



# **PROGRESSIVE DISCIPLINE PLAN**

## ***Student Code of Conduct***

BEAUFORT COUNTY SCHOOL DISTRICT  
2900 Mink Point Boulevard Beaufort, SC 29902  
[www.beaufortschools.net](http://www.beaufortschools.net)

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# Acknowledgements

The Beaufort County School District Student Code of Conduct committee would like to acknowledge Dr. Frank Rodriquez, Superintendent and the Board of Education for their continued support.

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Mary Stratos, Ed.D., Chief Instructional Services Officer

Lakinsha Swinton, Director of Student Services

Willie Turrall, Teacher

Juliet White, Ph.D., Director of Special Education

July 2020

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 purpose of the Progressive Discipline Plan Student Code of Conduct is to notify students and parents of the standards of behavior expected of students conduct that may subject students to disciplinary measures. The Progressive Discipline Plan Student Code of Conduct Administrative Regulation SS-18 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 Progressive Discipline Plan Student Code of Conduct Administrative Regulation SS-18 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 conduct themselves responsibly and ethically at school to help create an environment that nurtures learning and achievement. The attached student handbook and Progressive Discipline Plan Student Code of Conduct, describes specifically what we expect from each student. At any time, you can access this information at the Beaufort County School District website, [www.beaufortschools.net](http://www.beaufortschools.net), and find more information regarding procedures in disciplinary actions, suspensions, expulsions and appeals.

It is important for you to review the Progressive Discipline Plan Student 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,

*Frank Rodriguez*

**Frank Rodriguez, Ph.D.**

Superintendent

# PROGRESSIVE DISCIPLINE PLAN STUDENT CODE OF CONDUCT

Beaufort County School District provides this discipline handbook to all students to familiarize them with school rules and practices. The **Progressive Discipline Plan Student Code of Conduct, Administrative Regulation SS-18** and its contents are not intended to replace the actual policies, rules and administrative regulations established by the Beaufort County Board of Education and/or the Superintendent. If a policy, rule or administrative regulation contained in this handbook is abbreviated or in error, the official Board Policy Manual and/or Administrative Regulations will always take precedence.

Copies of the Board Policy Manual and the Beaufort County School District Administrative Regulations and procedures are kept at the District Office located at, 2900 Mink Point Boulevard, Beaufort, South Carolina 29902. These manuals are updated periodically and are available on the internet at [www.beaufortschools.net](http://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

## Beaufort County School District Nondiscrimination Statement

The BCSD is committed to nondiscrimination and equal opportunity for all students, parents/legal guardians, staff, visitors, applicants for admission and employment, personnel, and community members who participate or seek to participate in its educational programs or activities. Accordingly, the BCSD does not discriminate against any individual on the basis of race, religion, gender, gender identity, sexual orientation, sex, pregnancy, childbirth, or any related medical conditions, color, physical or mental disability, age (40 or older), ancestry, genetic information, national origin, or any other applicable status protected by Title VI, Title VII, Title IX or any other local, state, or federal law.

**To report sexual harassment, contact the following BCSD Title IX Coordinators:**

### **Student Title IX Coordinator:**

Lakinsha R. Swinton  
Director of Student Services  
Post Office Drawer 309  
2900 Mink Point Blvd.  
Beaufort, SC 29901  
Office – 843-322-5451  
Mobile – 843-441-4648  
Fax – 843-322-5425  
Lakinsha.Swinton@beaufort.k12.sc.us

### **Staff Title IX Coordinator:**

Alice W. Walton  
Chief Administrative and Human Resources Officer  
Post Office Drawer 309  
2900 Mink Point Blvd  
Beaufort, SC 29901  
Office – 843-322-2419  
Mobile – 843-812-8374  
Fax – 843-322-2389  
Alice.Walton@beaufort.k12.sc.us

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 laws.

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

In determining whether a student has violated the Progressive Discipline Plan Student Code of Conduct, the Principal, Assistant Principals, or the principal's 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.

# **MISSION/ VISION/ BELIEF STATEMENT**

## **Mission**

The Beaufort County School District, through a personalized learning approach, will prepare graduates who compete and succeed in an ever-changing global society and career marketplace.

## **Vision**

We will work with families and our diverse community to ensure that students perform at an internationally competitive level in a learning environment that is safe, nurturing and engaging.

## **District Core Beliefs**

We believe:

- Every student can learn using his or her valuable and unique talents and skills.
- Learning takes place when the physical, emotional, social and intellectual well-being of all students is assured at every level and during every transition.
- High expectations of the school community positively impact student success.
- Early childhood learning experiences form the foundation of future school success.
- Students learn best when they are engaged and provided with opportunities for problem solving and active participation.
- All students are entitled to learning experiences so that they can become competent and confident in the skills and knowledge needed to become successful and productive citizens.
- Investment, involvement and connection of all members of the school community are essential to a student's success.
- Frequent informal and formal assessment aligned to clearly defined learning objectives will provide improved student achievement.
- The collection, analysis and use of data from a variety of sources are critical to making decisions.
- Students should be prepared to compete and contribute in a changing global and multilingual society.

## **DIVERSITY STATEMENT**

The Beaufort County School District and its Board of Trustees (collectively, the “BCSD”) is committed to identifying and correcting policies, practices, programs and procedures perpetuating the achievement gap and institutional ethnicity, racism in all forms. The BCSD welcomes students, staff and faculty, and volunteers regardless of ethnicity, race, religion, age, language, gender identity, national origin language, disability, sexual orientation, socioeconomic status, veteran status, or other legally protected classification. The BCSD honors diversity and desires to teach all children to live, learn and work together in a diverse society. The BCSD will develop culturally competent student and leaders who possess cultural awareness, respect for diverse attitudes, knowledge and skills.

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

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days after the day the school receives the request. Parents should submit a written request to the principal that identify the records they wish to inspect. The school will make arrangements for access and notify the parent or eligible student of the time and place that the records may be inspected. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. The parents or eligible student should write to the school principal and clearly identify the part of the record they want changed and specify why the record should be changed. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. Information regarding the hearing procedures will be provided to the parent or eligible student. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with a legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance unless a parent "opts out" from having this information disclosed about his/her student.
  - Directory Information – Schools must inform parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.
  - Military Recruiters – Upon request, military recruiters may request the names, addresses, and telephone listings of students unless parents or eligible students have advised the school that they do not want their students information disclosed without their prior written consent.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

# **STUDENT RIGHTS**

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

**All students have the right to...**

## **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 regulation, 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, unless teacher directed. Cameras and cell phone cameras are prohibited in all locker rooms, bathrooms and other areas with an expectation of privacy. All such unauthorized equipment shall be confiscated by school officials in a manner depending on whether the offense is the first, second or third offense.

## **Written expression and circulation of petitions**

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

# **STUDENT RESPONSIBILITIES**

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

**All students have the responsibility to...**

- **Attend school to receive an education**  
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.

# ATTENDANCE

## Regulation SS - 5

## Student Attendance

March, 2017

### I. Purpose

To establish the basic structure for student attendance.

### II. Compulsory Attendance

State law requires all children between the ages of five and seventeen to attend regularly a public or private school or kindergarten or be approved by the BCSD or the South Carolina Independent Schools Association for home instruction. A parent/legal guardian whose child or ward is not six (6) years old on or before September 1st of the school year may waive kindergarten attendance for his/her child. For this purpose, the parent/legal guardian must present to the BCSD a written document making such a decision.

### III. Superintendent's Expectation

The Superintendent expects Beaufort County children to attend school regularly. Regular attendance is necessary if students are to make the desired and expected academic and social progress.

### IV. Unexcused Tardiness and Early Departures

#### A. Definitions

1. Tardiness shall be defined as arriving to school or class after the scheduled time for the class or school to begin. A tardy shall be unexcused unless a valid reason for being late exists. Valid reasons include, but are not limited to, the valid reasons for excusing an absence pursuant to BCSD Administrative Regulation SS-11, Student Absences and Excuses, BCSD Administrative Regulation SS-12, Release Time for Religious Instruction, and circumstances beyond the student's control such as situations in which a teacher or staff member detains a student.
2. Unexcused early departure shall be defined as the removal of a student from school prior to the end of the instructional day without a valid reason for an excused absence as defined in BCSD Administrative Regulation SS11, Student Absences and Excuses, or BCSD Administrative Regulation SS-12, Release Time for Religious Instruction.

#### B. Tardiness or an early departure shall be an absence:

1. If a student misses more than fifty percent (50%) of a class period at the secondary level, the student will be considered absent from class, unless the absence is otherwise waived pursuant to BCSD Administrative Regulation SS-11, Student Absences and Excuses, or BCSD Administrative Regulation SS-12, Release Time for Religious Instruction.
2. If a student misses more than fifty percent (50%) of a school day, the student will be considered absent from school, unless the absence is otherwise waived pursuant to BCSD Administrative Regulation SS-11, Student Absences and Excuses, or BCSD Administrative Regulation SS-12, Release Time for Religious Instruction.

Adopted: July 18, 2001

Revised: July, 2010; April, 2013; March, 2017

Legal references:

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

1. Section 59-35-10 - Each district to provide a kindergarten program.
2. Section 59-63-20(3) - Entrance age for kindergarten program.
3. Section 59-63-20(4) - Entrance age for first grade.
4. Section 59-63-20(6) - Four-year-olds may attend optional child development programs.
5. Section 59-65-10 - Compulsory attendance age group in South Carolina; parents may waive compulsory kindergarten attendance requirement.

B. State Board of Education Regulations:

1. R-43-274 - Student attendance.

## 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. Administrative Rule SS-5 outlines the rules that apply to attendance and attendance procedures. You may view this policy and all the board policies on the web at [www.beaufortschools.net](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.

### **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 seventeen 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-** Students 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 a recommendation for alternative placement or 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.

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 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.

School Principals will exert every realistic effort to provide assurance that this regulation is adhered to in a fair and consistent manner. Principals will place special emphasis on coordinating implementation affecting students within the same family.

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 appointment, 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.

# SEXUAL HARASSMENT OF STUDENTS

## Regulation SS – 14.1

## Sexual Harassment of Students

August, 2020

### I. Purpose

This Administrative Regulation establishes the process for addressing allegations of sexual harassment of students.

- A. The Beaufort County School District (“BCSD”), as required by Title IX of the Education amendments of 1972 and its corresponding regulations (“Title IX”), does not discriminate on the basis of sex in its education programs or activities. Title IX prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature. The BCSD prohibits discrimination and harassment on the basis of sex or gender in all of its programs and activities by its employees, students or third parties.
- B. The BCSD will respond promptly to actual knowledge of sexual harassment in an education program or activity of the BCSD against a person in the United States in a manner that is not deliberately indifferent. The response will treat complainants and respondents equitably.
- C. Any allegations of inappropriate conduct of a sexual nature that fall outside of this Administrative Regulation will be handled consistent with other applicable Board policies and/or BCSD Administrative Regulations, including the Student Code of Conduct, SS-18, Staff Conduct, HRS-4 and Staff Conduct-Staff and Student Boundaries, HRS-4.1.

### II. Definitions

- A. **Sexual Harassment.** Pursuant to 34 CFR § 106.30(a) sexual harassment is conduct on the basis of sex that satisfies one or more of the following:
  - i. An employee of the BCSD conditioning the provision of an aid, benefit, or service of the BCSD on an individual’s participation in unwelcome sexual conduct;
  - ii. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the BCSD’s education program or activity; or
  - iii. “sexual assault” as defined in 20 USC 1092(f)(6)(A)(v), “dating violence” as defined in 34 USC 12291(a)(10), “domestic violence” as defined in 34 USC 12291(a)(8), or “stalking” as defined in 34 USC 12291(a)(30).  
(Note: The use of email, internet or other technologies may constitute “sexual harassment” on a similar basis to use of in-person, postal mail, handwritten or other communications)
- B. **Consent.** An active agreement to participate in sexual contact or penetration. An active agreement is words and/or conduct that communicates a person’s willingness to participate in sexual contact or sexual penetration. Consent may not be given in some circumstances, based upon incapacitation, force, coercion or age.
- C. **Education program or activity.** Pursuant to 34 CFR § 106.44(a), education program or activity includes any locations, events or circumstances over which the BCSD exercised substantial control over both the alleged harasser (respondent) and the context in which the harassment occurred.
- D. **Formal complaint.** Pursuant to 34 CFR § 106.30(a), a document filed by a complainant or signed by the Title IX coordinator alleging sexual harassment against a respondent and requesting that the BCSD investigate the allegation of sexual harassment. The factors that a Title IX coordinator may consider when determining whether to sign a formal complaint include, but are not limited to:
  - i. Whether there have been other reports of sexual harassment or other relevant misconduct concerning the same Respondent;
  - ii. Whether or not the incidents occurred while the Respondent was a BCSD student or employee;
  - iii. Whether the Respondent threatened further sexual harassment or other misconduct against the Complainant or others;
  - iv. Whether the alleged sexual harassment was committed by multiple perpetrators;

- v. The ages and roles of the Complainant and the Respondent;
  - vi. Whether the BCSD can pursue the investigation without the participation of the Complainant (e.g., whether there are other available means to obtain relevant evidence of the alleged sexual harassment such as security cameras or physical evidence);
  - vii. Whether the report reveals a pattern of perpetration (e.g., perpetration involving illicit use of drugs or alcohol) at a given location or by a particular group.
- E. **Complainant.** A complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. A parent or legal guardian who has the legal authority to act on behalf of his or her child may act as the complainant and file a complaint on behalf of his or her child.
- F. **Respondent.** A respondent is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- G. **Days.** Any reference to days means a day on which the BCSD is open.
- H. **Actual Knowledge.** Pursuant to 34 CFR § 106.30(a), actual knowledge of sexual harassment means notice of sexual harassment or allegations of sexual harassment to the BCSD's Title IX coordinator or **any** BCSD employee.
- I. **Burden of Proof.** The term "Burden of Proof" means the BCSD will use the preponderance of evidence standard to determine responsibility.

### III. Role of Title IX Coordinator

- A. Pursuant to 34 CFR § 106.8(a), the BCSD administration will designate a Title IX coordinator. The Superintendent authorizes the Title IX coordinator to coordinate the BCSD's required efforts under the law.
- B. The Title IX Coordinator's name or title, email address, office address, and telephone number will be posted on the BCSD's website and will be included in any handbook provided to employees, students, and parents or legal guardians.
- C. The Title IX Coordinator for student reports of sexual harassment is Lakinsha Swinton, Director of Student Services, Post Office Drawer 309, 2900 Mink Point Boulevard, Beaufort, SC 29901. Ms. Swinton's office number is (843) 322-5451 and her mobile phone number is (843) 441-4648. Her facsimile number (843) 322-5425. Ms. Swinton's email address is [Lakinsha.Swinton@beaufort.k12.sc.us](mailto:Lakinsha.Swinton@beaufort.k12.sc.us).

### IV. Notice Requirement

Title IX coordinator's name and contact information, the administration will also provide notice of the BCSD's non discrimination policy and grievance procedures, including how to file or report sexual harassment and how the BCSD will respond to applicants for admission and employment, students, and parents or legal guardians.

### V. Training

Pursuant to 34 CFR § 106.8(b), the BCSD administration will ensure that Title IX coordinators, investigators, decision makers, and any person who facilitates an informal resolution process, receive training on the definition of sexual harassment, the scope of the BCSD's education program or activity, how to conduct an investigation and grievance process, appeals, and informal resolution processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The decision makers must also receive training on issues of relevance of questions and evidence. The investigators must also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. The administration will make training materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process publicly available on the BCSD's website. All BCSD staff members will be trained regarding sexual harassment procedures and required reporting procedures as required by the federal regulations.

**VI. Reporting Allegations**

Pursuant to 34 CFR § 106.8(a), any person may reports sex discrimination, including sexual harassment, regardless of whether the person is the alleged victim of the reported conduct, in person, by mail, by telephone, or by email. The report can be made at any time, including during non-business hours, by using the telephone number or email address, or by mail to the office address, listed for the Title IX coordinator.

**VII. Supportive Measures**

Pursuant to 34 CFR § 106.8(a), the Title IX Coordinator must promptly contact the complainant (alleged victim) to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain the process for filing a formal complaint.

- A. Supportive measures are non-disciplinary, non-punitive, individualized services, offered as appropriate, as reasonably available, and without charge to a complainant or a respondent before or after the filing of a formal complaint, or where no formal complaint has been filed. Confidentiality of supportive measures must be maintained to the extent that maintaining confidentiality would not impair the ability of the BCSD to provide the support measures. (Examples may include counseling, course modification, scheduling changes, mutual restrictions on contact between the parties, and increased monitoring or supervision.
- B. The Title IX Coordinator’s prompt response (to offer supportive measures) is required regardless of whether a formal complain is filed.
- C. Supportive measures offered should be documented.

**VIII. Response to a Formal Complaint**

Pursuant to 34 CFR § 106.45(b)(1), the BCSD’s grievance process will:

- A. Treat parties equitably
- B. Require an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence
- C. Require the any person designated as a Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal process not have a conflict of interest against complainants or respondents generally or against the particular complainant and respondent. The BCSD will ensure required training is provided to these individuals.
- D. Include a presumption that the respondent is not responsible for the alleged conduct until a determination has been made at the conclusion of the grievance process.
- E. Include reasonably prompt time frames for conclusion of the grievance process
- F. Describe or list the possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility. The Student Code of Conduct, SS-18, provides possible disciplinary outcomes for offenses concerning sexual harassment involving students in the Progressive Disciplinary Matrix. Additionally, Staff Conduct, HRS-4 and Staff Conduct – Staff and Student Boundaries, HRS-4.1, provide possible disciplinary outcomes for offenses concerning sexual harassment involving staff with students.
- G. Include the procedures and permissible reasons for appeal by a respondent or a complainant
- H. Describe the range of supportive measures available to complainants and respondents
- I. Not require, allow, or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

**IX. Written Notice**

Pursuant to 34 CFR § 106.45(b)(2), upon receipt of a formal complaint, the BCSD must provide written notice to all known parties in sufficient time to give the respondent time to prepare for a response before an initial interview. Written notice must include:

- A. Notice of grievance process, including any informal resolution process;
- B. Notice to the allegations, including sufficient detail (i.e. names of known parties, the conduct alleged to be sexual harassment, and the date and location of the alleged conduct, if known) to allow the respondent to prepare a response;

- C. Statement that the respondent is presume not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
- D. Notice of the parties' right to have an advisor (who may be, but is not required to be, an attorney) and to inspect and review evidence; and
- E. Notice of any provision in the code of conduct that prohibits knowingly making false statements or providing false information in the grievance process.

**X. Dismissal of Complaint**

Pursuant to 34 CFR § 106.45(b)(3), the BCSD administration will investigate the allegations in a formal complaint.

- A. The complaint **must** be dismissed if the allegations:
  - i. Would not constitute sexual harassment as defined in § 106.30, even if proved;
  - ii. Did not occur in the BCSD's education program or activity; or
  - iii. Did not occur against a person in the United States
- B. The complaint **may** be dismissed:
  - i. If the complainant notifies the Title IX coordinator in writing at any time that he or she wishes to withdraw the complaint or any allegations in it;
  - ii. If the respondent's enrollment or employment ends, or;
  - iii. If specific circumstances prevent the BCSD from gathering evidence sufficient to reach a determination.
- C. The BCSD will promptly send written notice of dismissal and reasons for dismissal simultaneously to parties. Such a dismissal does not preclude action under other provisions of the BCSD's administrative regulations involving student conduct and staff conduct listed in Article VILF. Above.

**XI. Investigation Process**

Pursuant to 34 CFR § 106.45(b)(5), when investigating a complaint, the investigator will:

- A. Ensure that the burden of proof and of gathering evidence rests on the BCSD rather than the parties, except that certain treatment records cannot be obtained without voluntary, written consent from the part or parent;
- B. Provide an equal opportunity for the parties to present witnesses and evidence;
- C. Not restrict either party's ability to discuss the allegations or father and present relevant evidence;
- D. Provide the parties with the same opportunities to have others present during interviews or other related proceedings, including an advisor who may, but is not required to be, an attorney (the BCSD may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties);
- E. Provide to a party who is invited or expected to attend, written notice of the date, time, participants, purpose and location of any investigative interview or other meeting with enough time to allow the party to prepare to participate
- F. Provide both parties and advisors, if any, an equal opportunity to review all evidence that is directly related to the allegations in the formal complaint, including evidence on which BCSD does not intend to rely and any inculpatory or exculpatory evidence from any source; such evidence must be provided prior to the completion of the final investigation and in time to give the parties at least 10 days to prepare a written response, which the investigator must consider prior to completing the investigation report; and
- G. Prepare a written investigation report that fairly summarizes the relevant evidence and provide the report to the parties and their advisors, if any, at least 10 days before the decision maker makes a determination of responsibility.

## **XII. Determination of Responsibility by Decision Maker**

Pursuant to 34 CFR § 106.45 (b) (7), after the investigator has sent the investigative report to the parties and before a determination has been made regarding responsibility, the decision maker will:

- A. Provide each party 10 days to respond to the investigative report and the opportunity to submit written, relevant questions that the party wants asked of another party or witness;
- B. Provide each party with the answers to written questions; and
- C. Provide for limited follow-up questions from each party.
- D. The decision maker, who cannot be the investigator or the Title IX coordinator, will apply the BCSD's preponderance of the evidence standard and issue a written determination of responsibility that:
  - i. Identifies the allegations that potentially constitute sexual harassment
  - ii. Describes the BCSD's procedural steps taken from the receipt of the complaint through determination;
  - iii. Includes findings of fact supporting the determination;
  - iv. Includes conclusions regarding the application of the BCSD's code of conduct to see the facts;
  - v. Includes a statement of, and a rationale for the result as to each allegation whether remedies to restore or preserve equal access to the BCSD's education program or activity will be provided to the complainant; and
  - vi. Includes procedures and permissible bases for the complainant and respondent to appeal. The written determination must be provided to the parties simultaneously.
  - vii. Explains to the other party proposing the questions any decision to exclude a question as not relevant.

## **XIII. Appeals Process**

Pursuant to 34 CFR § 106.45(b)(8), within 10 days of receipt of the determination, either party may appeal a determination of responsibility or the BCSD's dismissal of a formal complaint or any allegations therein, for the following reasons:

- A. A procedural irregularity that affected the outcome;
- B. New evidence that was not reasonably available at the time of determination and could affect the outcome; or
- C. Conflict of interest on the part of the Title IX coordinator, investigator, or decision maker that affected the outcome.
- D. For all appeals, the BCSD will provide written notice to both parties of the appeal and provide both parties an equal opportunity to submit a written statement in support of, or challenging, the determination. The parties will have five days to provide their written response.
- E. The appeal must result in a written decision that must be provided to both parties simultaneously.
- F. The decision maker for the appeal cannot be the same person as the decision maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX coordinator; cannot have a conflict of interest; and must receive training (outlined in 34 CFR § 106.45(b)(1)(iii)).

## **XIV. Informal Resolution**

Pursuant to 34 CFR § 106.45 (b)(9), the BCSD cannot offer to facilitate an informal resolution process unless a formal complaint of sexual harassment is filed. At any point during the formal complaint process, the BCSD may offer to facilitate an informal process that does not require a full investigation, provided both parties are given the required notice of rights, and they consent. This process cannot be used in the context of a complaint that an employee harassed a student. Additionally, at any point prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process.

**XV. Emergency Removal/Administrative Leave**

Pursuant to 34 CFR § 106.44, in cases in which an employee is a respondent, the BCSD may place that employee on administrative leave during the pendency of an investigation and grievance process.

In cases in which a student is a respondent, the BCSD may remove, on an emergency basis, the respondent from the BCSD's educational program or activity provided the BCSD: (1) undertakes an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal and (2) provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision does not modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act

**XVI. Recordkeeping**

Pursuant to 34 CFR § 106.45(b)(10), the BCSD will maintain records related to this policy for seven years. Specifically, the BCSD will maintain records pertaining to: (1) each investigation and determination; (2) any disciplinary sanctions imposed on respondent; (3) any remedies provided to the complainant; (4) any appeal and the result thereof; (5) any informal resolution and result; (6) any materials used to train Title IX coordinators, investigators, decision makers, and any person who facilitates an informal resolution process.

The BCSD shall also create and maintain records related to any action or supportive measures taken in response to a report or complaint of sexual harassment. The records shall document the basis for the BCSD's conclusion that its response was not deliberately indifferent and document that it has taken measures designed to restore or preserve equal access to the BCSD's educational programs or activities. If no supportive measures are provided, the BCSD shall document why such a response was not clearly unreasonable.

**XVII. Retaliation**

Pursuant to 34 CFR § 106.71, neither the BCSD nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege under Title IX or because the individual made a report, a complaint, testified, assisted, participated in, or refused to participate in any manner in an investigation or proceeding under this policy.

The BCSD shall keep confidential the identity of any individual who made a report or complaint of sexual discrimination or sexual harassment, any complainant, any individual reported as a perpetrator, any respondent and any witness except as permitted under FERPA or as required to carry out the purposes of this policy and its procedures thereunder.

Charging someone with making a materially false statement in bad faith, does not amount to retaliation, provided that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

**XVIII. Timeline for process**

The grievance process will be completed within one hundred and twenty (120) days. Temporary delays and/or extensions of the time frames within this Administrative Regulation may occur for good cause. Written notice will be provided to the parties of the delay and/or extension of the time frames with explanation of the reasons for such action. Examples of good cause for delay/extensions include, but are not limited to, considerations such as the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

Legal references:

- A. Federal statutes:
  - i. Title IX of the Education Amendments of 1972, 20 USC § 1681, *et seq.* - Prohibits discrimination on the basis of sex.
  - ii. 34 CFR Section 106 *et seq.*
  - iii. 42 U.S.C. 2000e – Prohibits discrimination in employment on the basis of race, color, national origin, religion, or sex.
  - iv. Title VII of the Civil Rights Act of 1964, as amended.
- B. U. S. Supreme Court:
  - i. *Morse v. Frederick*, 127 S. Ct. 2618 (2007).
  - ii. *Plyler vs. Doe*, 102 S. Ct. 2382 (1982).
- C. Beaufort County Board of Education Policies:
  - i. Policy 1.1 – Core Beliefs.
  - ii. Policy 1.2 – Vision.
  - iii. Policy 1.3 – Mission.
  - iv. Policy 2.1 – Board Role and Job Description (H.,I.,K.,L.).
  - v. Policy 2.2 – Governance Commitment (H.).
  - vi. Policy 2.5 – Delegation of Authority to the Superintendent (B.).
  - vii. Policy 3.7 – Diversity Statement and Goals.

# STUDENT DRESS CODE

Regulation SS – 17

Student Dress Code

September, 2015

## I. Purpose

To establish the Superintendent's expectations for student dress code.

## II. Statement of Policy

It is the policy of the Beaufort County School District ("BCSD") 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.

## III. Statement of purpose

The BCSD has determined that reasonable regulation of school attire can further important educational interests, including:

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

## IV. Requirements

- A. Shirts, Sweaters and Sweatshirts (tops).
  - 1. Tops shall be solid white and additional solid colors designated by the individual school.
  - 2. Students must wear plain shirts with a collar. Mock turtlenecks and turtlenecks are acceptable.
  - 3. Shirts may have school-approved logos.
  - 4. Shirts may not exceed one (1) size larger or smaller than necessary as determined by the principal, assistant principal, or principal's designee.
  - 5. Shirts must be tucked in (exceptions may be made for Pre-school and kindergarten students as needed by administration).
  - 6. White T-shirts (long or short sleeves) may be worn under uniform shirts.
  - 7. Students may wear plain, unhooded sweaters or sweatshirts over school uniforms. The sweaters or sweatshirts may be solid white or school designated colors.

- B. Pants, Skirts, Skorts, Jumpers, Capri Length Pants, and Shorts (Bottoms).
  - 1. Bottoms must be a solid dark color, and shall be solid khaki, black or navy.
  - 2. Jeans are not permitted. Principals may make exceptions for a specific group such as seniors or for special days.
  - 3. Bottoms must be free of graphics and embroidery. With the exception of small labels, bottoms may not have insignias, words or pictures.
  - 4. 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.
  - 5. Cargo-style pants or shorts, leggings, jeggings, and yoga style pants are not permitted.
  - 6. Clothing may not exceed one (1) size larger than necessary as determined by principal, assistant principal, or principal's designee. 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.
  - 7. Belts must be worn if pants, skirts, skorts or shorts have belt loops (exceptions may be made by administration).
  - 8. Belt buckles must not be oversized, computerized or have any writing that is considered offensive.
  
- C. Coats and Jackets (Outerwear).
  - 1. Outerwear may not be worn inside the school building during the school day, other than to a locker/classroom at the beginning of the school day or from a locker/classroom at the conclusion of the school day.
  - 2. Outerwear may be worn during a class change if the student is exiting the building.
  - 3. 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.
  - 4. The Principal and/or the Principal's designee may make an exception if the building/classroom is unusually cold.
  
- D. Shoes, Sneakers, and Boots (Footwear).
  - 1. Footwear must be worn at all times, and, as needed, shoes shall conform to special requirements, e.g., P.E. classes, ROTC, science labs, etc.
  - 2. Laces on shoes or sneakers must be tied.
  - 3. Flip flops, crocs, or slippers are not permitted.
  - 4. Heelies and other footwear with wheels are not permitted.
  
- E. Other Clothing Items or Accessories.
  - 1. Students may not wear large pendants or medallions. The Principal and/or Principal's designee has the final say on determining whether a pendant or medallion is large or not.
  - 2. Any adornment that could be perceived as, or used as, a weapon such as chains, spikes, etc. is not permitted.
  - 3. Gang-related clothing, accessories, symbols or intimidating items of dress, as identified by local law enforcement agencies, are not permitted.
  - 4. Head coverings of any kind, including but not limited to, hats, caps, bandanas, curlers, visors, kerchiefs, athletic sweatbands, earmuffs, sunglasses or hoods 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.
  
- F. Other Uniform Requirements.
  - 1. Students are expected to be dressed according to the uniform standards at all times when school is in session.
  - 2. 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.

3. 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.
4. Clothing designed for school athletic events, e.g., 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.
5. *Per BCSD's COVID-19 Reopening plan, all students are required to wear a cloth face covering when on school property. Exceptions include: children younger than 2 years old, anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.*

**V. Enforcement**

- A. First Offense. Students shall be informed they have violated the student dress code. 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.
- B. Second Offense. A second infraction of the dress code shall be considered as defiance. In addition to the disciplinary actions available for a first offense, a Parent/ Guardian conference shall be held.
- C. Third Offense and Subsequent Offenses. A third or subsequent violation of the dress code shall be categorized as a Level I Offense as outlined in Administrative Regulation SS-18, Student Code of Conduct, and a student shall be subject to the consequences outlined therein, including but not limited to out-of-school suspension. Disciplinary action may vary when a student has a record of other student conduct violations during a current school year.

**VI. Exclusion from Extracurricular and/or Co-Curricular Activities**

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

**VII. Exceptions to Dress Code**

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.

**VIII. Grace Period for New Students**

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

Approved: February 17, 2009

Adopted: July 18, 2001

Revised: February, 2009; July, 2010; September, 2015

# STUDENT CONDUCT ON BUSES

Regulation SS - 19

Student Conduct on Buses

April, 2017

## 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 SS18, Student Code of 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, or as an alternative to those sanctions set forth in BCSD Administrative Regulation SS-18, Student Code of Conduct, the principal, assistant principal, or principal's designee may suspend a student violating the Student Code of Conduct from riding the school bus. In the discretion of the Principal, students who commit three (3) or more Level II, III, IV, and/or V violations of the Student Code of 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:

- i. 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
  - i. this bus is equipped with a video/audio monitoring system.

**VI. Video Monitoring System Procedures**

- A. 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:
- B. 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 from operating the video cameras.
- C. 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.
- D. Each video recording or data file will be labeled with the date, time and bus number when removed from a video unit.
- E. Each video recording and hard drive removed from a BCSD bus shall remain in the secure possession of the Office of Transportation and/or other authorized BCSD personnel until no longer needed for school purposes.
- F. Each data file shall remain in the possession of the authorized school-based personnel until no longer needed for school purposes.
- G. The Director of Transportation and/or other authorized BCSD personnel shall determine when a video recording or data file may be removed from the BCSD system.
- H. 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.
- I. Video recordings or data files removed for viewing shall be maintained in a secure location.
- J. Video recordings and data files may be viewed and used by appropriate BCSD administrators as part of student and/or employee disciplinary hearings.
- K. Staff, students, and BCSD employees are prohibited from tampering or otherwise interfering with the video camera equipment.
- L. If allowed by the video system, all drivers shall be responsible for ensuring the video system is operating properly prior to beginning assigned route/trip. Any malfunctioning system should be immediately reported to his/her supervisor.
- M. Camera systems shall be inspected and maintained no less than every six (6) calendar months by a member of the BCSD Transportation Department and/or a contractor for services.
- N. During routine review and downloading of requested school bus surveillance videos, employees of the BCSD Department of Transportation and Technology Department involved in the review and downloading process shall randomly audit such videos and video recording systems to insure proper operating condition. The audits should be documented and available for review upon request.

**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, Student Code of 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; April, 2017

Legal references:

- A. S. C. Code, 1976, as amended:
  - a) Section 59-67-100 - Seating space; aisle; seats; number and location of students.
  - b) Section 59-67-180 - General supervision of bus by driver.
  - c) Section 59-67-240 - Disciplinary powers of bus driver.
  - d) Section 59-67-250 - Posting of copies of relevant statutes.
  - e) Section 59-67-470 - Superintendent to supervise conduct of pupils riding buses.
  
- B. S. C. Code, 1976, as amended:
  - a) Section 59-67-100 - Seating space; aisle; seats; number and location of students.
  - b) Section 59-67-180 - General supervision of bus by driver.
  - c) Section 59-67-240 - Disciplinary powers of bus driver.
  - d) Section 59-67-250 - Posting of copies of relevant statutes.
  - e) 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.

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

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

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

**RESPECT** - Students need to be aware that everyone deserves the proper treatment from others.

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

- Riding the bus when the student has been suspended
- Riding a bus other than that assigned unless appropriate permission from his/her Principal has been granted
- Disobeying the instructions of the driver, physical or verbal abuse of the driver, or displays of disrespect
- Physical or verbal abuse of another student
- Possession of weapons or other dangerous objects; drugs, alcohol, lighters or other ignitable
- 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 street 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.

### **VIOLATION PROCEDURE:**

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

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: The board of 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*

*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.*

## **COVID-19 TRANSPORTATION POLICIES**

### ***Staggered School Schedule to Accommodate Transportation***

*To accommodate the half-capacity load requirements, schools will likely operate on staggered schedules. This may result in earlier pick-up times than normal to afford drivers time to disinfect their buses prior to picking up the next loads of students to take to school.*

### ***Morning and Afternoon Bus Information***

- *Buses will run at 50 % capacity. For example, the maximum number of students on a bus will be 36 for a bus that holds 77 students. Some seats may be occupied by two students. The first uses of two students on a seat should pair household members together.*
- *All bus riders will wear cloth face coverings.*
- *Students will not be allowed to be seated in the first seats on either side of the bus. Bus drivers are required to have assigned seating.*
- *Buses will be loaded from back to front. This will allow for students to maintain appropriate physical distance.*
- *Siblings can sit together. All other students will be seated one student per seat with space between seats.*
- *Schools will assist with developing seating charts for buses*
- *Buses will be cleaned and sanitized between routes.*
- *Students are to maintain physical distance while disembarking from the bus.*

# **BULLYING, HARRASSMENT OR INTIMIDATION**

**Regulation SS - 23**

**Harassment, Intimidation or Bullying**

**September, 2015**

## **I. Purpose and Introduction**

- A. To establish the basic structure for maintaining a safe, positive environment within the Beaufort County School District ("BCSD") for students and staff that is free from harassment, intimidation or bullying.
- B. The BCSD believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.
- C. 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 BCSD prohibits acts of harassment, intimidation or bullying on school property, at BCSD or school sponsored functions, on school buses or other BCSD vehicles and at school bus stops.
- D. The BCSD 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.

## **II. Definitions**

"Harassment, intimidation or bullying" is defined as

- A. 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: A. harming another person, physically or emotionally or damaging another person's property or placing a student in reasonable fear of personal harm or damage to his/her property.
- B. insulting or demeaning a student or group of persons in such a way as to cause substantial disruption in or substantial interference with the orderly operation of the school.

## **III. Reporting**

- A. Anyone who feels he/she has been subject to harassment, intimidation or bullying is encouraged to notify the Principal, an Assistant Principal or other school official. Such a notification may also be made by a student's parent/legal guardian. If a BCSD employee, other than the Principal or an Assistant Principal receives a complaint of harassment, intimidation or bullying or observes any behavior which could amount to harassment, intimidation or bullying, the employee must notify the school Principal or an Assistant Principal as soon as practicable under the circumstances. A Principal or Assistant Principal who receives a complaint regarding harassment, intimidation or bullying, whether from a student, Parent/Guardian, employee or otherwise, or witnesses such shall investigate and respond appropriately.
- B. 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.
- C. The BCSD 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, enforce the Student Code of Conduct, and comply with statutory obligations.

## **IV. 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.

**V. Consequences for Engaging in Harassment, Intimidation or Bullying**

- A. If the investigation determines that harassment, intimidation or bullying has occurred, the school Principal or Assistant Principal will take reasonable, timely, age-appropriate and effective corrective action in accordance with Administrative Regulation SS-18, Student Code of Conduct. 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.
- B. Individuals, including students, employees, parents/legal guardians and volunteers, may also be referred to law enforcement officials. The BCSD will take other appropriate steps in an attempt to correct or rectify the situation.

**VI. Consequences for Retaliation or False Accusations**

The BCSD 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 BCSD 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 and/or an Assistant Principal and may range from positive behavioral interventions to disciplinary actions, up to and including suspension or expulsion for students and termination for employees.

**VII. Notification to Students and Distribution of District Expectations**

The school Principal annually will ensure that appropriate staff members review this Administrative Regulation regarding 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 School Counselor or school resource officer.

**VIII. Notification to School Staff**

Annually, each school Principal shall review this Administrative Regulation with his/her school staff and faculty. Further, this policy shall be made available to all staff members, students and parents/legal guardians along with a statement explaining its applicability to all acts of harassment, intimidation or bullying occurring on school property, at district or school sponsored functions, on school buses or other district vehicles and at school bus stops.

Adopted: July 18, 2001

Revised: July, 2010; September, 2015

Legal references:

- A. S.C. Code, 1976, as amended:
  - 1. Section 16-3-510 - Organizations and entities revised.
  - 2. Section 59-19-90 - General powers and duties of school trustees.
  - 3. Sections 59-63-210 through 270 - Grounds for which trustees may expel, suspend or transfer pupils; petition for
  - 4. readmission; notices and parent conferences; expulsion for remainder of year and hearings; transfer of pupils;
  - 5. corporal punishment; regulation or prohibition of clubs or like activities.
  - 6. Section 59-63-275 - Student hazing prohibited.
  - 7. Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct.
  - 8. Section 59-63-110, et. seq. - Safe School Climate Act.
- B. State Board of Education Regulations:
  - 1. R-43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

# TOBACCO FREE ENVIRONMENT POLICY

Regulation SS – 24

Tobacco Use by Students

June, 2019

## I. 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 (“BCSD”) Board of Trustees believes that it is essential to maintain a 100 percent tobacco-free environment in order to ensure students and staff have access to the healthiest, most productive learning environment possible.

