

This booklet lists the rules for students in Beaufort County School District. They apply to all activities occurring on school grounds, on other sites being used for school activities, and on any vehicles authorized to transport students. **Your signature below does not indicate that you agree or disagree with the rules, but rather that you received a copy of these rules.** Return this form to school within three (3) days of receipt of the Code.

Parents need to be involved in the education of their children and have the responsibility to:

- Know that for school safety, schools are not required to provide supervision more than 30 minutes prior to the official starting time, nor are they required to provide supervision for more than 30 minutes after the official school closing time.
- Know that for school safety, for students who ride a school bus, drivers are NOT permitted to let students off the bus except at the designated stop.
- Provide the school with the names of current emergency contact person(s) and/or telephone numbers on an annual basis and when there are changes.
- Notify the school of anything that may affect their child's ability to learn, to attend school regularly, or to take part in school activities.
- Be aware that medicine must be administered in accordance with School Board Administrative Rule SS-46.
- Be aware that parents have rights with regard to the privacy and confidentiality of student records that are maintained by schools as defined in this booklet. This includes privacy rights related to protected health information (PHI) found in your child's or your mental health and medical records.
- Neither the School Board of Beaufort County nor its employees will be held liable for items that are prohibited and are lost, stolen, or confiscated or for wireless communication devices (e.g., cellular telephones, iPods, and pagers) or other personal technology that are lost, stolen, or confiscated.
- Be aware that confiscated items not claimed by the end of the school year will be donated to local charities.
- Recognize that they are responsible for their student's behavior on the way to and from school and at the bus stop. A safe and respectful learning environment is key to academic achievement, therefore any student's off campus actions that seriously affect a student's ability to learn or a staff member's ability to teach may be handled as a disciplinary infraction. For serious incidents that occur at bus stops and/or that are not on School Board property, parents should contact law enforcement directly. For bullying incidents, school officials should be notified and will investigate and/or provide assistance and intervention as the principal/designee deems appropriate, which may include the use of the School Resource Officer.
- Ensure their child demonstrates legal, ethical and responsible use of technology including networks, digital tools, the Internet, and software, as defined in Section IV of this booklet.

MEDIA RELEASE FORM

As a parent of a student in Beaufort County School District, I understand that my student may be photographed, videotaped or interviewed by the news media or by the school District to promote Beaufort County School District. I understand that pictures and interviews may be used on the District's website, in school District publications, external publications and electronic media, as indicated below.

You Must Mark a Choice in Both Section A and Section B

Section A

Please Check Choice #1 or Choice #2

News Media

(if no choice is marked, then it will default to Choice #1.)

1. ☐ **I WILL** permit my student to be photographed, filmed or interviewed by the news media or by the District to promote Beaufort County School District.
2. ☐ **I WILL NOT** permit my student to be photographed, filmed or interviewed by the news media or by the District to promote Beaufort County School District.

Section B

Please Check Choice #1 or Choice #2

School District

(if no choice is marked, then it will default to Choice #1.)

1. ☐ **I WILL** permit my student to be photographed, videotaped or interviewed for school publications such as school yearbooks, school newspapers, class pictures, or other school communication tools. I understand the District is required to release this information if requested by the media or other members of the public (i.e. public records requests).
2. ☐ **I WILL NOT** permit my student to be photographed, videotaped or interviewed for school publications such as school yearbooks, school newspapers, class pictures, or other school communication tools. I understand the District is required to release this information if requested by the media or other members of the public (i.e. public records requests).

DIRECTORY INFORMATION OPT-OUT

TO PREVENT RELEASE OF STUDENT DIRECTORY INFORMATION
(11th & 12th Grade Students ONLY)

If you decide to opt out of providing directory information to armed services/military recruiters and/or postsecondary educational institutions, please complete this form and submit it with the Acknowledgment Form and Media Release Form.

Pursuant to federal law, I request that my son's/ daughter's Directory Information NOT BE DISCLOSED to the following entities without my prior permission.

_____ Armed Services/Military Recruiters

_____ Postsecondary Educational Institutions

Student Name _____

High School _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

NOTE: "Opt out" notification **must be a written request provided ANNUALLY and must be submitted to the principal WITHIN 10 DAYS FROM THE DATE OF ENROLLMENT** of a student after the start of each school year.

REQUIRED DATA FROM PARENTS

Every school District in South Carolina is required to report to the South Carolina Department of Education each year student data by race and ethnicity categories that are set by the federal government. The Department of Education does not report individual student data to the federal government but does report the total number of students in various categories in each school. These reports help us keep track of changes in student enrollments and ensure that all students receive the educational programs and services which they are entitled.

The federal government recently changed the reporting categories for student data. As a result, you have the opportunity to update the student data for your child. With the new reporting categories, you may now identify your child by ethnic group (either Hispanic/Latino or not Hispanic/Latino) **and** by *one or more* racial groups (American Indian/ Alaska Native, Asian, Black/African- American, Native Hawaiian/Other Pacific Islander, White). Starting with the 2009-10 school year, all schools in South Carolina will report student data to the Department of Education using new categories.

Please complete the information below and return it to your child's school within three (3) days of receipt of the Student Discipline Code of Conduct booklet. For more information about the student data reporting categories for ethnicity and race, please contact your child's school.

Student's Name: _____ Grade: _____

Please answer **BOTH** questions 1 and 2.

1. Is your child Hispanic or Latino? (**Please mark only one.**)

_____ No, my child is not Hispanic or Latino

_____ Yes, my child is Hispanic or Latino- A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race.

2. What is your child's race? (**Please mark all that apply.**)

_____ American Indian or Alaska Native- A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

_____ Asian- A person having origins in any of the original peoples of the Far East, southeast Asia, or the Indian subcontinent, e.g., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

_____ Black or African American- A person having origins in any black racial groups of Africa.

_____ Native Hawaiian or Other Pacific Islander- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, other Pacific Islands.

_____ White- A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

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 the 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 Beaufort County School 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 the 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.

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 the Directory Information Opt-Out Form 2013 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 rights 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.

IMPORTANT RESIDENCY NOTICE TO PARENTS

SUBJECT: RESIDENCY

Your child has the right to attend school in the boundary in which you, the parent, reside. It is the responsibility of the parent to provide proper and accurate documentation to the school to prove residency. **The school shall have the right to verify any information that is provided to them.**

Submission of Fraudulent Documentation

Any parent or guardian who submits fraudulent documentation to register a student gives cause for such student ***to be withdrawn immediately*** and referred for enrollment in the appropriate zoned school.

Affidavit Requirements for Enrollment

To qualify under S.C. Code Ann § 59-63-31(A)(1)(c), the school District may require the adult to accept responsibility for making educational decisions concerning the child. The school District must require the adult to complete and sign the affidavit.

S.C. Code Ann § 59-63-32. Upon receipt of the affidavit the school District must enroll the student pending the results of any further procedures for determining eligibility for attendance. If the school District later finds that information is false, the child must be removed from school after notice of an opportunity to appeal the removal pursuant to the appropriate school District grievance policy.

False Information

If there is a determination that the adult willfully and knowingly provided false information in the affidavit, the adult can be prosecuted for providing false information, **a misdemeanor with a penalty of up to \$200 or imprisonment for not more than 30 days and required to pay an amount equal to the cost of educating the child.**

SCHOOL DIRECTORY

ELEMENTARY SCHOOLS

PRINCIPAL

PHONE / EMAIL

Beaufort Elementary School
1800 Prince Street
Beaufort, SC 29902

Melissa Holland

843-322-2600
Melissa.Holland@beaufort.k12.sc.us

Bluffton Elementary School
Bluffton Early Childhood Center
160 H.E. McCracken Circle
Bluffton, SC 29910

Christine Brown

843-706-8500
Christine.Brown@beaufort.k12.sc.us

Broad River Elementary School
474 Broad River Road
Beaufort, SC 29906

Constance Goodwine-Lewis

843-322-8400
Constance.Goodwine-Lewis@beaufort.k12.sc.us

Coosa Elementary School
45 Middle Road
Beaufort, SC 29907

Charles DelForge

843-322-6100
Charles.DelForge@beaufort.k12.sc.us

Daufuskie Island School
P.O. Box 54
Daufuskie Island, SC 29915

Gretchen Keefner

843-842-1251
Gretchen.Keefner@beaufort.k12.sc.us

Hilton Head Island Early Childhood Center
165 Pembroke Drive
Hilton Head Island, SC 29926

Kimberly Bratt

843-689-0400
Kim.Bratt@beaufort.k12.sc.us

Hilton Head Island Elementary School
30 School Road
Hilton Head Island, SC 29926

Jill McAden

843-342-4100
Jill.McAden@beaufort.k12.sc.us

Hilton Head Island School for the Creative Arts
10 Wilborn Road
Hilton Head Island, SC 29926