## II. Goals

The goal of this Administrative Regulation is to maintain a 100% tobacco-free, smoke-free environment for all students, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public within all BCSD facilities, vehicles, and grounds. This includes any building, facility, and vehicle owned, operated, leased, rented, or chartered by the BCSD and applies to all school-sponsored or school-related events on or off school grounds. This goal will be achieved by:

- A. Exhibiting healthy behavior for all students, staff, visitors, and the entire community;
- B. Prohibiting the use of any tobacco product or alternative nicotine product by persons attending a school-sponsored event when in the presence of students or staff, or in an area where smoking or other tobacco use is otherwise prohibited by law.
- C. Utilizing proved and effective science-based tobacco use prevention curricula; and
- D. Providing access to cessation counseling or referral services for all students and staff.

## III. Definitions

- A. Tobacco product means a product that contains tobacco and is intended for human consumption, including but not limited to, cigarettes, cigars, chewing tobacco and snuff.
- B. Alternative nicotine product means any vaping product, whether or not it contains nicotine including but not limited to, electronic smoking devices that can be ingested into the body by chewing, smoking, absorbing, dissolving, inhaling, or by any other means.
- C. Electronic smoking device means any device that may be used to deliver any aerosolized or vaporized substance, including e-liquid, to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, vapor product, or e-hookah. ‘Electronic smoking device’ includes any component, part or accessory of the device, and includes any substance intended to be aerosolized or vaporized during the use of the device, whether or not the substance includes nicotine.

## IV. Procedures

The BCSD hereby:

- A. Prohibits the use and/or possession of all tobacco products, alternative nicotine products, or associated paraphernalia including but not limited to cigarettes, cigars, pipes, electronic cigarettes, bidis, kreteks, smokeless tobacco and snuff by all students, staff and visitors.

- B. Agrees to 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.
- C. Agrees to provide and/or refer to cessation services separately for students and staff.
- D. Ensures that violations of the SC Youth Access to Tobacco Prevention Act of 2006 are communicated to appropriate law enforcement agencies.

**V. Notice**

- A. This Administrative Regulation will be communicated through a variety of efforts to educate students, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public. The Administrative Regulation will be posted on the school website and printed in staff and student handbooks on an annual basis.
- B. Tobacco-free signs prohibiting the use of tobacco products and alternative nicotine products on District property will be posted in highly visible areas at Facilities entrances and throughout school and District grounds, including athletic facilities.

**VI. Enforcement**

Students, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public are required to comply with this tobacco-free policy. The BCSD will enforce this Administrative Regulation by executing appropriate disciplinary actions for violators (students, faculty, visitors), including but not limited to:

- A. Students. Parent/administrator conferences, mandatory enrollment in a tobacco prevention education program, community service, in-school suspension, out of school suspension, and/or suspension from extracurricular activities.
- B. Staff. Verbal reprimands, written notification placed in personnel file, suspension, and mandatory enrollment in a tobacco education program, and/or voluntary enrollment in a cessation program.
- C. Contract or other workers. Verbal reprimand, notification to contract employer, and/or removal from District property.
- D. Visitors, volunteers, or members of the public. Verbal requests to leave school property, termination from volunteer positions, forfeiture of any fee charged for admission, and/or prosecution for disorderly conduct after repeated offenses.

All staff members are expected to enforce the Administrative Regulation under the direction of the Principal or District administration. Any violation of this Administrative Regulation should be reported to the school or District administration.

**VII. Education and Assistance**

The BCSD 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. The BCSD will collaborate with the Department of Health and Environmental Control, the Department of Alcohol and Other Drug Abuse Services, and the South Carolina Department of Education, as appropriate, to implement this Administrative Regulation.

**VIII. Tobacco Industry Marketing or Sponsorship**

The BCSD will not accept any contributions or gifts, money or materials from the tobacco industry. The BCSD will not participate in any type of services of which it is aware are funded by the tobacco industry. In addition, any gear, paraphernalia, or clothing advertising tobacco use or tobacco products will not be allowed on school grounds or in the possession of faculty, staff, students, parent/legal guardians, contract and other workers, volunteers, visitors, and other members of the public on BCSD property or at BCSD-sponsored events.

Adopted: July 18, 2001

Revised: July, 2010; September, 2015; June, 2019

Legal references:

- A. United States Code of Laws, as amended:
  - 1. Pro-Children Act of 2001, 20 U.S.C.A. Section 7972, et seq.
  - 2. S.C. Code of Laws, 1976, as amended:
  - 3. Section 16-17-490 – Prohibits contributing to the delinquency of a minor
  - 4. Section 59-67-150, et seq. – Prohibits use of tobacco products on school buses.
  - 5. Sections 16-17-500, et seq. - Youth Access to Tobacco Prevention Act of 2006.
  - 6. Section 44-95-10, et seq. – Clean Indoor Air Act of 1990.
  - 7. Section 59-1-380 – Requires a written District policy prohibiting the use of tobacco products and alternative nicotine products on school property or at school-sponsored events.

# DRUG FREE ENVIRONMENT POLICY

Regulation SS - 25

Drug and Alcohol Use by Students

September, 2015

## I. Purpose

To establish the basic structure for the prohibition of student drug and alcohol use, possession, sale or distribution within the BCSD.

## II. Prohibitions

- A. No student, regardless of age, shall possess, use, sell, purchase, barter, distribute or be under the influence of alcoholic beverages or other controlled substances in the following circumstances.
  - 1. on school property (including buildings, grounds, vehicles);
  - 2. at any school-sponsored activity, function or event whether on or off school grounds (including any place where an interscholastic athletic contest is taking place);
  - 3. during any field trip; or
  - 4. during any trip or activity sponsored by the board or under the supervision of the board or its authorized agents
- A. No student shall aid, abet, assist or conceal the possession, consumption, sale, purchase or distribution of any alcoholic beverage or controlled substance by any other student or students in any of the circumstances listed above.
- B. No student shall market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings of a controlled substance in any of the circumstances listed above.

## III. Cooperation with Law Enforcement

All Principals shall cooperate fully with law enforcement agencies and will report to them all information that would be considered pertinent or beneficial in their efforts to stop the sale, possession and use of controlled substances, as allowed by federal and/or State law and/or regulation.

## IV. Student Disciplinary Action

Principals or Assistant Principals shall take disciplinary action against student students who violate this Administrative Regulation in accordance with Administrative Regulation SS-18, Student Code of Conduct.

Adopted: July 18, 2001

Revised: July, 2010; September, 2015

Legal references:

Alcohol:

- A. S.C. Constitution:
  - 1. Article XVII, Section 14 - Must be over 21 to possess distilled liquors.
- B. S.C. Code of Laws, 1976, as amended:
  - 1. Section 16-17-530 - Students who come to school in an intoxicated condition, or conduct themselves in a disorderly or boisterous manner, could be arrested for a misdemeanor.
  - 2. Section 59-67-150 - Drinking alcoholic liquors on a school bus is prohibited.

3. Section 20-7-370 - Must be 21 to possess fermented liquors.

Drugs:

- A. S.C. Code, 1976, as amended:
  1. Section 44-49-80 - Establishment of drug abuse treatment program in public schools.
  2. Section 44-53-110, et seq. - Definitions; lists of illicit drugs.
  3. Section 44-53-140 - Certain communications and observations shall be privileged.
  4. Section 44-53-370 - Prohibited Acts A; penalties.
  5. Section 44-53-440 - Distribution to persons under 18.

# ACCEPTABLE USE POLICY FOR TECHNOLOGY

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**

**A. 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.
- B. The Director of Communication or his/her designee shall be responsible for maintaining, monitoring and uploading all BCSD web activity to the BCSD website.

- C. 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.
- D. 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.
- E. To publish discernable pictures of students on BCSD and school webpages, a release must be obtained from a parent/legal guardian of the student.
- F. 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.
- G. 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 which can be made on the BCSD website.

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.
  - 2.
- C. Guidelines:
  - 1. South Carolina Department of Archives and History - Electronic Records Management Guidelines (E-Mail Management)

# MANDATED REPORTING

Regulation SS - 51

Child Abuse & Neglect

January, 2018

## I. Purpose

To establish the basic structure for the reporting of child abuse and neglect.

## II. Reporting of Abuse and Neglect Required

- A. All BCSD employees shall cooperate vigorously to expose the problems of child abuse and neglect and make all reports required by law.
- B. Any Principal, assistant principal, school teacher, nurse, counselor, social worker, mental health professional, allied health professional, or police officer who has received information in his/her professional capacity which gives him/her reason to believe a child under the age of 18 has been or may be abused or neglected shall report the information to a law enforcement agency in the county where the child resides or to the county department of social services.
- C. Any other school employee who has reason to believe a child under the age of 18 has been subjected to, or who may be subjected to physical abuse or neglect, shall also report or cause a report to be made as stated above.

## III. Reporting Procedures

- A. It is not the responsibility of BCSD personnel to prove a child has been abused or neglected or to make a determination of whether the child is in need of protection. Any involvement of BCSD personnel in investigation or treatment should be in conjunction with the local child protection unit of the department of social services.
- B. The BCSD employee first suspecting the abuse or neglect shall make an oral report by telephone or otherwise which includes the following information:
  1. Name, address and age of student;
  2. Name and address of parent or caretaker;
  3. Nature and extent of injuries or description of neglect; and
  4. Any other information that might help to establish the cause of the injuries or condition.
- C. In order to enable the employee's Principal or supervisor to respond properly to any investigation by DSS, the person making the report shall immediately inform his/her Principal or supervisor of any report submitted in a case of child abuse or neglect as soon as practicable. The BCSD directs the Principal to maintain a log with the date and approximate time of the report, name of the person making the report, and name of the agency to which the report was made.
- D. BCSD employees who make child abuse or neglect reports shall maintain the confidentiality of the information contained in the report. BCSD employees shall release this information only to the department of social services or, in the alternative, the appropriate law enforcement agency.

## IV. District Liaison

- A. The Superintendent designates the BCSD Director of Student Services as the BCSD liaison with the department of social services.
- B. It shall be a responsibility of the liaison to arrange for training and information necessary to assist BCSD employees in identifying possible instances of child abuse and neglect, including, in conjunction with the school attorney, annual updates regarding any changes in the law.

## V. Immunity for Reporters

- A. A person required or permitted to report pursuant to South Carolina law or who participates in an investigation or judicial proceedings resulting from the report, acting in good faith, is immune from civil or criminal liability which might otherwise result by reason of these actions. Immunity extends to full disclosure by the reporter of facts which gave the reporter reason to believe the child's physical or mental health or welfare had been or might be adversely affected by abuse or neglect.

Adopted: July 18, 2001

Revised: July, 2010; January, 2018

Legal references:

- A. S.C. Code, 1976, as amended:
  - 1. Section 63-1-10, et seq. - Children's Code.
  - 2. Section 63-7-20 - Definitions.
  - 3. Section 63-7-310 through 350 - Persons required to report.

# PROFILE OF THE South Carolina Graduate

## WORLD-CLASS KNOWLEDGE

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Rigorous standards in language arts and math for career and college readiness

Multiple languages, science, technology, engineering, mathematics (STEM), arts and social sciences



## WORLD-CLASS SKILLS

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Creativity and innovation

Critical thinking and problem solving

Collaboration and teamwork

Communication, information, media and technology

Knowing how to learn

## LIFE AND CAREER CHARACTERISTICS

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Integrity • Self-direction • Global perspective • Perseverance • Work ethic • Interpersonal skills

© SCASA Superintendents' Roundtable

Adopted by: SC State Board of Education, SC Department of Education, SC Education Oversight Committee, SC Arts Alliance, SC Arts in Basic Curriculum Steering Committee, SCASCD, SC Chamber of Commerce, SC Council on Competitiveness, SC School Boards Association, TransformSC Schools and Districts.

# SOCIAL EMOTIONAL LEARNING



Beaufort County School District has partnered with Panorama Education to measure social-emotional learning (SEL). This partnership will equip administrators, teachers and support staff with the tools and data to provide effective supports for students SEL needs. Beaufort County School District uses multiple SEL interventions to meet the academic and social needs of students. In addition to classroom-based interventions, additional interventions will be provided by Behavior Management Specialists, School Social Workers, Special Education providers and School Counselors. SEL goals are included in IEP's as well as the Multi-Tiered Systems of Support (MTSS) framework, to support the development of positive school culture and to actively develop social and emotional competencies in all students and young adults. The SEL curricula and climate initiatives may include: • Positive Behavioral Interventions and Supports (PBIS), • Restorative Practices, K-12, and International Institute for Restorative Practices (IIRP). Panorama has completed an extensive survey research and development process led by Hunter Gehlbach, Ph.D., Samuel Moulton, Ph.D., and a team of researchers at the Harvard Graduate School of Education. This information has been released as open-source measures with published validity documentation.



Social and Emotional Learning (SEL) involves the processes through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions (CASEL, 2012).

## **Positive School Climate**

Beaufort County School District believes positive school climates and consistent discipline policies and practices are crucial to increasing academic achievement and establishing safe learning environments. It is the responsibility of all school personnel, students, parents, stakeholders and the greater community to ensure that the school environment is a climate conducive to learning.

1. Create positive climates and focus on prevention, using Multi-Tiered Systems of Support (MTSS)
2. Develop clear, appropriate, and consistent expectations and consequences through Positive Behavior Interventions and Supports (PBIS)
3. Ensure fairness, equity, and continuous improvement.

Source: U.S. Department of Education, Guiding Principles: A Resource Guide for Improving School Climate and Discipline, Washington, D.C., 2014.

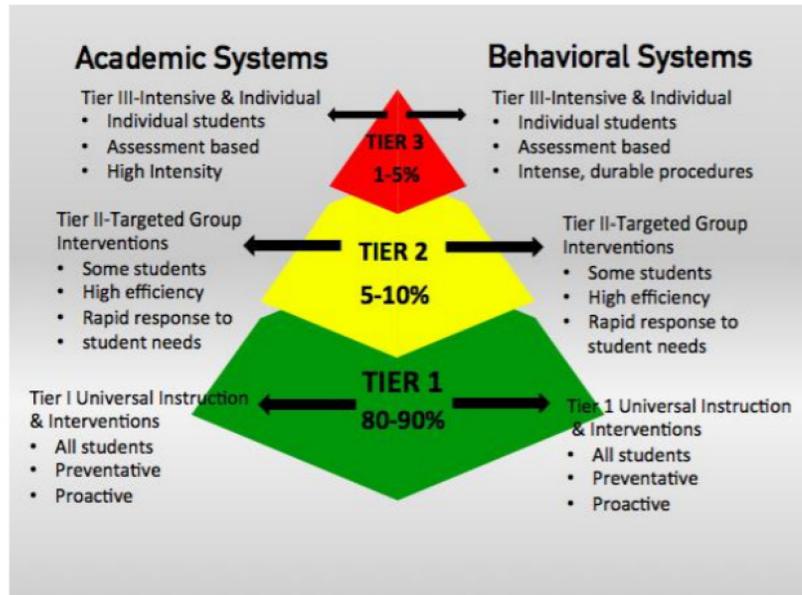
These guiding principles lay the foundation for creating safe, supportive, and engaging learning environments which ensure the highest level of academic, social, and emotional outcomes for all students.

### **Multi-Tiered Systems of Support (MTSS)**

BCSD's policies include establishing MTSS for academics, behavior, and social emotional learning. Currently, the Universal Screener for academics in Kindergarten through grade 8 is the Measures of Academic Progress (MAP) assessment. The Social Emotional Learning Universal Screener is measured by Panorama Education, Inc. Discipline data for students is utilized in the development of MTSS behavior plans. Each school should incorporate Positive Behavior Interventions and Supports (PBIS) into their MTSS framework to provide expectations and a continuum of student supports.

1. Level One/Universal (School-wide): High quality academic and behavioral instruction designed to meet the needs of all students across all settings, including differentiated instruction for all students and inclusive practices for students with disabilities.
2. Level Two/Secondary (Strategic): Additional targeted academic and/or behavioral interventions and supports for groups of students who are not making adequate progress with Tier One/Universal supports alone
3. Level Three (Intensive): Intensive academic and/or behavioral interventions and supports for individual students based on response to interventions/supports at Tier 1 and Tier 2 levels.

Tiered instruction, intervention, and support should take place school-wide, in classrooms, in small groups, and with individual students and families with collective ownership and continuous communication and collaboration. The Multi-Tiered Support System (MTSS) and the Positive Behavior Interventions and Supports (PBIS) as well as strategic planning occurs at each individual school based on the needs of their students and should result in a positive school climate with a focus on a positive learning environment.



*Source:* South Carolina Department of Education, Office of Special Education Services. Created in 2018.  
*Adapted from:* OSEP Technical Assistance Center (2018). Multi-Tiered System of Support (MTSS) & PBIS Model.

### **Tier 1**

Tier I is the foundation of a tiered instructional delivery model and refers to the universal instruction provided to all students in the school. The development and support of Tier I strategies are critical to a functioning MTSS system. In Tier I, teachers deliver research-supported, differentiated instruction with fidelity. Universal screening 2–3 times a year helps to document the progress of all students in this core instruction. If a significant number of students do not succeed with quality classroom instruction, the staff examines all variables (e.g., attendance, class size, behavior observations, instructional fidelity, staff development issues, curriculum choices, and student progress monitoring data) to determine how to strengthen Tier I instruction. Quality Tier I programs should assist between 80 and 90 percent of students in meeting grade-level standards and behavioral expectations. To implement SCMTSS with fidelity, school staff must critically evaluate and improve implementation of Tier I instructional and behavior programs so that the vast majority of students are successful.

### **Tier II**

Once the school has ensured that Tier I instruction is effective in meeting the needs of 80–90 percent of students, supplemental instruction is provided in Tier II. Tier II consists of research-and evidence based small group interventions for students not meeting grade-level academic and behavior expectations. Approximately 15 percent of students will need Tier II intervention in addition to effective Tier I instruction. Hallmarks of Tier II include increased collaboration among parents, interventionists, classroom teachers, instructional leaders, and other stakeholders as well as more frequent progress monitoring to facilitate teachers in making data-based adjustments to instruction in response to student needs.

### **Tier III**

Tier III provides research-supported, individualized, intensive instructional intervention, and more frequent progress monitoring for students not responding to Tier II interventions. Two to five percent of students will need Tier III intervention in addition to instruction at Tier I and/or Tier II. Collaboration and support among professionals increases in Tier III to reflect the level of services needed by students. Tier III interventions are not necessarily special education; however, if a disability

is suspected, school staff must inform parents of their procedural safeguards and initiate a referral to determine if the student meets 504 or special education (IDEA) eligibility. For more information on eligibility for special education, refer to the State Board of Education Regulation 43-243.1 (SC State Board, 2016).

The MTSS information was taken from the South Carolina Multi-Tiered Systems of Support Framework <https://ed.sc.gov/scdoe/assets/File/instruction/early-learning-literacy/SCMTSS%20Framework%20FINAL.pdf>



The principal, assistant principal, or principal's designee, are given authority to discipline students. Each school district has a Student Code of Conduct that informs students of school rules and discipline procedures. The Individual with Disabilities Education Act (IDEA 2004), Section 504 of the Rehabilitation Act, and South Carolina law tell the principal, assistant principal, or principal's designee what steps must be taken when disciplining a student with a disability. If a student has an Individual Education Program (IEP) or a 504 plan, then there are special procedures that the school district must follow. A student with a 504 plan has similar protections as a student with an IEP, but there are differences.

South Carolina law states that no student can be suspended from a teacher's class for more than 10 days for any one offense. SC law states that no student can be removed from school for more than 30 days in a school year unless expelled. This applies to both regular education and special education students.

Under South Carolina law, a student may not be suspended from school by an administrator during the last 10 days of a year if the student will not be able to receive credit for the school year. However, if the board approves the suspension, then the student can be suspended even if he/she will not be able to receive credit for the year. If there is an actual threat to a class or a school, then the board approval is not required.

When a student is suspended from a class or a school, the parent or guardian must be notified in writing of the reason for the suspension. (This includes in-school suspension as well as out-of-school suspension.) The discipline notice should also state when and where the principal, assistant principal, or principal's designee will be available for a conference with the parent or guardian. The conference should be scheduled within 3 days of the date of the suspension. After the conference the parent or legal guardian may appeal the suspension.

### **STUDENTS IN SPECIAL EDUCATION**

Students with disabilities can be suspended for up to 10 days like any other students. However, students with disabilities have special rights if the school district wants to suspend them for more than 10 days or expel them. Expulsion and suspensions over 10 days have such an effect on a special education student that they are considered a change in placement.

School services for a child in special education must be decided by the student's IEP team. The IEP team includes the child's parent as well as school members. A school district cannot just decide on its own to change a student's placement. When determining whether a child has been suspended for more than 10 school days, there are two ways to count the days out of school.

Consecutive days of suspension: The rule against being suspended more than 10 days clearly applies when the suspension days are consecutive (that is, they come one after another in a single period). This means that schools cannot give a 15-day suspension to a student in special education without the incident being reviewed by the IEP team.

Cumulative days of suspension: The rule about suspensions can also include cases where the student has been suspended several short periods, each under 10 days, but where the total would go over 10 days if the new suspension were served. (Example: Student was suspended 3 days one time, then 3 more days and now the school district wants to give a 5-day suspension.) When there are several short periods of suspensions totaling over 10 days, the school must look at certain factors to determine if there is a pattern.

These factors include:

- a) The length of each suspension,
- b) The total time the student is suspended, and
- c) How close in time the suspensions are to each other.

If there is a pattern, then a change of placement has occurred even though no one suspension period went over 10 days. Example: if all the suspensions happened in just one month, the school should recognize the suspensions make a pattern and all days get counted. If the two earlier ones were 3 days each, for a total of 6, then the most the school district could now suspend the student is 4 more days without the case being reviewed by the IEP team.

### **Manifestation Determination**

If a student is expelled or suspended over 10 days, it must call a meeting of the IEP team. This meeting is known as a “Manifestation Determination,” and it must be held within 10 school days of the notice of suspension over 10 days or expulsion. This meeting is to determine if the behavior was caused by or had a direct and substantial relationship to the child’s disability. The IEP team should also look to see if the child’s IEP was being followed.

If the IEP team decides that the behavior was a manifestation of the student’s disability, the district cannot expel the student or suspend the student more than 10 days. If the behavior was NOT a manifestation, the district CAN expel or suspend the student for over 10 days. The student will still be entitled to both general education and special education services while suspended or expelled.

### **Interim Alternative Educational Setting (IAES) for Students in Special Education**

The principal, assistant principal, or principal’s designee can remove a student for not more than 45 school days for the following:

- (a) Carrying a weapon to school OR to a school function,
- (b) Knowingly possessing or using illegal drugs at school or a school function,
- (c) Inflicting serious bodily injury on another person while at school or a school function.

The student will then have to go to some interim alternative educational setting (“IAES”). When there are weapons, drugs, or serious injury, the student can be sent to an IAES even if the IEP team decides the behavior was a manifestation of the student’s disability. The principal, assistant principal, or principal’s designee do NOT get to decide which IAES the special education student will attend once they order the student removed from the current school. The child’s full IEP team meets to determine where the IAES will be. While the student is in the IAES, the IEP team should be meeting to decide how to improve the IEP and what school placement should follow after the IAES. In addition to temporary removal for cases involving drugs, weapons or where serious injury has already happened, a school district may also seek to remove a student if it believes that a student’s future behavior is “substantially likely to result in injury of the child or others.”

### **IDEA Due Process**

The parents of a student with an IEP have a right to request an IDEA due process hearing to challenge decisions regarding their child’s placement. This includes Manifestation Determination Review determinations or decisions made by the district that a student should be removed from the current school to an IAES. If a parent files a due process complaint because of a manifestation determination or an assignment to an IAES, the State or school district should arrange an expedited due process hearing. This means a hearing must occur within 20 school days of the date the hearing was requested.

The student must remain in the suspension or alternative setting pending the decision of the due process hearing officer (or until the child's suspension or alternative placement has expired). However, the parent and the school district could come to an agreement otherwise and place the child back in the previous placement pending the decision.

### **Expulsion**

Expulsion is the most severe discipline that a principal, assistant principal, or principal's designee can recommend. It usually means that a student is not allowed to go to school for the remainder of the school year. If the behavior was NOT a manifestation of the disability, the student in special education can be expelled like any other student. A school hearing officer will decide if the facts and past record warrant expulsion. However, unlike other expelled students, the district must still provide general education and special education services for the special education student who has been expelled. The school's expulsion hearing officer does not decide where the student will be schooled during expulsion. The IEP team, including the parent, decides where continued school services will be provided, but it could be an alternative program or homebased.

### **Discipline of Students Who Have 504 Plans**

Students with 504 plans have similar protections to those with IEPs. The total 10-day suspension limit applies to students with 504 plans. There is also a requirement to hold a manifestation determination before suspensions of more than 10 days or expulsions. The major difference between IDEA and 504 is that under 504, if a student's behavior is determined not to be related to his/her disability, the district is not required to provide any education services during the period of long-term suspension or expulsion. Further, a 504 student whose offense involves drugs or alcohol and is currently using drugs or alcohol can be suspended or expelled like any other student and has no right to a manifestation determination.

# Suspension, Expulsion, and Alternative Program Assignment of Students

Regulation SS - 39

July, 2020

## I. Purpose

The discipline and expulsion of students is governed by federal laws, state laws, regulations, and Beaufort County School District (BCSD) administrative rules. The BCSD shall comply with these laws, regulations, and administrative rules and provide due process of law to students and parents/legal guardians in student disciplinary matters. This Administrative Regulation establishes the notice of discipline and procedural rights and provisions to be followed by school administrators when suspending a student out of school, expelling a student, or assigning a student to an alternative education assignment. Students who have reached the age of eighteen (18) possess all decision-making rights regarding school discipline and are entitled to all procedural due process protections outlined below..

## II. Introduction

A safe and orderly environment is necessary in order to support student learning in schools. The Superintendent, or his/her designee may authorize or order the expulsion, suspension, or transfer of any student for committing any crime, gross immorality, gross misbehavior, persistent disobedience, or for violation of written rules and administrative regulations established by the BCSD, the Board or the State Board of Education. The Superintendent, or his/her designee may also authorize or order the expulsion, suspension, or transfer of any student when the presence of the student is detrimental to the best interest of his/her school

## III. Investigation of Misbehavior

If it appears a student may have engaged in misbehavior in violation of Administrative Regulation SS-18, Student Code of Conduct, a school principal, assistant principal or principal's designee will investigate the matter and interview those persons who may have knowledge about what occurred. The student will be advised, verbally or in writing, of the accusations against him/her. The school principal, assistant principal or principal's designee 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 school principal, assistant principal, or principal's designee will determine whether the student violated Administrative Regulation SS-18, Student Code of Conduct and determine the appropriate sanction.

## IV. Student Behavior Interventions

School administrators are to develop a quarterly ongoing process to review and implement behavior modification procedures and review students' responses to intervention through Multi-Tiered Systems of Support (MTSS) data in an effort to avoid suspending students out of school and to address repeat misbehaviors. Unless otherwise dictated by the seriousness or egregiousness of an offense, out of school suspension of students should not occur without review and implementation of behavior modification procedures and MTSS.

## V. Summary Suspension

- A. If a school principal, assistant principal or principal's designee witnesses 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 school principal, assistant principal or principal's designee may summarily suspend the student for up to two (2) school days. In these cases, the school principal or assistant principal does not have to investigate the matter first. By the end of the next school day following the summary suspension, however, the school principal, assistant principal or principal's designee should investigate the matter as outlined above and determine what, if any, additional consequence should be implemented and/or recommended in accordance with Administrative Regulation SS-18, Student Code of Conduct.
- B. If the school principal, assistant principal or principal's designee determines 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 suspension shall be removed from the student's record.
- C. 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.

## **VI. Factors in Determining the Appropriateness of Suspending a Student**

- A. The student's age;
- B. The prior interventions and supports provided to the student;
- C. The student's eligibility as a student with a disability;
- D. The seriousness of the violation committed by the student, including any aggravating or mitigating circumstances;
- E. The threat posed to any student or staff as a result of the student's conduct;
- F. The likelihood that a lesser intervention would effectively address the violation

## **VII. Suspensions**

- A. The Superintendent, or his/her designee delegates the power to suspend a student up to ten (10) school days for a single offense, consistent with Administrative Regulation SS-18, Student Code of Conduct, to school principals, assistant principals, or principal's designee. Suspension is the exclusion of a student from school and school activities for a period of time not to exceed ten (10) school days for any one offense or thirty (30) days in any one (1) school year. A school principal, assistant principal, or principal's designee may suspend a student for the commission of any crime, gross immorality, gross misbehavior, persistent disobedience or the violation of BCSD or the State Board of Education policies, rules or regulations. A school principal, assistant principal, or principal's designee 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. Under all suspensions, the student is to undergo due process with formal parent notification, inclusive of timely receipt of documentation of incidents leading to the consequence.
- B. During an out of school suspension, a suspended student may not attend school or be on BCSD or school property, may not attend any school-related events or activities, whether on or off campus, and may not ride a school bus.
- C. Upon determining a student shall be suspended for violation of Administrative Regulation SS-18, Student Code of Conduct, the principal, assistant principal, or principal's designee shall call the parent/legal guardian and by the end of the school day shall also provide written notice to the student's parent/legal guardian in the parent/legal guardian's native language. The notice shall contain the following information: the act(s) committed by the student; the rule(s) violated; the length of the suspension; and the proposed time and place when he/she will be available to meet with the parent/legal guardian for a conference.
- D. The conference shall be set within three (3) school days of the date of the suspension. Whenever possible, the conference should consist of holistic membership including, but not limited to, student, parent/legal guardian, teacher, principal or designee, school counselor/social worker, SPED LEA and/or behavior management specialist. In the event the parent/legal guardian's refusal to meet inhibits a conference, documentation of such refusal shall be fully documented. If the parent/legal guardian is unable to meet at the scheduled time and upon request, the suspending principal, assistant principal, or principal's designee will establish a mutually agreeable time for the conference. If the parent/legal guardian does not attend the scheduled conference, then all efforts made to notify and contact the parent/legal guardian will be fully documented in Enrich.
- E. Suspension Procedures
  - A. The conference must be scheduled within three (3) days of the date of the suspension. If the student denies the charges, the student will have the opportunity to present his/her version of the events. If the conference is held by the assistant principal or principal's designee and, the parent/legal guardian believes the student's suspension was unjustified, a review of the suspension may be made by the principal. To request a suspension review by the principal, the parent/legal guardian must contact the principal within two (2) days after the conference with the assistant principal or principal's designee advising the principal why the parent/legal guardian believed the suspension was unfair or unwarranted.
  - B. The review will be conducted as an informal meeting before the Principal. The assistant principal, or principal's designee, parent/legal guardian and student may be present. If the principal and the parent/legal guardian agree, the student may be dismissed during portions of the meeting.
  - C. Within one (1) school day of the suspension review, the principal shall render a decision as to whether the suspension was upheld. The decision will be provided in writing to the parent/legal guardian. If the principal decides the suspension was unfair or unwarranted, all absences resulting from the suspension shall be excused.

and the record cleared. The student will be allowed to make up all missed work. If the parent/legal guardian disagrees with the principal's decision, appeal may be taken to the Superintendent, as the authorized agent of the Board or the Superintendent's designee.

- D. If a suspension during the last ten (10) days of the school year will make a student ineligible to receive credit for the year, the suspension must be approved by the Board or the Superintendent, as the Board's designee, unless the presence of the student constitutes an actual threat to a class or school or unless a hearing by the Student Discipline Hearing Officer is granted within twenty-four (24) hours of the suspension.
- E. A student subject to suspension shall be provided the following:
  - 1. The opportunity to take textbooks and other materials home for the duration of the suspension;
  - 2. The school staff shall provide the student with all missed assignments, and to the extent practicable, the materials distributed to students in connection with the assignment; and
  - 3. The opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period. Upon the student's return to school, the student must complete all examinations and assignments within the same number of days of the suspension period.

#### **VIII. Sending a Suspended Student Home During the School Day**

When a student is suspended, the suspending principal, assistant principal or principal's designee will attempt to contact the parent/legal guardian to request he/she pick up the student from school. If a parent/legal guardian refuses or is unable to pick up the student, the school may take the student home with express permission from the parent/ legal guardian as long as an adult is at home to take charge of the student. If the suspending principal, assistant principal or principal's designee cannot reach the parent/legal guardian, the student must stay at school until the end of the school day.

#### **IX. Students Suspension(s) from School Activities**

A student who is suspended from school shall not practice, play, dress out, travel or attend any meeting during his/her suspension. If the suspension includes the last day of school before a vacation or weekend, the student's eligibility is restored the next calendar day.

#### **X. Missed School Work**

It is the responsibility of suspended students to complete all make-up work in accordance with BCSD Administrative Regulation SS-11, Student Absences and Excuses.

#### **XI. 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 community agency for assessment and, if necessary, treatment. The student will be required to successfully complete any recommendations of the agency in addition to discipline imposed.

#### **XII. Alternative Program Assignment**

- A. The Superintendent shall designate one (1) or more district administrators and, where necessary, the Student Discipline Hearing Officer, to review school administrator recommendations that a student be assigned to an alternative program in lieu of suspension or expulsion. The BCSD alternative program for students in grades 6-12 includes Rights Choices Program and Virtual Learning. The right to transfer a student to an alternative program in lieu of suspension or expulsion is available only after the student has been provided due process according to the procedures outlined above.
- B. As an alternative to suspension ~~and~~ or expulsion, an administrator may recommend to the Student Discipline Hearing Officer that a student receive a disciplinary assignment to the BCSD alternative program for a minimum of thirty (30) school days. The Student Discipline Hearing Officer will conduct the hearing with the administrator, parent/legal guardian with the student present. If the offense leading to the recommendation occurs before the final quarter of the school year, Student Discipline Hearing Officer shall ensure that the assignment/suspension be no longer than the remainder of the school year. If the offense leading to the recommendation occurs during the final quarter of the school year, the Student Discipline Hearing Officer may assign the student to the BCSD alternative program for the remainder of the school year and the first academic quarter of the following school year.
- C. Before upholding the administrator's recommendation, the Student Discipline Hearing Officer shall ensure BCSD disciplinary administrative regulations have been

followed and shall consider whether other non-disciplinary interventions have been properly and effectively utilized by the school and would be successful in improving the student's behavior. The Student Discipline Hearing Officer shall determine the length of the student's assignment to the BCSD alternative program.

- D. In the event the Student Discipline Hearing Officer uphold(s) the school administrator's recommendation for assignment to alternative programs, the parent/legal guardian of the student may appeal the decision to the Alternative Placement Hearing Committee. The decision of the Alternative Placement Hearing Committee shall be final.
- E. In the event the Alternative Placement Hearing Committee upholds the Student Discipline Hearing Officer's decision for assignment to an alternative program, the student and his/her parent/legal guardian may begin the alternative program intake/registration process during the term of the student's suspension.
- F. If a teacher is assaulted or injured by a student and as a result the student is expelled or reassigned to the BCSD alternative program, the student shall not be returned to that teacher's classroom unless the teacher consents.

### **XIII. Expulsion**

- A. In the event an administrator recommends a student be expelled, the parent/legal guardian of the student shall be notified in writing of the time and the place of a hearing before the Student Discipline Hearing Officer. At the hearing, the parent/legal guardian shall have the right to legal counsel and to all other regular legal rights including the right to question all witnesses appearing. Should the parent/legal guardian retain legal counsel, a notice of representation must be provided to the Student Discipline Hearing Officer within seventy-two (72) hours of the scheduled hearing. The hearing shall take place within ten (10) school days of the written notification at the designated time and place and a decision shall be rendered within five (5) school days of the hearing. The student will be suspended from school and all school activities during the period of the expulsion procedures.
- B. In the event the Student Discipline Hearing Officer upholds the administrator's recommendation for expulsion, the parent/legal guardian may appeal the decision to the Superintendent or Superintendent's designee, who shall review the whole record in the matter without an additional hearing. In the event the Superintendent or Superintendent's designee upholds the decision of the Student Discipline Hearing Officer to expel the student, the student's parent/legal guardian may appeal the decision to the Board. In such event, the hearing shall take place within fifteen (15) school days of the written notification of the appeal at a time and place designated by the Board. The appeal will normally be limited to the established record, and no new testimony will be allowed unless the Board requests to hear additional testimony. The Board may uphold, reverse, or alter the decision of the Superintendent or Superintendent's designee. A decision shall be rendered within ten (10) business days of the hearing. If the decision to expel the student is reversed, all absences resulting from the suspension shall be excused and the student's record cleared. The student will be allowed to make up missed work.
- C. During hearing procedures and any resulting expulsion, the student is not entitled to be present on any BCSD property, attending any school functions or any BCSD school bus
- D. Whenever a student with disabilities commits a Level III offense for which expulsion or removal to an interim alternative education setting, the principal or his/her designee will confer with the Director of Special Education before initiating such procedures. A student with disabilities who has committed a Level III violation may be recommended for expulsion only if the student's IEP or Section 504 Team determines the student's misconduct was not caused by or related to the student's disability as required by state and federal law. If a student with a disability under the Individuals with Disabilities Education Act is lawfully expelled, BCSD shall continue to provide the student a free and appropriate education ("FAPE"), in a home-based or alternative program setting as required by state and federal regulations. Administrative Regulation SS-16, Discipline of Student's with Disabilities, provides guidelines for school administrators to use in disciplining schools with disabilities.

### **XIV. Year-Long Expulsion for Firearm Possession**

- A. Pursuant to BCSD Administrative Regulation SS-26, Weapons in School, and Section IV.E. of BCSD Administrative Regulation SS-18, Student Code of Conduct, S.C. Code Section §59-63-235, a BCSD administrator must recommend a student who is determined to have brought a firearm to a school or any setting under the jurisdiction of the Board be expelled for no less than one (1) calendar year.
- B. The Superintendent may modify the one (1) calendar year expulsion on a case-by-case basis.
- C. Students expelled pursuant to this section are not precluded from receiving educational services in an alternative setting.

### **XV. Petition for Readmission**

Students who have been expelled have the right to make a written request to the Superintendent, or the Superintendent designee, for readmission, for the following school year. The request must specify the reasons why the student should be allowed to return to school. If the Superintendent, or the Superintendent's designee denies the student's request,

or in all cases of permanent expulsion, the student may make a written request to the Board for Readmission 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.

Adopted: July 18, 2001

Revised: July 2010; April 2013; September 2015; October, 2016; June, 2017, July 2020

#### Legal references:

##### A. Federal Law:

1. Individuals with Disabilities Education Act (“IDEA”), 20 U.S.C. §1400, *et seq.*, and its implementing regulations, 34 CFR Part 300.
2. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §701, and its implementing regulations, 34 CFR Part 104.

##### B. State Law:

1. SC Cases: 1. Davis v. School District of Greenville County, 374 SC 39, 647 S.E.2d 219 (2007)

##### C. 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 59-33-10, *et seq.* – Special Education.
3. Section 43-243 – Special Education, Education of Students with Disabilities
4. Section 59-63-210, *et seq.* - Grounds for suspension, expulsion or transfer.
5. Section 59-63-240 - Expulsion hearings - times, procedures, legal rights appeals.
6. Section 59-63-230 - Notices of suspension; conferences with parents/legal or guardians
7. Section 59-63-235 – Expulsion of student determined to have brought firearm to school.