Gretchen Keefner

843-342-4380
Gretchen.Keefner@beaufort.k12.sc.us

Joseph S. Shanklin Elementary School
121 Morrall Drive
Beaufort, SC 29906

Celestine LaVan

843-466-3400
Celestine.LaVan@beaufort.k12.sc.us

Lady's Island Elementary School
73 Chowan Creek Bluff
Beaufort, SC 29907

Marvelle Ulmer

843-322-2240
Marvelle.Ulmer@beaufort.k12.sc.us

Michael C. Riley Elementary School
200 Burnt Church Road
Bluffton, SC 29910

Adrienne Sutton

843-706-8300
Adrienne.Sutton@beaufort.k12.sc.us

Mossy Oaks Elementary School
2510 Mossy Oaks Road
Beaufort, SC 29902

Donald Gruel

843-322-2900
Donald.Gruel@beaufort.k12.sc.us

Okatie Elementary School
53 Cherry Point Road
Bluffton, SC 29909

Jamie Pinckney

843-322-7700
Jamie.Pinckney@beaufort.k12.sc.us

Port Royal Elementary School
1214 Paris Avenue
Port Royal, SC 29935

Chavon Browne

843-322-0820
Chavon.Browne@beaufort.k12.sc.us

Pritchardville Elementary School 9447 Evan Way Bluffton, SC 29910	Brenda Blue	843-707-0500 Brenda.Blue@beaufort.k12.sc.us
Red Cedar Elementary School 10 Box Elder Street Bluffton, SC 29910	Dr. Kathleen Corley	843-707-0600 Kathleen.Corley@beaufort.k12.sc.us
Riverview Charter School 81 Savannah Highway Beaufort, SC 29906	Alison Thomas	843-379-0123 Athomas@riverviewcharterschool.org
St. Helena Elementary School 1025 Sea Island Parkway St. Helena Island, SC 29920	Dr. Tara Mack	843-838-0300 Tara.Mack@beaufort.k12.sc.us
Whale Branch Elementary School James J. Davis Early Childhood Education Center 15 Stuart Point Road Seabrook, SC 29940	Anita Singleton	843-466-1000 Anita.Singleton@beaufort.k12.sc.us

MIDDLE SCHOOLS

Beaufort Middle School 2501 Mossy Oaks Road Beaufort, SC 29902	Carole Ingram	843-322-5700 Carole.Ingram@beaufort.k12.sc.us
Bluffton Middle School 30 New Mustang Lane Bluffton, SC 29910	Patricia Freda	843-707-0700 Patricia.Freda@beaufort.k12.sc.us
H.E. McCracken Middle School 250 H.E. McCracken Circle Bluffton, SC 29910	Jerry Henderson	843-706-8700 Jerry.Henderson@beaufort.k12.sc.us
Hilton Head Island Middle School 55 Wilborn Road Hilton Head, SC 29926	Neodria Brown	843-689-4500 Neodria.Brown@beaufort.k12.sc.us
Lady's Island Middle School 30 Cougar Drive Beaufort, SC 29907	Greg Hall	843-322-3100 Greg.Hall@beaufort.k12.sc.us
Whale Branch Middle School 2009 Trask Parkway Seabrook, SC 29941	Chad Cox	843-466-3000 Chad.Cox@beaufort.k12.sc.us

INTERMEDIARY SCHOOLS

River Ridge Academy 3050 River Ridge Drive Bluffton, SC 29910	Gary McCulloch	843-836-4600 Gary.McCulloch@beaufort.k12.sc.us
Robert Smalls International Academy 43 W. K. Alston Drive Beaufort, SC 29906	Nicole Holloman	843-322-2500 Nicole.Holloman@beaufort.k12.sc.us

HIGH SCHOOLS

Battery Creek High School 1 Blue Dolphin Drive Beaufort, SC 29906	Edmond Burnes	843-322-5500 Edmond.Burnes@beaufort.k12.sc.us
Beaufort High School 84 Sea Island Parkway Beaufort, SC 29907	Corey Murphy	843-322-2000 Corey.Murphy@beaufort.k12.sc.us
Beaufort-Jasper Academy for Career Excellence 80 Lowcountry Drive Ridgeland, SC 29936	Jerry Henderson	843-987-8107 HendersonJ@bjace.org
Bluffton High School 12 H.E. McCracken Circle Bluffton, SC 29910	Denise Garison	843-706-8800 Denise.Garison@beaufort.k12.sc.us
Hilton Head Island High School 70 Wilborn Road Hilton Head, SC 29926	Elizabeth O'Nan	843-689-4800 Elizabeth.O'Nan@beaufort.k12.sc.us
May River High School 601 New Riverside Drive Bluffton, SC 29910	Todd Bornscheuer	843-836-4900 Todd.Bornscheuer@beaufort.k12.sc.us
Whale Branch Early College High School 169 Detour Road Seabrook, SC 29940	MonaLise Dickson	843-466-2700 MonaLise.Dickson@beaufort.k12.sc.us
Right Choice School 2900 Mink Point Boulevard Beaufort, SC 29901	Susan Koves- Guillen	843-322-2580 Susan.Guillen@beaufort.k12.sc.us