##### D. Board Policies:

Policy 1.1 Core Beliefs

Policy 1.2 Vision

Policy 1.3 Mission

Policy 2.1.11.B., H., I., K., L., P., Board Role and Job Description

Policy 2.2.H;2.5. B. Governance Commitment

Policy 3.7 Diversity Statement and Goals

# Beaufort County School District

## Alternative Program

### (Grades 2-5)

**Regulation IS-60**

**Promising Students Program**

**July, 2019**

#### **INTRODUCTION**

The BCSD will offer the Promising Students Program (“PSP”) for elementary school students in grades two (2) through five (5) at one (1) or more locations to be determined by the Superintendent. These programs offer an alternative setting for chronically disruptive elementary school students who have repeated disciplinary infractions or elementary students who commit a Safe Schools violation. Students will receive individual attention from certified BCSD staff focusing on academics and behavior modification, along with additional social/emotional support provided by a Behavior Management Specialists assigned to the PSP program. An assigned student’s Parent/ Guardian is required to be an active partner with PSP staff and any outside agencies working with the student.

#### **PSP GOALS**

The goals of PSP include providing:

- A. A highly structured separate setting where chronically disruptive elementary students can acquire acceptable social skills enabling them to return to their original schools and experience academic and behavioral success; and
- B. Students and parents with the resources for family counseling beyond the school setting for managing behaviors associated with chronic disruptions in schools.

#### **OPERATIONAL GUIDELINES**

The following guidelines will govern operation:

- A. All staff from a PSP student’s home school and the PSP site who work with a student shall continually monitor student progress and communicate academic information, grades, and attendance.
- B. Students will receive instruction in the core subjects of English, Math, Social Studies, and Science, taught by certified teachers.
- C. Each assigned student will have a specific behavior plan developed by the Multi-Tiered Systems of Support (MTSS) team.
- D. Students will participate in behavior modification, conflict resolution, life skills, and character education programs on a daily basis as built into the student’s schedule.
- E. The length of a student’s assignment will be determined by the student’s success in achieving goals based on the MTSS process and documentation of progress in Enrich. Each assigned student’s MTSS team will meet periodically to review progress and will determine if the student is ready to make a successful transition to the home school.
  - 1. When an assigned student’s MTSS team determines the student is ready to transition to his/her home school, a transition meeting must be scheduled and must occur prior to the student’s reassignment to his/her home school. The meeting must include the parent/ guardian and stakeholders from the home school who will be working with the student.
  - 2. In the discretion of the student’s PSP committee, a student’s assignment may carry over from one school year to the next.

### **PSP APPLICATION/ACCEPTANCE/ENROLLMENT PROCESS**

- A. The BCSD PSP Placement Committee consists of the:
  - 1. Director of Elementary Education;
  - 2. Director of Student Services;
  - 3. Director of Special Education (for students with a 504 Plan or an IEP); and
  - 4. Principal of the school housing the PSP site to which the student may be assigned, as needed and appropriate.
  
- B. The application will be reviewed by the BCSD PSP Placement Committee, and a decision will be made for the student to either transfer to PSP or remain at their home school. An email will be sent to the Principal informing them of the disposition of the BCSD PSP Placement Committee.
  
- C. After the BCSD PSP Placement Committee recommends a student for PSP:
  - 1. A transition meeting between the referring home school and the PSP site must be held within five (5) school days of placement and prior to the student beginning at the PSP site.
  - 2. The referring school Principal will make arrangements for transportation with BCSD Bus Transportation Services.

### **STAFFING AND EXPECTATIONS**

The PSP staff shall include a certified elementary teacher with prior training and experience working with students exhibiting significant behavioral concerns who may also hold certification in Special Education: Multi-categorical and a Read to Succeed (R2S) endorsement. The PSP staff shall also include a Behavior Management Specialist. The home school and PSP site school social workers, nurses and psychologists will provide support to students while assigned to PSP. The PSP site school Principal shall oversee the PSP classroom and PSP staff in his/her respective building. The BCSD Director of Elementary Education and/or the BCSD Director of Student Services shall monitor the progress of PSP students through visits to PSP classrooms, attend MTSS meetings, review of documentation entered into Enrich by the PSP teachers, behavior management specialists, and site school MTSS Coordinators.

### **TRANSPORTATION**

Transportation shall be provided by the BCSD from the PSP students' home elementary schools to the appropriate PSP site. Exceptions may be made for students who have an IEP or 504 plan, based on their accommodations, IEP or 504 plan.

### **RESPONSIBILITIES OF PRINCIPAL/STAFF OF THE REFERRING/HOME SCHOOL**

- A. Students in Tier 3 of the MTSS process for behavior will be considered for PSP. Documentation must exist in Enrich evidencing school staff followed processes in accordance to the Beaufort County MTSS Reference Guide.
- B. Students who commit Safe Schools violations will be considered for PSP.
- C. Prior to referring a student to PSP, the referring school Principal shall meet with the student's MTSS team and appropriate school stakeholders to collaboratively determine if the student would benefit from an alternative setting. The student's Parent/ Guardian shall be included in the decision-making process. School staff are required to document conversations, meetings, and conferences in Enrich.
- D. If the school team decides to recommend assignment of the student to PSP, the team must complete the PSP Application and obtain the signature of the referring school Principal. All information on the application shall be completed. The student's Parent/ Guardian shall complete Part 3 (page 4) of the application. In the event the student's Parent/ Guardian refuses to complete Part 3 (page 4) of the application or sign the application, the referring school Principal may indicate the refusal of the Parent/ Guardian on the application and forward the application to the BCSD PSP Placement Committee. In any circumstance, the student's Parent/ Guardian shall be provided with a copy of the application.
- E. Process for students who also have an IEP in an academic area.
  - 1. The referring school Principal shall submit an application packet for review to the BCSD PSP Placement Committee and Director of Special Education.

2. The packet will be reviewed by BCSD PSP Placement Committee who will discuss the appropriateness of the assignment with the referring school Principal.
3. If it is determined assignment to PSP may be appropriate, the referring school Principal, or his/her designee shall schedule an IEP team meeting so the student's IEP team may amend the IEP or implement a possible change of placement.
4. The Principal will present the student PSP application to the BCSD PSP Placement Committee if the IEP team determines a change of placement is needed.

#### **.BCSD PSP TRANSITION MEETINGS**

- A. The BCSD PSP Transition meeting must be attended in person by principal, assistant principal, or principal's designee(s) from the referring/home school and PSP site, as well as the PSP teacher and PSP MTSS Coordinator. Other staff in attendance may include teachers, school counselors, social workers, behavior management specialists, outside agencies serving the student, and the Parent/ Guardian. Relevant staff members from the student's referring/home school shall be included and participate, in person when practicable, in all BCSD PSP transition meetings.
- B. At the BCSD PSP Transition Meeting, the following information will be reviewed from Enrich; the student's discipline records, grades, attendance records, test scores (state and local), and any program records (MTSS, Special Education, 504, English Language Learners). The referring school will provide the committee with any additional supporting information/documents not in Enrich (refer to page 3 of the PSP Application for Enrollment packet for specific examples). A Student Transition Plan will be developed at the BCSD PSP Transition meeting prior to the student beginning the PSP and documented and maintained in Enrich. A schedule of ongoing communication and meetings between the PSP and referring home school staff visits will be established at the BCSD PSP Transition meeting. Such visits shall include communication between the PSP site teacher and the referring home school teacher regarding attendance and grades, as these will still be entered in PowerSchool by the referring home school.
- C. At the BCSD PSP Transition meeting to consider transition to the student's home school, the student's grade reports, progress reports and other supporting documents will be reviewed. A BCSD PSP Transition plan for the student shall be developed prior to the student's return to the home school. This BCSD PSP Transition plan and student progress will be documented and monitored in Enrich, by the home school staff who work directly with the student, and periodically reviewed by the School MTSS Coordinator.
- D. After the student returns to the home school, an immediate review of the BCSD PSP Transition plan by the student's teacher and school support staff will take place within one (1) school week in order to ensure ongoing success. After that, the MTSS team will make a determination about the frequency of subsequent MTSS meetings.

#### **ASSIGNMENT TO PSP HOST SCHOOL.**

If, at the successful completion of PSP, a student's Parent/ Guardian may request reassignment to the student's PSP host school. Such requests shall be reviewed in accordance with BCSD Administrative Regulation SS-3, Assignment of Students to Schools.

Adopted: May, 2018

Revised: July, 2019

# Beaufort County School District

## Alternative Program

### (Grades 6-12)

Exhibit IS – 60

Procedures Governing Alternative Program

July, 2019

#### I. Purpose

It is the goal of the Beaufort County School District ("BCSD") for all students to make adequate academic progress each year and master skills needed to align with the Profile of the South Carolina Graduate. To realize this goal, students who are at risk of academic failure and who are not successfully progressing toward grade promotion and graduation must be identified and provided additional assistance at the regular school setting through a multi-tiered system of support using data driven problem-solving and research-based instructional practices. The BCSD is committed to providing a safe and/ orderly learning environment in each school, with the expectation a student behavior management plan be developed and implemented systematically to encourage students to be a successful and contributing member of the school community. In the BCSD, an alternative program setting is an option offered for those instances in which a student's behavior management or academic performance needs cannot be met in a regular education setting. The Alternative Program will follow the guidelines and criteria for Alternative Program Operations as outlined by the State Board of Education and the South Carolina statutes governing program operations.

#### II. Right Choices Program

- A. An alternative program for behavior, Right Choices Program ("RCP"), will serve students grades 6-12, placed through the BCSD student discipline process at one or more locations to be determined by the Superintendent. Principals may request placement at RCP through the BCSD Student Discipline process, if a student exhibits a pattern of unacceptable behavior in school presenting a significant disruption to the educational environment in the regular educational setting and/or any violation(s) of the BCSD Student Code of Conduct providing a transfer as a consequence of the student's behavior. Students who may be considered for entry into the program may include students returning from expulsion, long term suspended, chronically truant, disengaged learners, or repeatedly in violation of the BCSD Student Code of Conduct resulting in multiple out of school suspensions, students who have not responded to other less intrusive interventions, and students presenting a clear threat to the safety of other students or personnel. Students charged with a felony or a crime allegedly endangering the safety of others in which it is reasonably foreseeable the educational environment in the regular educational setting will be significantly disrupted if the charged student remains, and students who have committed an assault, threat, or harassment on school personnel may be assigned to RCP.
- B. The following guidelines will govern operation:
  1. Students will receive instruction in the core subjects of English, Math, Social Studies, and Science. Students may receive electives taught in a virtual learning setting. Instruction will be blended to include online instruction with certified content-area teachers. In order to meet South Carolina graduation requirements, students must receive 120 seat-time hours to earn a high school credit. The instructional day for secondary students must be at a minimum six hours a day, or its equivalent weekly, excluding lunch.
  2. Students' grades, schedules and attendance are to be kept at the home school when students are assigned to RCP. The Director of Alternative Programs will coordinate with the student's home principal, assistant principal, or principal's designee to ensure that students enrolled in Career and Technology Education (CATE) courses are able to continue these courses without disruption to include home school and/or Beaufort-Jasper Academy for Career Excellence (BJ ACE).

3. Students placed in the RCP at the end of the school year will be afforded an opportunity to attend summer school at the RCP for credit recovery and/or seat time.
  4. Students will have a specific behavior plan and an individual graduation plan (IGP) that is created at the student's home school. In the event of a Safe School Violation by a student, a behavior plan will be created at RCP.
  5. Students will participate in behavior modification, conflict resolution, life skills, and character education programs, as identified in the students' specific behavior plans.
  6. Students will be required to perform community service either on the program site or with outside agencies.
  7. The length of a student's assignment to RCP will be determined through the BCSD student discipline process, and/or completion of requirements/goals set for individual students. The goal is to transition students at the end of academic reporting periods.
  8. Students assigned to RCP who meet their goals and criteria at the end of their assignment may return to their home school. At that time a transition meeting must be scheduled and must occur prior to the student's transition to his/her home school and shall include the student, the student's Parent/ Guardian, and stakeholders from the home school.
- C. Responsibilities of Director of Alternative Programs and Staff for Transition Meeting
1. Once a student is assigned to RCP, a transition meeting must be scheduled within five (5) school days of assignment.
  2. The Director of Alternative Programs, home school Principal, school counselor, appropriate school staff, Parent/ Guardian and student must meet to review the student's records and other documentation forwarded by the referring school to develop the student's academic plan and behavior plan, if needed.
  3. The home school teachers along with the RCP teachers will monitor the student's academic schedule. The Director of Alternative Programs will collaborate with the related arts and elective teachers to ensure that the students are successful. Based on these records and any input provided by the student's Parent/ Guardian concerning the student's needs, RCP personnel shall determine the support services and intervention strategies recommended for the student.
- D. Removal from RCP can result in short-term suspension or recommendation for expulsion or other interventions, as necessary. A student may be removed from RCP for the following:
1. Conduct habitually interfering with another student's right to learn or a teacher's responsibility to teach;
  2. If the presence of the student on campus presents a clear and present danger to the safety of school staff or other students;
  3. Failure to comply with the specific conditions of assignment to RCP or the specific requirements of the student's behavior plan or contract;  
or
  4. Any other reason by which a student in a regular educational setting may be removed.

Adopted: October, 2016

Revised: December, 2016, July, 2019

Legal references:

- A. S.C. Codes of Laws, 1976, as amended:
  1. Section 59-63-1300, et seq. - Alternative programs

## **INTRODUCTION**

The Right Choices Alternative Program (RCP) is a program that provides students in grades 6-12 with an alternative educational setting after being removed from their home campus for violations of the Beaufort County School District Student Code of Conduct. This program provides students with an opportunity to continue with their academic work with the expectation that their behavior will be acceptable to avoid out-of-school suspension or expulsion.

### **NOTICE TO STUDENTS AND PARENTS REGARDING DRUG-FREE SCHOOLS**

The RCP believes that student use of alcohol, tobacco and other drugs is both wrong and harmful. Consequently, the District has established a Student Code of Conduct that prohibits the possession, use, transmittal, or attempted transmittal of alcohol, tobacco, and other drugs to students or by students, and prohibits students from being under the influence of such substances while under district jurisdiction. Compliance with the Student Code of Conduct is mandatory and students shall be disciplined if they are found to have violated the Student Code of Conduct. It is important to note, violations regarding drugs and/or alcohol will be reported to the Beaufort County Police Department for enforcement purposes.

### **Right Choices Alternative Program**

#### **Mission**

To provide an environment that encourages and maximizes behavioral potential by developing skills of self-discipline and taking responsibility for personal actions.

#### **Vision**

We will work with families and our diverse community to ensure that students gain social skills and develop self-discipline in order to successfully transition back into the traditional school setting.

#### **Beliefs**

- All students are responsible for their own learning and behavior.
- We encourage students to exceed expectations and take charge of their lives as they become adults.
- Students who feel hopeful and valued are most likely to achieve at higher levels.
- Students want the opportunity and encouragement to be their “best selves.” They depend on adults to help them sort through the consequences of bad choices.
- The student is the focus of every decision.

## **Goals of The Right Choices Alternative Program**

The RCP has been established to assist students acquire skills necessary to be successful in a regular classroom setting. For many students this means some type of behavioral change must occur. In order to help students return to regular campus settings, the following goals have been established:

### **GOAL 1:**

The student will fully understand how his/her actions led to placement within the RCP.

### **STRATEGIES TO ACHIEVE GOAL:**

Within the time span assigned to the RCP, the student will:

- Discuss cause-effect relationships within RRR orientation.
- The student will document, in writing, the reason for his/her placement in RCP and will provide documentation on improved decision-making processes which will be used in the future. The restorative questions will be used to assist students in reflection and understanding
- The student will utilize restorative questions to lead their transition meeting prior to returning to their home school.

### **GOAL 2:**

The student will successfully complete all assignments from teachers/administrator while maintaining a positive attitude.

### **STRATEGIES TO ACHIEVE GOAL:**

Within the time span assigned to the RCP, the student will:

- Successfully complete a minimum of 30 minutes per day, per class, on classwork (Edgenuity/Google Classroom/subject-specific assignments, etc., while maintaining a positive attitude.
- Focus on academic achievement and behavioral modifications.
- Receive positive reinforcement and encouragement by the faculty and staff as they work to promote student growth and development.

### **GOAL 3:**

The student will successfully participate in activities that allow them to take responsibility for their previous actions that have caused harm.

### **STRATEGIES TO ACHIEVE GOAL:**

Within the time span assigned to the RCP, the student will:

- Participate in daily Life Skills curriculum.
- Complete a minimum of five community service hours.
- Participate in a restorative circle to transition by to his/her home school.

### **GOAL 4:**

The student, parents, and staff will fully dedicate themselves to helping the student succeed in the school environment.

### **STRATEGIES TO ACHIEVE GOAL:**

- The student will witness a collaborative effort between themselves, parents, and staff to help ensure their personal success.
- Administration, parents, and students will conduct all communications in a professional manner.

- The student will experience a positive classroom environment designed to promote student growth and success.

### **RCP PROGRAM AND PROCESS**

#### **ORIENTATION**

The Right Choices Program is intended to provide students the opportunity to develop necessary skills that are transferable to the traditional school environment and community. The program serves as an alternative to expulsion for students who have violated the Beaufort County School District Student Code of Conduct, who are placed by the IEP team, who are returning from alternative placement or incarceration or who are transferring into Beaufort County from another Alternative Program. The length of placement varies based upon the severity of the offense(s). Transition will be determined by the successful completion of the assigned number of days, successful behavioral performance, successful academic effort and achievement. Parents and student must attend orientation before the student can attend RCP.

Orientation will serve the following purposes:

1. Set a positive tone for the student's enrollment at RCP.
2. Review the reasons for the student's enrollment and what the student is expected to accomplish while assigned to RCP.
3. Identification of other available services the student may need.
4. Ensuring that all RCP policies are communicated and understood.

#### **GRADES**

Every possible effort will be made to assist students in academic areas where they are deficient. Teachers will employ a variety of techniques including computer modules, individualized instruction, and peer teaching or other efforts as needed.

Grades earned in the RCP will be derived by the student completing work from the collaborative effort of their teachers from their home schools and RCP staff. Students not having an appropriate level of productivity will have daily point penalties and they may have additional days of RCP assigned.

#### **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 the board policies on the Web at [www.beaufortschools.net](http://www.beaufortschools.net).

Also, students do not make progress toward dismissal from the program when they are absent or tardy from school. Therefore, regular school attendance at RCP is essential. Students are expected to be in attendance except in case of emergency. Every effort should be made to schedule all doctor/dental/legal appointments outside of the class time. Excessive absences will be reported to the RCP Social Worker for appropriate action. \*

The following steps must be followed when a student is absent or tardy:

1. The student's parent must phone the school EACH DAY prior to the beginning of the day. The phone number is (843) 322-0727.
2. Upon returning to RCP, the student will present a written excuse signed and dated by the student's Parent/Legal Guardian.
3. Absences for doctor/dental appointment or court proceedings must be verified by an appointment card, citation notice, or written court documents.

*\*Excessive absences could lead to extension of placement. Unexcused absences will result in extension of placement and truancy being filed.*

## **BUS TRANSPORTATION**

As a courtesy, Beaufort County School provides transportation for all students attending RCP. Currently, students are provided three buses: (1) RCP students catch the regular home campus bus to their home school (2) the RCP bus meets them at his/her home school and transports them to Right Choices (3) A bus picks them up in the afternoon.

Students will not engage in behavior that includes, but is not limited to, any behavior that disrupts or distracts a bus driver, or causes a dangerous situation for a bus driver and/or students, or that disturbs the orderly operation of a bus, or that creates a dangerous situation for vehicles operating near a bus.

## **ADDITIONAL TRANSPORTATION**

RCP students may be dropped off or picked up by a parent.

## **BREAKFAST/LUNCH**

Students at the RCP will have meals provided by the RCP Cafeteria. Students may bring money to be placed in their account or parents can add money online. Students who qualify for the Federal Lunch Program can receive a breakfast and a lunch each day either for free or at a reduced cost. Breakfast foods may not be brought into the building. Students are not allowed to have fast food delivered to class. No outside food or drinks will be allowed unless it is a lunch that consists of an entrée, individual servings of snack/fruit, and an unopened can, carton, or pouch of water/juice. **No bottles or drink containers, other than those previously stated will be allowed in the building. Upon entry, they will be discarded.**

## **COUNSELING**

Social Emotional Learning curriculum will be a part of the students' daily assignments while at RCP. In addition, a Licensed MSW, a School Counselor, and a trained BMS assigned to the RCP will provide one-on-one and/or group counseling while students are at RCP and they will be available to provide additional help and support at the request of the student or parent.

### **Right Choices Counseling Services Provisions of Services**

It is the policy of Right Choices to provide counseling services that may extend beyond reactionary or psychoeducational counseling. These services include an orientation session and Adverse Childhood Experiences (ACE) assessment, short-term individual counseling, crisis intervention, group

counseling, and referrals as needed. School counseling services are aimed to improve the efficacy of education and socialization of your child within the school community. These services are not intended as a substitute for physician-referred psychological counseling, diagnosis, or medication, which are not the responsibility of the school. However, the Behavior Coach can provide a written clinical opinion when requested in writing with at least 5 business days' notice. It is the responsibility of the parent or legal guardian to determine whether additional or alternate services are necessary and whether to seek them for your child. You are entitled to ask questions or receive information about methods or techniques used by the counselor and the length of counseling by contacting the school or Behavior Coach directly.

### **Confidentiality**

In order to build trust with the child, the Behavior Coach will keep disclosed information confidential, but there are some possible exceptions. The counselor may share information with school district personnel, teachers, and/or administrators on a need to know basis in order to better address the needs of your child as a team. The counselor is required by law to share information with parents and other mandated parties in specific circumstances. These include:

- Student presents a danger to self or another person
- Evidence or disclosure of abuse or neglect
- Threats to school security
- Criminal or delinquency proceedings are pending

The Behavior Coach will make the child aware of these limits of confidentiality during the initial session. If you would like the counselor to share information with a third party, such as a community counselor, psychiatrist, social services worker, or pediatrician, you will need to sign a release of information form provided by the vendor.

### **STUDENT EXPECTATIONS**

1. Students will comply with district personnel upon entering by removing shoes and turning pockets inside out for checking. Student will also be checked with a wand for prohibited items.
2. Students are not allowed to have candy, gum, toothpicks, etc.
3. Students are not allowed to have straws except with a drink during breakfast and lunch.
4. Students are not permitted to have glass bottles, or any type of drink container brought into the building. Any containers found will be thrown into the trash.
5. Students will not be allowed to talk, pass notes, or communicate with each other, in any way unless they are participating in a class discussion with a teacher or counselor's permission.
6. Students must raise their hand and wait for permission to speak or get out of their seat.
7. Students should use the restroom before coming to school, and plan to have timely scheduled restroom breaks.
8. Students will not be allowed to draw, carve, or otherwise mutilate any part of their body, clothing or school property.
9. Students will not be allowed to use the phone except for emergencies as determined by district personnel.
10. Students cannot bring rat-tail combs, rakes, pins, fingernail clippers/files, key rings, or anything that is remotely capable of being used as a weapon or display questionable subject matter.
11. Students are not allowed to primp in class.
12. Students cannot bring purses, wallets, backpacks, notebooks, book satchels, etc.
13. Students cannot possess any kind of tobacco, drug, weapon, or related products, etc.

14. Students must not lay or prop their heads on anything.
15. Students must be alert at all times. If you are caught sleeping, additional days may be added to RCP placement and credit for that day will not be given.
16. Students must sit at desks properly with feet and chair legs on the floor at all times.
17. Students must adhere to the RCP Dress Code daily.
18. Students are expected to turn in all wallets and money upon arrival. Students arriving with large sums of money will have the money confiscated to be returned to the student upon dismissal from RCP or to parents.
19. Students are expected to respect property at RCP. Vandalism is prohibited.
20. Students must use the Internet appropriately and follow the BCSD technology plan.

*Administration has final authority on all dress code and rule violations by students in RCP. Violation of any of these rules/expectations could result in the loss of a day of credit and additional days added. Persistent misbehavior and/or committing a violation that requires mandatory RCP placement while in RCP will result in a recommendation for expulsion.*

## **TRESPASSING**

Students assigned to the RCP are permitted ONLY on the RCP campus unless they are participating in an RCP function. RCP students may not go onto any Beaufort County School District campus at any time for any reason. Students may not participate in any Beaufort County School District activities other than those assigned by RCP staff for RCP requirements. To be on another Beaufort County campus or attending any school activities (including extracurricular) while enrolled at the RCP is considered trespassing.

## **GANG-FREE POLICY**

RCP is a gang-free zone and will not tolerate any type of gang activity or association on campus. This includes hand signs, gang slang, gang related clothing (colors, belt buckles, t-shirts, bandanas, and emblems), photographs, stickers, writings and graffiti on personal belongings.

## **CELL PHONES**

Cellphones are **not** permitted. RCP assumes no responsibility for any item lost or stolen while on campus and strongly discourages students from bringing such items to school unless they are absolutely necessary. If a student must bring a cellphone to school, we will label it and hold the phone for the duration of the school day. The phone will be returned at the end of the day. Students that are caught with a phone during the course of the school day will have the device confiscated and given to a principal, assistant principal, or principal's designee. The device will only be returned to a parent or guardian. Students who violate this policy a second time will have their device confiscated and it will be held by a principal, assistant principal, or principal's designee until the end of the school year. A student's time at RCP can be extended for excessive violations. RCP administration has the right to view text messages and call logs if there is reason to suspect a safety threat of any kind.

## **SEARCH**

In light of the concern both locally and nationally about violence and the possession of weapons in schools, RCP reserves the right to search students and their belongings to find weapons, drugs, stolen property, other contraband liquid perfume, sprays and oils. No bottles of any kind are permitted in the

building. In addition, students will be searched with a metal detector wand, asked to empty pockets, and take off shoes upon entrance into the building every day. If a student is found in the possession of items that are illegal, the student will be charged with the appropriate school offense, law enforcement may be notified; the student may be held for the police, and charges may be pressed. Any student who refuses to cooperate with school officials is subject to expulsion from Right Choices. Students may be searched at the entrance with metal detector wands.

**PEACEFUL RESOLUTION TO CONFLICT**

Fighting on our campus or school related areas such as bus stops or adjacent buildings will not be tolerated. RCP takes a proactive approach to fighting. If a student anticipates a problem of any kind which may lead to a fight, he or she should contact the director or assistant director. Fighting on or near campus or a school-sponsored trip will result in consequences including, but not limited to notification to the authorities and possible expulsion from the Beaufort County School District.

**BEHAVIORAL STRATEGIES AND CONSEQUENCES**

Level 1	<b>Strategies for Managing Behaviors:</b> Behavior Contract; Discipline Warning Parent Contact; Parent Conference; Restorative Practice; Shadowing, Reflection Letter, Counseling, Triple R Room (Skills training) 1-3, Nurse Assessment, Contracts, Device Confiscation (Parent pickup), After school Detention
Level 2	Apology Letter, Parent Conference, Outside Agency Referrals, MTSS/504 Eval, CSP assistance, Formal Counseling, Skills Training, Group Session Interventions, Multiple-day shadowing, BIP, Referral to School Social Worker, Contract, Home Visit, Saturday Detention Triple R 1-5 OSS 1-2
Level 3	Restorative Practices, Home Visit, Police Involvement, Restitution of Property OSS 3-10 10 days Pending Expulsion

**RIGHT CHOICES ALTERNATIVE PROGRAM BEHAVIOR MATRIX**

<b>Inappropriate Behavior or Violation of Rules</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>		
Gang-Like Activity (non-violent)	Level 1	Level 2	Level 3		
Defiance/Refusal to Obey					
Sexual Harassment (including sagging pants with underwear visible)					
Out of Assigned Area					
Obscenities/ Profanity					
Vandalism					
Tardiness to class/school					
Being unsupervised without Phoenix Rising privileges			Level 2	Level 2	Level 2
Disturbing class			Level 2	Level 2	Level 3
Dress Code Violations	Level 1	Level 2	Level 2		
Hands on doorknob, letting students in unauthorized classrooms/areas/ opening doors	Level 1/ Level 3				
Horseplay	Level 1 – Level 3				
Electronic Devices	Level 2	Level 3			
Possession of fireworks, stink bombs, lighters					
Sexual misconduct at school					
Use/ Under the influence	Level 3				
Inciting/Instigating Altercations					
Theft					
Egregious Bus Offenses					
Bullying					
Possession and/or distribution of legal or illegal drugs/ alcoholic beverages/intoxicants					
Leaving the building					
Leaving the building with unauthorized people					
Possession of a weapon					
Threatening, harassing, victimizing, or intimidating staff				10 days expulsion, pending expulsion	
Willful destruction of Property					
Lynching/Ganging					
Igniting fireworks, stink bombs, lighters					
Physical Aggression/Violence					

# Adult Education

Regulation IS - 33

Adult/Community Education

November, 2017

**XVI. Purpose**

To establish the basic structure for adult/community education in the BCSD.

**XVII. Criteria**

The BCSD shall provide adult education programs meeting the following criteria:

- A. Offer courses leading to a high school diploma or a GED; and
- B. Provide courses in basic education subjects.

**XVIII. Alternative Course Offerings**

The BCSD adult education program may offer courses in job training, employment skills, and enrichment.

**XIX. Attendance**

Attendance in adult education shall be limited to individuals, eighteen (18) years of age or older, who have left the regular education program. The Board, upon recommendation by Chief Instructional Services Officer or his/her designee through the monthly Adult Education/Homeschool Report, may assign students seventeen (17) years of age or younger to adult education when such students do either of the following:

- A. Exhibit an unusual educational need; and/or
- B. Exhibit physical, social, or economic problems which can be served more effectively by the adult education program.

**XX. Graduation**

No student may graduate from the adult education program prior to the time he/she would normally have been graduated had he/she remained in a regular high school.

**XXI. Community Education**

The BCSD may provide opportunities for community education as desired and requested by community members. The community education program shall be totally self-supporting. The BCSD may sponsor the community education program alone or in cooperation with other community agencies.

Adopted: July 18, 2001

Revised: May 31, 2007; September, 2009; November, 2017

**Legal references:**

- A. S. C. Code, 1976, as amended:
  - 1. Section 59-43-10, et seq. - Adult education generally.
  - 2. Section 59-44-10, et seq. - Community education.
  - 3. Section 59-30-10(f) - Duties of state board of education concerning state basic skills assessment program.
- A. State Board of Education Regulations:
  - 1. R-43-237.1 - Adult education program

# Consistent Progressive Discipline Matrix

## Student Code of Conduct

### Admin. Reg. SS-18

#### I. Introduction

- A. The purpose of this Student Code of 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 that parents, students and school officials understand these are guidelines and not prescribed actions that must be followed in each instance of student misconduct. The principal, assistant principal, or principal's designee, 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, consistent and in the best interests of individual students and the school community. In addition, all procedures and guidelines will comply with the appropriate state and federal statutes, regulations, 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, excluding criminal conduct, which would increase the severity of the appropriate sanction for specific student conduct for violating the Student Code of Conduct, include, but are not limited to the following: 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 blame an innocent party; 4. Receiving money or something of value from the misbehavior; 5. Victimizing a significantly younger or smaller student person or a mentally or physically disabled person; 6. Taking advantage of a position of trust or confidence to commit the offense; 7. Committing the same or similar offense; 8. Having other disciplinary issues during the school year; 9. Misconduct associated with gang activity; or 10. The victim of the misconduct is a teacher or other staff member.
- B. Alcoholic beverages 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 a 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 program. The BCSD's part- or full-time programs, wherever situated, provide appropriate services to students who for behavioral or academic reasons are not benefiting from the regular school program or may be interfering with the learning of others. Alternative 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. Alternative nicotine product. Any vaping product, whether or not it contains nicotine, including, but not limited to, electronic smoking devices or products that can be ingested into the body by chewing, smoking, absorbing, dissolving, inhaling or by any other means. See BCSD Admin. Reg SS-24, Tobacco Use by Students.
- E. Controlled substance. Includes marijuana, heroin, LSD, methamphetamine, cocaine, depressants, opiates, hallucinogenic substances, central nervous system stimulants, 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.
- F. Corporal punishment. The Superintendent prohibits the use of corporal punishment defined as any act of physical force upon a student for the purpose of punishment. See BCSD Admin Reg. SS-38.
- G. 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.
- H. 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.
- I. Electronic smoking device. Any device that may be used to deliver any aerosolized or vaporized substance, including e-liquid, to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, vapor product or e-hookah. Electronic smoking device also includes any component, part or accessory of the device, and includes any substance intended to be aerosolized or vaporized during the use of the device, whether or not the substance includes nicotine. See BCSD Admin Reg. SS-24, Tobacco Use by Students.
- J. 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.
- K. 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.
- L. Gang. Shall be defined in accordance with S.C. Code Ann. § 16-8-230.
- M. In-School Suspension ("ISS"). ISS is a form of discipline in which a student maintains classroom assignments and remains in school but is in a separate location than the student's regular classroom. The student's teacher continues to provide coursework for the student to complete while in ISS. Period ISS is preferred to day-long ISS.
- N. Mitigating factors. Factors that may be considered by a school official, excluding criminal conduct, which would decrease the severity of the appropriate sanction for specific student conduct for violating the Student Code of Conduct, include, but are not limited, to the following: 1. Behavior is an isolated event separate from the student's previous behavior patterns; 2. Student has experienced a significant life event (death in family, accident,

divorce) causing disruption for the student; 3. Student is an elementary school student; 4. No past history of disciplinary problems; 5. Passage of a significant amount of time since the student's last disciplinary matter; 6. Parents of student is cooperating with school administration and is sharing in the imposition of disciplinary measures at home and at school; 7. Student was a passive participant or played a minor role in the offense; 8. Student reasonably believed the conduct was legal; 9. Student acted under strong provocation; 10. Student aided in the discovery of another offender; 11. Student made a full, truthful statement admitting guilt at an early stage in the investigation of the offense; 12. Student displayed a respectful attitude and cooperated during the investigation and discipline progress; 13. Student made appropriate restitution; 14. Student and/or parent(s) agree to participate in counseling.

- O. 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.
- P. Parent/Guardian. 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.
- Q. Principal. Includes the principal and the principal's designee.
- R. School Personnel. Includes any of the following:
1. An employee of the Board of Education, including but not limited to the Superintendent
  2. Principal, Assistant Principal, teacher, and teacher assistant;
  3. 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;
  4. Any person working on school grounds or at a school function for another agency providing educational or related services to students; and
  5. Any school volunteers.
- S. 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.
- T. Sexting. Knowingly distributing, possessing, exchanging, creating, soliciting, or exhibiting images, videos, or visual representations of sexually explicit nudity or sexual activity using non digital means (e.g. printed photographs or magazines) or via electronic communication, including, but not limited to texting, emailing or posting on social media platforms.
- U. Substantial evidence. Such relevant evidence as a reasonable person might accept as adequate to support a conclusion; it is more than a scintilla or a permissible inference.
- V. 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.
- W. Tobacco product. A product that contains tobacco and is intended for human consumption, including, but not limited to, cigarettes, cigars, chewing tobacco and snuff.
- X. Superintendent. Includes the Superintendent and his/her designee(s).
- Y. 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 Student Code of Conduct.**

When considering the appropriate disciplinary measure for a student, school officials should utilize sanctions authorized by the Student Code of Conduct for the given offense. Sanctions are organized by level as described herein. Guideline sanctions are found herein; however, school officials may aggravate or mitigate sanctions as Article III. A. and N. above. School officials shall consider such circumstances in determining the appropriate sanction. 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.

**V. Special Provisions for Drug & Alcohol Offenses.**

In addition to the sanctions set forth herein, a student found to have committed a drug or alcohol offense pursuant to this Administrative Regulation shall be referred to the School Community Intervention Program (SCIP) or other similar drug and alcohol intervention program. Any costs associated with such program shall be borne solely by the student and his/her parent/legal guardian and the BCSD shall have no responsibility for payment of the intervention program costs. Although not mandated or required, it is anticipated that administrators will recommend assignment to the Alternative Program rather than expulsion for students under the influence of drugs or alcohol at school, if the student's misconduct 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 incorporated former Administrative Regulation SS-37, Student Discipline.

<b>Frequently Used Acronyms in the Consistent Progressive Discipline Matrix</b>	
AUP	Acceptable Use Policy
BMS	Behavior Management Specialist
DSS	Department of Social Services
ISS	In-School Suspension
MTSS	Multi-Tiered Systems of Support
OSS	Out-of-School Suspension
SRO	School Resource Officer

Adopted: July 18, 2001

Revised: July 2010; April 2013; July 2015; June 2016; May 2017; June 2020

**Legal references:**

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

1. Section 59-17-135 – Character education
2. Section 59-19-90(3) – District trustees' authority to prescribe rules of pupil conduct including provisions for suspension or dismissal of those failing to comply with rules.
3. Section 59-63-110, et. seq. – Safe School Climate Act
4. Section 59-63-210 – Grounds for suspension, expulsion or transfer.
5. Section 59-63-220 – Suspension by administrators.
6. Section 59-63-230 – Notice of suspension; conferences with parents.
7. Section 59-63-275 - Student hazing prohibited; definitions.
8. Section 59-63-310, et. seq. – School Crime Report Act.
9. Section 59-63-1330 – Discretion of school district and school board.

10. Section 59-63-235 - Expulsion of student determined to have brought firearm to school.
11. Section 16-223-430 – Carrying weapon on school property; concealed weapons.

B. S.C. Code of Regulations – State Board of Education regulations

1. R43-166 – Student and School Safety.
1. R43-279 – Minimum Standards of Student Conduct and Disciplinary Enforcement Procedures to be Implemented by Local School Districts.
2. R43-274 – Student Attendance.

C. South Carolina Department of Education Best Practices for Supporting Educators with Discipline

## Level I: Behavioral Misconduct (Disorderly Conduct)

### *Non-criminal*

Classroom Managed/Teacher Managed

#### Offense Descriptions, Interventions, and Consequences

Note: Classroom/ Teacher Managed infractions should be handled by the classroom teacher and are not processed through a formal referral for disciplinary actions from administration. However, these infractions are documented by the teacher. Cases of multiple or chronic offenses may result in administrative/guidance action (assistance) and referral for interventions.

Code	Infraction	Definition
006	Dishonesty	Failure to tell the truth; giving false information, verbally or in writing to school personnel
007	Disrupting Class	Behavior that interferes with instruction, learning, and a safe and/ orderly environment which includes, but not limited to, chronic talking, throwing objects, horseplay, teasing, being out of the seat/not sitting in the assigned seat, rude noises, selling items on campus, etc.
280	Dress Code Violation	Failure to comply with the school's dress code requirement and/or failure to wear school ID
275	Failure to Complete School Work	The act of not completing assigned written, oral, or physical work
407	Hall Pass Violation	To be in a hallway without written permission; to alter or change a hall pass from its original intent
405	Horseplay	Boisterous play, foolish behavior, prank and practical jokes, antics, ramping
360	Identification Violation	Failure to comply with school identification rules
015	Inappropriate Affection	Unsuitable or improper physical contact, action or gestures, or display of public affection which creates an uncomfortable/ stressful environment for the recipient person
017	Inappropriate Behavior	Actions or gestures of conducting oneself in a disruptive or disrespectful manner to include tone, attitude, and body language that is negative or abrasive towards another student or adult
016	Inappropriate Language	Inappropriate or irreverent language that is not demeaning or not directed to another student or adult
018	Inappropriate Materials	Related to the possession or viewing of items considered to be unsuitable for school or school related activities
370	Littering	Making a place untidy with rubbish
024	Running	Running in the hallway, classroom, cafeteria, or any other unauthorized area in the school that could pose a safety issue
180	Tardy	Arriving late to school or class. Refer to the school's tardy plan. Multiple referrals will result in level 1 referral
028	Throwing Objects	To propel or cast in any way anything that is visible or tangible without proper authorization
390	Unauthorized Device	Failure to adhere to the authorized time to use outlined in the district's electronic device policy.