IMPORTANT NUMBERS

Superintendent	Dr. Jeffrey Moss	843-322-2300 Jeffrey.Moss@beaufort.k12.sc.us
Chief Human Resource Services Officer	Alice Walton	843-322-2419 Alice.Walton@beaufort.k12.sc.us
Chief Instructional Services Officer	Dr. Dereck Rhoads	843-322-5931 Dereck.Rhoads@beaufort.k12.sc.us
Chief Operational Services Officer	Phyllis White	843-322-2436 Phyllis.White@beaufort.k12.sc.us
Chief Auxiliary Services Officer	Dr. Gregory A. McCord	843-322-5431 Gregory.McCord@beaufort.k12.sc.us
District Council	Drew Davis	843-322-2414 Drew.Davis@beaufort.k12.sc.us
Director of Communications	Jim Foster	843-322-2432 Jim.Foster@beaufort.k12.sc.us



2016-2017 Academic School Calendar

All Beaufort County Schools



(Rev. 85/95)

JULY 2016							AUGUST 2016							SEPTEMBER 2016							OCTOBER 2016						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
					1	2		1	2	3	4	5	6						1	2	3						1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
31																					30	31					
NOVEMBER 2016							DECEMBER 2016							JANUARY 2017							FEBR JARY 2017						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30				25	26	27	28	29	30	31	29	30	31					26	27	28				
MARCH 2017							APRIL 2017							MAY 2017							JUNE 2017						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
			1	2	3	4							1		1	2	3	4	5	6					1	2	3
5	6	7	8	9		11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
							30																				

Aug 2-4 Summer Institute teacher training
Aug 8-12 No school-staff development
Aug 15 First day of school for students
Aug-Sep TBD MAP Fall (K-8 - HS optional)
Sep 2 Progress reports HS (sent home)
Sep 5 No school-Labor Day
Sep 16 Progress reports for ES and MS (sent home)
Sep 23 Progress reports HS (sent home)
Oct TBD PSAT (MS and HS)
Oct 12 Last day of 1st quarter
Oct TBD State/District testing
Oct Nov TBD - CogAT testing
Oct 14 Report cards - ES, MS and HS (sent home)
Oct 21 Early dismissal for students-parent conferences
(11:30 a.m. MS/HS and 12:30 Elementary)
Nov 4 Progress reports HS (sent home)
Nov 8 No school for students - Election Day
Nov 18 Progress reports ES and MS (sent home)
Nov 23-25 No school-Thanksgiving break
Nov 28 Students return to school
Nov - Dec EOCEP Winter (grades 8-12, Adult Ed)
Nov 29 Progress reports HS (sent home)
Dec 16 Last day of 2nd quarter
Dec 19 - Jan 4 No school-winter break

Dec 26-Jan 2 District Office closed
Jan MAP Winter (Grades K-8-HS optional)
Jan 3-4 No school-staff development (Jan 4 weather make-up day if needed)
Jan 5 Students return to school from winter break
Jan 6 Report cards - ES, MS, and HS (sent home)
Jan 16 No school-Dr. Martin L. King, Jr. Day
Jan 27 Progress reports HS (sent home)
Feb 1-Mar 1 Prekindergarten and Kindergarten registration
Feb 1-Mar 1 School choices selections
Feb - Mar ACCESS for ELLs
Feb 3 Progress reports for ES and MS (sent home)
Feb 20 No school - staff development (Weather make-up day if needed)
Feb 17 Progress reports HS (sent home)
Feb-Mar STAR Winter (Grades 2-5)
Feb-Mar ACCESS Spring (Grades K-12)
Mar 6-10 Prekindergarten Screenings/Child Find
Mar ACT WorkKeys
Mar ACT WorkKeys Make-up
Mar 15 End of 3rd quarter
Mar 10 Early dismissal
Mar 17 Report Cards (ES, MS & HS)

Mar-Apr TBD Alternate state testing
Mar -Apr TBD MAP Spring (Grades K-8-HS optional)
Apr 7 Progress reports HS (sent home)
Apr TBD State/district testing
Apr 10 -14 No school - Spring Break
Apr 17 Students return to school
Apr TBD State testing make-up days
Apr 21 Progress reports for ES and MS (sent home)
May 5 Progress reports HS (sent home)
May TBD State testing
May EOCEP Spring (Grades 8-12, Adult Ed)
May 26 Students' last day/early dismissal/Report cards
ES, MS and HS (11:30 a.m. MS/HS and 12:30 Elementary)
May 29 No school - Memorial Day
May 30-31 No school-staff development (Weather make-up day if needed)
Graduation Dates for High Schools - TBD
May 26 Whale Branch Early College High School
May 30 Hilton Head Island High School
May 31 Bluffton High School
June 1 Battery Creek High School
June 2 Beaufort High School
June 3 May River High School
*Summer Graduation - August at BCHS

**Superintendent may use the first available Saturday for a weather make -up day in lieu of designated day.

DRAFT- Calendar will be finalized once test dates provided by the SDE

Full day for students No school for students First day back for students Early Dismissal for students Weather make-up day, if needed In-service day for school staff