Possible Interventions	Possible Consequences
Teacher/Student Conference	Verbal Warning
Seat change	Written Warning
Community Service	Community service is performed by one person or a group of people for the benefit of the community or school.
Problem solving worksheet	Written or Verbal Reflection
Teach/Re-teach expectations	Parent/Teacher contact (phone, email, text, letter)
Reinforcement of appropriate behaviors	Parent/Teacher conference
Clarification of expectations	Letter of Apology
Peer buddy	Loss of Privilege
Peer tutor	Temporary removal from class
Alternate assignment	In class exclusion
Modify activity	Modify, alter, exempt, extend
Proximity control	Adjust teacher monitoring or movement
Restorative conversation	Teacher student discussion and problem solving

## BCSD Early Childhood (PK-2) Progressive Discipline Plan

### BEHAVIORAL MISCONDUCT: LEVEL I (CLASSROOM MANAGED/ TEACHER MANAGED) (Classroom/Teacher Managed)

Behavioral misconduct is defined as those activities engaged in by student(s) which tend to impede orderly classroom procedures or instructional activities, orderly operation of school, or the frequency or seriousness of which interrupt the classroom or school. The provisions of this regulation apply not only to within-school activities, but also to student conduct on the school bus transportation vehicles and during school-sponsored activities.

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
190	Cheating	Plagiarizing, providing, receiving, or viewing answers to assignments, quizzes, or tests; accessing academic materials without permission	Conference with Student; Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher	Alternative Assignment; Parent/ Guardian Contact by Teacher	Parent/ Guardian Contact by Teacher; Referral to School Counselor
220	Computer Violation Non-criminal	Unauthorized or inappropriate use of computers or use of computer resources without permission; unauthorized modifications of school system computers that do not permanently damage the system resources (i.e. unauthorized websites, bypassing filters)	Conference with Student; Reteach Expectations by Teacher; Review of the AUP	Parent/ Guardian Conference; Limited Use/Loss of Usage of the Device	Withdrawal of Privileges; Limited Use/Loss of Usage of the Device; Parent/ Guardian Contact
170	Cutting Activity	Failure to attend or complete an assigned school activity or event	Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher	Referral to School Counselor; Classroom Behavior Plan; Parent/ Guardian Conference	Parent/ Guardian Conference; MTSS Intervention
160	Cutting Class	Failure to attend or complete scheduled class	Reteach Expectations; Parent/ Guardian Contact by Teacher	Referral to School Counselor; Classroom Behavior Plan; Parent/ Guardian Conference	Parent/ Guardian Conference; MTSS Intervention
005	Detention Violation	Failure to serve a period of time during recess, lunch before or after the school day as a consequence for a behavior infraction (This refers to a teacher violation)	Complete Detention; Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher	Referral to School Counselor; Classroom Behavior Plan; Parent/ Guardian Conference	Parent/ Guardian Conference; MTSS Intervention

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
006	Dishonesty or Lying	Failure to tell the truth; giving false information, verbally or in writing to school personnel	Teach and Model Appropriate School Behavior; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Classroom Behavior Plan; Parent/ Guardian Conference	Reteach Expectations by Teacher; Parent/ Guardian Conference; Support from School Counselor
420	Disrespect	Demeaning or discriminatory language and/or insult towards an adult, guest, or staff member including but not limited to any verbal, written, or electronic communication without profanity	Teach and Model Appropriate School Behavior; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Classroom Behavior Plan; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Parent/ Guardian Conference; MTSS Behavior Plan; Support from School Counselor
007	Disrupting Class	Behavior that interferes with instruction, learning, and a safe and/ orderly environment which includes, but not limited to, chronic talking, throwing objects horseplay, teasing, refusal to remain in seat, rude noises, selling items on campus, etc.	Teach and Model Appropriate School Behavior by Teacher; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Classroom Behavior Plan; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Parent/ Guardian Conference; MTSS Behavior Plan; Support from School Counselor
280	Dress Code Violation	Failure to comply with the school's dress code requirement and/or failure to wear school ID	Parent/ Guardian Contact by Teacher	Parent/ Guardian Contact by Teacher; Refer to School Social Worker	Parent/ Guardian Contact by School Social Worker
400	Excessive Noise	Any loud sound that is unnecessary or interferes with the learning environment or activity; senseless shouting or outcry	Teach and Model Appropriate School Behavior by Teacher; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Classroom Behavior Plan; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Parent/ Guardian Conference; MTSS Behavior Plan; Support from School Counselor
275	Failure to Complete School Work	The act of not completing assigned written, oral, or physical work	Teach and Model Appropriate School Behavior by Teacher; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Classroom Behavior Plan; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Parent/ Guardian Conference; MTSS Behavior Plan; Support from School Counselor
271	Failure to Comply	The act of not completing a consequence or sanction assigned by a teacher or multiple teacher-managed offenses	Teach and Model Appropriate School Behavior; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Classroom Behavior Plan; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Parent/ Guardian Conference; MTSS Behavior Plan; Support from School Counselor

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
011	Forgery	Purpose of signing another person's name or altering, copying or imitation of something, without the authority or right, with the intent to deceive or fraud by passing the copy or thing altered and imitation as that original	Teach and Model Appropriate School Behavior; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Classroom Behavior Plan; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Parent/ Guardian Conference; Support from School Counselor
410	Hall Pass Violation	To be in a hallway without written permission; to alter or change a hall pass from its original intent	Verbal Reprimand by Teacher; Return to class; Parent/Guarding Contact by Teacher	Verbal Reprimand by Teacher; Reteach Expectations by Teacher	Reteach Expectations by Teacher Parent/ Guardian Contact by Teacher
405	Horseplay	Boisterous play, foolish behavior, pranks and practical jokes, antics ramping	Teach and Model Appropriate School Behavior; Verbal Reprimand by Teacher; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Verbal Reprimand; Classroom Behavior Plan; Parent/ Guardian Contact by Teacher	Reteach Expectation by Teacher; Parent/ Guardian Conference; MTSS Behavior Plan; Support from School Counselor
360	Identification Violation	Failure to comply with the school's dress code requirement and/or failure to wear school ID	Parent/ Guardian Contact by Teacher	Parent/ Guardian Contact by Teacher; Refer to School Social Worker	Parent/ Guardian Contact by School Social Worker
017	Inappropriate Behavior	Actions or gestures of conducting oneself in a disruptive or disrespectful manner to include tone, attitude, and body language that is negative or abrasive towards another student or adult	Teach and Model Appropriate School Behavior; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Classroom Behavior Plan; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Parent/ Guardian Conference; MTSS Behavior Plan; Support from School Counselor
018	Inappropriate Materials	Related to the possession or viewing of items considered to be unsuitable for school or school related activities	Teach and Model Appropriate School Behavior; Confiscate Item; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Confiscate Item; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Confiscate Item; Parent/ Guardian Contact by Teacher to pick-up item

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
320	Leaving Class	Departing from class without permission before the class period is complete	Teach and Model Appropriate School Behavior; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Classroom Behavior Plan; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Parent/ Guardian Conference; Support from School Counselor
370	Littering	Making a place untidy with rubbish	Teach and Model Appropriate School Behavior by Teacher; Parent/ Guardian Contact	Reteach Expectations by Teacher; Clean up area	Reteach Expectations by Teacher; Work Detail; Parent/ Guardian Contact by Teacher
240	Loitering	Standing or waiting around idly or without an apparent purpose	Verbal Reprimand by Teacher; Return to class	Verbal Reprimand by Teacher; Reteach Expectations by Teacher	Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher
200	Off Limits	Wandering on school premises in an area that is off limits to students or when there is no reason to be there	Verbal Reprimand Teacher; Return to class	Verbal Reprimand by Teacher; Reteach Expectations by Teacher	Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher
330	Phone Violation	Using phones or having phones visible during instructional time at school	Review School District Policy on Phone Use; Return Phone to Backpack and Power Off; Parent/ Guardian Contact	Reteach Expectations by Teacher; Confiscate Item; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Confiscate Item; Parent/ Guardian Contact by Teacher to Pick-up Item
023	Property Misuse	Minor damage or defacement of property belonging to the school or others	Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher; Restitution	Reteach Expectations by Teacher; Work Detail; Parent/ Guardian Contact by Teacher; Restitution	Reteach Expectations by Teacher; Work Detail; Withdrawal of privileges; Parent/ Guardian Contact by Teacher; Restitution
024	Running	Running in the hallway, classroom, cafeteria or any unauthorized area in the school that could pose a safety issue	Teach and Model Appropriate School Behavior; Verbal Reprimand by Teacher; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Verbal Reprimand by Teacher; Classroom Behavior Plan; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Parent/ Guardian Conference; Support from School Counselor
180	Tardy	Arriving late to school or class	Parent/ Guardian Contact by Teacher	Parent/ Guardian Contact by Teacher; Refer to School Social Worker	Parent/ Guardian Contact by School Social Worker; Attendance Contract

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
028	Throwing Objects	To propel or cast in any way anything that is visible or tangible	Teach and Model Appropriate School Behavior; Verbal Reprimand; Parent/ Guardian Contact by Teacher	Conference with Student; Parent/ Guardian Contact by Teacher	Parent/ Guardian Conference; Withdrawal of privileges; Referral to Social Worker; MTSS Behavior Plan
151	Truant	A student, ages 6 to 17 years old, who has three consecutive Days of unlawful absences or a total of five unlawful absences during the current school year	Parent/ Guardian Contact by Teacher	Parent/ Guardian Contact by Teacher; Refer to School Social Worker	Parent/ Guardian Contact by School Social Worker; Attendance Contract
390	Unauthorized Device	Failure to adhere to the authorized time of use outlined in the school's electronic device policy. This includes possession of an item at unauthorized times; including, but not limited to, laser pointer, camera, cell phone, tablets, drones, etc.	Review School District Policy on Device Use; Return Item to Backpack and Power Off	Reteach Expectations by Teacher; Confiscate Item; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Confiscate Item; Parent/ Guardian Contact to Pick up Item; Withdrawal of Privileges
030	Violation of Class rules	Any violations of teacher class rules and procedures	Teach and Model Appropriate School Behavior; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Classroom Behavior Plan; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Parent/ Guardian Conference; MTSS Behavior Plan; Support from School Counselor
017	Inappropriate Behavior	Actions or gestures of conducting oneself in a disruptive or disrespectful manner to include tone, attitude, and body language that is negative or abrasive towards another student or adult	Teach and Model Appropriate School Behavior; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Classroom Behavior Plan; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Parent/ Guardian Conference; MTSS Behavior Plan; Support from School Counselor
420	Disrespect	Demeaning or discriminatory language and/or insult towards an adult, guest, or staff member including but not limited to any verbal, written, or electronic communication without profanity	Teach and Model Appropriate School Behavior; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Classroom Behavior Plan; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Parent/ Guardian Conference; MTSS Behavior Plan; Support from School Counselor

**POSSIBLE INTERVENTIONS FOR LEVEL I**

INTERVENTIONS	CONSEQUENCES
<ul style="list-style-type: none"> <li>A. Teach/Re-teach Behavior Expectations</li> <li>B. Reinforcement of Appropriate Behavior</li> <li>C. Explicit Instruction</li> <li>D. Clarification of expectations</li> <li>E. Student Problem-Solving Worksheet</li> <li>F. Peer Buddy/Peer Tutor</li> <li>G. Modify or Supplement Assignment/Activity</li> <li>H. Adjust Classroom Environment</li> <li>I. Proximity Control</li> <li>J. Referral to School Counselor</li> <li>K. Seat Change</li> <li>L. Teacher/Student Conference</li> <li>M. Parent/ Guardian Contract</li> <li>N. Teacher/Parent/Student Conference</li> </ul>	<ul style="list-style-type: none"> <li>A. Verbal reprimand</li> <li>B. Withdrawal of privileges</li> <li>C. Detention (silent lunch, after school, weekends, or another time that does not interfere with the instructional day)</li> <li>D. Parent/ Guardian Contact</li> <li>E. Parent/ Guardian Shadowing</li> <li>F. Intervention plan/behavioral contract</li> <li>G. Administrative Detention</li> <li>H. Community Service Assignment</li> <li>I. Other consequences as approved and communicated by local school authorities.</li> </ul>

\*This student code of conduct matrix, which is designed to assist districts in imposing consequences/sanctions more uniformly, was adapted from similar documents found in the Charleston County, Richland 2, Lexington/Richland 5, Greenwood 50, and Dekalb County School District student code of conduct handbooks.

**DISRUPTIVE CONDUCT: LEVEL II**

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property, and the consequences of which tend to endanger the health or safety of oneself or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. Behavioral misconduct (Level I) may be reclassified as disruptive conduct (Level II) if it occurs three or more times after documented interventions. The provision of this regulation applies not only to within-school activities, but also to student conduct on school transportation vehicles, and during other school-sponsored activities.

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
001	Aiding Others	A person who assists in or supports the commission of an offense and who usually has knowledge before or after the fact. This includes, but it not limited to inciting a fight, impeding school officials from reaching a fight, recording a fight, and posting videos of a fight on a social media site	Withdrawal of Privileges; Parent/ Guardian Contact by Teacher	Parent/ Guardian Conference involving BMS; MTSS Behavior Plan	Parent/ Guardian Conference with BMS, School Counselor, and Administrative Team; MTSS Behavior Plan Revision to a Higher Level; Referral to Outside Agency; Up to 3 Days ISS
003	Bite/Pinch/Spit	To cut, wound, or tear with the teeth; to constrict or squeeze painfully; to eject saliva from the mouth onto another person or possession	Withdrawal of Privileges; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Parent/ Guardian Conference involving BMS; MTSS Behavior Plan; Withdrawal of Privileges	Parent/ Guardian Conference with BMS, School Counselor, and Administrative Team; MTSS Behavior Plan Revision to a Higher Level; Referral to Outside Agency; Up to 3 Days ISS; Withdrawal of Privileges
004	Contraband	Related to the possession or viewing of items considered to be unsuitable for school or school related activities (magazines, materials to promote discriminatory practices/speech, lighters, chemicals)	Review Appropriate Materials; Confiscate Item; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Confiscate Item; Parent/ Guardian Contact by Teacher; Withdrawal of Privileges	Reteach Expectations by Teacher; Confiscate Item; Parent/ Guardian Contact to Pick up Item; Withdrawal of Privileges
530	Bribery	Offering, giving, receiving, or soliciting of money or other items of value to sway the judgment or action of a person	Withdrawal of Privileges; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Parent/ Guardian Conference involving BMS; MTSS Behavior Plan; Withdrawal of Privileges	Parent/ Guardian Conference with BMS, School Counselor, and Administrative Team; MTSS Behavior Plan Revision to a Higher Level; Withdrawal of Privileges; Up to 3 Days ISS

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
407	Confrontation/ Altercation	An exchange of words between students resulting in conflict; a heated or angry dispute; a noisy argument or controversy	Review Expectations by Teacher; Referral to Behavior Management Personnel/School Counselor; Parent/ Guardian Contact by Teacher	MTSS Behavior Plan; Withdrawal of Privileges; Parent/ Guardian Contact by Teacher	MTSS Behavior Plan Revision to a Higher Level; Referral to BMS; Parent/ Guardian Conference with Administrative Team; Up to 3 Days ISS
150	Cutting School	Failure to attend or complete a school day Early Childhood: Exiting the school campus/attempting to leave campus.	Review Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Parent/ Guardian Conference; Referral to School Counselor	Parent/ Guardian Conference; Referral to School Social Worker, MTSS Behavior Plan
034	District Medication violation	Prescription or non-prescription drugs found on a student's person without proper documentation	Reteach Expectations by Teacher; Parent/ Guardian Contact by School Nurse	Reteach Expectations by Teacher; Parent/ Guardian Conference with School Nurse	Reteach Expectations by Teacher; Refer to School Social Worker; Parent/ Guardian Conference with School Nurse
009	Fighting	An incident involving two or more students with mutual physical contact, such as hitting, kicking, and/or punching	Review Expectations by Teacher; Mediation; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Review Expectations by Teacher; Parent/ Guardian Conference involving BMS and School Counselor; MTSS Behavior Plan	MTSS Behavior Plan Revision to a Higher Level; Referral to BMS; Parent/ Guardian Conference; Up to 2 Days ISS
010	Fireworks	Possession and/or detonation of an explosive pyrotechnic device that makes a display of light or noise on school property but does not cause harm to others	Confiscates Item; Review Expectations by Teacher; Parent/ Guardian Contact by Teacher	Confiscates Items; Review Expectations by Teacher; Parent/ Guardian Contact by Teacher	Parent/ Guardian Conference; Reteach Expectations by Teacher; Refer to School Social Worker
620	Fraud	Deceiving another in order to damage him/her; usually, to obtain property or services from him or her unjustly	Withdrawal of Privileges; Parent/ Guardian Contact by Teacher	Parent/ Guardian Conference involving BMS; MTSS Behavior Plan	Parent/ Guardian Conference with BMS, School Counselor, and Administrative Team; MTSS Behavior Plan revision to a Higher level; Withdrawal of Privileges; Up to 3 Days ISS
630	Gambling	Betting on a game of chance or an activity where money is exchanged	Confiscates Items; Review Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Confiscates Item; Review Expectations by Teacher; Parent/ Guardian Contact by Teacher	Parent/ Guardian Conference; Reteach Expectations by Teacher; Refer to School Social Worker

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
012	Harassment	Any insulting, or dehumanizing action which negatively impacts another person's emotional or mental well-being	Review Expectations by Teacher; Referral to Behavior Management Personnel/School Counselor; Parent/ Guardian Contact by Teacher; Referral to School Counselor	MTSS Behavior Plan; Withdrawal of Privileges; Parent/ Guardian Contact by Teacher	MTSS Behavior Plan Revision to a Higher Level; Referral to BMS; Parent/ Guardian Conference with Administrative Team; Up to 3 Days ISS
014	Hit/Kick/Push	To deal a blow to, come in contact with, to trip, or strike; to strike with foot or feet; to push, apply pressure with the intent to cause harm	Review Expectations; Mediation; Withdrawal of privileges; Parent/ Guardian Contact by Teacher	Review Expectations by Teacher; Parent/ Guardian Conference; BMS; MTSS Behavior Plan; Withdrawal of Privileges	MTSS Behavior Plan Revision to a Higher Level; Referral to BMS; Parent/ Guardian Conference with Administrative Team; Up to 3 Days ISS
015	Inappropriate Affection	Unsuitable or improper physical contact, action or gestures, or display of public affection which creates an uncomfortable/stressful environment for the recipient person	Review Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Parent/ Guardian Conference; Reteach Expectations by Teacher	Parent/ Guardian Conference; Reteach Expectations by Teacher; Refer to School Counselor
016	Inappropriate Language to Staff	Demeaning, abusive speech that shows dishonor or disrespect towards BCSD staff and personnel	Review Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor; Restitution	Parent/ Guardian Conference; Reteach Expectations by Teacher; Restitution	Reteach Expectations by Teacher; Parent/ Guardian Conference; Refer to School Social Worker/BMS/School Counselor; MTSS Behavior Plan; Up to 3 Days ISS
022	Inappropriate Physical Contact	Touching or immediate proximity of another person exceeding personal boundaries unsuitable or improper for the location or setting	Review Expectations by Teacher; Mediation; Withdrawal of privileges; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Review Expectations by Teacher; Parent/ Guardian Conference; BMS; MTSS Behavior Plan; Withdrawal of Privileges	MTSS Behavior Plan Revision to a Higher Level; Referral to BMS; Parent/ Guardian Conference; Up to 3 Days ISS

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
650	Intimidation	To unlawfully place another person in reasonable fear of bodily harm through the use of menacing words or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack; Intimidating behaviors can be made in person, over the telephone, electronically, via social media networks, or in writing	Review Expectations by Teacher; Referral to Behavior Management Personnel/School Counselor; Parent/ Guardian Contact by Teacher; Referral to School Counselor	MTSS Behavior Plan; Withdrawal of Privileges; Parent/ Guardian Contact by Teacher	MTSS Behavior Plan Revision to a Higher Level; Referral to BMS; Parent/ Guardian Conference; Up to 3 Days ISS
310	Leaving School	Departing from campus without permission before the school day is complete	Review Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Parent/ Guardian Conference; Referral to School Counselor	Parent/ Guardian Conference; Referral to School Social Worker, MTSS Behavior Plan
020	Major Disruption	Behavior that interrupts the learning environment for a specific period of time in a confined area	Review Expectations by Teacher; Referral to Behavior Management Personnel/ Counselor; Parent/ Guardian Contact by Teacher; Referral to School Counselor	MTSS Behavior Plan; Parent/ Guardian Conference involving BMS/SRO; Withdrawal of Privileges	MTSS Behavior Plan Revision to a Higher Level; Parent/ Guardian Conference with BMS/SRO; Up to 3 Days ISS
290	Obscene Gesture/Comment /Writing	An offensive expression of an idea, opinion, or emotion through gesture, comments, or writing. A movement or position of the hand, arm, body, head, or face that is expressive of an offensive idea, opinion, and emotion	Review Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor; Restitution	Parent/ Guardian Conference; Reteach Expectations by Teacher; Restitution	Reteach Expectations by Teacher; Parent/ Guardian Conference; Refer to School Social Worker/BMS/School Counselor; MTSS Behavior Plan; Up to 3 Days ISS
710	Pornography	Possession, manufacturing, or distribution of sexually explicit/obscene material	Confiscation; Review Expectations by Teacher; Parent/ Guardian Conference; Referral to School Social Worker/School Counselor; Referral to School Counselor	Confiscation; Review Expectations by Teacher; Parent/ Guardian Conference; Referral to School Social Worker/Counselor; Referral to Outside Agency	Confiscation; Review Expectations by Teacher; Parent/ Guardian Conference; Referral to Outside Agency

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
210	Profanity (towards student/peer)	Abusive, vulgar, or irreverent language, swearing, cursing, foul speech, or speech that shows disrespect or dishonor toward a student	Review Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor; Restitution	Parent/ Guardian Conference; Reteach Expectations by Teacher; Restitution	Reteach Expectation by Teachers; Parent/ Guardian Conference; Refer to School Social Worker/BMS/School Counselor; MTSS Behavior Plan; Up to 3 Days ISS
210	Profanity (toward adult)	Abusive, vulgar, or irreverent language, swearing, cursing, foul speech, or speech that shows disrespect or dishonor toward a staff member	Review Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor; Restitution	Parent/ Guardian Conference; Reteach Expectations by Teacher; Restitution	Reteach Expectations by Teacher; Parent/ Guardian Conference; Refer to School Social Worker/BMS/School Counselor; MTSS Behavior Plan; Up to 3 Days ISS
270	Refusal to Obey/Defiant	Refusing to follow a request or a specific direction/instruction of an adult through disobedience, defiance, unruliness, or noncompliance	Review Expectations by Teacher; Referral to Behavior Management Personnel/School Counselor; Parent/ Guardian Contact by Teacher	MTSS Behavior Plan; Parent/ Guardian Contact by Teacher; Withdrawal of Privileges; Referral to School Counselor and/ or BMS	MTSS Behavior Plan Revision to a Higher Level; Referral to School Counselor and/ or BMS; Parent/ Guardian Conference with Administrative Team; Up to 3 Days ISS
025	Sexual Violation	The act of touching, groping, slapping, or any other physical contact of a sexual nature made with another person, whether unwanted or wanted	Review Expectations by Teacher; Parent/ Guardian Conference; Referral to School Social Worker/School Counselor; Referral to School Counselor	Review Expectations by Teacher; Parent/ Guardian Conference; Referral to School Social Worker/School Counselor; Referral to Outside Agency	Review Expectations by Teacher; Parent/ Guardian Conference; Referral to Outside Agency
740	Stolen Property	Having in possession goods obtained by larceny, by stealing, by robbing, by theft; something unlawfully taken from its rightful owner (Less than \$2000 in damages. Greater than \$2000 moves to Level 3 offense-theft.)	Parent/ Guardian Contact by Teacher; Withdrawal of Privileges; Referral to School Counselor	Parent/ Guardian Conference involving Social Worker and BMS; MTSS Behavior Plan; Withdrawal of Privileges	Parent/ Guardian Conference with BMS, School Counselor, Social Worker, and Administrative Team; MTSS Behavior Plan Revision to a Higher Level; Withdrawal of Privileges; Up to 3 Days ISS
230	Tobacco	Possession and/or use of cigarettes, cigars, and/or other tobacco products; possession and/or use of smokeless tobacco products, electronic cigarettes, and vaporizers	Confiscation; Review Expectations by Teacher; Parent/ Guardian Conference; Referral to School Counselor; Referral to School Social Worker/School Counselor	Confiscation; Review Expectations by Teacher; Parent/ Guardian Conference; Referral to School Social Worker/School Counselor; Referral to Outside Agency	Confiscation; Review Expectations by Teacher; Parent/ Guardian Conference; Referral to Outside Agency

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
750	Trespassing	Being on school property or at a school sponsored event without permission, including while on suspension or after expulsion; entry of a structure without intent to commit a serious crime or theft	Review Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Parent/ Guardian Conference; Referral to Social Worker and/or School Counselor	Parent/ Guardian Conference; Referral to School Social Worker; MTSS Behavior Plan
029	Urination	Willfully urinating on school property or another student's property (shoes, floor, walls, bus, etc.)	Parent/ Guardian Contact by Teacher; Review Expectations by Teacher; Parent/ Guardian Conference; Referral to School Counselor; Restitution	Parent/ Guardian Conference with School Nurse	Parent/ Guardian Conference; Referral to School Counselor/Social Worker
760	Vandalism	Willfully or maliciously destroying, damaging, or defacing real or personal property (Less than \$500 in damages. Greater than \$500 moves to level 3 offense.)	Review Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor; Restitution	Parent/ Guardian Conference; Reteach Expectations by Teacher; Restitution	Reteach Expectations by Teacher; Parent/ Guardian Conference; Refer to School Social Worker/BMS/School Counselor; MTSS Behavior Plan; Up to 3 Days ISS
789	Misc. weapons	Weapons such as: toy guns, toy cap guns, toy pellet guns, bullet, and other devices that do not inflict injury	Confiscation; Review School District's Safe School Act; Parent/ Guardian Conference; Referral to School Counselor	Confiscation; Review School District's Safe School Act; Parent/ Guardian Conference involving BMS	Confiscation; Review School District's Safe School Act; Parent/ Guardian Conference with SRO, Referral to Outside Agency

**POSSIBLE INTERVENTIONS FOR LEVEL II**

INTERVENTIONS	CONSEQUENCES
<ul style="list-style-type: none"> <li>A. Level I Interventions may also be used</li> <li>B. Administrator/Student Problem</li> <li>C. Solving Meeting</li> <li>D. Peer Mediation</li> <li>E. Schedule change</li> <li>F. Staff Mentor</li> <li>G. Behavior Contract</li> <li>H. Social Skill/Behavior Group</li> <li>I. Referral to School Counselor and/ or BMS</li> <li>J. Referral to School-Based Mental Health</li> <li>K. Referral to Outside Agency</li> <li>L. Abbreviated Day</li> </ul>	<ul style="list-style-type: none"> <li>A. Temporary removal from class</li> <li>B. Alternative Program</li> <li>C. In-school suspension</li> <li>D. Out-of-school suspension</li> <li>E. Transfer</li> <li>F. Referral to outside agency</li> <li>G. Expulsion</li> <li>H. Restitution of property and damages, where appropriate</li> <li>I. Parent/ Guardian Contact</li> <li>J. Administrative Detention</li> <li>K. Community Service Assignment</li> <li>L. Restitution of Property and Damages</li> <li>M. Referral to Contact SRO</li> <li>N. Other sanctions approved and communicated by local school authorities.</li> </ul>

*\*This student code of conduct matrix, which is designed to assist districts in imposing consequences/sanctions more uniformly, was adapted from similar documents found in the Charleston County, Richland 2, Lexington/Richland 5, Greenwood 50, and DeKalb County School District student code of conduct handbooks.*

**CRIMINAL CONDUCT: LEVEL III**

Criminal conduct is defined as those activities engaged in by student(s) which result in violence to oneself or another 's person or property or which pose a direct and serious threat to the safety of oneself or others in the school. When school officials have reasonable belief that students have engaged in such activities, then these activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of the School Resource Officer or other local law enforcement authorities, and/ or action by the local the board. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school transportation vehicles, and during other school-sponsored activities.

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
680	Alcohol/Liquor Law Violation	Violation of laws prohibiting sale, purchase, barter, transportation, possession, distribution, consumption, or being under the influence of alcoholic beverages	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to School Counselor; Referral to Outside Agency; Up to 3 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Up to 4 Days OSS	Parent/ Guardian Conference; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Up to 5 Days OSS
500	Arson	To intentionally damage or attempt to damage any real or personal property by fire	Parent/ Guardian Contact by Administrator; Contact SRO Agency, Parent/ Guardian Conference; Referral to school counselor; Referral to Outside Agency; Threat Assessment with Team; Up to 3 Days OSS; Referral to School Counselor; Restitution	Parent/ Guardian Contact by Administrator; Contact SRO Agency, Parent/ Guardian Conference; Referral to Outside Agency; Threat Assessment with Team; Up to 4 Days OSS; Restitution	Parent/ Guardian Contact by Administrator; Contact SRO Agency, Parent/ Guardian Conference; Referral to Outside Agency; Threat Assessment with Team; Up to 5 Days OSS; Restitution

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
510	Assault, Aggravated	An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. This category includes attempted murder. A weapon can be a commonly known weapon, such as a gun or knife, or any other item, which, although not usually thought of as a weapon, becomes one when used in a manner that could cause severe bodily injury (e.g., baseball bat, metal chain, large stick). A "severe laceration" is one that should receive medical attention. A "loss of consciousness" must be the direct result of force inflicted on the victim by the offender.	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to School Counselor; Referral to Outside Agency; Up to 3 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Up to 4 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Up to 5 Days OSS
520	Assault, Simple	An unprovoked physical attack by one person upon another where the offender neither uses nor displays a weapon and the victim does not suffer obvious severe or aggravated bodily injury	Review Expectations by Teacher; Withdrawal of privileges; Parent/ Guardian Conference involving School Administration and Behavior Management Personnel; Referral to School Counselor; Up to 1 Day OSS	Review Expectations by Administrator; Parent/ Guardian Conference with School Administration and BMS; MTSS Behavior Plan; Withdrawal of Privileges; Up to 2 Days OSS	MTSS Behavior Plan Revision to a Higher Level; Referral to BMS; Parent/ Guardian Conference involving BMS/SRO; Up to 3 Days OSS

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
260	Bomb Threat	Indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity	Parent/ Guardian Contact by Administrator; Contact SRO Agency; Parent/ Guardian Conference; Referral to School Counselor; Referral to Outside Agency; Threat Assessment; Up to 2 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO Agency, Parent/ Guardian Conference, Referral to Outside Agency; Threat Assessment with Team; Up to 3 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO Agency, Parent/ Guardian Conference; Referral to Outside Agency; Threat Assessment with Team; Up to 5 Days OSS
651	Bullying	A deliberate, repeated act with intention to hurt, insult, or threaten another person in school, on school grounds, in school vehicles, or at school events. A gesture, an electronic communication, or a written, verbal, physical, or sexual act that takes place on school property, at any school sponsored function where the school is responsible for the child or on a school bus or other school-related vehicle, at an official school bus stop and that: a) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student, physically or emotionally, or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or b) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school. (Due to Race of Victim, Disability of Victim, Gender of Victim, Religion of Victim, Due to National Origin of Victim, Due to Sexual Orientation of Victim or Other/Unknown	Review Expectations by Teacher; Withdrawal of privileges; Referral to School Counselor; Parent/ Guardian Conference involving School Administration and Behavior Management Personnel; Up to 1 Day OSS; Threat Assessment with Team	Review Expectations by Teacher; Parent/ Guardian Conference involving School Administration and BMS; MTSS Behavior Plan; Withdrawal of Privileges; Threat Assessment with Team; Up to 2 Days OSS	MTSS Behavior Plan Revision to a Higher Level; Referral to BMS; Parent/ Guardian Conference involving BMS/SRO; Threat Assessment with Team; Up to 3 Days OSS

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
540	Burglary	Unlawful entry or attempt to unlawfully enter a building or other structure with the intent to commit a felony or theft	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to School Counselor; Referral to Outside Agency; Up to 2 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Up to 4 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Up to 5 Days OSS
220	Computer Violation-Criminal	Using school computers to commit a criminal act such as hacking into servers, piracy, altering Criminal school data, etc.; purposely damaging school system computer resources	Review Expectations by Teacher; Withdrawal of Privileges; Parent/ Guardian Conference involving School Administration and Behavior Management Personnel; Referral to School Counselor; Up to 1 Day; Threat Assessment with Team	Review Expectations by Teacher; Parent/ Guardian Conference involving School Administration and BMS; MTSS Behavior Plan; Withdrawal of Privileges; Threat Assessment with Team; Up to 2 Days OSS	MTSS Behavior Plan Revision to a Higher Level; Referral to BMS; Parent/ Guardian Conference involving BMS/SRO; Threat Assessment with Team; Up to 3 Days OSS
652	Cyber Bullying	Willful harassment and intimidation of a person using digital technologies, including, but not limited to, email, blogs, texting, social media, chat rooms, sexting, instant messaging, or video voyeurism	Review Expectations by Teacher; Withdrawal of privileges; Parent/ Guardian Conference involving School Administration and Behavior Management Personnel; Referral to School Counselor; Up to 1 Day; Threat Assessment with Team	Review Expectations by Teacher; Parent/ Guardian Conference involving School Administration and BMS; MTSS Behavior Plan; Withdrawal of Privileges; Threat Assessment with Team; Up to 2 Days OSS	MTSS Behavior Plan Revision to a Higher Level; Referral to BMS; Parent/ Guardian Conference involving BMS/SRO; Threat Assessment with Team; Up to 3 Days OSS
560	Disturbing School	Behavior that disturbs the learning environment for a significant number of students for an extended period of time or school sponsored events and requires the intervention of several staff members	Review Expectations by Teacher; Withdrawal of privileges; Referral to School Counselor; Parent/ Guardian Conference involving School Administration and Behavior Management Personnel; Up to 1 Day OSS	Review Expectations by Teacher; Parent/ Guardian Conference involving School Administration and BMS; MTSS Behavior Plan; Withdrawal of Privileges; Up to 2 Days OSS	MTSS Behavior Plan Revision to a Higher Level; Referral to BMS; Parent/ Guardian Conference involving BMS/SRO; Up to 3 Days OSS

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
570	Drug Distribution	It is unlawful for any person (1) to manufacture, distribute, dispense, deliver, or purchase; or to aid, abet, attempt, or conspire to manufacture, distribute, dispense, deliver, or purchase; or to possess with intent to manufacture, distribute, dispense, deliver, or purchase a controlled substance and (2) to create, distribute, dispense, deliver, or purchase; or to aid, abet, attempt, or conspire to create, distribute, dispense, deliver, or purchase; or to possess with intent to distribute, dispense, deliver, or purchase a counterfeit substance	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to School Counselor; Referral to Outside Agency; Up to 5 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Up to 7 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Up to 10 Days OSS
580	Drug Possession	Possession of an illegal substance represented as drugs, and/or a mood-altering substance (prescription medication). Student under the influence of drugs who admitted to smoking / possessing drugs on campus / school /district sponsored event	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; referral to School Counselor; Referral to Outside Agency; Up to 4 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Up to 6 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Up to 8 Days OSS
575	Drug Usage	The use or being under the influence of an illegal substance; solicitation of any chemical compound or material which is categorically not permitted on school grounds or at school related activities such as prescription or nonprescription medication; being under the influence of unauthorized legal or any illegal substances	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Referral to School Counselor; Up to 3 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Up to 4 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Up to 5 Days OSS

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
590	Embezzlement	The unlawful misappropriation by the offender of money, property, or some other thing of value for personal use while entrusted to his/her care, custody, or control	Parent/ Guardian Contact by Teacher; Withdrawal of Privileges; referral to School Counselor	Parent/ Guardian Conference involving Social Worker/BMS; MTSS Behavior Plan; Up to 3 Days ISS; Withdrawal of Privileges	Parent/ Guardian Conference involving BMS, School Counselor, Social Worker, and Administrative Team; MTSS Behavior Plan Revision to a Higher Level; Withdrawal of Privileges; Up to 3 Days OSS
600	Extortion	To unlawfully obtain money, property, or any other thing of value without that person's consent through the use or threat of force, misuse of authority, threat of destruction of reputation or social standing, or through other coercive means	Parent/ Guardian Contact by Teacher; Withdrawal of Privileges; referral to School Counselor	Parent/ Guardian Conference involving Social Worker/BMS; MTSS Behavior Plan; Withdrawal of Privileges; Up to 3 Days ISS	Parent/ Guardian Conference with BMS, School Counselor, Social Worker, and Administrative Team; MTSS Behavior Plan Revision to a Higher Level; Withdrawal of Privileges; Up to 5 Days OSS
350	Fire Alarm	In the absence of an emergency, to activate or set off a fire signal indicating the presence of a fire emergency	Review Expectations by Teacher; Withdrawal of Privileges; Parent/ Guardian Contact by Administrator; Law/Fire Personnel Conference with Student; Referral to School Counselor	Review Expectations by Teacher; Parent/ Guardian Conference involving School Administration and BMS; MTSS Behavior Plan; Withdrawal of Privileges; Up to 1 Day OSS	MTSS Behavior Plan Revision to a Higher Level; Referral to BMS; Parent/ Guardian Conference with BMS/SRO; Up to 3 Days OSS
011	Forgery/ Counterfeit	Purposely signing another person's name or altering, copying, or imitation of something, without authority or right, with the intent to deceive or fraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud	Parent/ Guardian Contact by Teacher; Withdrawal of Privileges; Referral to School Counselor	Parent/ Guardian Conference involving BMS; MTSS Behavior Plan	Parent/ Guardian Conference involving BMS, School Counselor, and Administrative Team; MTSS Behavior Plan revision to a higher level; Withdrawal of Privileges; Up to 3 Days ISS

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
250	Gang Activity	Any group of individuals or organizations, whether formal or informal, which advocate or promote activities threatening the safety or well- being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The existence of such group of individuals associated may be established by evidence of a common name or common identifying signs, symbols, tattoos, graffiti, or attire or other distinguishing characteristics	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Referral to School Counselor; Up to 3 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Up to 5 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Recommendation for Alternative Placement; Up to 10 Days OSS
640	Homicide	The killing of one human by another, not including manslaughter or attempted murder	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Referral to School Counselor; Recommendation for Expulsion	Parent/ Guardian Contact by Administrator Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Recommendation for Expulsion	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Recommendation for Expulsion
019	Indecent Exposure	The deliberate exposure in public of one's genitalia or private area(s) of one's body	Review Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor; Up to 2 Days ISS	Parent/ Guardian Conference; Referral to Social Worker and/or School Counselor; Up to 2 Days OSS	Parent/ Guardian Conference; Referral to School Social Worker; Refer to Outside Agency; MTSS Behavior Plan; Up to 4 Days OSS
730	Robbery	The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to School Counselor; Referral to Outside Agency; Up to 3 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Up to 4 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Up to 5 Days OSS

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
013	Sexual Harassment	Any unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written, electronic or physical conduct of a sexual nature that creates an intimidating, hostile or offensive environment	Parent/ Guardian Conference with School Administration and BMS; MTSS Behavior Plan; Referral to School Counselor; Threat Assessment with Team; Up to 3 Days ISS; Refer to District Title IX Coordinator	Parent/ Guardian Conference with School Administration; MTSS Revision to a Higher Level; Threat Assessment with Team Contact DSS; Referral to Outside Agency Up to 3 Days OSS; Refer to District Title IX Coordinator	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; MTSS Revision to a Higher Level; Up to 5 Days OSS; Refer to District Title IX Coordinator
610	Sexual Offense (Forced)	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, sexual assault with an object (to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of 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 because of his or her youth or because of his or her temporary or permanent mental or physical incapacity), and/or forcible fondling (child molesting )	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to School Counselor; Referral to Outside Agency; Up to 5 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to outside agency; Up to 6 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Up to 8 Days OSS

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
690	Sexual Offense-Non-Forced	Unlawful, unforced sexual acts or indecent exposure that is overtly sexual in nature, or other sexually inappropriate behavior	Parent/ Guardian Conference with School Administration and School Counselor/ School Social Worker; Withdrawal of Privileges; MTSS Behavior Plan; Referral to School Counselor; Referral to Outside Agency; Up to 3 Days OSS	Parent/ Guardian Conference with School Administration; MTSS Behavior Plan; Threat Assessment with team Contact DSS; Referral to Outside Agency; Up to 5 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; MTSS Revision to a Higher Level; Up to 8 Days OSS
670	Theft/Larceny	To steal or possess property without the permission of the owner (Greater than \$2000 in damages)	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to School Counselor; Referral to Outside Agency; Up to 3 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Up to 4 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Up to 5 Days OSS
230	Tobacco Distribution	Sell, dispense or distribution of any tobacco related product included by not limited to: cigarettes, cigars, and/or other tobacco products; possession and/or use of smokeless products, electronic cigarettes, and vaporizers	Parent/ Guardian Conference with School Administration and Behavior Management Personnel/School Social Worker; Referral to School Counselor; MTSS Behavior Plan; Up to 2 Days ISS	Parent/ Guardian Conference with School Administration; MTSS Behavior Plan; Contact DSS; Referral to Outside Agency; Up to 1-day OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; MTSS Revision to a Higher Level; Up to 3 Days OSS
760	Vandalism	Willfully or maliciously destroying, damaging, or defacing real or personal property (Greater than \$500 in damages. Less than \$500, then Level 2 offense)	Parent/ Guardian Conference with School Administration and BMS; MTSS Behavior Plan; Referral to School Counselor; Up to 3 Days ISS; Restitution	Parent/ Guardian Conference with School Administration; MTSS Behavior Plan; Contact DSS; Referral to Outside Agency Up to 3 Days OSS; Restitution	Parent/ Guardian Contact by Administrator; Contact SRO; District Protective Services & DSS; Referral to Outside Agency; Up to 5 Days OSS; MTSS Revision to a Higher Level
770	Vehicle theft	To steal from or possess a vehicle without permission of the owner	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to School Counselor; Referral to Outside Agency; Up to 5 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO; District Protective Services & DSS; Referral to Outside Agency; Up to 6 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS. Referral to Outside Agency; Up to 8 Days OSS

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
789	Weapons: Handguns	A handgun with or without ammunition	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to School Counselor; Referral to Outside Agency; 10 Days OSS (2nd grade Only: Recommendation for Alternative Placement)	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; 10 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS. Referral to Outside Agency; 10 Days OSS
789	Weapons: Knife Blade Less than 2"	A knife with a blade of less than 2 inches	Parent/ Guardian Conference with School Administration, Behavior Management Personnel, Social Worker; Contact District Protective Services; MTSS Behavior Plan; Referral to School Counselor Up to 3 Days OSS	Parent/ Guardian Conference with School Administration, BMS, Social Worker; Review MTSS Behavior Plan; Contact District Protective Services; Referral to Outside Agency; Up to 4 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; OSS up to 6 Days; MTSS Revision to a Higher Level (2nd grade only: Recommendation for Alternative Placement)
789	Weapons: Knife Blade	A knife with a blade of more than 2.5 inches	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to outside agency; Referral to School Counselor; Up to 4 OSS; (2nd grade only: Recommendation for Alternative Placement)	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Up to 5 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; Up to 6 Days OSS

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
789	Weapons: Knife Blade More than 2"	A knife with a blade of more than 2 inches and less than 2.5 inches	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to School Counselor; Referral to Outside Agency; Up to 3 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS. Referral to Outside Agency; Up to 4 Days OSS (2nd grade Only: Recommendation for Alternative Placement)	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS. Referral to Outside Agency; Up to 5 Days OSS
789	Weapons: Rifles/Shotguns	A rifle or shotgun with or without ammunition	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to School Counselor; Referral to Outside Agency; 10 Days OSS (2nd grade only: Recommendation for Alternative Placement)	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; 10 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; 10 Days OSS
789	Weapons Offense from the State Dept.	Weapons: Firearms, handguns, rifles, shotguns or bombs including look-alike); pellet gun, paintball gun, stun gun, BB gun, flare gun, nail gun, or airsoft gun or any other type of weapon, devices or object which may be used to inflict bodily harm or death shall not be allowed on any school district property (including vehicles) or at any school sponsored event. This shall also include, but not limited to, knives, tasers, dirks, slingshots, bludgeons, blackjacks, Chinese star, razors (including straight or retractable razor), ice pick, metal knuckles, box cutters, nun chucks, spiked glove, spiked wristband, any mace derivative, tear gas device, or pepper spray	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS.; Referral to School Counselor; Referral to Outside Agency; 10 Days OSS (2nd grade Only: Recommendation for Alternative Placement)	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS; Referral to Outside Agency; 10 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO, District Protective Services & DSS. Referral to Outside Agency; 10 Days OSS

**POSSIBLE INTERVENTIONS FOR LEVEL III**

**CONSEQUENCES**

- A. Out-of-school suspension
- B. Assignment to alternative programs
- C. Expulsion
- D. Restitution of property and damages, where appropriate
- E. Other sanction as approved by local school authorities
- F. School within a school temporary placement.

*\*This student code of conduct matrix, which is designed to assist districts in imposing consequences/sanctions more uniformly, was adapted from similar documents found in the Charleston County, Richland 2, Lexington/Richland 5, Greenwood 50, and DeKalb County School District student code of conduct handbooks.*

## BCSD Elementary School (3-5) Progressive Discipline Plan

### BEHAVIORAL MISCONDUCT: LEVEL I (CLASSROOM MANAGED/ TEACHER MANAGED)

Behavioral misconduct is defined as those activities engaged in by student(s) which tend to impede orderly classroom procedures or instructional activities, orderly operation of school, or the frequency or seriousness of which interrupt the classroom or school. The provisions of this regulation apply not only to within-school activities, but also to student conduct on the school bus transportation vehicles and during school-sponsored activities.

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
190	Cheating	Plagiarizing, providing, receiving, or viewing answers to assignments, quizzes, or tests; accessing academic materials without permission	Conference with student; Reteach Expectations by Teacher; Parent/ Guardian contact by Teacher; Referral to School Counselor	Alternative Assessment; Parent/ Guardian Contact by Teacher	Detention; Administrative Conference; Parent/ Guardian Contact by Teacher
220	Computer Violation Non-criminal	Unauthorized or inappropriate use of computers or use of computer resources without permission; unauthorized modifications of school system computers that do not permanently damage the system resources (i.e. unauthorized websites, bypassing filters)	Conference with student; Review of the AUP that the Student Signed; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Parent/ Guardian Conference; Detention; Limited Use/Loss of Usage of the Device; Parent/ Guardian Contact by Teacher	Intervention Referral to Behavior Management Specialist (BMS); Detention; Alternative Methods of Completing Assignments; Parent/ Guardian Contact by Teacher
170	Cutting Activity	Failure to attend or complete an assigned school activity or event	Interventions/Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Referral BMS/Guidance; Classroom Behavior Plan; Parent/ Guardian Conference	Parent/ Guardian Contact by Teacher; Detention; Administrative Conference
160	Cutting Class	Failure to attend or complete scheduled class	Interventions/Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Referral BMS/Guidance; Classroom Behavior Plan; Parent/ Guardian Conference	Parent/ Guardian Contact by Teacher; Detention; Administrative Conference
005	Detention Violation	Failure to serve a period of time during recess, lunch before or after the school day as a consequence for a behavior infraction (This refers to a teacher violation)	Interventions/ Reteach Expectations by Teacher; Detention; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Referral Behavior Management Personnel/Guidance; Classroom Behavior Plan; Detention; Parent/ Guardian Contact by Teacher	Detention; Administrative Conference Parent/ Guardian Contact by Teacher

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
006	Dishonesty or Lying	Failure to tell the truth; giving false information, verbally or in writing to school personnel	Interventions/ Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Referral Behavior Management Personnel/Counselor; Classroom Behavior Plan; Parent/ Guardian Contact by Teacher	Detention; Administrative Conference; Parent/ Guardian Contact by Teacher
420	Disrespect	Demeaning or discriminatory language and/or insult towards an adult, guest, or staff member including but not limited to any verbal, written, or electronic communication without profanity	Reteach Expectations by Teacher; Parent/ Guardian Conference; Withdrawal of Privileges; Referral to School Counselor	Reteach Expectations by Teacher; Parent/ Guardian Conference; Withdrawal of Privileges; Detention; Referral to School Counselor	Reteach Expectations by Teacher; Parent/ Guardian Conference; Withdrawal of Privileges; Detention; Referral to School Counselor; Intervention Plan
007	Disrupting Class	Behavior that interferes with instruction, learning, and a safe and/ orderly environment which includes, but not limited to, chronic talking, throwing objects horseplay, teasing, refusal to remain in seat, rude noises, selling items on campus, etc.	Verbal Reprimand by Teacher; Student Conference; Parent/ Guardian Contact by Teacher; Referral to School Counselor	MTSS Behavior Plan; Referral to Behavior Management Personnel; Parent/ Guardian Contact by Teacher	Detention; Administrative Conference; Parent/ Guardian Contact by Teacher
280	Dress Code Violation	Failure to comply with the school's dress code requirement and/or failure to wear school ID	Verbal Reprimand/ Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Parent/ Guardian Contact by Teacher	Parent/ Guardian Contact by Social Worker
400	Excessive Noise	Any loud sound that is unnecessary or interferes with the learning environment or activity; senseless shouting or outcry	Interventions/Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Referral BMS/School Counselor; Classroom Behavior Plan; Parent/ Guardian Conference	Detention; Administrative Conference
275	Failure to Complete School Work	The act of not completing assigned written, or physical work	Interventions/Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference	Detention to Complete Work; Parent/ Guardian Contact by Teacher
271	Failure to Comply	The act of not completing a consequence or sanction assigned by a teacher or multiple teacher-managed offenses	Interventions/Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference	Detention; Administrative Conference

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
011	Forgery	Purpose of signing another person's name or altering, copying or imitation of something, without the authority or right, with the intent to deceive or fraud by passing the copy or thing altered and imitation as that original	Interventions/Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference	Detention; Administrative Conference
017	Inappropriate Behavior	Actions or gestures of conducting oneself in a disruptive or disrespectful manner to include tone, attitude, and body language that is negative or abrasive towards another student or adult	Reteach Expectations by Teacher; Parent/ Guardian Conference; Withdrawal of Privileges; Referral to School Counselor	Reteach Expectations by Teacher; Parent/ Guardian Conference; Withdrawal of Privileges; Detention	Reteach Expectations by Teacher; Parent/ Guardian Conference; Withdrawal of Privileges; Detention; Intervention Plan
410	Hall Pass Violation	To be in a hallway without written permission; to alter or change a hall pass from its original intent	Interventions/Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Referral BMS/School Counselor; Classroom Behavior Plan; Parent/ Guardian Conference	Detention; Administrative Conference
405	Horseplay	Boisterous play, foolish behavior, pranks, practical jokes, antics ramping	Interventions/Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference	Detention; Administrative Conference
360	ID Violation	Failure to comply with the school's dress code requirement and/or failure to wear school ID	Verbal Reprimand by Teacher; Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Parent/ Guardian Contact by Teacher	Parent/ Guardian Contact by Social Worker
018	Inappropriate Materials	Related to the possession or viewing of items considered to be unsuitable for school or school related activities	Interventions Reteach Expectations; Confiscate Item; Parent/ Guardian Contact by Teacher	Written Reflection; Confiscate Item; Behavior Plan; Parent/ Guardian Contact by Teacher	Detention; Confiscate Item; Administrative Conference; Parent/ Guardian Contact by Teacher

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
320	Leaving Class	Departing from class without permission before the class period is complete	Interventions/Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Referral BMS/School Counselor; Classroom Behavior Plan; Parent/ Guardian Conference	Detention; Administrative Conference
370	Littering	Making a place untidy with rubbish	Interventions Reteach Expectations by Teacher; Pick up Rubbish; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Community Service; Parent/ Guardian Contact by Teacher	School Counselor Referral; Community Service; Parent/ Guardian Contact by Teacher
240	Loitering	Standing or waiting around idly or without an apparent purpose	Interventions Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Referral BMS/School Counselor; Classroom Behavior Plan; Parent/ Guardian Conference	Administrative Conference
200	Off Limits	Wandering on school premises in an area that is off limits to students or when there is no reason to be there	Interventions; Reteach Expectations; Parent/ Guardian Contact by Teacher; Referral to School Counselor	School Counselor Referral; Classroom Behavior Plan; Parent/ Guardian Conference	Administrative Conference
330	Phone Violation	Using phones or having phones visible during instructional time at school	Interventions; Reteach Expectations by Teacher; Confiscate Item; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Written Reflection; Confiscate Item; Parent/ Guardian Contact by Teacher	Detention; Confiscate Item; Parent/ Guardian Contact by Administrator
023	Property Misuse	Minor damage or defacement of property belonging to the school or others	Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor; Potential Restitution;	Work Detail; Parent/ Guardian Contact by Teacher; Potential Restitution;	Detention; Work Detail/ Parent/ Guardian Contact by Administrator; Potential Restitution
024	Running	Running in the hallway, classroom, cafeteria or any unauthorized area in the school that could pose a safety issue	Interventions; Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher	School Counselor; Referral; Classroom Behavior Plan; Parent/ Guardian Contact by Teacher	Detention; Parent/ Guardian Contact by Teacher
180	Tardy	Arriving late to school or class	Warning/Intervention; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Reteach Expectations by Teacher; Detention; Parent/ Guardian Contact by Teacher	Attendance Contract by Social Worker; Detention Assigned for Excessive Tardies or Failure to Serve Detention

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
028	Throwing Objects	To propel or cast in any way anything that is visible or tangible	Verbal Reprimand by Teacher; Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Conference with Student, Detention; Parent/ Guardian Contact by Teacher	Detention; Work Detail; Parent/ Guardian Contact by Teacher; Restitution
151	Truant	A student, ages 6 to 17 years old, who has three consecutive Days of unlawful absences or a total of five unlawful absences during the current school year	Warning/Intervention; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Truancy Contract/Social Worker; Parent/ Guardian Contact by Teacher	Review Truancy Contract and Social Worker will Request Truancy Hearing
153	Truant – Chronic	A student, ages 12-17 years old, who has been through the school intervention process, has reached the level of a “habitual” truant, has been referred to Family Court and placed on an order to attend school, AND continues to accumulate unlawful absences	Parent/ Guardian Contact; Up to 2 Days ISS; Up to 2 Days ISS; School Social Worker Referral to Outside Agency Needed	Parent/ Guardian Conference; Up to 3 Days ISS; School Referral to School Social Worker to an Outside Agency as Needed	Parent/ Guardian Conference; Up to 2 Days OSS; School Referral to School Social Worker to an Outside Agency as Needed
152	Truant – Habitual	A student ages 12-17 years old, who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two or more additional unlawful absences	Parent/ Guardian Contact; Up to 2 Days ISS; School Referral to School Social Worker to an Outside Agency as Needed; Referral to School Counselor	Parent/ Guardian Contact; Up to 3 Days ISS; School Referral to School Social Worker to an Outside Agency as Needed	Parent/ Guardian Contact; Up to 2 Days OSS; School Referral to School Social Worker to an Outside Agency as Needed
390	Unauthorized Device	Failure to adhere to the authorized time of use outlined in the school’s electronic device policy. This includes possession of an item at unauthorized times; including, but not limited to, laser pointer, camera, cell phone, tablets, drones, etc.	Confiscate Item; Verbal Warning; Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Confiscate Item; Parents will Pick it Up and Sign a Written Agreement on Device Policy	Confiscate Item; Parent/ Guardian Contact by Administrator; Parents Will Pick Up Item, Up to 1 Day ISS

030	Violation of Class rules	Any violations of teacher class rules and procedures	Reteach Expectations by Teacher, Parent/ Guardian Contact by Teacher; Referral to School Counselor	Reteach Expectations by Teacher; Lunch Detention; Morning Detention; Parent/ Guardian Contact by Teacher	Detention, Reteach Expectations; Parent/ Guardian Contact by Teacher
017	Inappropriate Behavior	Actions or gestures of conducting oneself in a disruptive or disrespectful manner to include tone, attitude, and body language that is negative or abrasive towards another student or adult	Reteach Expectations by Teacher; Parent/ Guardian Conference; Withdrawal of Privileges; Referral to School Counselor	Reteach Expectations by Teacher; Parent/ Guardian Conference; Withdrawal of Privileges; Detention	Reteach Expectations by Teacher; Parent/ Guardian Conference; Withdrawal of Privileges; Detention; Intervention Plan

**POSSIBLE INTERVENTIONS FOR LEVEL I**

INTERVENTIONS	CONSEQUENCES
<ul style="list-style-type: none"> <li>A. Teach/Re-teach Behavior Expectations</li> <li>B. Reinforcement of Appropriate Behavior</li> <li>C. Explicit Instruction</li> <li>D. Clarification of expectations</li> <li>E. Student Problem-Solving Worksheet</li> <li>F. Peer Buddy/Peer Tutor</li> <li>G. Modify or Supplement Assignment/Activity</li> <li>H. Adjust Classroom Environment</li> <li>I. Proximity Control</li> <li>J. Referral to School Counselor</li> <li>K. Seat Change</li> <li>L. Teacher/Student Conference</li> <li>M. Parent/ Guardian Contract</li> <li>N. Teacher/Parent/Student Conference</li> </ul>	<ul style="list-style-type: none"> <li>A. Verbal reprimand</li> <li>B. Withdrawal of privileges</li> <li>C. Detention (silent lunch, after school, weekends, or another time that does not interfere with the instructional day)</li> <li>D. Parent/ Guardian Contact</li> <li>E. Parent/ Guardian Shadowing</li> <li>F. Intervention plan/behavioral contract</li> <li>G. Administrative Detention</li> <li>H. Community Service Assignment</li> <li>I. Other consequences as approved and communicated by local school authorities.</li> </ul>

*\*This student code of conduct matrix, which is designed to assist districts in imposing consequences/sanctions more uniformly, was adapted from similar documents found in the Charleston County, Richland 2, Lexington/Richland 5, Greenwood 50, and DeKalb County School District student code of conduct handbooks.*

**DISRUPTIVE CONDUCT: LEVEL II**

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property, and the consequences of which tend to endanger the health or safety of oneself or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. Behavioral misconduct (Level I) may be reclassified as disruptive conduct (Level II) if it occurs three or more times. The provision of this regulation applies not only to within-school activities, but also to student conduct on school transportation vehicles, and during other school-sponsored activities.

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
001	Aiding Others	A person who assists in or supports the commission of an offense and who usually has knowledge before or after the fact. This includes, but it not limited to inciting a fight, impeding school officials from reaching a fight, recording a fight, and posting videos of a fight on a social media site	Parent/ Guardian Conference Involving BMS; Detention; Up to 1 Day ISS; Check-in with School Counselor	Parent/ Guardian Conference Involving SRO; Up to 1 Day OSS; MTSS Behavior Plan	Parent/ Guardian Conference involving BMS, School Counselor, SRO, and Administrative Team; Behavior Plan Revision to a Higher Level; Referral to Outside Agency; Up to 1 Day OSS
003	Bite/Pinch/Spit	To cut, wound, or tear with the teeth; to constrict or squeeze painfully; to eject saliva from the mouth onto another person or possession	Parent/ Guardian Conference; Referral to Behavior management Personnel; Referral to School Counselor; 1 Day ISS	Parent/ Guardian Conference; Referral to BMS; Outside Agency Referral; Up to 1 Day OSS	Parent/ Guardian Conference, Referral to Outside Agency Referral; Referral BMS/SRO; Up to 2 Days OSS
004	Contraband	Related to the possession or viewing of items considered to be unsuitable for school or school related activities (magazines, materials to promote discriminatory practices/speech, lighters, chemicals)	Confiscation of Contraband; Up to 1 Day ISS; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Confiscation of Contraband; Parent/ Guardian Contact by Teacher; Up to 1 Day OSS	Confiscation of Contraband; Parent Conference with SRO/BMS; Up to 2 Days OSS; Referral to Outside Agency
530	Bribery	Offering, giving, receiving, or soliciting of money or other items of value to sway the judgment or action of a person	Parent/ Guardian Contact by Administrator; Review Expectations by Teacher/Administrator; Referral to BMS; Parent/ Guardian Conference; Referral to School Counselor; Up to 3 Days ISS	Parent/ Guardian Contact by Administrator; Parent/ Guardian Conference with the BMS; Up to 2 Days OSS	Parent/ Guardian Conference; Referral/Social Worker; Up to 3 Days OSS

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
407	Confrontation/ Altercation	An exchange of words between students resulting in conflict; a heated or angry dispute; noisy argument or controversy (Move to level one)	Reteach Expectations by Teacher; Referral to Behavior Management Personnel; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Referral to BMS; Parent/ Guardian Contact by Teacher; Detention; Up to 2 Days ISS	Referral to BMS; Parent/ Guardian Contact by Administrator; Up to 2 Days OSS
150	Cutting School	Failure to attend or complete a school day	Reteach Expectations by Teacher; Detention; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Attendance Contract; Detention; Up to 1 Day ISS; Parent/ Guardian Contact by Teacher	Parent/ Guardian Contact; Attendance Contract; Referral/Social Worker; Up to 2 Days ISS
034	District Medication violation	Prescription or non-prescription drugs found on a student's person without proper documentation	Parent/ Guardian Conference; Reteach Expectations by Nurse; Referral to School Counselor; Referral to School Counselor; Referral to Outside Agency Drug/Alcohol); Contact SRO	Parent/ Guardian Conference; Reteach Expectations by Nurse; Up to 2 Days ISS; Referral to School Counselor; Referral to Outside Agency (Drug/Alcohol); Contact SRO; Behavior Contract	Parent/ Guardian Conference; Reteach Expectations Nurse; Up to 2 Days OSS; Referral to School Counselor; Referral to Outside Agency (drug/alcohol); Contact SRO; Recommendation for Alternative Placement and/or Expulsion; Expulsion
009	Fighting	An incident involving two or more students with mutual physical contact, such as hitting, kicking, and/or punching	Reteach Expectations by Administrator; Up to 1 Day OSS; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Review Expectations with BMS, Up to 2 Days OSS; Behavior Plan; Parent/ Guardian Contact by Teacher	Parent/ Guardian Contact by Administrator; Parent/ Guardian Conference with BMS; Up to 4 Days OSS; Recommendation for Alternative Placement
010	Fireworks	Possession and/or detonation of an explosive pyrotechnic device that makes a display of light or noise on school property but does not cause harm to others	Review Expectations by Administrator; Up to 1 Day OSS; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Parent/ Guardian Contact with BMS; Up to 3 Days OSS, Behavior Contract	Parent/ Guardian Contact; Administrative Conference; Up to 5 Days OSS
620	Fraud	Deceiving another in order to damage him/her; usually, to obtain property or services from him or her unjustly	Referral to BMS; Referral to Outside agency(is), Contact SRO; Referral to School Counselor; Up to 1 Day OSS; Parent/ Guardian Contact by Teacher	Parent/ Guardian Contact SRO, Up to 2 Days OSS; Parent/ Guardian Contact by Administrator	Up to 3 Days OSS; Recommendation for Alternative Placement; Parent/ Guardian Contact by Administrator

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
630	Gambling	Betting on a game of chance or an activity where money is exchanged	Review Expectations by Administrator; Administrative Conference; Up to 1 Day ISS; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Referral to BMS; Referral to Outside Agency(ies), Contact SRO, Up to 1 Day OSS; Parent/ Guardian Contact by Administrator	Up to 3 Days OSS; Recommendation for Alternative Placement; Parent/ Guardian Contact by Administrator
012	Harassment	Any insulting, or dehumanizing action which negatively impacts another person's emotional or mental well-being	Behavior Contract; Referral to BMS and Outside Agency(ies); Parent/ Guardian Contact by Teacher; Referral to School Counselor	Contact SRO, Up to 1 Day OSS; Parent/ Guardian Contact by Administrator	Up to 3 Days OSS; Recommendation for Alternative Placement; Parent/ Guardian Contact by Administrator
014	Hit/Kick/Push	To deal a blow to, come in contact with, to trip, or strike; to strike with foot or feet; to push, apply pressure with the intent to cause harm	Reteach Expectations; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Referral to BMS and Outside Agency(ies), behavior contract; Administrative Conference; Up to 1 Day OSS; Parent/ Guardian Contact by Administrator	Review Behavior Plan; Contact SRO; Administrative Conference; Up to 3 Days OSS
015	Inappropriate Affection	Unsuitable or improper physical contact, action or gestures, or display of public affection which creates an uncomfortable/stressful environment for the recipient person	Parent/ Guardian Conference; Reteach Expectations; Behavior Contract; Referral to Behavior Management Personnel or School Counselor; Detention; Up to 2 Days ISS	Parent/ Guardian Conference; Reteach Expectations by Administrator; Behavior Contract; Referral to BMS or School Counselor; Detention; Up to 2 Days ISS	Parent/ Guardian Conference; Reteach Expectations by Administrator; Behavior Contract; Referral to BMS or School Counselor; Detention; Up to 3 Days ISS; Contact SRO; Recommendation for Alternative Placement
016	Inappropriate Language to Staff	Demeaning, abusive speech that shows dishonor or disrespect towards BCSD staff and personnel	Administrative Conference; Up to 2 Days ISS, Referral to BMS and Outside Agency(ies); Behavior Contract; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Review Behavior Plan; Administrative Conference; Up to 1 Day OSS	Up to 3 Days OSS; Recommendation for Alternative Placement; Parent/ Guardian Contact
022	Inappropriate Physical Contact	Touching or immediate proximity of another person exceeding personal boundaries unsuitable or improper for the location or setting	Parent/ Guardian Conference; Reteach Expectations; Behavior Contract; Referral to Behavior Management Personnel or School Counselor; Detention; Up to 2 Days ISS	Parent/ Guardian Conference; Reteach Expectations; Behavior Contract; Referral to BMS or School Counselor; Detention; Up to 1 Day OSS	Parent/ Guardian Conference; Reteach Expectations; Behavior Contract; Referral to BMS or School Counselor; Up to 3 Days OSS; Contact SRO

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
650	Intimidation	To unlawfully place another person in reasonable fear of bodily harm through the use of menacing words or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack; Intimidating behaviors can be made in person, over the telephone, electronically, via social media networks, or in writing	Administrative Intervention (ISS), Referral to BMS and Outside Agency(ies), Behavior Contract; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Review Behavior Plan; Administrative Conference; Up to 1 Day OSS	Up to 3 Days OSS; Parent/ Guardian Contact by Administrator
310	Leaving School	Departing from campus without permission before the school day is complete	Parent/ Guardian Contact by Administrator Behavior Contract; Up to 2 Days of ISS; Referral to School Counselor	Parent/ Guardian Contact by Administrator; Administrative Conference with Parent/ Guardian; Up to 1 Day of OSS	Administrative Conference with Parent/ Guardian; Up to 2 Days OSS; Referral to School Counselor and/ or BMS
020	Major Disruption	Behavior that interrupts the learning environment for a specific period of time in a confined area	Parent/ Guardian Contact by Teacher; Conference with Parent/ Guardian; Up to 2 Days of ISS; Referral to School Counselor	Parent/ Guardian Contact by Administrator; Conference with Parent/ Guardian; Up to 3 Days of ISS	Parent/ Guardian Contact by Administrator; Parent/ Guardian Conference; Up to 2 Days of OSS
290	Obscene Gesture/Comment/ Writing	An offensive expression of an idea, opinion, or emotion through gesture, comments, or writing. A movement or position of the hand, arm, body, head, or face that is expressive of an offensive idea, opinion, and emotion	Parent/ Guardian Contact by Administrator; Conference with Parent/ Guardian; Up to 2 Days of ISS; Referral to School Counselor	Parent/ Guardian Contact by Administrator; Conference with Parent/ Guardian; Up to 2 Days OSS; Behavior Contract; Referral to BMS	Parent/ Guardian Contact by Administrator; Parent/ Guardian Conference. Up to 4 Days of OSS
710	Pornography	Possession, manufacturing, or distribution of sexually explicit/obscene material	Parent/ Guardian Contact by Administrator; Conference with Parent/ Guardian; Up to 2 Days OSS; Involvement of Contact SRO if Children are Involved; Referral to School Counselor	Parent/ Guardian Contact by Administrator; Conference with Parent/ Guardian; Up to 4 Days of OSS; Involvement of Contact SRO if Children are Involved	Parent/ Guardian Contact by Administrator; Parent/ Guardian Conference with BMS, School Counselor, SRO, and Administrative Team; Behavior Plan Revision to a Higher Level; Referral to Outside Agency; 6 Days OSS; Recommendation for Alternative Placement;

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
380	Probation Violation	A direct violation of a District Probation contract administered through a hearing	Parent/ Guardian Contact by Administrator; Referral to School Counselor; Recommendation for Alternative Placement	Parent/ Guardian Contact by Administrator; Recommendation for Alternative Placement	Parent/ Guardian Contact by Administrator; Recommendation for Alternative Placement
210	Profanity (towards student/peer)	Abusive, vulgar, or irreverent language, swearing, cursing, foul speech, or speech that shows disrespect or dishonor toward a student	Parent/ Guardian Contact by Teacher; Referral to Behavior Management Personnel; Referral to School Counselor	Parent/ Guardian Contact by Administrator; Conference with Parent/ Guardian and BMS	Parent/ Guardian Contact by Administrator; Conference with Parent/ Guardian and BMS; School Counselor, and Administrative Team
210	Profanity (toward adult)	Abusive, vulgar, or irreverent language, swearing, cursing, foul speech, or speech that shows disrespect or dishonor toward a staff member	Parent/ Guardian Contact by Administrator; Conference with Parent/ Guardian; Behavior Contract; Referral to School Counselor; Up to 2 Days OSS	Parent/ Guardian Contact by Administrator; Conference with Parent/ Guardian; Up to 3 Days OSS	Conference with Parent/ Guardian; Up to 6 Days OSS; Referral to BMS and/or School Counselor
270	Refusal to Obey/Defiant	Refusing to follow a request or a specific direction/instruction of an adult through disobedience, defiance, unruliness, or noncompliance	Conference with Parent/ Guardian; Referral to School Counselor; Up to 1 Day ISS	Conference with Parent/ Guardian; Behavior Contract; Up to 2 Days ISS	Conference with Parent/ Guardian; 2-4 Days OSS; Referral to BMS and/or School Counselor
025	Sexual Violation	The act of touching, groping, slapping, or any other physical contact of a sexual nature made with another person, whether unwanted or wanted	Conference with Parent/ Guardian; Behavior Contract; Referral to School Counselor; Up to 3 Days OSS	Conference with Parent/ Guardian; Recommendation for Alternative Placement for Breaking Behavior Contract; Up to 5 Days OSS	Conference with Parent/ Guardian; Recommendation to Alternative Placement; Up to 6 Days OSS
740	Stolen Property	Having in possession goods obtained by larceny, by stealing, by robbing, by theft; something unlawfully taken from its rightful owner (Less than \$2000 in damages. Greater than \$2000 moves to Level 3 offense-theft)	Conference with Parent/ Guardian; Contact SRO, Restitution (if necessary); Referral to School Counselor; Up to 1 Day ISS, Intervention Plan; Behavior Contract; Counseling	Conference with Parent/ Guardian; Contact SRO, Restitution (if necessary); Up to 2 Days OSS; Intervention Plan; Behavior Contract; Counseling	Conference with Parent/ Guardian; Contact SRO, Restitution (if necessary), Up to 6 Days OSS; Recommendation for Alternative Placement

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
027	Threat	Making statements or gestures of intent to do physical harm to a staff member or student	Parent/ Guardian Contact; Administrative Intervention; Referral to School Based Mental Health; Up to 2 Days OSS; Referral to Behavior management Personnel and Outside Agency(ies); Behavior Contract; Threat Assessment; Referral to School Counselor; Up to 2 Days OSS	Parent/ Guardian Contact, Review Behavior Plan; Administrative Intervention (OSS), Conduct Threat Assessment, Up to 4 Days OSS;	Conference with Parent/ Guardian; Recommendation for Alternative Placement for Breaking Behavior Contract; Up to 6 Days OSS; Recommendation for Alternative; Placement Conduct Threat Assessment
230	Tobacco	Possession and/or use of cigarettes, cigars, and/or other tobacco products; possession and/or use of smokeless tobacco products, electronic cigarettes, and vaporizers	Parent/ Guardian Contact; Up to 2 Days ISS; Referral to School Counselor/Behavior Management Personnel; Referral to School Counselor	Parent/ Guardian Contact; Up to 2 Days OSS; Referral to School Counselor and/ or BMS; Parent/ Guardian Conference	Parent/ Guardian Contact; Up to 5 Days OSS; Referral to Outside Agency as Needed; Parent/ Guardian Conference
750	Trespassing	Being on school property or at a school sponsored event without permission, including while on suspension or expulsion; entry of a structure without intent to commit a serious crime or theft	Parent/ Guardian Contact; Up to 2 Days OSS; Referral to School Counselor; Referral to Outside Agency as Needed	Parent/ Guardian Conference; Up to 4 Days OSS; Referral to Outside Agency as Needed	Parent/ Guardian Conference; Up to 6 Days OSS; Referral to Outside Agency as Needed
029	Urination	Willfully urinating on school property or another student's property (shoes, floor, walls, bus, etc.)	Parent/ Guardian Contact; Restitution as Applicable; Counselor Referral; Up to 3 Days ISS	Parent/ Guardian Contact; Restitution as Applicable; School Counselor/Referral to School Social Worker; Up to 3 Days OSS	Parent/ Guardian Contact; Restitution as Applicable; Up to 5 Days OSS; Referral to Outside Agency as Needed
760	Vandalism	Willfully or maliciously destroying, damaging, or defacing real or personal property (Less than \$500 in damages. Greater than \$500 moves to level 3 offense)	Parent/ Guardian Contact; Restitution as Applicable; Up to 2 Days ISS; Referral to School Counselor	Parent/ Guardian Contact; Restitution as Applicable; Up to 2 Days OSS; Referral to Outside Agency as Needed	Parent/ Guardian Contact; Restitution as Applicable; Up to 5 Days OSS; Referral to Outside Agency as Needed
789	Misc. weapons	Weapons such as: toy guns, toy cap guns, toy pellet guns, bullets, and other devices that do not inflict injury	Parent/ Guardian Contact; Restitution as Applicable; Confiscation of Items; Student Conference; Referral to School Counselor; Up to 2 Days ISS	Parent/ Guardian Contact; Restitution as Applicable; Confiscate Items; Student Conference; Referral to BMS; Up to 3 Days OSS	Parent/ Guardian Contact; Restitution as Applicable; Confiscate Items; Student Conference; Referral to BMS; Up to 3 Days OSS

**POSSIBLE INTERVENTIONS FOR LEVEL II**

INTERVENTIONS	CONSEQUENCES
<ul style="list-style-type: none"> <li>A. Level I Interventions may also be used</li> <li>B. Administrator/Student Problem</li> <li>C. Solving Meeting</li> <li>D. Peer Mediation</li> <li>E. Schedule change</li> <li>F. Staff Mentor</li> <li>G. Behavior Contract</li> <li>H. Social Skill/Behavior Group</li> <li>I. Referral to School Counselor and/ or BMS</li> <li>J. Referral to School-Based Mental Health</li> <li>K. Referral to Outside Agency</li> <li>L. Abbreviated Day</li> </ul>	<ul style="list-style-type: none"> <li>A. Temporary removal from class</li> <li>B. Alternative Program</li> <li>C. In-school suspension</li> <li>D. Out-of-school suspension</li> <li>E. Transfer</li> <li>F. Referral to outside agency</li> <li>G. Expulsion</li> <li>H. Restitution of property and damages, where appropriate</li> <li>I. Parent/ Guardian Contact</li> <li>J. Administrative Detention</li> <li>K. Community Service Assignment</li> <li>L. Restitution of Property and Damages</li> <li>M. Referral to Contact SRO</li> <li>N. Other sanctions approved and communicated by local school authorities.</li> </ul>

*\*This student code of conduct matrix, which is designed to assist districts in imposing consequences/sanctions more uniformly, was adapted from similar documents found in the Charleston County, Richland 2, Lexington/Richland 5, Greenwood 50, and DeKalb County School District student code of conduct handbooks.*

**CRIMINAL CONDUCT: LEVEL III**

Criminal conduct is defined as those activities engaged in by student(s) which result in violence to oneself or another 's person or property or which pose a direct and serious threat to the safety of oneself or others in the school. When school officials have reasonable belief that students have engaged in such activities, then these activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of the School Resource Officer or other local law enforcement authorities, and/ or action by the local the board. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school transportation vehicles, and during other school-sponsored activities.

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
680	Alcohol/Liquor Law Violation	Violation of laws prohibiting sale, purchase, barter, transportation, possession, distribution, consumption, or being under the influence of alcoholic beverages	Parent/ Guardian Conference with School Counselor; Up to 3 Days OSS; Referral to Outside Agency as Needed; Contact SRO	Parent/ Guardian Conference with School Counselor; Up to 4 Days OSS; Referral to Outside Agency as Needed; Contact SRO	Parent/ Guardian Conference with School Counselor; Up to 6 Days OSS; Referral to Outside Agency as Needed; Contact SRO
500	Arson	To intentionally damage or attempt to damage any real or personal property by fire	Parent/ Guardian Conference; Up to 3 Days OSS; Referral to Outside Agency as Needed; Recommendation for Alternative Placement; Contact SRO; Referral to School Counselor	Parent/ Guardian Conference; Up to 5 Days OSS; Referral to Outside Agency as Needed; Recommendation for Alternative Placement; Contact SRO	Parent/ Guardian Conference; Up to 6 Days OSS; Referral to Outside Agency as Needed; Recommendation for Alternative Placement; Contact SRO
510	Assault, Aggravated	An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. This category includes attempted murder. A weapon can be a commonly known weapon, such as a gun or knife, or any other item, which, although not usually thought of as a weapon, becomes one when used in a manner that could cause severe bodily injury (e.g., baseball bat, metal chain, large stick). A "severe laceration" is one that should receive medical attention. A "loss of consciousness" must be the direct result of force inflicted on the victim by the offender	Parent/ Guardian Conference; Up to 5 Days OSS; Referral to Outside Agency as Needed; Recommendation for Alternative Placement; Contact SRO; Referral to School Counselor	Parent/ Guardian Conference; Up to 10 Days OSS; Referral to Outside Agency as Needed; Recommendation for Alternative Placement; Contact SRO	Parent/ Guardian Conference; Up to 10 Days OSS; Referral to Outside Agency as Needed; Recommendation for Alternative Placement; Contact SRO

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
520	Assault, Simple	An unprovoked physical attack by one person upon another where the offender neither uses nor displays a weapon and the victim does not suffer obvious severe or aggravated bodily injury	Parent/ Guardian Conference with School Counselor; Up to 5 Days OSS; Referral to Outside Agency as Needed; Recommendation for Alternative Placement; Contact SRO; Referral to School Counselor	Parent/ Guardian Conference with School Counselor; Up to 10 Days OSS; Referral to Outside Agency as Needed; Recommendation for Alternative Placement; Contact SRO	Parent/ Guardian Conference with School Counselor; Up to 10 Days OSS; Referral to Outside Agency as Needed; Recommendation for Alternative Placement; Contact SRO
260	Bomb Threat	Indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity	Parent/ Guardian Conference; 6 Days OSS; Recommendation for Alternative Placement and/or Expulsion; Referral to Outside Agency as Needed; Contact SRO; Referral to School Counselor	Parent/ Guardian Conference; 8 Days OSS; Recommendation for Alternative Placement and/or Expulsion; Referral to Outside Agency as Needed; Contact SRO	Parent/ Guardian Conference; 10 Days OSS; Recommendation for Alternative Placement and/or Expulsion; Referral to Outside Agency as Needed; Contact SRO
651	Bullying	A deliberate, repeated act with intention to hurt, insult, or threaten another person in school, on school grounds, in school vehicles, or at school events. A gesture, an electronic communication, or a written, verbal, physical, or sexual act that takes place on school property, at any school sponsored function where the school is responsible for the child or on a school bus or other school-related vehicle, at an official school bus stop and that: a) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student, physically or emotionally, or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or b) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school. (Due to Race of Victim, Disability of Victim, Gender of Victim, Religion of Victim, Due to National Origin of Victim, Due to Sexual Orientation of Victim or Other/Unknown	Parent/ Guardian Conference; 4 Days OSS; Behavior Plan; Referral to School Counselor and/ or BMS; Referral to Outside Agency as Needed; Contact SRO; Referral to School Counselor	Parent/ Guardian Conference; 6 Days OSS; Recommendation for Alternative Placement; Behavior Plan; BMS Referral to Outside Agency as Needed; Contact SRO	Parent/ Guardian Conference; 10 Days OSS; Recommendation for Expulsion; Referral to Outside Agency as Needed; Contact SRO

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
540	Burglary	Unlawful entry or attempt to unlawfully enter a building or other structure with the intent to commit a felony or theft	Parent/ Guardian Conference; 5 Days OSS; BMS Involved; Behavior Plan; Referral to Outside Agency as Needed; Contact SRO; Referral to School Counselor	Parent/ Guardian Conference; Up to 7 Days OSS; Recommendation for Alternative Placement; BMS Involved; Behavior Plan; Referral to Outside Agency as Needed; Contact SRO	Parent/ Guardian Conference; Up to 10 Days OSS; Recommendation for Alternative Placement; Referral to Outside Agency as Needed; Contact SRO
220	Computer Violation-Criminal	Using school computers to commit a criminal act such as hacking into servers, piracy, altering Criminal school data, etc.; purposely damaging school system computer resources	Parent/ Guardian Conference; Up to 4 Days OSS; Referral to School Counselor and/ or BMS; Behavior Plan; Referral to Outside Agency as Needed; Contact SRO; Referral to School Counselor	Parent/ Guardian Conference; Up to 6 Days OSS; Recommendation for Alternative Placement; Referral to School Counselor and/ or BMS; Behavior Plan; Referral to Outside Agency as Needed; Contact SRO	Parent/ Guardian Conference; Up to 8 Days OSS; Recommendation for Alternative Placement; Referral to Outside Agency as Needed; Contact SRO
652	Cyber Bullying	Willful harassment and intimidation of a person using digital technologies, including, but not limited to, email, blogs, texting, social media, chat rooms, sexting, instant messaging, or video voyeurism	Parent/ Guardian Conference; Up to 4 Days OSS; Referral to School Counselor; Behavior Plan; Referral to Outside Agency as Needed; Contact SRO; Referral to School Counselor	Parent/ Guardian Conference; Up to 6 Days OSS; Referral to School Counselor; Behavior Plan; Referral to Outside Agency as Needed; Contact SRO	Parent/ Guardian Conference; Up to 8 Days OSS; Recommendation for Alternative Placement; Referral to BMS; Behavior Plan; Referral to Outside Agency as Needed; Contact SRO
570	Drug Distribution	It is unlawful for any person (1) to manufacture, distribute, dispense, deliver, or purchase; or to aid, abet, attempt, or conspire to manufacture, distribute, dispense, deliver, or purchase; or to possess with intent to manufacture, distribute, dispense, deliver, or purchase a controlled substance and (2) to create, distribute, dispense, deliver, or purchase; or to aid, abet, attempt, or conspire to create, distribute, dispense, deliver, or purchase; or to possess with intent to distribute, dispense, deliver, or purchase a counterfeit substance	Parent/ Guardian Contact by Administrator; Parent/ Guardian Conference; Up to 5 Days OSS; Behavior Plan; Referral to Outside Agency as Needed; Contact SRO; Referral to School Counselor	Parent/ Guardian Contact by Administrator; Parent/ Guardian Conference; 10 Days OSS; Recommendation for Alternative Placement; Referral to Outside Agency as Needed; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Alternative Placement; Referral to Outside Agency as Needed; Contact SRO

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
580	Drug Possession	Possession of an illegal substance represented as drugs, and/or a mood-altering substance (prescription medication). Student under the influence of drugs who admitted to smoking / possessing drugs on campus / school /district sponsored event	Parent/ Guardian Contact by Administrator; Parent/ Guardian Conference; Up to 4 Days OSS; Behavior Plan; Referral to School Counselor; Referral to Outside Agency as Needed; Contact SRO; Referral to School Counselor	Parent/ Guardian Contact by Administrator; Parent/ Guardian Conference; Up to 6 Days OSS; Referral to Outside Agency as Needed; Contact SRO	Parent/ Guardian Contact by Administrator; Parent/ Guardian Conference; 10 Days OSS; Recommendation for Alternative Placement; Referral to Outside Agency as Needed; Contact SRO
575	Drug Usage	The use or being under the influence of an illegal substance; solicitation of any chemical compound or material which is categorically not permitted on school grounds or at school related activities such as prescription or nonprescription medication; being under the influence of unauthorized legal or any illegal substances	Parent/ Guardian Contact by Administrator; Up to 4 Days OSS; Behavior Plan; Referral to School Counselor; Referral to Outside Agency as Needed; Contact SRO; Referral to School Counselor	Parent/ Guardian Contact by Administrator; Parent/ Guardian Conference; Up to 6 Days OSS; Referral to Outside Agency as Needed; Contact SRO	Parent/ Guardian Contact, 10 Days OSS; Recommendation for Alternative Placement; Referral to Outside Agency as Needed; Contact SRO
590	Embezzlement	The unlawful misappropriation by the offender of money, property, or some other thing of value for personal use while entrusted to his/her care, custody, or control	Parent/ Guardian Contact by Administrator; Parent/ Guardian Conference; Up to 5 Days OSS; Referral to Outside Agency as Needed; Contact SRO; Restitution; Referral to School Counselor	Parent/ Guardian Contact by Administrator; Parent/ Guardian Conference; Up to 7 Days OSS; Recommendation for Alternative Placement; Referral to Outside Agency; Contact SRO; Restitution	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Alternative Placement; Referral to Outside Agency; Contact SRO; Restitution
600	Extortion	To unlawfully obtain money, property, or any other thing of value without that person's consent through the use or threat of force, misuse of authority, threat of destruction of reputation or social standing, or through other coercive means	Parent/ Guardian Contact by Administrator; Parent/ Guardian Conference; Up to 5 Days OSS; Referral to Outside Agency as Needed; Contact SRO; Referral to School Counselor	Parent/ Guardian Contact by Administrator; Parent/ Guardian Conference; Up to 7 Days OSS; Recommendation for Alternative Placement; Referral to Outside Agency; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Alternative Placement; Referral to Outside Agency; Contact SRO
350	Fire Alarm	In the absence of an emergency, to activate or set off a fire signal indicating the presence of a fire emergency	Parent/ Guardian Contact by Administrator; Up to 2 Days OSS, Restitution (if necessary); Referral to School Counselor	Parent/ Guardian Contact by Administrator; Behavior Contract; Up to 4 Days OSS; Restitution (if necessary)	Parent/ Guardian Contact by Administrator; Behavior Contract; 8 Days OSS; Recommendation to Alternative Placement

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
011	Forgery/Counterfeit	Purposely signing another person's name or altering, copying, or imitation of something, without authority or right, with the intent to deceive or fraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud	Parent/ Guardian Contact by Administrator; 2 Days ISS, Referral to Behavior Management Personnel; Referral to School Counselor	Parent/ Guardian Contact by Administrator; 2 Days OSS; Referral to School Counselor and/ or BMS; Behavior Contract	Parent/ Guardian Contact by Administrator; 4 Days OSS; Referral to Outside Agency
250	Gang Activity	Any group of individuals or organizations, whether formal or informal, which advocate or promote activities threatening the safety or well- being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The existence of such group of individuals associated may be established by evidence of a common name or common identifying signs, symbols, tattoos, graffiti, or attire or other distinguishing characteristics	Parent/ Guardian Contact by Administrator; Up to 3 Days OSS; Referral to School Counselor	Parent/ Guardian Contact by Administrator; Up to 5 Days OSS; Recommendation to Alternative Placement	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion Based on Severity of Incident; Alternative Placement for a Less Severe Incident
640	Homicide	The killing of one human by another, not including manslaughter or attempted murder	Parent/ Guardian Contact by Administrator; 10 Days OSS and Recommendation; for Expulsion; Contact SRO; Referral to School Counselor	Parent/ Guardian Contact by Administrator; 10 Days OSS and Recommendation; for Expulsion; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS and Recommendation for Expulsion; Contact SRO
019	Indecent Exposure	The deliberate exposure in public of one's genitalia or private area(s) of one's body	Parent/ Guardian Contact by Administrator; Up to 5 Days OSS and Referral to Mental Health or Contact SRO May Be Contact; Referral to School Counselor	Parent/ Guardian Contact by Administrator; Up to 7 Days OSS Referral to Mental Health; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation to Alternative Placement

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
660	Kidnap/Abduction	The unlawful seizure, transportation, and/or detention of a person against his or her will or of a minor without the consent of his or her custodial parent(s) or legal guardian. This category includes hostage taking	Parent/ Guardian Contact by Administrator; 10 Days OSS and Recommendation for Alternative Placement; Contact SRO; Referral to School Counselor	Parent/ Guardian Contact by Administrator; 10 Days OSS and Recommendation for Alternative Placement and/or Expulsion, Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS and Recommendation for Expulsion, Contact SRO
700	Other Offenses – Criminal	Other acts of criminal conduct as set forth in State and Federal Law not covered in the existing list of codes; includes offense(s) committed off-campus that is deemed serious enough by the state regulations to be a danger to the school environment. (see complete list	Up to 6 Days OSS and Recommendation for Alternative Placement and/or Expulsion; Contact SRO; Referral to School Counselor; Referral to School Counselor	10 Days OSS and Recommendation for Alternative Placement and/or Expulsion; Contact SRO	10 Days OSS and Recommendation for Alternative Placement and/or Expulsion Contact SRO
720	Prostitution	To engage in or promote sexual activities for profit	10 Days OSS and Recommendation for Alternative Placement and/or Expulsion; Contact SRO, Referral to Mental Health; Referral to School Counselor	10 Days OSS and Recommendation for Alternative Placement and/or Expulsion, Contact SRO, Referral to Mental Health	10 Days OSS and Recommendation for Alternative Placement And/or Expulsion, Contact SRO, Referral to Mental Health
730	Robbery	The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm	Up to 5 Days OSS; Contact SRO; Recommendation for Alternative Placement/Expulsion (if force is used); Restitution Referral to Outside Agency; Referral to School Counselor	7 Days OSS; Contact SRO; Recommendation for Alternative Placement/Expulsion (if force is used); Restitution; Referral to Outside Agency	10 Days OSS and Recommendation for Alternative Placement. Contact SRO. Recommendation for Expulsion if force is used. Restitution

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
610	Sexual Offense (Forced)	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, sexual assault with an object (to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of 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 because of his or her youth or because of his or her temporary or permanent mental or physical incapacity), and/or forcible fondling (child molesting	10 Days OSS; Recommendation for Alternative Placement and/or Expulsion; Contact SRO; Recommendation for Alternative Placement; Referral to School Counselor	10 Days OSS; Recommendation for Alternative Placement and/or Expulsion; Contact SRO; Recommendation for Alternative Placement	10 Days OSS; Recommendation for Alternative Placement and/or Expulsion; Contact SRO; Recommendation for Alternative Placement
013	Sexual Harassment	Any unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written, electronic or physical conduct of a sexual nature that creates an intimidating, hostile or offensive environment	Up to 3 Days OSS; Contact SRO; Referral to School Counselor; Refer to District Title IX Coordinator	Up to 5 Days OSS; Recommendation for Alternative Placement and/or Expulsion Referral to Outside Agency, Contact SRO; Refer to District Title IX Coordinator	10 Days OSS; Recommendation for Alternative Placement; Outside Agency(ies); Placement and/or Expulsion; Referral to Contact SRO; Refer to District Title IX Coordinator
690	Sexual Offense-Non-Forced	Unlawful, unforced sexual acts or indecent exposure that is overtly sexual in nature, or other sexually inappropriate behavior	Up to 6 Days OSS; Recommendation Alternative Placement and/or Expulsion; Contact SRO; Referral to School Counselor	10 Days OSS; Recommendation for Alternative Placement and/or Expulsion, Contact SRO	10 Days OSS; Recommendation for Alternative Placement and/or Expulsion; Contact SRO
670	Theft/Larceny	To steal or possess property without the permission of the owner (Greater than \$2000 in damages)	Up to 5 Days OSS; Recommendation for Alternative Placement and/or Expulsion; Restitution; Probation Contact SRO; Referral to PSP; Referral to School Counselor	10 Days OSS; Recommendation for Alternative; Placement and/or Expulsion; Restitution; Recommendation for Expulsion; Contact SRO	10 Days OSS; Recommendation for Alternative Placement and/or Expulsion; Restitution; Recommendation for Expulsion; Contact SRO

230	Tobacco Distribution	Sell, dispense or distribution of any tobacco related product included by not limited to: cigarettes, cigars, and/or other tobacco products; possession and/or use of smokeless products, electronic cigarettes, and vaporizers	Up to 2 Days OSS, Recommendation for Alternative Placement, Contact SRO; Referral to School Counselor	Up to 5 Days OSS, Referral to PSP, Contact SRO	10 Days OSS; Recommendation for Alternative Placement and/or Expulsion; Contact SRO
760	Vandalism	Willfully or maliciously destroying, damaging, or defacing real or personal property (Greater than \$500 in damages. Less than \$500, then Level 2 offense)	Up to 3 Days OSS; Recommendation for Alternative Placement; Restitution; Referral to School Counselor	Up to 5 Days OSS; Recommendation for Alternative Placement and/or Expulsion Restitution	10 Days OSS; Recommendation for Alternative Placement and/or Expulsion; Restitution
770	Vehicle theft	To steal from or possess a vehicle without permission of the owner	10 Days OSS; Recommendation for Alternative Placement and/or Expulsion; Contact SRO; Referral to School Counselor	10 Days OSS; Recommendation for Alternative Placement and/or Expulsion, Contact SRO	10 Days OSS; Recommendation for Alternative Placement and/or Expulsion, Contact SRO
789	Weapons: Handguns	A handgun with or without ammunition	10 Days OSS; Recommendation for Expulsion; Contact SRO; Referral to School Counselor	10 Days OSS; Recommendation for Expulsion, Contact SRO	10 Days OSS; Recommendation for Expulsion, Contact SRO
789	Weapons: Knife Blade Less than 2"	A knife with a blade of less than 2 inches	Up to 4 Days OSS; Contact SRO; Referral to School Counselor	Up to 6 Days OSS; Recommendation for Alternative Placement; Contact SRO	10 Days OSS; Recommendation for Expulsion
789	Weapons: Knife Blade	A knife with a blade of more than 2.5 inches	Up to 6 Days OSS Contact SRO Recommendation for Alternative Placement; Referral to School Counselor	Up to 8 Days OSS; Contact SRO; Recommendation for Alternative Placement and/ or Expulsion	10 Days OSS; Contact SRO; Recommendation for Expulsion
789	Weapons: Knife Blade More than 2"	A knife with a blade of more than 2 inches and less than 2.5 inches	Up to 5 Days OSS Contact SRO; Recommendation for Alternative Placement; Referral to School Counselor	7 Days OSS; Recommendation for Alternative Placement and/or Expulsion; Contact SRO	10 Days OSS; Recommendation for Expulsion
789	Weapons: Rifles/Shotguns	A rifle or shotgun with or without ammunition	10 Days OSS and Recommendation for Expulsion, Contact SRO; Referral to School Counselor	10 Days OSS; Recommendation for Expulsion, Contact SRO	10 Days OSS; Recommendation for Expulsion, Contact SRO

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
789	Weapons Offense from the State Dept.	Weapons: Firearms, handguns, rifles, shotguns or bombs (including look-alike); pellet gun, the State Dept. paintball gun, stun gun, BB gun, flare gun, nail gun, or airsoft gun or any other type of weapon, devices or object which may be used to inflict bodily harm or death shall not be allowed on any school district property (including vehicles) or at any school sponsored event. This shall also include, but not limited to, knives, tasers, dirks, slingshots, bludgeons, blackjacks, Chinese star, razors (including straight or retractable razor), ice pick, metal knuckles, box cutters, nun chucks, spiked glove, spiked wristband, any mace derivative, tear gas device, or pepper spray	10 Days OSS and Recommendation for Expulsion, Contact SRO; Referral to School Counselor	10 Days OSS and Recommendation for Expulsion, Contact SRO	10 Days OSS and Recommendation for Expulsion, Contact SRO

**POSSIBLE INTERVENTIONS FOR LEVEL III**

CONSEQUENCES
<ul style="list-style-type: none"> <li>A. Out-of-school suspension</li> <li>B. Assignment to alternative programs</li> <li>C. Expulsion</li> <li>D. Restitution of property and damages, where appropriate</li> <li>E. Other sanction as approved by local school authorities</li> <li>F. School within a school temporary placement.</li> </ul>

*\*This student code of conduct matrix, which is designed to assist districts in imposing consequences/sanctions more uniformly, was adapted from similar documents found in the Charleston County, Richland 2, Lexington/Richland 5, Greenwood 50, and DeKalb County School District student code of conduct handbooks.*

## BCSD Middle School Progressive Discipline Plan

### BEHAVIORAL MISCONDUCT: LEVEL I (CLASSROOM MANAGED/ TEACHER MANAGED)

Behavioral misconduct is defined as those activities engaged in by student(s) which tend to impede orderly classroom procedures or instructional activities, orderly operation of school, or the frequency or seriousness of which interrupt the classroom or school. The provisions of this regulation apply not only to within-school activities, but also to student conduct on the school bus transportation vehicles and during school-sponsored activities.

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
190	Cheating	Plagiarizing, providing, receiving, or viewing answers to assignments, quizzes, or tests; accessing academic materials without permission	Conference with Student; Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher	Alternative Assessment; No Credit for assignment; Parent/ Guardian Contact by Teacher	Detention; No Credit for Assignment; Parent/ Guardian Contact by Teacher
220	Computer Violation Non-criminal	Unauthorized or inappropriate use of computers or use of computer resources without permission; unauthorized modifications of school system computers that do not permanently damage the system resources (i.e. unauthorized websites, bypassing filters)	Conference with Student; Review of the AUP that the Student Signed; Parent/ Guardian Contact by Teacher	Detention; Limited Use/Loss of Usage of the Device; Parent/ Guardian Contact by Teacher	Intervention Referral to Behavior Management Specialist; Detention; Alternative Methods of Completing Assignments; Parent/ Guardian Contact by Teacher
170	Cutting Activity	Failure to attend or complete an assigned school activity or event	Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher	Referral to Behavior Management Specialist BMS/School Counselor; Classroom Behavior Plan; Parent/ Guardian Contact by Teacher	Detention; Parent/ Guardian Contact by Teacher
160	Cutting Class	Failure to attend or complete scheduled class	Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Contact by Teacher	Detention; Parent/ Guardian Contact by Teacher
005	Detention Violation	Failure to serve a period of time during recess, lunch before or after the school day as a consequence for a behavior infraction (This refers to a teacher violation)	Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference	Parent/ Guardian Contact by Teacher; Detention; Administrative Conference

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
006	Dishonesty or Lying	Failure to tell the truth; giving false information, verbally or in writing to a school personnel	Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher	Referral BMS/School Counselor; Classroom Behavior Plan; Parent/ Guardian Conference	Parent/ Guardian Contact by Teacher; Detention; Administrative Conference Parent/ Guardian Contact by Administrator;
007	Disrupting Class	Behavior that interferes with instruction, learning, and a safe and/ orderly environment which includes, but not limited to, chronic talking, throwing objects horseplay, teasing, refusal to remain in seat, rude noises, selling items on campus, etc.	Verbal Reprimand by Teacher; Student Conference; Parent/ Guardian Contact by Teacher	MTSS Behavior Pan; Referral to BMS; Parent/ Guardian Contact	Parent/ Guardian Contact by Teacher; Detention; Administrative conference; MTSS Behavior Plan Revision to a Higher Level
280	Dress Code Violation	Failure to comply with the school's dress code requirement and/or failure to wear school ID	Verbal Reprimand; Reteach Expectations by teacher; Parent/ Guardian Contact by Teacher	Parent/ Guardian Contact by Teacher	Parent/ Guardian contact by Social Worker; Administrative Conference
305	Driving Violation	Failure to abide by SC driving laws or failure to comply with driving rules set forth by the school	Verbal Reprimand; Reteach Expectations by teacher; Parent/ Guardian Contact by Teacher	Parent/ Guardian Contact by the Administrator; Up to 2 Days ISS	Loss of Privilege; Parent/ Guardian Contact by the Administrator; Up to 1-day OSS
400	Excessive Noise	Any loud sound that is unnecessary or interferes with the learning environment or activity; senseless shouting or outcry	Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference	Detention; Administrative Conference Parent/ Guardian Contact by Teacher;
275	Failure to Complete School Work	The act of not completing assigned written, or physical work	Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference	Detention to Complete Work; Parent/ Guardian Contact by Teacher
271	Failure to Comply	The act of not completing a consequence or sanction assigned by a teacher or multiple teacher-managed offenses	Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference	Detention; Administrative Conference Parent/ Guardian Contact by Teacher;

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
011	Forgery	Purpose of signing another person's name or altering, copying or imitation of something, without the authority or right, with the intent to deceive or fraud by passing the copy or thing altered and imitation as that original	Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference	Detention; Administrative Conference; MTSS Behavior Plan; Parent/ Guardian Contact
410	Hall Pass Violation	To be in a hallway without written permission; to alter or change a hall pass from its original intent	Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference	Detention; Administrative Conference; MTSS Behavior Plan Parent/ Guardian Contact by Teacher
405	Horseplay	Boisterous play, foolish behavior, pranks and practical jokes, antics ramping	Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference	Parent/ Guardian Contact; Detention; Administrative Conference; MTSS Behavior Plan
360	ID Violation	Failure to comply with the school's dress code requirement and/or failure to wear school ID	Verbal Reprimand by Teacher; Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher	Parent/ Guardian contact by Teacher	Parent/ Guardian Contact by Social Worker
018	Inappropriate Materials	Related to the possession or viewing of items considered to be unsuitable for school or school related activities	Reteach Expectations by Teacher; Administrator Confiscates Item; Parent/ Guardian Contact by Administrator;	Written Reflection; Administrator Confiscates Item; Parent/ Guardian Contact; Administrative Conference	Detention; Administrator Confiscates Item; Administrative Conference
320	Leaving Class	Departing from class without permission before the class period is complete	Reteach Expectations by Teacher; Parent/ Guardian Contact by teacher	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference	Administrative Conference; MTSS Behavior Plan
370	Littering	Making a place untidy with rubbish	Reteach Expectations by Teacher; Pick up Rubbish	Community Service Assigned by Administrator; Parent/ Guardian Contact by Teacher	School Counselor Referral; Community Service; Parent/ Guardian Contact by Social Worker
240	Loitering	Standing or waiting around idly or without an apparent purpose	Reteach Expectations by Teacher	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference	Administrative Conference; MTSS Behavior Plan
200	Off Limits	Wandering on school premises in an area that is off limits to students or when there is no reason to be there	Reteach Expectations by Teacher	Referral to School Counselor; Classroom Behavior Plan; Parent/ Guardian Conference	Administrative Conference; MTSS Behavior Plan

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
300	Parking Violation	Parking on campus or at a school sponsored event without authorization or in a manner that is not consistent with expectations of the property owner	Verbal Reprimand by Teacher; Reteach Expectations by Teacher	Parent/ Guardian Contact by Teacher	Parent/ Guardian Contact by Administrator; Loss of Privilege
330	Phone Violation	Using phones or having phones visible during instructional time at school	Reteach Expectations by Teacher; Administrator Confiscates item; Parent/ Guardian Contact by Teacher	Written Reflection Assigned by Teacher; Administrator Confiscates item; Administrative Conference	Detention; Administrator Confiscates Item; Administrative Conference
023	Property Misuse	Minor damage or defacement of property belonging to the school or others	Reteach Expectations by Teacher; Restitution; Parent/ Guardian Contact by Teacher	Restitution; Work Detail; Administrative Conference; Parent/ Guardian Contact by Administrator	Detention; Restitution; Work Detail; Administrative Conference
024	Running	Running in the hallway, classroom, cafeteria or any unauthorized area in the school that could pose a safety issue	Reteach Expectations by Teacher	Classroom Behavior Plan; Parent/ Guardian Contact with Teacher	Parent/ Guardian Contact by Administrator; Administrative Conference
180	Tardy	Arriving late to school or class	Verbal Warning by Teacher; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Detention; Parent/ Guardian Contact;	Attendance Contract/Social Worker; Detention; Up to 2 Days ISS for Excessive Tardies
028	Throwing Objects	To propel or cast in any way anything that is visible or tangible	Verbal Reprimand by Teacher; Reteach Expectations by Teacher	Conference with Student; Detention; Parent/ Guardian Contact by Teacher	Detention; Parent/ Guardian Contact; Work Detail; Restitution
151	Truant	A student, ages 6 to 17 years old, who has three consecutive Days of unlawful absences or a total of five unlawful absences during the current school year	Warning/Intervention; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Truancy Contract/Social Worker; Parent/ Guardian Contact by Teacher	Review Truancy Contract and Social Worker will Request Truancy Hearing
153	Truant – Chronic	A student, ages 12-17 years old, who has been through the school intervention process, has reached the level of a “habitual” truant, has been referred to Family Court and placed on an order to attend school, AND continues to accumulate unlawful absences	Parent/ Guardian Contact; Up to 2 Days ISS; Up to 2 Days ISS; School Social Worker Referral to Outside Agency Needed	Parent/ Guardian Conference; Up to 3 Days ISS; School Referral to School Social Worker to an Outside Agency as Needed	Parent/ Guardian Conference; Up to 2 Days OSS; School Referral to School Social Worker to an Outside Agency as Needed

152	Truant – Habitual	A student ages 12-17 years old, who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two or more additional unlawful absences	Parent/ Guardian Contact; Up to 2 Days ISS; School Referral to School Social Worker to an Outside Agency as Needed; Referral to School Counselor	Parent/ Guardian Contact; Up to 3 Days ISS; School Referral to School Social Worker to an Outside Agency as Needed	Parent/ Guardian Contact; Up to 2 Days OSS; School Referral to School Social Worker to an Outside Agency as Needed
390	Unauthorized Device	Failure to adhere to the authorized time of use outlined in the school’s electronic device policy. This includes possession of an item at unauthorized times; including, but not limited to, laser pointer, camera, cell phone, tablets, drones, etc.	Administrator Confiscates Item; Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher	Administrator Confiscates Item; Parent/ Guardian will Pick it Up and Sign a Written Agreement on Device Policy	Administrator Confiscates: Parent/ Guardian Contact by Administrator; Parents will Pick it up; Up to 2 Days ISS
030	Violation of Class rules	Any violations of teacher class rules and procedures	Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher	Reteach expectations; Lunch detention; morning detention; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher, Up to 2 Days ISS
017	Inappropriate Behavior	Actions or gestures of conducting oneself in a disruptive or disrespectful manner to include tone, attitude, and body language that is negative or abrasive towards another student or adult	Reteach Expectations by Teacher; Withdrawal of Privilege; Parent/ Guardian Contact by Teacher	Reteach Expectations by Teacher; Withdrawal of Privilege; Detention Parent/ Guardian Conference	Reteach Expectations; Parent/ Guardian Conference; Withdrawal of Privilege; Intervention Plan; Up to 2 Days ISS
420	Disrespect	Demeaning or discriminatory language and/or insult towards an adult, guest, or staff member including but not limited to any verbal, written, or electronic communication without profanity	Reteach Expectations by Teacher; Withdrawal of Privilege; Parent/ Guardian Contact by Teacher	Reteach Expectations; Referral to School Counselor; Withdrawal of Privilege; Detention; Parent/ Guardian Conference	Clarification of Expectations; Withdrawal of Privilege; Referral to School Counselor; Up to 2 Days ISS; Intervention Plan; Parent/ Guardian Conference

POSSIBLE INTERVENTIONS FOR LEVEL I

INTERVENTIONS	CONSEQUENCES
<ul style="list-style-type: none"> <li>A. Teach/Re-teach Behavior Expectations</li> <li>B. Reinforcement of Appropriate Behavior</li> <li>C. Explicit Instruction</li> <li>D. Clarification of expectations</li> <li>E. Student Problem-Solving Worksheet</li> <li>F. Peer Buddy/Peer Tutor</li> <li>G. Modify or Supplement Assignment/Activity</li> <li>H. Adjust Classroom Environment</li> <li>I. Proximity Control</li> <li>J. Referral to School Counselor</li> <li>K. Seat Change</li> <li>L. Teacher/Student Conference</li> <li>M. Parent/ Guardian Contract</li> <li>N. Teacher/Parent/Student Conference</li> </ul>	<ul style="list-style-type: none"> <li>A. Verbal reprimand</li> <li>B. Withdrawal of privileges</li> <li>C. Detention (silent lunch, after school, weekends, or another time that does not interfere with the instructional day)</li> <li>D. Parent/ Guardian Contact</li> <li>E. Intervention plan/behavioral contract</li> <li>F. Administrative Detention</li> <li>G. Community Service Assignment</li> <li>H. Other consequences as approved and communicated by local school authorities.</li> </ul>

*\*This student code of conduct matrix, which is designed to assist districts in imposing consequences/sanctions more uniformly, was adapted from similar documents found in the Charleston County, Richland 2, Lexington/Richland 5, Greenwood 50, and DeKalb County School District student code of conduct handbooks.*

**DISRUPTIVE CONDUCT: LEVEL II**

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property, and the consequences of which tend to endanger the health or safety of oneself or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. Behavioral misconduct (Level I) may be reclassified as disruptive conduct (Level II) if it occurs three or more times. The provision of this regulation applies not only to within-school activities, but also to student conduct on school transportation vehicles, and during other school-sponsored activities.

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
001	Aiding Others	A person who assists in or supports the commission of an offense and who usually has knowledge before or after the fact. This includes, but it not limited to inciting a fight, impeding school officials from reaching a fight, recording a fight, and posting videos of a fight on a social media site	Parent/ Guardian Contact by Teacher involving BMS; Detention; Up to 2 Days ISS; Check-in with School Counselor	Parent/ Guardian Conference involving SRO; Up to 1-day OSS; MTSS Behavior Plan	Parent/ Guardian Conference with BMS, School Counselor, SRO, and Administrative Team; Behavior Plan Revision to a Higher Level; Referral to Outside Agency; Up to 2 Days OSS
003	Bite/Pinch/Spit	To cut, wound, or tear with the teeth; to constrict or squeeze painfully; to eject saliva from the mouth onto another person or possession	Parent/ Guardian Contact by Teacher; Up to 2 Days ISS; Referral to BMS and/or SRO	Parent/ Guardian Conference, Up to 1 Day OSS; Outside Agency Referral, BMS, and/or SRO	Parent/ Guardian Conference, Up to 2 Days OSS; Outside Agency Referral;
004	Contraband	Related to the possession or viewing of items considered to be unsuitable for school or school related activities (magazines, materials to promote discriminatory practices/speech, lighters, chemicals)	Administrator Confiscation of Contraband; Parent/ Guardian Contact; Up to 2 Days ISS	Confiscation of Contraband; Parent/ Guardian Contact; Up to 1-day OSS	Confiscation of contraband; Parent/ Guardian Conference with SRO and/or BMS; Up to 2 Days OSS; Referral to Outside Agency
530	Bribery	Offering, giving, receiving, or soliciting of money or other items of value to sway the judgment or action of a person	Reteach Expectations by Teacher; Parent/ Guardian Conference with BMS and/or SRO	Parent/ Guardian Contact by Administrator, Up to 2 Days ISS; Referral to BMS and/or SRO	Parent/ Guardian Conference; Up to 1-day OSS; BMS, SRO, Referral to Outside Agency
407	Confrontation/ Altercation	An exchange of words between students resulting in conflict; a heated or angry dispute; a noisy argument or controversy	Reteach Expectations by Teacher, Referral to BMS; Parent/ Guardian Contact by Teacher	Referral to BMS; Parent/ Guardian Contact by Administrator; Detention; Up to 2 Days ISS	Referral to BMS; Parent/ Guardian Contact by Administrator; Up to 1-day OSS

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
150	Cutting School	Failure to attend or complete a school day	Reteach Expectations by Teacher; Parent/ Guardian Contact; Detention	Parent/ Guardian Contact; Attendance Contract; Detention/ Up to 1-day ISS	Parent/ Guardian Contact; Attendance Contract, Up to 2 Days ISS; Referral/Social Worker
034	District Medication violation	Prescription or non-prescription drugs found on a student's person without proper documentation	Parent/ Guardian Conference; Reteach Expectations by Nurse; Up to 1 day of OSS; Referral to School Counselor; Referral to Outside Agency (Drug/Alcohol); Contact SRO	Parent/ Guardian Conference; Reteach Expectations by Nurse; Up to 2 Days OSS; Referral to School Counselor; Referral to Outside Agency (Drug/Alcohol); Contact SRO; Behavior Contract	Parent/ Guardian Conference; Up to 3 Days OSS; Referral to School Counselor; Referral to Outside Agency (Drug/Alcohol); Contact SRO; Recommendation for Alternative Placement
009	Fighting	An incident involving two or more students with mutual physical contact, such as hitting, kicking, and/or punching	Reteach Expectations by Administrator Parent/ Guardian Contact by Administrator; Up to 2 Days OSS	Review Expectations by Administrator; Administrative Conference; Parent/ Guardian Contact by Administrator; Referral to BMS, Up to 3 Days OSS; MTSS Behavior Plan	Parent/ Guardian Contact by Administrator; Referral to BMS; Up to 5 Days OSS; Recommendation for Alternative Placement
010	Fireworks	Possession and/or detonation of an explosive pyrotechnic device that makes a display of light or noise on school property but does not cause harm to others	Reteach Expectations by Administrator; Parent/ Guardian Contact by Administrator; Referral to BMS; Up to 2 Days OSS	Parent/ Guardian Contact by Administrator; Referral to BMS; Behavior Contract; Up to 4 Days OSS	Parent/ Guardian Contact by Administrator; Up to 5 Days OSS; and/or Recommendation for Alternative Placement
620	Fraud	Deceiving another in order to damage him/her; usually, to obtain property or services from him or her unjustly	Parent/ Guardian Contact by Administrator, Referral to BMS; Referral to Outside Agency(ies), Contact SRO; Up to 1-day OSS	Parent/ Guardian Contact by Administrator, Contact SRO, Up to 2 Days OSS	Parent/ Guardian Contact by Administrator, Up to 5 Days OSS; Recommendation for Alternative Placement
630	Gambling	Betting on a game of chance or an activity where money is exchanged	Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher; Administrative Conference; Up to 2 Days ISS	Parent/ Guardian Contact by Administrator; Referral to BMS and Outside Agency(ies); Contact SRO; Up to 2 Days OSS	Parent/ Guardian Contact by Administrator, Up to 5 Days OSS; Recommendation for Alternative Placement
012	Harassment	Any insulting, or dehumanizing action which negatively impacts another person's emotional or mental well-being	Parent/ Guardian Contact by Teacher; Behavior Contract; Referral to BMS and/or Outside Agency(ies),	Parent/ Guardian Contact by Administrator, Contact SRO, Up to 2 Days OSS	Parent/ Guardian Contact by Administrator, Up to 5 Days OSS; Recommendation for Alternative Placement

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
014	Hit/Kick/Push	To deal a blow to, meet, to trip, or strike; to strike with foot or feet; to push, apply pressure with the intent to cause harm	Review and Reteach Expectations, Parent/ Guardian Contact by Teacher	Referral to BMS and Outside Agency(ies), Behavior Contract; Administrative Conference; Up to 2 Days OSS	Review Behavior Plan, Contact SRO; Up to 4 Days OSS
015	Inappropriate Affection	Unsuitable or improper physical contact, action or gestures, or display of public affection which creates an uncomfortable/stressful environment for the recipient person	Parent/ Guardian Contact; reteach expectations; behavior contract; referral to BMS or School Counselor; Detention; Up to 3 Days ISS	Parent/ Guardian Conference; Reteach Expectations by Administrator; Behavior Contract; Referral to BMS or School Counselor; Detention; Up to 2 Days OSS	Parent/ Guardian Conference; reteach expectations; behavior contract; referral to BMS or school counselor; Up to 4 Days OSS, Contact SRO referral for district hearing
016	Inappropriate Language to Staff	Demeaning, abusive speech that shows dishonor or disrespect towards BCSD staff and personnel	Parent/ Guardian Contact by Teacher; Administrative Conference Up to 2 Days ISS; Referral to BMS and outside agency(ies), behavior contract	Parent/ Guardian Contact by Administrator; Review Behavior Plan; Up to 2 Days OSS	Parent/ Guardian Contact by Administrator; Up to 4 Days OSS; Recommendation for Alternative Placement
022	Inappropriate Physical Contact	Touching or immediate proximity of another person exceeding personal boundaries unsuitable or improper for the location or setting	Parent/ Guardian Conference; Reteach Expectations by Administrator; Behavior Contract; Referral to BMS or School Counselor; Detention; Up to 1-day OSS	Parent/ Guardian Conference; Reteach Expectations by Administrator; Behavior Contract; Referral to BMS or School Counselor; Detention; Up to 2 Days OSS	Parent/ Guardian Conference; Behavior Contract; Referral to BMS or School Counselor; Up to 4 Days OSS; Contact SRO
650	Intimidation	To unlawfully place another person in reasonable fear of bodily harm through the use of menacing words or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack; Intimidating behaviors can be made in person, over the telephone, electronically, via social media networks, or in writing	Parent/ Guardian Contact by Administrator; Administrative Conference; Up to 2 Days ISS; Referral to BMS; Referral to Outside Agency(ies), Behavior Contract	Review Behavior Plan; Administrative Conference; Up to 1-day OSS	Parent/ Guardian Contact by Administrator; Administrative Conference; Up to 3 Days OSS; Recommendation for Alternative Placement
310	Leaving School	Departing from campus without permission before the school day is complete	Parent/ Guardian Conference; Behavior Contract. Up to 2 day of OSS	Administrative Conference with the Parents; Referral to BMS; Up to 3 Days of OSS	Administrative Conference with the Parents; Up to 4 Days of OSS

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
020	Major Disruption	Behavior that interrupts the learning environment for a specific period in a confined area	Parent/ Guardian Conference; Up to 2 Days of ISS	Administrative Conference; Up to 3 Days of ISS	Administrative Conference; Up to 4 Days of OSS
290	Obscene Gesture/Comment/ Writing	An offensive expression of an idea, opinion, or emotion through gesture, comments, or writing. A movement or position of the hand, arm, body, head, or face that is expressive of an offensive idea, opinion, and emotion	Parent/ Guardian Conference Up to 2 Days of ISS	Administrative Conference; Behavior Contract; Referral to BMS; Up to 1 day of OSS	Administrative Conference; Up to 7 Days of OSS
710	Pornography	Possession, manufacturing, or distribution of sexually explicit/obscene material	Parent/ Guardian Conference; Up to 2 Days OSS; Contact SRO if children are involved	Parent/ Guardian Conference; Up to 3 Days of OSS; Contact SRO if children are involved	10 Days OSS; Recommendation for Alternative Placement; Parent/ Guardian Conference with BMS, School Counselor, SRO, and Administrative Team; Behavior Plan Revision to a Higher Level; Referral to Outside Agency;
210	Profanity towards student/peer	Abusive, vulgar, or irreverent language, swearing, cursing, foul speech, or speech that shows disrespect or dishonor toward a student	Parent/ Guardian Conference	Administrative Conference with Student, Parents and BMS; Up to 2 Days ISS	Administrative Conference with BMS, School Counselor, and Administrative Team; Up to 2 Days OSS
380	Probation Violation	A direct violation of a District Probation contract administered through a hearing.	Parent/ Guardian Conference; Up to 5 Days; Alternative Placement or Expulsion.	Administrative Conference; Contact SRO; Up to 7 Days OSS; Recommendation for the Alternative Placement or Expulsion	Administrative Conference; 10 Days OSS Recommendation for the Alternative Placement or Expulsion
210	Profanity (toward adult)	Abusive, vulgar, or irreverent language, swearing, cursing, foul speech, or speech that shows disrespect or dishonor toward a staff member	Parent/ Guardian Conference Behavior Contract; Up to 3 Days OSS	Parent/ Guardian Conference; Up to 5 Days OSS	Administrative Conference with Parents; Up to 8 Days OSS; Recommendation for Alternative Placement for violating contract.
270	Refusal to Obey/Defiant	Refusing to follow a request or a specific direction/instruction of an adult through disobedience, defiance, unruliness, or noncompliance	Parent/ Guardian Conference; Up to 1-day ISS	Parent/ Guardian Conference; Behavior Contract; Up to 2 Days ISS	Administrative Conference with Parents and the Student; Up to 2 Days OSS

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
025	Sexual Violation	The act of touching, groping, slapping, or any other physical contact of a sexual nature made with another person, whether unwanted or wanted	Parent/ Guardian Conference; Behavior contract; Up to 3 Days OSS	Parent/ Guardian Conference; Recommendation for Alternative Placement for Breaking Behavior Contract; Up to 5 Days OSS	Conference with Parents and the Student. Recommendation for Alternative Placement for Breaking Behavior Contract; 10 Days OSS
740	Stolen Property	Having in possession goods obtained by larceny, by stealing, by robbing, by theft; something unlawfully taken from its rightful owner (Less than \$2000 in damages. Greater than \$2000 moves to Level 3 offense-theft)	Parent/ Guardian Conference; Contact SRO, Restitution (if necessary); Up to 2 Days ISS; Intervention Plan/Behavior Contract; Referral to School Counselor	Parent/ Guardian Conference; Contact SRO; Restitution (if necessary); up to 2 Days OSS; Intervention Plan/ Behavior Contract; Referral to School Counselor	Parent/ Guardian Conference; Up to 5 Days OSS; Contact SRO; Restitution (if necessary); Recommendation for Alternative Placement
027	Threat	Making statements or gestures of intent to do physical harm to a staff member or student	Parent/ Guardian Conference, Administrative Conference; Behavior Contract; Referral to BMS; Referral to Outside Agency; Threat Assessment; MTSS Behavior Plan; Up to 3 Day OSS	Review Behavior plan, Conduct Threat Assessment; Up to 4 Days OSS	Conference with Parents and the student; Up to 6 Days OSS; Recommendation for Alternative Placement; Conduct Threat Assessment
230	Tobacco	Possession and/or use of cigarettes, cigars, and/or other tobacco products; possession and/or use of smokeless tobacco products, electronic cigarettes, and vaporizers	Parent/ Guardian Contact Up to 2 Days ISS; Referral to School Counselor and/ or BMS	Parent/ Guardian Contact; Up to 2 Days OSS; Referral to School Counselor and/ or BMS; Parent/ Guardian Conference	Parent/ Guardian Contact; Parent/ Guardian Conference; Up to 4 Days OSS; Referral to Outside Agency
750	Trespassing	Being on school property or at a school sponsored event without permission, including while on suspension or after expulsion; entry of a structure without intent to commit a serious crime or theft	Parent/ Guardian Contact; Up to 2 Days OSS; Referral School Counselor; Referral to Outside Agency	Parent/ Guardian Conference; Up to 6 Days OSS; Referral to Outside Agency	Parent/ Guardian Conference Up to 8 Days OSS; Referral to Outside Agency

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
029	Urination	Willfully urinating on school property or another student's property (shoes, floor, walls, bus, etc.)	Parent/ Guardian Conference; Referral School Counselor; Up to 2 Days OSS; Restitution where applicable	Parent/ Guardian Conference; Referral School Counselor/Social Worker; Up to 3 Days OSS	Parent/ Guardian Conference Up to 5 Days OSS; Recommendation for Alternative Placement
760	Vandalism	Willfully or maliciously destroying, damaging, or defacing real or personal property (Less than \$500 in damages. Greater than \$500 moves to level 3 offense)	Parent/ Guardian Conference; Up to 3 Days; Restitution; Referral to School; Counselor; Referral Outside Agency	Parent/ Guardian Conference; 2 Days OSS; Restitution; Referral to Outside Agency	Parent/ Guardian Conference; 5 Days OSS; Restitution; Referral to Outside Agency
789	Misc. weapons	Weapons such as: toy guns, toy cap guns, toy pellet guns, bullet, and other devices that do not inflict injury	Reteach Expectations; Confiscate Item; Up to 2 Days ISS; Contact Parent	Confiscate Item; Parent/ Guardian Contact; Behavior Plan; Up to 2 Days OSS; Referral to School Counselor	Confiscate Item; Parent/ Guardian Contact; Behavior Plan; Up to 5 Days OSS; Referral to School Counselor

#### POSSIBLE INTERVENTIONS FOR LEVEL II

INTERVENTIONS	CONSEQUENCES
<ul style="list-style-type: none"> <li>A. Level I Interventions may also be used</li> <li>B. Administrator/Student Problem</li> <li>C. Solving Meeting</li> <li>D. Peer Mediation</li> <li>E. Schedule change</li> <li>F. Staff Mentor</li> <li>G. Behavior Contract</li> <li>H. Social Skill/Behavior Group</li> <li>I. Referral to School Counselor and/ or BMS</li> <li>J. Referral to School-Based Mental Health</li> <li>K. Referral to Outside Agency</li> <li>L. Abbreviated Day</li> </ul>	<ul style="list-style-type: none"> <li>A. Temporary removal from class</li> <li>B. Alternative Program</li> <li>C. In-school suspension</li> <li>D. Out-of-school suspension</li> <li>E. Transfer</li> <li>F. Referral to outside agency</li> <li>G. Expulsion</li> <li>H. Restitution of property and damages, where appropriate</li> <li>I. Parent/ Guardian Contact</li> <li>J. Parent/ Guardian Shadowing</li> <li>K. Administrative Detention</li> <li>L. Community Service Assignment</li> <li>M. Restitution of Property and Damages</li> <li>N. Referral to Contact SRO</li> <li>O. Other sanctions approved and communicated by local school authorities.</li> </ul>

*\*This student code of conduct matrix, which is designed to assist districts in imposing consequences/sanctions more uniformly, was adapted from similar documents found in the Charleston County, Richland 2, Lexington/Richland 5, Greenwood 50, and DeKalb County School District student code of conduct handbooks.*

**CRIMINAL CONDUCT: LEVEL III**

Criminal conduct is defined as those activities engaged in by student(s) which result in violence to oneself or another 's person or property or which pose a direct and serious threat to the safety of oneself or others in the school. When school officials have reasonable belief that students have engaged in such activities, then these activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of the School Resource Officer or other local Contact SRO authorities, and/ or action by local the board. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school transportation vehicles, and during other school-sponsored activities.

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
680	Alcohol/Liquor Law Violation	Violation of laws prohibiting sale, purchase, barter, transportation, possession, distribution, consumption, or being under the influence of alcoholic beverages	Parent/ Guardian Conference; School Counselor; Up to 3 Days OSS; Referral to Outside Agency as needed; Contact SRO	Parent/ Guardian Conference; School Counselor; Up to 5 Days OSS; Referral to Outside Agency as needed; Contact SRO	Parent/ Guardian Conference; School Counselor; Up to 10 Days OSS; Recommendation for Alternative Placement; Referral to Outside Agency as needed; Contact SRO
500	Arson	To intentionally damage or attempt to damage any real or personal property by fire	Parent/ Guardian Conference, Up to 3 Days OSS; Referral to Outside Agency; Recommendation for Alternative Placement; Contact SRO	Parent/ Guardian Conference; Up to 6 Days OSS; Referral to Outside Agency; Recommendation for Alternative Placement; Contact SRO	Parent/ Guardian Conference; Referral to Outside Agency; Up to 10 Days OSS; Recommendation for Expulsion; Contact SRO
510	Assault, Aggravated	An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. This category includes attempted murder. A weapon can be a commonly known weapon, such as a gun or knife, or any other item, which, although not usually thought of as a weapon, becomes one when used in a manner that could cause severe bodily injury (e.g., baseball bat, metal chain, large stick). A "severe laceration" is one that should receive medical attention. A "loss of consciousness" must be the direct result of force inflicted on the victim by the offender	Parent/ Guardian Conference; Up to 5 Days OSS; Recommendation for Alternative Placement; Referral to Outside Agency; Contact SRO	Parent/ Guardian Conference; Up to 10 Days OSS; Recommendation for Alternative Placement; Referral to Outside Agency; Contact SRO	Parent/ Guardian Conference; Up to 5 Days OSS; Recommendation for Alternative Placement; Referral to Outside Agency; Contact SRO

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
520	Assault, Simple	An unprovoked physical attack by one person upon another where the offender neither uses nor displays a weapon and the victim does not suffer obvious severe or aggravated bodily injury	Parent/ Guardian Conference; School Counselor; Up to 5 Days OSS; Referral to Outside Agency; Contact SRO	Parent/ Guardian Conference School Counselor; Up to 10 Days OSS; Recommendation for Alternative Placement; Referral to Outside Agency; Contact SRO	Parent/ Guardian Conference; School Counselor; 10 Days OSS; Recommendation for Expulsion; Referral to Outside agency; Contact SRO
260	Bomb Threat	Indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity	Parent/ Guardian Conference; 6 Days OSS; Recommendation for Alternative Placement; Referral to Outside Agency; Contact SRO	Parent/ Guardian Conference; 8 Days OSS; Recommendation for Expulsion; Referral to Outside Agency; Contact SRO	Parent/ Guardian Conference; 10 Days OSS; Recommendation for Expulsion; Referral to Outside Agency; Contact SRO
651	Bullying	A deliberate, repeated act with intention to hurt, insult, or threaten another person in school, on school grounds, in school vehicles, or at school events. A gesture, an electronic communication, or a written, verbal, physical, or sexual act that takes place on school property, at any school sponsored function where the school is responsible for the child or on a school bus or other school-related vehicle, at an official school bus stop and that: a) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student, physically or emotionally, or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or b) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school. (Due to Race of Victim, Disability of Victim, Gender of Victim, Religion of Victim, Due to National Origin of Victim, Due to Sexual Orientation of Victim or Other/Unknown	Parent/ Guardian Conference; Up to 4 Days OSS; Behavior Plan; Refer to School Counselor and/ or BMS; Referral to Outside Agency; Contact SRO	Parent/ Guardian Conference; Up to 6 Days OSS; Behavior Plan; Refer to School Counselor and/ or BMS; Referral to Outside Agency; Contact SRO	Parent/ Guardian Conference; Up to 10 Days OSS; Behavior Plan; Refer to School Counselor and/ or BMS; Referral to Outside Agency; Contact SRO

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
540	Burglary	Unlawful entry or attempt to unlawfully enter a building or other structure with the intent to commit a felony or theft	Parent/ Guardian Conference; Up to 5 Days OSS; Behavior Plan; Refer to School Counselor and/ or BMS; Referral to Outside Agency; Contact SRO	Parent/ Guardian Conference; Up to 7 Days OSS; Behavior Plan; Refer to School Counselor and/ or BMS; Referral to Outside Agency; Contact SRO	Parent/ Guardian Conference; 10 Days OSS; Recommendation for Expulsion; Referral to Outside Agency; Contact SRO
220	Computer Violation-Criminal	Using school computers to commit a criminal act such as hacking into servers, piracy, altering Criminal school data, etc.; purposely damaging school system computer resources	Parent/ Guardian Conference; Up to 5 Days OSS; Behavior Plan; Refer to School Counselor and/ or BMS; Referral to Outside Agency; Contact SRO	Parent/ Guardian Conference; Up to 8 Days Recommendation for Alternative Placement; Referral to School Counselor and/ or BMS; Behavior Plan; Referral to Outside agency Contact SRO	Parent/ Guardian Conference; 10 Days OSS; Recommendation for Expulsion; Referral to Outside Agency; Contact SRO
652	Cyber Bullying	Willful harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, texting, social media, chat rooms, sexting, instant messaging, or video voyeurism	Parent/ Guardian Conference; Referral to School Counselor; Behavior Plan; Up to 5 Days OSS; Referral to Outside Agency; Contact SRO	Parent/ Guardian Conference; Referral School Counselor; Behavior Plan; Up to 7 Days OSS; Referral to Outside; Contact SRO	Parent/ Guardian Conference; 10 Days OSS; Recommendation for Alternative Placement; Refer to BMS; Behavior Plan; Referral to Outside Agency; Contact SRO
560	Disturbing School	Behavior that disturbs the learning environment for a significant number of students for an extended period of time or school sponsored events and requires the intervention of several staff members	Parent/ Guardian Contact by Administrator; MTSS Behavior Plan; Referral to School Counselor; Up to 4 Days OSS	Parent/ Guardian Conference Up to 6 Days OSS; Referral to Outside Agency as needed.	Parent/ Guardian Conference 10 Days OSS; Recommendation for Alternative Placement Referral to Outside Agency.
570	Drug Distribution	It is unlawful for any person (1) to manufacture, distribute, dispense, deliver, or purchase; or to aid, abet, attempt, or conspire to manufacture, distribute, dispense, deliver, or purchase; or to possess with intent to manufacture, distribute, dispense, deliver, or purchase a controlled substance and (2) to create, distribute, dispense, deliver, or purchase; or to aid, abet, attempt, or conspire to create, distribute, dispense, deliver, or purchase; or to possess with intent to distribute, dispense, deliver, or purchase a counterfeit substance	Parent/ Guardian Conference; Up to 6 Days OSS; MTSS Behavior Plan; Referral to Outside Agency; Contact SRO	Parent/ Guardian Conference; 10 Days OSS; Recommendation for Alternative Placement; Referral to Outside Agency; Contact SRO	Parent/ Guardian Conference; 10 Days OSS; Recommendation for Expulsion Referral to Outside Agency; Contact SRO

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
580	Drug Possession	Possession of an illegal substance represented as drugs, and/or a mood-altering substance (prescription medication). Student under the influence of drugs who admitted to smoking / possessing drugs on campus / school /district sponsored event	Parent/ Guardian Contact by Administrator; Up to 5 Days OSS; MTSS Behavior Plan; Referral School Counselor; Referral to Outside Agency; Contact SRO	Parent/ Guardian Contact by Administrator; Up to 7 Days OSS; MTSS Behavior Plan; Referral School Counselor; Referral to Outside Agency; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Referral to Outside Agency; Contact SRO
575	Drug Usage	The use or being under the influence of an illegal substance; solicitation of any chemical compound or material which is categorically not permitted on school grounds or at school related activities such as prescription or nonprescription medication; being under the influence of unauthorized legal or any illegal substances	Parent/ Guardian Contact by Administrator; Up to 5 Days OSS; MTSS Behavior Plan; Refer to School Counselor; Referral to Outside Agency; Contact SRO	Parent/ Guardian Conference; 7 Days OSS; Referral to Outside Agency; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Referral to Outside Agency; Contact SRO
600	Extortion	To unlawfully obtain money, property, or any other thing of value without that person's consent through the use or threat of force, misuse of authority, threat of destruction of reputation or social standing, or through other coercive means	Parent/ Guardian Conference; Up to 5 Days OSS; Referral to Outside Agency; Contact SRO; Restitution	Parent/ Guardian Conference; Up to 7 Days OSS; Recommendation for Alternative Placement; Referral to Outside Agency; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Referral to Outside Agency; Contact SRO
350	Fire Alarm	In the absence of an emergency, to activate or set off a fire signal indicating the presence of a fire emergency	Parent/ Guardian Contact by Administrator; Up to 3 Days OSS; Restitution if necessary	Parent/ Guardian Contact by Administrator; Behavior Contract; Up to 5 Days OSS; Restitution if necessary	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Alternative Placement

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
011	Forgery/Counterfeit	Purposely signing another person's name or altering, copying, or imitation of something, without authority or right, with the intent to deceive or fraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud	Parent/ Guardian Contact by Administrator; 2 Days ISS; Referral to BMS	Parent/ Guardian Contact by Administrator; 3 Days OSS; Referral to School Counselor and/ or BMS; Behavior Contract	Parent/ Guardian Contact by Administrator; 5 Days OSS; Referral to Outside Agency
250	Gang Activity	Any group of individuals or organization, whether formal or informal, which advocate or promote activities threatening the safety or well- being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The existence of such group of individuals associated may be established by evidence of a common name or common identifying signs, symbols, tattoos, graffiti, or attire or other distinguishing characteristics	Parent/ Guardian Contact by Administrator; Refer to BMS; Up to 3 Days OSS	Parent/ Guardian Contact by Administrator; Up to 5 Days OSS and Recommendation for Alternative Placement	Parent/ Guardian Contact by Administrator; 10 Days OSS and Recommendation for Expulsion Based on Severity of Incident.
640	Homicide	The killing of one human by another, not including manslaughter or attempted murder	Parent/ Guardian Contact by Administrator; 10 Days OSS and Recommendation for Expulsion; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS and Recommendation for Expulsion, Contact SRO
019	Indecent Exposure	The deliberate exposure in public of one's genitalia or private area(s) of one's body	Parent/ Guardian Contact by Administrator; Up to 5 Days OSS; Referral to Outside Agency; Contact SRO	Parent/ Guardian Contact by Administrator; Up to 7 Days OSS; Referral to Outside Agency; Contact SRO	10 Days OSS; Recommendation for Alternative Placement; Referral to Outside Agency; Contact SRO

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
660	Kidnap/Abduction	The unlawful seizure, transportation, and/or detention of a person against his or her will or of a minor without the consent of his or her custodial parent(s) or legal guardian. This category includes hostage taking	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO
700	Other Offenses – Criminal	Other acts of criminal conduct as set forth in State and Federal Law not covered in the existing list of codes; includes offense(s) committed off-campus that is deemed serious enough by the state regulations to be a danger to the school environment. (see complete list	Parent/ Guardian Contact by Administrator; Up to 6 Days OSS and Recommendation for Expulsion; Contact SRO	Parent/ Guardian Contact by Administrator; Up to 10 Days OSS and Recommendation for Expulsion; Contact SRO	Parent/ Guardian Contact by Administrator; Up to 10 Days OSS and Recommendation for Expulsion; Contact SRO
720	Prostitution	To engage in or promote sexual activities for profit	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO; Referral to Outside Agency	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO; Referral to Outside Agency	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO; Referral to Outside Agency
730	Robbery	The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm	Parent/ Guardian Contact by Administrator; Up to 5 Days OSS; Recommendation for Alternative Placement; Contact SRO; Restitution; Referral to Outside Agency	Parent/ Guardian Contact by Administrator; 8 Days OSS; Recommendation for Alternative Placement; Contact SRO; Restitution; Referral to Outside Agency	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO; Restitution; Referral to Outside Agency

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
013	Sexual Harassment	Any unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written, electronic or physical conduct of a sexual nature that creates an intimidating, hostile or offensive environment	Up to 5 Days OSS; Contact SRO; Referral to Outside Agency; Refer to District Title IX Coordinator	Up to 7 Days OSS Recommendation for Alternative Placement; Referral to Outside Agency; Refer to District Title IX Coordinator	10 Days OSS; Recommendation for Alternative Placement; Referral to Outside Agency; Refer to District Title IX Coordinator
610	Sexual Offense (Forced)	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, sexual assault with an object (to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of 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 because of his or her youth or because of his or her temporary or permanent mental or physical incapacity), and/or forcible fondling (child molesting	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Alternative Placement; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; and Recommendation for Expulsion; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO
690	Sexual Offense-Non-Forced	Unlawful, unforced sexual acts or indecent exposure that is overtly sexual in nature, or other sexually inappropriate behavior	Parent/ Guardian Contact by Administrator; Up to 6 Days OSS; Recommendation for Alternative Placement; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Alternative Placement; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO
670	Theft/Larceny	To steal or possess property without the permission of the owner (Greater than \$2000 in damages)	Parent/ Guardian Contact by Administrator; Up to 5 Days OSS; Restitution; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Restitution; Recommendation for Expulsion; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Restitution; Recommendation for Expulsion; Contact SRO

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
230	Tobacco Distribution	Sell, dispense or distribution of any tobacco related product included by not limited to cigarettes, cigars, and/or other tobacco products; possession and/or use of smokeless products, electronic cigarettes, and vaporizers	Parent/ Guardian Contact by Administrator; Up to 2 Days OSS; Refer to BMS; Contact SRO	Parent/ Guardian Contact by Administrator; Up to 4 Days OSS; Contact SRO	Parent/ Guardian Contact by Administrator; 6 Days OSS; Recommendation for Alternative Placement; Contact SRO
760	Vandalism	Willfully or maliciously destroying, damaging, or defacing real or personal property (Greater than \$500 in damages. Less than \$500, then Level 2 offense)	Parent/ Guardian Contact by Administrator; Up to 5 Days OSS; Restitution	Parent/ Guardian Contact by Administrator; Up to 7 Days OSS; Recommendation for Alternative Placement; Restitution	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Restitution
770	Vehicle theft	To steal from or possess a vehicle without permission of the owner	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Alternative Placement; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO
789	Weapons: Handguns	A handgun with or without ammunition	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO;	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO
789	Weapons: Knife Blade Less than 2"	A knife with a blade of less than 2 inches	Parent/ Guardian Contact by Administrator; Up to 4 Days OSS; Contact SRO	Parent/ Guardian Contact by Administrator; Up to 7 Days OSS; Recommendation for Alternative Placement; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO
789	Weapons: Knife Blade	A knife with a blade of more than 2.5 inches	Parent/ Guardian Contact by Administrator; Up to 6 Days OSS; Contact SRO; Recommendation for Alternative Placement	Parent/ Guardian Contact by Administrator; Up to 8 Days OSS Contact SRO; Recommendation for Expulsion;	Parent/ Guardian Contact by Administrator; 10 Days OSS; Contact SRO; Recommendation for Expulsion;
789	Weapons: Knife Blade More than 2"	A knife with a blade of more than 2 inches and less than 2.5 inches	Parent/ Guardian Contact by Administrator; Up to 5 Days OSS; Contact SRO	Parent/ Guardian Contact by Administrator; Up to 7 Days OSS; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion
789	Weapons: Rifles/Shotguns	A rifle or shotgun with or without ammunition	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
789	Weapons Offense from the State Dept.	Weapons: Firearms, handguns, rifles, shotguns or bombs (including look-alike); pellet gun, the State Dept. paintball gun, stun gun, BB gun, flare gun, nail gun, or airsoft gun or any other type of weapon, devices or object which may be used to inflict bodily harm or death shall not be allowed on any school district property (including vehicles) or at any school sponsored event. This shall also include, but not limited to, knives, tasers, dirks, slingshots, bludgeons, blackjacks, Chinese star, razors (including straight or retractable razor), ice pick, metal knuckles, box cutters, nun chucks, spiked glove, spiked wristband, any mace derivative, tear gas device, or pepper spray	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO

POSSIBLE INTERVENTIONS FOR LEVEL III

CONSEQUENCES
<ul style="list-style-type: none"> <li>A. Out-of-school suspension</li> <li>B. Assignment to alternative programs</li> <li>C. Expulsion</li> <li>D. Restitution of property and damages, where appropriate</li> <li>E. Other sanction as approved by local school authorities</li> <li>F. School within a school temporary placement.</li> </ul>

\*This student code of conduct matrix, which is designed to assist districts in imposing consequences/sanctions more uniformly, was adapted from similar documents found in the Charleston County, Richland 2, Lexington/Richland 5, Greenwood 50, and *Dekalb County School District* student code of conduct handbooks.

# BCSD High School Progressive Discipline Plan

## BEHAVIORAL MISCONDUCT: LEVEL I (CLASSROOM MANAGED/ TEACHER MANAGED)

Behavioral misconduct is defined as those activities engaged in by student(s) which tend to impede orderly classroom procedures or instructional activities, orderly operation of school, or the frequency or seriousness of which interrupt the classroom or school. The provisions of this regulation apply not only to within-school activities, but also to student conduct on the school bus transportation vehicles and during school-sponsored activities.

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
190	Cheating	Plagiarizing, providing, receiving, or viewing answers to assignments, quizzes, or tests; accessing academic materials without permission	Conference with student; Reteach Expectations; Parent/ Guardian Contact; Alternative Assignment	Alternative Assessment; No Credit for Assignment; Parent/ Guardian Conference; Up to 1 Day ISS; Referral to School Counselor	Detention; No Credit for Assignment; Parent/ Guardian Conference; Up to 2 Days ISS; Referral to School Counselor; MTSS Academic Intervention Plan
220	Computer Violation Non-Criminal	Unauthorized or inappropriate use of computers or use of computer resources without permission; unauthorized modifications of school system computers that do not permanently damage the system resources (i.e. unauthorized websites, bypassing filters)	Conference with student; Review of the AUP that the Student Signed.	Parent/ Guardian Conference; Detention; Limited Use/Loss of Usage of the Device	Intervention Referral to BMS; Detention; Parent/ Guardian Contact by Teacher; Alternative Methods of Completing Assignments
170	Cutting Activity	Failure to attend or complete an assigned school activity or event	Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference; Detention	Referral to School Counselor and/ or BMS; Behavior Plan; Parent/ Guardian Contact by Teacher; Detention; Withdrawal of Privilege
160	Cutting Class	Failure to attend or complete scheduled class	Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference	Referral to School Counselor and/ or BMS; Behavior Plan; Parent/ Guardian Contact; Detention; Withdrawal of Privilege
005	Detention Violation	Failure to serve a period of time during recess, lunch before or after the school day as a consequence for a behavior infraction (This refers to a teacher violation)	Reteach Expectations by Teacher; Parent/ Guardian Contact by Teacher; Detention	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference; Detention	Parent/ Guardian Contact by Teacher; Loss of Privilege; Detention
006	Dishonesty or Lying	Failure to tell the truth; giving false information, verbally or in writing to a school personnel	Reteach Expectation by Teacher; Verbal Reprimand by Teacher; Parent/ Guardian Contact by Teacher	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference; Detention	Administrative Conference; Up to 2 Days ISS

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
007	Disrupting Class	Behavior that interferes with instruction, learning, and a safe and/ orderly environment which includes, but not limited to, chronic talking, throwing objects horseplay, teasing, refusal to remain in seat, rude noises, selling items on campus, etc.	Verbal Reprimand by Teacher; Student Conference; Parent/ Guardian Contact by Teacher	MTSS Behavior Plan; Referral to BMS; Parent/ Guardian Contact by Teacher	Administrative Conference; Up to 2 Days ISS
280	Dress Code Violation	Failure to comply with school's dress code requirement and/or failure to wear school ID	Reteach Expectation by Teacher; Verbal Reprimand; Parent/ Guardian Contact by Teacher	Parent/ Guardian Contact by Teacher	Parent/ Guardian Contact by Social Worker; Administrative conference
305	Driving Violation	Failure to abide by SC driving laws or failure to comply with driving rules set forth by the school (SC driving law violations may involve additional Contact SRO action)	Reteach Expectation by Teacher; Verbal Reprimand by Teacher; Parent/ Guardian Contact by Teacher	Parent/ Guardian Contact by Administrator; Temporary loss of Privilege	Parent/ Guardian Contact by Administrator; Loss of Privilege
400	Excessive Noise	Any loud sound that is unnecessary or interferes with the learning environment or activity; senseless shouting or outcry	Reteach Expectation by Teacher	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference; Detention	Administrative Conference; Up to 1 Day ISS
275	Failure to Complete School Work	The act of not completing assigned written, or physical work	Reteach Expectation by Teacher; Parent/ Guardian Contact by Teacher	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference	Detention to complete work
271	Failure to Comply	The act of not completing a consequence or sanction assigned by a teacher or multiple teacher-managed offenses	Reteach Expectation by Teacher; Parent/ Guardian Contact by Teacher	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference; Detention	Administrative conference; Up to 2 Days ISS
011	Forgery	Purpose of signing another person's name or altering, copying or imitation of something, without the authority or right, with the intent to deceive or fraud by passing the copy or thing altered and imitation as that original	Reteach Expectation by Teacher Parent/ Guardian Contact by Teacher	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference	Administrative conference; Up to 2 Days ISS

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
410	Hall Pass Violation	To be in a hallway without written permission; to alter or change a hall pass from its original intent	Reteach Expectation by Teacher; Parent/ Guardian Contact by Teacher	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference	Administrative Conference; Detention
405	Horseplay	Boisterous play, foolish behavior, pranks, practical jokes, antics ramping	Reteach Expectation by Teacher; Parent/ Guardian Contact by Teacher	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference	Administrative Conference
360	ID Violation	Failure to comply with school's dress code requirement and/or failure to wear school ID	Reteach Expectation by Teacher; Verbal Reprimand by Teacher	Parent/ Guardian Contact by teacher	Parent/ Guardian Contact by Social Worker; Administrative Conference
018	Inappropriate Materials	Related to the possession or viewing of items considered to be unsuitable for school or school related activities	Reteach Expectation by Teacher; Confiscate Item; Parent/ Guardian Contact by Teacher	Written Reflection; Confiscate Item; Parent/ Guardian Contact	Detention; Confiscate Item; Parent/ Guardian Contact; Administrative conference
320	Leaving Class	Departing from class without permission before the class period is complete	Reteach Expectation by Teacher; Parent/ Guardian Contact by Teacher	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference	Administrative Conference
370	Littering	Making a place untidy with rubbish	Reteach Expectation by Teacher; Pick up rubbish	Community Service; Parent/ Guardian Contact by Administrator	Referral to School Counselor; Community Service; Parent/ Guardian Contact
240	Loitering	Standing or waiting around idly or without an apparent purpose	Reteach Expectation by Teacher; Parent/ Guardian Contact by Teacher	Referral to School Counselor and/ or BMS; Classroom Behavior Plan; Parent/ Guardian Conference	Administrative Conference
200	Off Limits	Wandering on school premises in an area that is off limits to students or when there is no reason to be there	Reteach Expectation by Teacher; Parent/ Guardian Contact by Teacher	Referral to School Counselor; Classroom Behavior Plan; Parent/ Guardian Conference	Administrative Conference
300	Parking Violation	Parking on campus or at a school sponsored event without authorization or in a manner that is not consistent with expectations of the property owner	Reteach Expectation by Teacher; Verbal Reprimand; Parent/ Guardian Contact by Teacher	Parent/ Guardian Contact by Administration; Temporary Loss of Privilege	Parent/ Guardian Contact by Administration; Loss of Privilege
330	Phone Violation	Using phones or having phones visible during instructional time at school	Reteach Expectation by Teacher; Confiscate Item; Parent/ Guardian Contact	Written Reflection; Confiscate Item; Parent/ Guardian Contact; Administrative conference	Detention; Confiscate Item; Parent/ Guardian Contact; Administrative conference

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
023	Property Misuse	Minor damage or defacement of property belonging to the school or others	Reteach Expectation by Teacher; Potential Restitution; Parent/ Guardian Contact by Administrator	Potential Restitution; Work Detail; Administrative Conference; Parent/ Guardian Contact	Detention; Potential Restitution; Work Detail; Administrative conference; Parent/ Guardian Contact
024	Running	Running in the hallway, classroom, cafeteria or any unauthorized area in the school that could pose a safety issue	Reteach Expectation by Teacher; Verbal Reprimand; Parent/ Guardian Contact by Teacher	Referral to School Counselor; Classroom Behavior Plan; Parent/ Guardian Conference	Administrative Conference
180	Tardy	Arriving late to school or class	Reteach Expectation by Teacher; Verbal Reprimand; Parent/ Guardian Contact by Teacher	Parent/ Guardian Contact by Teacher; Detention	Parent/ Guardian Contact by Teacher; Attendance Contract by Social Worker; Up to 1 Day ISS for Excessive Tardies
028	Throwing Objects	To propel or cast in any way anything that is visible or tangible	Reteach Expectation by Teacher; Verbal Reprimand by Teacher	Conference with Student, Detention; Parent/ Guardian Contact by Teacher	Detention; Parent/ Guardian Contact by Administrator; Restitution; Up to 2 Days ISS
151	Truant	A student, ages 6 to 17 years old, who has three consecutive Days of unlawful absences or a total of five unlawful absences during the current school year	Warning/Intervention; Parent/ Guardian Contact by Teacher; Referral to School Counselor	Truancy Contract/Social Worker; Parent/ Guardian Contact by Teacher	Review Truancy Contract and Social Worker will Request Truancy Hearing
153	Truant – Chronic	A student, ages 12-17 years old, who has been through the school intervention process, has reached the level of a “habitual” truant, has been referred to Family Court and placed on an order to attend school, AND continues to accumulate unlawful absences	Parent/ Guardian Contact; Up to 2 Days ISS; Up to 2 Days ISS; School Social Worker Referral to Outside Agency Needed	Parent/ Guardian Conference; Up to 3 Days ISS; School Referral to School Social Worker to an Outside Agency as Needed	Parent/ Guardian Conference; Up to 2 Days OSS; School Referral to School Social Worker to an Outside Agency as Needed
152	Truant – Habitual	A student ages 12-17 years old, who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two or more additional unlawful absences	Parent/ Guardian Contact; Up to 2 Days ISS; School Referral to School Social Worker to an Outside Agency as Needed; Referral to School Counselor	Parent/ Guardian Contact; Up to 3 Days ISS; School Referral to School Social Worker to an Outside Agency as Needed	Parent/ Guardian Contact; Up to 2 Days OSS; School Referral to School Social Worker to an Outside Agency as Needed
390	Unauthorized Device	Failure to adhere to the authorized time of use outlined in the school’s electronic device policy. This includes possession of an item at unauthorized times; including, but not limited to, laser pointer, camera, cell phone, tablets, drones, etc.	Reteach Expectation by Teacher; Confiscate the Item; Parent/ Guardian Contact by Teacher	Confiscate Item; Parent/ Guardian Contact by Administrator; Parents/Guardian will Pick It Up and Sign a Written Agreement on Device Policy	Confiscate Item; Parent/ Guardian Contact by Administrator; Parents/Guardian will Pick it Up; Up to 3 Days ISS

030	Violation of Class rules	Any violations of teacher class rules and procedures	Reteach Expectation by Teacher; Parent/ Guardian Contact by Teacher	Detention; Parent/ Guardian Contact by Teacher; Refer to BMS	Parent/ Guardian Contact by Teacher; Up to 1 Day ISS
017	Inappropriate Behavior	Actions or gestures of conducting oneself in a disruptive or disrespectful manner to include tone, attitude, and body language that is negative or abrasive towards another student or adult	Reteach Expectation by Teacher; Parent/ Guardian Conference; Withdrawal of Privilege	Parent/ Guardian Conference; Withdrawal of Privilege; Detention	Parent/ Guardian Conference; Withdrawal of Privilege; Up to 3 Days ISS; MTSS Intervention Plan
420	Disrespect	Demeaning or discriminatory language and/or insult towards an adult, guest, or staff member including but not limited to any verbal, written, or electronic communication without profanity	Reteach Expectation by Teacher; Parent/ Guardian Conference; Withdrawal of Privilege	Parent/ Guardian Conference; Referral to School Counselor; Withdrawal of Privilege; Detention	Parent/ Guardian conference; Withdrawal of Privilege; Referral to School Counselor; Up to 3 Days ISS; MTSS Intervention Plan

**POSSIBLE INTERVENTIONS FOR LEVEL I**

INTERVENTIONS	CONSEQUENCES
<ul style="list-style-type: none"> <li>A. Teach/Re-teach Behavior Expectations</li> <li>B. Reinforcement of Appropriate Behavior</li> <li>C. Explicit Instruction</li> <li>D. Clarification of expectations</li> <li>E. Student Problem-Solving Worksheet</li> <li>F. Peer Buddy/Peer Tutor</li> <li>G. Modify or Supplement Assignment/Activity</li> <li>H. Adjust Classroom Environment</li> <li>I. Proximity Control</li> <li>J. Referral to School Counselor</li> <li>K. Seat Change</li> <li>L. Teacher/Student Conference</li> <li>M. Parent/ Guardian Contract</li> <li>N. Teacher/Parent/Student Conference</li> </ul>	<ul style="list-style-type: none"> <li>A. Verbal reprimand</li> <li>B. Withdrawal of privileges</li> <li>C. Detention (silent lunch, after school, weekends, or another time that does not interfere with the instructional day)</li> <li>D. Parent/ Guardian Contact</li> <li>E. Parent/ Guardian Shadowing</li> <li>F. Intervention plan/behavioral contract</li> <li>G. Administrative Detention</li> <li>H. Community Service Assignment</li> <li>I. Other consequences as approved and communicated by local school authorities. (i.e. ISS, OSS)</li> </ul>

*\*This student code of conduct matrix, which is designed to assist districts in imposing consequences/sanctions more uniformly, was adapted from similar documents found in the Charleston County, Richland 2, Lexington/Richland 5, Greenwood 50, and DeKalb County School District student code of conduct handbooks.*

**DISRUPTIVE CONDUCT: LEVEL II**

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property, and the consequences of which tend to endanger the health or safety of oneself or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. Behavioral misconduct (Level I) may be reclassified as disruptive conduct (Level II) if it occurs three or more times. The provision of this regulation applies not only to within-school activities, but also to student conduct on school transportation vehicles, and during other school-sponsored activities.

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
001	Aiding Others	A person who assists in or supports the commission of an offense and who usually has knowledge before or after the fact. This includes, but it not limited to inciting a fight, impeding school officials from reaching a fight, recording a fight, and posting videos of a fight on a social media site	Parent/ Guardian Conference involving BMS; Detention; Up to 2 Days ISS; Check-in with School Counselor	Parent/ Guardian Conference involving SRO; Up to 3 Days ISS; MTSS Behavior Plan	Parent/ Guardian Conference with BMS, School Counselor, SRO, and Administrative Team; MTSS Behavior Plan Revision to a Higher Level; Referral to Outside Agency; Up to 2 Days OSS
003	Bite/Pinch/Spit	To cut, wound, or tear with the teeth; to constrict or squeeze painfully; to eject saliva from the mouth onto another person or possession	Parent/ Guardian Conference; Up to 3 Days ISS	Parent/ Guardian Conference; Up to 2 Days OSS; Referral to Outside Agency Refer to BMS	Parent/ Guardian Conference; Up to 3 Days OSS; Referral to Outside Agency
004	Contraband	Related to the possession or viewing of items considered to be unsuitable for school or school related activities (magazines, materials to promote discriminatory practices/speech, lighters, chemicals)	Confiscate Item; Parent/ Guardian Contact; Up to 2 Days ISS	Confiscate Items; Parent/ Guardian Contact; Up to 2 Days OSS	Confiscate Item; Parent/ Guardian Conference with SRO/BMS; Up to 4 Days OSS; Referral to Outside Agency
530	Bribery	Offering, giving, receiving, or soliciting of money or other items of value to sway the judgment or action of a person	Review Expectations by Teacher; Parent/ Guardian Conference; Up to 2 Days ISS	Parent/ Guardian Conference; Up to 3 Days ISS	Parent/ Guardian Conference, Up to 2 Days OSS; Referral Outside Agency
407	Confrontation/ Altercation	An exchange of words between students resulting in conflict; a heated or angry dispute; a noisy argument or controversy	Review Expectations by Teacher; Referral to BMS; Parent/ Guardian Contact by Teacher	Referral to BMS; Parent/ Guardian Contact; by Teacher; Detention; Up to 3 Days ISS	Refer to BMS, Parent/ Guardian Contact by Administrator, Up to 3 Days OSS
150	Cutting School	Failure to attend or complete a school day	Review Expectations by Teacher; Parent/ Guardian Contact by Teacher Detention	Parent/ Guardian Contact by Teacher; Attendance Contract; Detention	Parent/ Guardian Contact Administrator; Attendance Contract; Up to 2 Days ISS; Referral/Social Worker

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
034	District Medication violation	Prescription or non-prescription drugs found on a student's person without proper documentation	Reteach Expectations by Nurse; Parent/ Guardian Conference; Up to 2 Days ISS; Referral to School counselor; Referral to outside agency (drug/alcohol); Contact SRO	Parent/ Guardian Conference; Up to 3 Days OSS; Referral to School Counselor; Referral to Outside Agency (Drug/Alcohol); Contact SRO; Behavior contract	Parent/ Guardian Conference; Up to 4 Days OSS; Refer to School Counselor; Referral to Outside Agency (Drug/Alcohol); Contact SRO; Recommendation for Alternative Placement or Expulsion
009	Fighting	An incident involving two or more students with mutual physical contact, such as hitting, kicking, and/or punching	Review Expectations by Teacher; Parent/ Guardian Contact by Administrator; Parent/ Guardian Conference; Up to 3 Days OSS; Referral to BMS	Parent/ Guardian Contact by Administrator; Parent/ Guardian Conference; Up to 5 Days OSS, Behavior Contract	Parent/ Guardian Contact by Administrator; Up to 10 Days OSS; Recommendation for Alternative Placement
010	Fireworks	Possession and/or detonation of an explosive pyrotechnic device that makes a display of light or noise on school property but does not cause harm to others	Review Expectations by Administrator; Parent/ Guardian Contact by Administrator; Up to 3 Days OSS	Parent/ Guardian Contact by Administrator; Refer to BMS; Behavior Contact; Up to 5 Days OSS	Parent/ Guardian Contact by Administrator; Up to 10 Days OSS; Recommendation for Alternative Placement
620	Fraud	Deceiving another in order to damage him/her; usually, to obtain property or services from him or her unjustly	Parent/ Guardian Contact by Administrator; Referral to BMS; Referral to Outside Agency; Contact SRO; Up to 3 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO; Up to 5 Days OSS	Parent/ Guardian Contact by Administrator; Up to 10 Days OSS; Recommendation for Alternative Placement
630	Gambling	Betting on a game of chance or an activity where money is exchanged	Review Expectations by Administrator; Parent/ Guardian Contact by Administrator; Up to 2 Days ISS	Parent/ Guardian Contact by Administrator; Referral to BMS; Referral to Outside Agency; Contact SRO; Up to 3 Days OSS	Parent/ Guardian Contact by Administrator; Up to 6 Days OSS; Recommendation for Alternative Placement
012	Harassment	Any insulting, or dehumanizing action which negatively impacts another person's emotional or mental well-being	Parent/ Guardian Contact by Administrator; Behavior Contract, Refer to BMS; Referral to Outside Agency; Up to 3 Days OSS	Parent/ Guardian Contact by Administrator; Contact SRO; Up to 5 Days OSS	Parent/ Guardian Contact by Administrator; Up to 8 Days OSS; Recommendation for Alternative Placement
014	Hit/Kick/Push	To deal a blow to, meet, to trip, or strike; to strike with foot or feet; to push, apply pressure with the intent to cause harm	Reteach Expectations by Administrator, Parent/ Guardian Contact by Administrator; Up to 2 Days ISS	Parent/ Guardian Contact by Administrator; Refer to BMS; Referral to Outside Agency; Behavior Contract; Up to 2 Days OSS	Parent/ Guardian Contact by Administrator; Review Behavior Plan; Contact SRO; Up to 5 Days OSS

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
015	Inappropriate Affection	Unsuitable or improper physical contact, action or gestures, or display of public affection which creates an uncomfortable/ stressful environment for the recipient person	Reteach Expectations by Administrator; Parent/ Guardian Conference; Behavior Contract; Refer to BMS/School Counselor; Detention; Up to 1 Day ISS	Parent/ Guardian Conference; Review Behavior Contract; Refer to BMS/School Counselor; Up to 1 Day OSS	Parent/ Guardian Conference; Review Behavior Contract; Refer to BMS/School Counselor; Up to 5 Days OSS; Contact SRO; Recommendation for Alternative Placement
016	Inappropriate Language to Staff	Demeeaning, abusive speech that shows dishonor or disrespect towards BCSD staff and personnel	Parent/ Guardian Contact by Administrator; Referral to BMS; Behavior Contract; Up to 2 Days ISS	Parent/ Guardian Contact by Administrator; Review Behavior Plan; Up to 2 Days OSS	Parent/ Guardian Contact by Administrator; Up to 5 Days OSS; Recommendation for Alternative Placement
022	Inappropriate Physical Contact	Touching or immediate proximity of another person exceeding personal boundaries unsuitable or improper for the location or setting	Reteach Expectations by Administrator; Parent/ Guardian Conference; Behavior Contract; Refer to BMS/School Counselor; Detention	Parent/ Guardian Conference; Review Behavior Contract; Up to 2 Days ISS	Parent/ Guardian Conference; Review Behavior Contract; Up to 3 Days OSS; Contact SRO
650	Intimidation	To unlawfully place another person in reasonable fear of bodily harm through the use of menacing words or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack; Intimidating behaviors can be made in person, over the telephone, electronically, via social media networks, or in writing	Parent/ Guardian Contact by Administrator; Referral to BMS; Referral to Outside Agency; Behavior Contract; Up to 2 Days ISS	Review Behavior Plan; Administrative Conference; Up to 2 Days OSS	Parent/ Guardian Contact by Administrator; Up to 5 Days OSS; Recommendation for Alternative Placement
310	Leaving School	Departing from campus without permission before the school day is complete	Parent/ Guardian Conference; Behavior Contract; Up to 2 Days OSS	Parent/ Guardian Conference; Review Behavior Contract; Up to 3 Days OSS	Parent/ Guardian Conference; Up to 4 Days OSS
020	Major Disruption	Behavior that interrupts the learning environment for a specific period of time in a confined area	Parent/ Guardian Conference; Up to 2 Days of ISS	Parent/ Guardian Conference; Behavior Contract; Up to 2 Days of OSS	Parent/ Guardian Contact by Administrator; Review Behavior Contract; Up to 4 Days of OSS
290	Obscene Gesture/ Comment/Writing	An offensive expression of an idea, opinion, or emotion through gesture, comments, or writing. A movement or position of the hand, arm, body, head, or face that is expressive of an offensive idea, opinion, and emotion	Parent/ Guardian Conference; Conference with the student and the parents; Up to 3 Days of ISS	Parent/ Guardian Conference; Up to 2 Days OSS; Behavior Contract; Refer to BMS	Parent/ Guardian Conference. Up to 7 Days OSS; Recommendation for Alternative Placement

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
710	Pornography	Possession, manufacturing, or distribution of sexually explicit/obscene material	Conference with the student and the parents; behavior contract; Up to 3 Days OSS; involvement of Contact SRO if children are involved	Parent/ Guardian Conference; review behavior contract; Up to 6 Days of OSS; involvement of Contact SRO if children are involved	Parent/ Guardian Conference with BMS, School Counselor, SRO, and administrative team; behavior plan revision to a higher level; Referral to Outside Agency; Up to 10 Days OSS; Recommendation for alternative placement
210	Profanity towards student/peer	Abusive, vulgar, or irreverent language, swearing, cursing, foul speech, or speech that shows disrespect or dishonor toward a student	Parent/ Guardian Contact by Administrator; Up to Days ISS	Conference with student, parents and BMS; administrative intervention; Up to 4 Days ISS	Parent/ Guardian Conference with BMS, School Counselor, and administrative team; Up to 3 Days OSS
380	Probation Violation	A direct violation of a District Probation contract administered through a hearing	Parent/ Guardian Contact by Administrator; Recommendation for Alternative Placement	Parent/ Guardian Contact by Administrator; Recommendation for Expulsion	Parent/ Guardian Contact by Administrator; Recommendation for Expulsion.
210	Profanity (toward adult)	Abusive, vulgar, or irreverent language, swearing, cursing, foul speech, or speech that shows disrespect or dishonor toward a staff member	Parents/Guardian Conference; Behavior Contract; Up to 4 Days OSS	Parents/Guardian Conference; Review of Behavior Contract; Up to 6 Days OSS	Parents/Guardian Conference; Up to 10 Days OSS; Recommendation for alternative placement
270	Refusal to Obey/Defiant	Refusing to follow a request or a specific direction/instruction of an adult through disobedience, defiance, unruliness, or noncompliance	Parents/Guardian Conference; Detention; Up to 2 Days ISS	Parents/Guardian Conference; Behavior Contract; Up to 2 Days OSS	Parents/Guardian Conference; Up to 4 Days OSS
025	Sexual Violation	The act of touching, groping, slapping, or any other physical contact of a sexual nature made with another person, whether unwanted or wanted	Parents/Guardian Conference; Behavior Contract; Up to 3 Days OSS	Parents/Guardian Conference; Behavior Contract; Up to 6 Days OSS	Parents/Guardian Conference; Recommendation for Alternative Placement; Up to 10 Days OSS
740	Stolen Property	Having in possession goods obtained by larceny, by stealing, by robbing, by theft; something unlawfully taken from its rightful owner (Less than \$2000 in damages. Greater than \$2000 moves to Level 3 offense-theft)	Parent/ Guardian Conference; Contact SRO; Restitution (if necessary); Up to 3 Days ISS; Intervention Plan/ Behavior Contract; Counseling	Parent/ Guardian Conference; Contact SRO; Restitution (if necessary); Up to 2 Days OSS; MTSS Intervention Plan/Behavior Contract; Counseling	Parent/ Guardian Conference; Up to 5 Days OSS; Contact SRO; Restitution (if necessary); Recommendation for alternative placement

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
027	Threat	Making statements or gestures of intent to do physical harm to a staff member or student	Parent/ Guardian contact; Reteach Expectations by Administrator; Behavior plan; Up to 3 Days OSS; Referral to School Counselor; Contact SRO	Review Behavior Plan; Threat Assessment Conducted, Up to 4 Days OSS; Contact SRO	Parent/ Guardian Conference; Up to 6 Days OSS; Recommendation for Alternative Placement; Contact SRO
230	Tobacco	Possession and/or use of cigarettes, cigars, and/or other tobacco products; possession and/or use of smokeless tobacco products, electronic cigarettes, and vaporizers	Parent/ Guardian Contact by Administrator; Up to 3 Days ISS; Refer to School Counselor and/ or BMS	Parent/ Guardian Contact; Parent/ Guardian Conference; Up to 3 Days OSS; Refer to School Counselor and/ or BMS	Parent/ Guardian Conference; Up to 5 Days OSS; Referral to Outside Agency
750	Trespassing	Being on school property or at a school sponsored event without permission, including while on suspension or after expulsion; entry of a structure without intent to commit a serious crime or theft	Parent/ Guardian Conference Up to 3 Days ISS; Referral to School Counselor; Referral to Outside Agency if Needed	Parent/ Guardian Conference Up to 5 Days OSS; Referral to Outside Agency if Needed	Parent/ Guardian Conference Up to 8 Days OSS; Referral to Outside Agency if Needed
029	Urination	Willfully urinating on school property or another student's property (shoes, floor, walls, bus, etc.)	Parent/ Guardian Contact; Up to 2 Days OSS; Restitution where applicable; Referral to School Counselor and/or School Social Worker	Parent/ Guardian Contact; Referral to School Counselor and/ or School Social Worker; Up to 3 Days OSS	Parent/ Guardian Conference; Recommendation for Alternative Placement
760	Vandalism	Willfully or maliciously destroying, damaging, or defacing real or personal property (Less than \$500 in damages. Greater than \$500 moves to level 3 offense)	Parent/ Guardian Conference; Up to 2 Days ISS; Restitution; Referral to School Counselor; Referral to Outside Agency if needed.	Parent/ Guardian Conference; Up to 2 Days OSS; Restitution; Referral to Outside Agency if needed.	Parent/ Guardian Conference; Up to 5 Days OSS; Restitution; Referral to Outside Agency if needed.
789	Misc. weapons	Weapons such as: toy guns, toy cap guns, toy pellet guns, bullet, and other devices that do not inflict injury	Reteach Expectations, Confiscate item; Parent/ Guardian Contact; Conditional Suspension	Confiscate item; Parent/ Guardian Contact; Behavior Plan; Up to 1-day OSS; Referral to the School Counselor	Confiscate item; Parent/ Guardian Contact; Up to 5 Days OSS; Continued infractions could result in recommendation for expulsion

**POSSIBLE INTERVENTIONS FOR LEVEL II**

INTERVENTIONS	CONSEQUENCES
<ul style="list-style-type: none"> <li>A. Level I Interventions may also be used</li> <li>B. Administrator/Student Problem</li> <li>C. Solving Meeting</li> <li>D. Peer Mediation</li> <li>E. Schedule change</li> <li>F. Staff Mentor</li> <li>G. Behavior Contract</li> <li>H. Social Skill/Behavior Group</li> <li>I. Referral to School Counselor and/ or BMS</li> <li>J. Referral to School-Based Mental Health</li> <li>K. Referral to Outside Agency</li> <li>L. Abbreviated Day</li> </ul>	<ul style="list-style-type: none"> <li>A. Temporary removal from class</li> <li>B. Alternative Program</li> <li>C. In-school suspension</li> <li>D. Out-of-school suspension</li> <li>E. Transfer</li> <li>F. Referral to outside agency</li> <li>G. Expulsion</li> <li>H. Restitution of property and damages, where appropriate</li> <li>I. Parent/ Guardian Contact</li> <li>J. Parent/ Guardian Shadowing</li> <li>K. Administrative Detention</li> <li>L. Community Service Assignment</li> <li>M. Restitution of Property and Damages</li> <li>N. Referral to Contact SRO</li> <li>O. Other sanctions approved and communicated by local school authorities.</li> </ul>

*\*This student code of conduct matrix, which is designed to assist districts in imposing consequences/sanctions more uniformly, was adapted from similar documents found in the Charleston County, Richland 2, Lexington/Richland 5, Greenwood 50, and DeKalb County School District student code of conduct handbooks.*

### CRIMINAL CONDUCT: LEVEL III

Criminal conduct is defined as those activities engaged in by student(s) which result in violence to oneself or another 's person or property or which pose a direct and serious threat to the safety of oneself or others in the school. When school officials have reasonable belief that students have engaged in such activities, then these activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of the School Resource Officer or other local law enforcement authorities, and/ or action by local the board. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school transportation vehicles, and during other school-sponsored activities.

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
680	Alcohol/Liquor Law Violation	Violation of laws prohibiting sale, purchase, barter, transportation, possession, distribution, consumption, or being under the influence of alcoholic beverages	Parent/ Guardian Conference Referral to School Counselor; Up to 3 Days OSS; Referral to Outside Agency as needed; Contact SRO	Parent/ Guardian Conference Referral to School Counselor; Up to 5 Days OSS; Referral to Outside Agency as needed; Contact SRO	Parent/ Guardian Conference; Referral to School Counselor; Up to 10 Days OSS; Recommendation for Alternative Placement; Referral to Outside Agency as needed; Contact Law Enforcement
500	Arson	To intentionally damage or attempt to damage any real or personal property by fire	Parent/ Guardian Conference; Referral to Outside Agency as needed; Recommendation for Alternative Placement; Contact SRO; Up to 5 Days OSS; Recommendation for Expulsion; Restitution/Payment for Damages	Parent/ Guardian Conference; Referral to Outside Agency as needed; Recommendation for Alternative Placement; Contact SRO; Up to 8 Days OSS; Recommendation for Expulsion; Restitution/Payment for Damages	Parent/ Guardian Conference; Referral to Outside Agency as needed; Recommendation for Expulsion; Contact SRO; Up to 10 Days OSS; Restitution/Payment for damages
510	Assault, Aggravated	An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. This category includes attempted murder. A weapon can be a commonly known weapon, such as a gun or knife, or any other item, which, although not usually thought of as a weapon, becomes one when used in a manner that could cause severe bodily injury (e.g., baseball bat, metal chain, large stick). A "severe laceration" is one that should receive medical attention. A "loss of consciousness" must be the direct result of force inflicted on the victim by the offender	Parent/ Guardian Conference Up to 5 Days OSS; Recommendation to Alternative Program; Recommendation for Expulsion; Referral to Outside Agency; Contact SRO	Parent/ Guardian Conference Up to 10 Days OSS; Recommendation for Alternative Placement; Recommendation for Expulsion; Referral to Outside Agency; Contact SRO	Parent/ Guardian Conference Recommendation for Expulsion; Up to 10 Days OSS; Referral to Outside Agency; Contact SRO

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
520	Assault, Simple	An unprovoked physical attack by one person upon another where the offender neither uses nor displays a weapon and the victim does not suffer obvious severe or aggravated bodily injury	Parent/ Guardian Conference; Referral to School Counselor; Up to 6 Days OSS; Referral to Outside Agency as needed; Contact SRO	Parent/ Guardian Conference; Referral to School Counselor; Recommendation for Alternative Placement; Up to 10 Days OSS; Referral to Outside Agency as needed; Contact SRO	Parent/ Guardian Conference; Referral to School Counselor; Recommendation for Alternative Placement; 10 Days OSS; Recommendation for Expulsion; Referral to Outside Agency as needed; Contact SRO
260	Bomb Threat	Indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity	Parent/ Guardian Conference; Recommendation for Expulsion; 10 Days OSS Referral to Outside Agency; Contact SRO	Parent/ Guardian Conference; Recommendation for Expulsion; 10 Days OSS; Referral to Outside Agency; Contact SRO	Parent/ Guardian Conference; Recommendation for Expulsion; 10 Days OSS; Referral to Outside Agency; Contact SRO
651	Bullying	A deliberate, repeated act with intention to hurt, insult, or threaten another person in school, on school grounds, in school vehicles, or at school events. A gesture, an electronic communication, or a written, verbal, physical, or sexual act that takes place on school property, at any school sponsored function where the school is responsible for the child or on a school bus or other school-related vehicle, at an official school bus stop and that: a) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student, physically or emotionally, or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or b) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school. (Due to Race of Victim, Disability of Victim, Gender of Victim, Religion of Victim, Due to National Origin of Victim, Due to Sexual Orientation of Victim or Other/Unknown	Parent/ Guardian Conference; Up to 5 Days OSS; Behavior Plan; Refer to School Counselor and/ or BMS; Referral to Outside Agency; Contact SRO	Parent/ Guardian Conference; Up to 8 Days OSS; Behavior Plan; Refer to School Counselor and/ or BMS; Referral to Alternative Program; Referral to Outside Agency; Contact SRO	Parent/ Guardian Conference; 10 Days OSS; Behavior Plan; Refer to School Counselor and/ or BMS; Referral to Alternative Program; Recommendation for Expulsion; Referral to Outside Agency; Contact SRO

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
540	Burglary	Unlawful entry or attempt to unlawfully enter a building or other structure with the intent to commit a felony or theft	Parent/ Guardian Conference Up to 6 Days OSS; Referral to School Counselor and/ or BMS Counselor; Behavior Plan; Restitution/payment for damages/loss; Referral to Outside Agency as needed; Contact SRO	Parent/ Guardian Conference Up to 8 Days OSS; Referral to School Counselor and/ or BMS Counselor; Refer to Alternative Program; Behavior Plan; Restitution/Payment for Damages/Loss; Referral to Outside Agency as needed; Contact SRO	Parent/ Guardian Conference 10 Days OSS; Referral to School Counselor and/ or BMS; Recommendation for Expulsion; Behavior Plan; Restitution/payment for damages/loss; Referral to Outside Agency as needed; Contact SRO
652	Cyber Bullying	Willful harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, texting, social media, chat rooms, sexting, instant messaging, or video voyeurism	Parent/ Guardian Conference School Counselor Behavior Plan up to 6 Days OSS; Referral to Outside Agency as needed/Contact SRO	Parent/ Guardian Conference; School Counselor; Behavior Plan; Up to 8 Days OSS; Recommendation for Alternative Placement; Referral to an outside; Contact SRO	Parent/ Guardian Conference; Recommendation to Alternative Program; 10 Days OSS; Refer to School Counselor and/ or BMS; Behavior Plan Referral to Outside Agency as needed; Contact SRO
560	Disturbing School	Behavior that disturbs the learning environment for a significant number of students for an extended period of time or school sponsored events and requires the intervention of several staff members	Parent/ Guardian Contact Up to 5 Days OSS; Behavior Plan; Referral to School Counselor; Contact SRO	Parent/ Guardian Conference Up to 8 Days OSS; Recommendation for Alternative Placement; Referral to Outside Agency as needed; Contact SRO	Parent/ Guardian Conference; 10 Days OSS; Recommendation for Alternative Placement; Recommendation for Expulsion Contact SRO Referral to Outside Agency
570	Drug Distribution	It is unlawful for any person (1) to manufacture, distribute, dispense, deliver, or purchase; or to aid, abet, attempt, or conspire to manufacture, distribute, dispense, deliver, or purchase; or to possess with intent to manufacture, distribute, dispense, deliver, or purchase a controlled substance and (2) to create, distribute, dispense, deliver, or purchase; or to aid, abet, attempt, or conspire to create, distribute, dispense, deliver, or purchase; or to possess with intent to distribute, dispense, deliver, or purchase a counterfeit substance	Parent/ Guardian Conference Up to 7 Days OSS; Recommendation to Alternative Program; Behavior Plan; Referral to Outside Agency as needed; Contact SRO	Parent/ Guardian Conference; 10 Days OSS; Recommendation for Alternative Placement; Recommendation for Expulsion; Behavior Plan; Referral to Outside Agency as needed; Contact SRO	10 Days OSS; Parent/ Guardian Conference; Recommendation for Expulsion; Behavior Plan; Referral to Outside Agency as needed; Contact SRO

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
580	Drug Possession	Possession of an illegal substance represented as drugs, and/or a mood-altering substance (prescription medication). Student under the influence of drugs who admitted to smoking / possessing drugs on campus / school /district sponsored event	Parent/ Guardian Conference Up to 6 Days OSS; Recommendation to Alternative Program; Behavior Plan; Referral to Outside Agency as needed; Contact SRO	Parent/ Guardian Conference; Up to 8 Days; Recommendation for Alternative Placement; Recommendation for Expulsion; Behavior Plan; Referral to Outside Agency as needed; Contact SRO	Parent/ Guardian Conference; 10 Days OSS; Recommendation for Expulsion; Behavior Plan; Referral to Outside Agency as needed; Contact SRO
575	Drug Usage	The use or being under the influence of an illegal substance; solicitation of any chemical compound or material which is categorically not permitted on school grounds or at school related activities such as prescription or nonprescription medication; being under the influence of unauthorized legal or any illegal substances	Parent/ Guardian Conference Up to 7 Days OSS; Recommendation to Alternative Program; Behavior Plan; Referral to Outside Agency as needed; Contact SRO	Parent/ Guardian Conference; 10 Days OSS; Recommendation for Alternative Placement; Recommendation for Expulsion; Behavior Plan; Referral to Outside Agency as needed; Contact SRO	Parent/ Guardian Conference; 10 Days OSS; Recommendation for Expulsion; Behavior Plan; Referral to Outside Agency as needed; Contact SRO
590	Embezzlement	The unlawful misappropriation by the offender of money, property, or some other thing of value for personal use while entrusted to his/her care, custody, or control	Parent/ Guardian Conference Up to 5 Days OSS; Referral to Outside Agency as needed. Restitution; Behavior Plan; Contact SRO	Parent/ Guardian Conference Up to 7 Days OSS; Recommendation for Alternative Placement; Referral to Outside Agency as needed. Restitution; Behavior Plan; Contact Law Enforcement	10 Days OSS; Recommendation for Expulsion; Referral to Outside Agency; Contact SRO
600	Extortion	To unlawfully obtain money, property, or any other thing of value without that person's consent through the use or threat of force, misuse of authority, threat of destruction of reputation or social standing, or through other coercive means	Parent/ Guardian Conference Up to 5 Days OSS; Referral to Outside Agency as needed. Restitution; Behavior Plan; Contact SRO	Parent/ Guardian Conference Up to 7 Days OSS; Recommendation for Alternative Placement; Referral to Outside Agency as needed. Restitution; Behavior Plan; Contact SRO	10 Days OSS; Recommendation for Expulsion Referral to Outside Agency; Contact SRO
350	Fire Alarm	In the absence of an emergency, to activate or set off a fire signal indicating the presence of a fire emergency	Up to 4 Days OSS; Parent/ Guardian Conference; Behavior Plan; Contact SRO; Restitution (if necessary)	Up to 6 Days OSS; Recommendation for Alternative Placement; Parent/ Guardian Conference; Behavior Plan; Contact SRO; Restitution (if necessary)	10 Days OSS; Recommendation for Alternative Placement; Recommendation for Expulsion; Parent Conference; Behavior Plan; Contact SRO; Restitution (if necessary)

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
011	Forgery/ Counterfeit	Purposely signing another person's name or altering, copying, or imitation of something, without authority or right, with the intent to deceive or fraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud	Up to 5 Days OSS; Parent/ Guardian Conference; Behavior Plan; Restitution; Recommendation for Alternative Placement; Loss of credit	Up to 7 Days OSS; Parent/ Guardian Conference; Behavior Plan; Restitution; Recommendation for Alternative Placement; Loss of credit	10 Days OSS; Parent/ Guardian Conference; Behavior Plan; Restitution; Recommendation for Alternative Program; Loss of credit
250	Gang Activity	Any group of individuals or organization, whether formal or informal, which advocate or promote activities threatening the safety or well- being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The existence of such group of individuals associated may be established by evidence of a common name or common identifying signs, symbols, tattoos, graffiti, or attire or other distinguishing characteristics	Up to 5 Days OSS; Parent/ Guardian Conference; Behavior Plan; Contact SRO; Recommendation for Alternative Placement	Up to 7 Days OSS; Parent/ Guardian Conference; Behavior Plan; Contact SRO; Recommendation for Alternative Placement	10 Days OSS; Recommendation for Expulsion; Parent/ Guardian Conference; Contact SRO
640	Homicide	The killing of one human by another, not including manslaughter or attempted murder	10 Days OSS; Recommendation for Expulsion; Contact SRO	10 Days OSS; Recommendation for Expulsion; Contact SRO	10 Days OSS; Recommendation for Expulsion; Contact SRO
019	Indecent Exposure	The deliberate exposure in public of one's genitalia or private area(s) of one's body	Up to 5 Days OSS; Referral to Mental Health; Parent/ Guardian Conference; Behavior Plan; Contact SRO	up to 7 Days OSS; Recommendation for Alternative Placement; Referral to Mental Health; Parent/ Guardian Conference; Behavior Plan; Contact SRO	10 Days OSS; Recommendation for Alternative Program; Recommendation for Expulsion; Referral to Mental Health; Parent/ Guardian Conference; Behavior Plan; Contact SRO

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
660	Kidnap/ Abduction	The unlawful seizure, transportation, and/or detention of a person against his or her will or of a minor without the consent of his or her custodial parent(s) or legal guardian. This category includes hostage taking	10 Days OSS; Recommendation for Expulsion; Contact SRO	10 Days OSS; Recommendation for Expulsion; Contact SRO	10 Days OSS; Recommendation for Expulsion; Contact SRO
700	Other Offenses – Criminal	Other acts of criminal conduct as set forth in State and Federal Law not covered in the existing list of codes; includes offense(s) committed off-campus that is deemed serious enough by the state regulations to be a danger to the school environment. (see complete list)	Up to 6 Days OSS; Recommendation for Alternative Program; Recommendation for Expulsion; Behavior Plan; Parent/Guardian Conference; Referral to Outside Agency; Recommendation for Expulsion, Contact SRO	10 Days OSS; Recommendation for Expulsion; Behavior Plan; Parent/Guardian Conference; Referral to Outside Agency; Recommendation for Expulsion, Contact SRO	10 Days OSS; Recommendation for Expulsion; Behavior Plan; Parent/Guardian Conference; Referral to Outside Agency; Recommendation for Expulsion, Contact SRO
720	Prostitution	To engage in or promote sexual activities for profit	10 Days OSS; Referral to Alternative Program; Contact SRO; Referral to Mental Health; Parent Conference; Referral to Outside Agency; Behavior Plan	10 Days OSS; Referral to Alternative Program; Recommendation for Expulsion; Contact SRO; Referral to Mental Health; Parent/ Guardian Conference; Referral to Outside Agency; Behavior Plan	10 Days OSS; Recommendation for Expulsion; Contact SRO; Referral to Mental Health; Parent/ Guardian Conference; Referral to Outside Agency; Behavior Plan
730	Robbery	The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm	Up to 6 Days OSS; Recommendation for Alternative Program; Recommendation for Expulsion; Behavior Plan; Parent Conference; Referral to Outside Agency; Recommendation for Expulsion, Contact SRO Contact; Restitution	10 Days OSS; Recommendation for Expulsion; Behavior Plan; Parent Conference; Referral to Outside Agency; Recommendation for Expulsion, Contact SRO Contact; Restitution	10 Days OSS; Recommendation for Expulsion; Behavior Plan; Parent/ Guardian Conference; Referral to Outside Agency; Recommendation for Expulsion; Contact SRO; Restitution
013	Sexual Harassment	Any unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written, electronic or physical conduct of a sexual nature that creates an intimidating, hostile or offensive environment	Parent/ Guardian Contact by Administrator; Up to 5 Days OSS; Contact SRO; Parent/ Guardian Conference; Recommendation for Alternative Placement; Referral to Outside Agency; Refer to District Title IX Coordinator	Parent/ Guardian Contact by Administrator; Up to 7 Days OSS; Contact SRO; Parent/ Guardian Conference; Recommendation for Alternative Placement; Recommendation for Expulsion; Referral to Outside Agency; Refer to District Title IX Coordinator	Parent/ Guardian Contact by Administrator; Up to 7 Days OSS; Contact SRO; Parent/ Guardian Conference; Recommendation for Alternative Placement; Recommendation for Expulsion; Referral to Outside Agency; Refer to District Title IX Coordinator

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
610	Sexual Offense (Forced)	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, sexual assault with an object (to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of 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 because of his or her youth or because of his or her temporary or permanent mental or physical incapacity), and/or forcible fondling (child molesting	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS; Recommendation for Expulsion; Contact SRO
690	Sexual Offense-Non-Forced	Unlawful, unforced sexual acts or indecent exposure that is overtly sexual in nature, or other sexually inappropriate behavior	Parent/ Guardian Conference; Up to 6 Days OSS; Recommendation to Alternative Program; Behavior Plan; Refer to Outside Agency; Contact SRO	Parent/ Guardian Conference; 10 Days OSS; Recommendation for Alternative Placement; Behavior Plan; Refer to Outside Agency; Contact SRO	Parent/ Guardian Conference; 10 Days OSS; Behavior Plan; Refer to Outside Agency; Contact SRO
670	Theft/Larceny	To steal or possess property without the permission of the owner (Greater than \$2000 in damages)	Up to 6 Days OSS; Restitution; Parent Conference; Recommendation to Alternative Placement; Referral to Outside Agency; Contact SRO	10 Days OSS; Restitution; Parent Conference; Recommendation to Alternative Program; Referral to Outside Agency; Contact SRO	10 Days OSS; Restitution; Parent/ Guardian Conference; Recommendation for Expulsion; Referral to Outside Agency; Contact SRO
230	Tobacco Distribution	Sell, dispense or distribution of any tobacco related product included by not limited to: cigarettes, cigars, and/or other tobacco products; possession and/or use of smokeless products, electronic cigarettes, and vaporizers	Parent/ Guardian Contact by Administrator; Up to 3 Days OSS; Parent/ Guardian Conference	Parent/ Guardian Contact by Administrator; Up to 8 Days OSS; Recommendation for Alternative Placement; Contact SRO	Parent/ Guardian Contact by Administrator; 10 Days OSS, Recommendation for Expulsion; Contact SRO

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
760	Vandalism	Willfully or maliciously destroying, damaging, or defacing real or personal property (Greater than \$500 in damages. Less than \$500, then Level 2 offense)	Parent/ Guardian Conference; Up to 5 Days OSS; Recommendation for Alternative Placement; Restitution	Parent/ Guardian Conference; Up to 7 Days OSS; Recommendation for Alternative Placement; Restitution	Parent/ Guardian Conference; 10 Days OSS Recommendation for Expulsion; Restitution
770	Vehicle theft	To steal from or possess a vehicle without permission of the owner	Parent/ Guardian Conference; 10 Days OSS; Restitution; Recommendation for Alternative Placement; Refer to Outside Agency; Contact SRO	Parent/ Guardian Conference; 10 Days OSS; Restitution; Recommendation for Expulsion; Refer to Outside Agency; Contact SRO	Parent/ Guardian Conference; 10 Days OSS; Restitution; Recommendation for Expulsion; Refer to Outside Agency; Contact SRO
789	Weapons: Handguns	A handgun with or without ammunition	Parent/ Guardian Conference; 10 Days OSS; Recommendation for 365-day Expulsion; Contact SRO	Parent/ Guardian Conference; 10 Days OSS; Recommendation for 365-day Expulsion; Contact SRO	Parent/ Guardian Conference; 10 Days OSS; Recommendation for 365-day Expulsion; Contact SRO
789	Weapons: Knife Blade Less than 2"	A knife with a blade of less than 2 inches	Parent/ Guardian Conference; Up to 5 Days OSS; Behavior Plan; Report to Contact SRO; Recommendation for Alternative Placement	Parent/ Guardian Conference; Up to 7 Days OSS; Behavior Plan; Report to Contact SRO; Recommendation for Alternative Placement; Recommendation for Expulsion	Parent/ Guardian Conference; 10 Days OSS; Behavior Plan; Contact SRO; Recommendation for Expulsion
789	Weapons: Knife Blade	A knife with a blade of more than 2.5 inches	Up to 8 Days OSS; Parent/ Guardian Conference; Behavior Plan; Report to Law Enforcement; Recommendation for Alternative Placement; Recommendation for Expulsion	Up to 10 Days OSS; Parent/ Guardian Conference; Behavior Plan; Report to Law Enforcement; Recommendation for Alternative Placement; Recommendation for Expulsion	Parent/ Guardian Conference; 10 Days OSS; Recommendation for Expulsion; Contact SRO
789	Weapons: Knife Blade More than 2"	A knife with a blade of more than 2 inches and less than 2.5 inches	Parent/ Guardian Conference; Up to 5 Days OSS; Behavior Plan; Report to Law Enforcement; Recommendation for Alternative Placement; Recommendation for Expulsion	Parent/ Guardian Conference; Up to 7 Days OSS; Behavior Plan; Contact SRO; Recommendation for Alternative Placement; Recommendation for Expulsion	Parent/ Guardian Conference; 10 Days OSS; Recommendation for Expulsion; Contact SRO
789	Weapons: Rifles/Shotguns	A rifle or shotgun with or without ammunition	Parent/ Guardian Conference; 10 Days OSS; Recommendation for Expulsion; Contact SRO	Parent/ Guardian Conference; 10 Days OSS; Recommendation for Expulsion; Contact SRO	Parent/ Guardian Conference; 10 Days OSS; Recommendation for Expulsion; Contact SRO

CODE	INFRACTION	DEFINITION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
789	Weapons Offense from the State Dept.	Weapons: Firearms, handguns, rifles, shotguns or bombs (including look-alike); pellet gun, the State Dept. paintball gun, stun gun, BB gun, flare gun, nail gun, or airsoft gun or any other type of weapon, devices or object which may be used to inflict bodily harm or death shall not be allowed on any school district property (including vehicles) or at any school sponsored event. This shall also include, but not limited to, knives, tasers, dirks, slingshots, bludgeons, blackjacks, Chinese star, razors (including straight or retractable razor), ice pick, metal knuckles, box cutters, nun chucks, spiked glove, spiked wristband, any mace derivative, tear gas device, or pepper spray	Parent/ Guardian Conference; 10 Days OSS; Behavior Plan; Recommendation for Expulsion; Contact SRO	Parent/ Guardian Conference; 10 Days OSS; Behavior Plan; Recommendation for Expulsion; Contact SRO	Parent/ Guardian Conference; 10 Days OSS; Recommendation for Expulsion; Contact SRO

**POSSIBLE INTERVENTIONS FOR LEVEL III**

CONSEQUENCES
<ul style="list-style-type: none"> <li>A. Out-of-school suspension</li> <li>B. Assignment to alternative programs</li> <li>C. Expulsion</li> <li>D. Restitution of property and damages, where appropriate</li> <li>E. Other sanction as approved by local school authorities</li> <li>F. School within a school temporary placement.</li> </ul>

*\*This student code of conduct matrix, which is designed to assist districts in imposing consequences/sanctions more uniformly, was adapted from similar documents found in the Charleston County, Richland 2, Lexington/Richland 5, Greenwood 50, and DeKalb County School District student code of conduct handbooks.*

## **APPENDIX**

Sexual Harassment Complaint Form

# Sexual Harassment and Retaliation Complaint Form

The Beaufort County School District prohibits sexual harassment and retaliation on the basis of sex or gender in all of its program and activities by its employees, students or third parties. Mistreatment by any person which creates an intimidating, hostile, or offensive work or learning environment will not be tolerated under any circumstances.

Complainant Name: \_\_\_\_\_

School or Position, if applicable: \_\_\_\_\_

student  parent  employee  nonemployee  job applicant  other \_\_\_\_\_

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

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

Date(s) of alleged incident(s)/conduct: \_\_\_\_\_

Location(s) where the alleged incident(s)/conduct took place: \_\_\_\_\_

Name of person(s) who engaged in the conduct: \_\_\_\_\_

\_\_\_\_\_

List any witnesses: \_\_\_\_\_

Evidence (e.g., emails, photos, text messages, etc.). Attach copies if possible: \_\_\_\_\_

\_\_\_\_\_

Describe the incidents(s)/conduct as clearly as possible. Attach additional pages if needed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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This complaint is filed based on my honest belief that \_\_\_\_\_ has engaged in conduct involving one or more of the following (mark all that apply):

- Harassment** based on my sex (including gender identity, sexual orientation, and pregnancy, childbirth, or any related medical conditions)
- Retaliation** based on:

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Suggested resolution/desired outcome: \_\_\_\_\_

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I agree that all of the information on this form is accurate and true to the best of my knowledge.  
I request that the District investigate the allegations of sexual harassment outlined in this complaint.

Complainant signature: \_\_\_\_\_ Date \_\_\_\_\_  
Received by: \_\_\_\_\_ Date \_\_\_\_\_