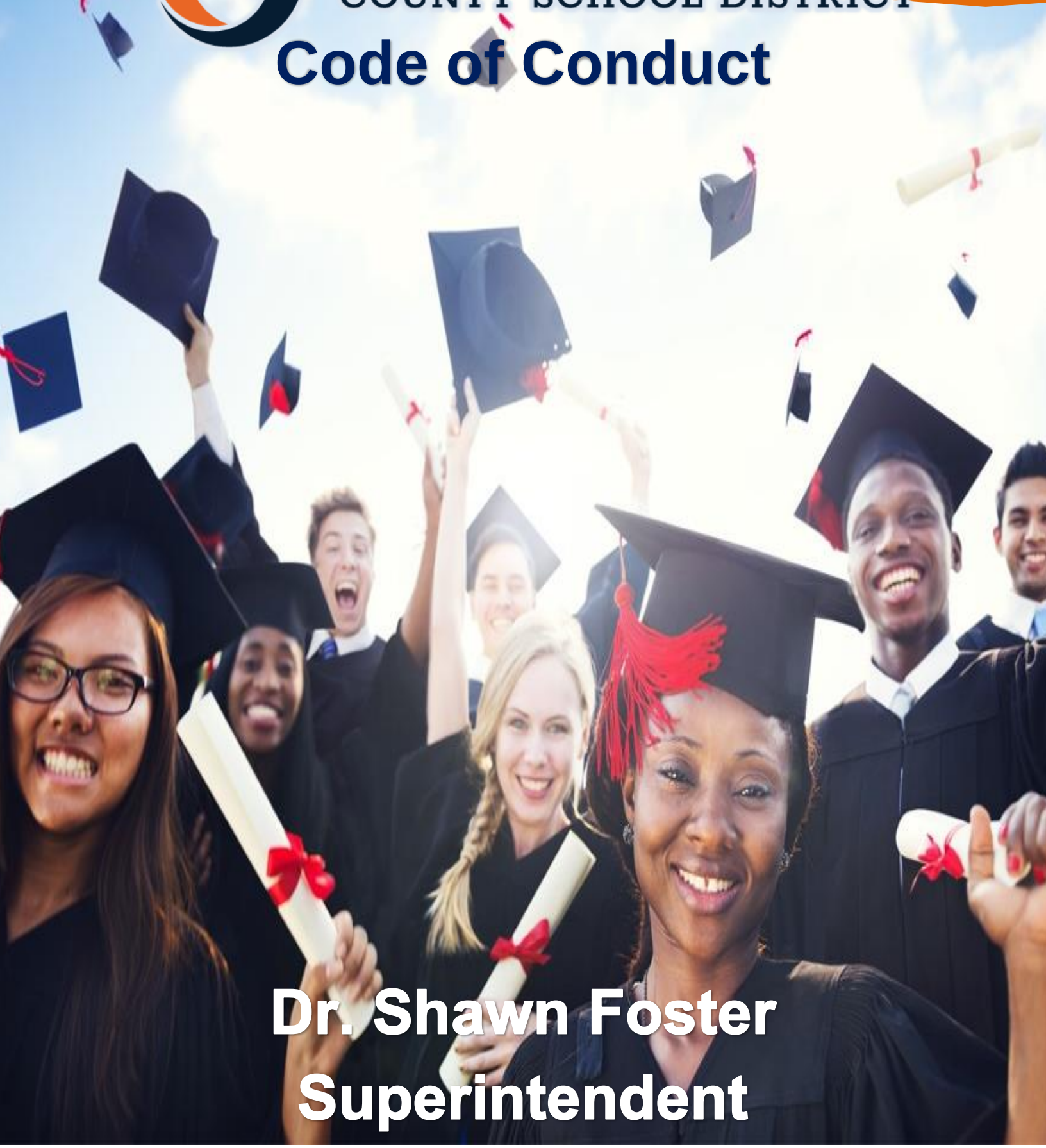
ORANGEBURG
COUNTY SCHOOL DISTRICT

Code of Conduct



Dr. Shawn Foster
Superintendent

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Orangeburg County School District

Administration

Dr. Shawn Foster
Superintendent of Schools

VISION STATEMENT

Orangeburg County School District, a district of innovation is committed to maximizing the potential of every student to compete worldwide.

MISSION STATEMENT

The mission of Orangeburg County School District, a catalyst of innovation and excellence, is to ensure all students discover their person, purpose, and platform through high-quality educational experiences distinguished by a culture of collaboration, equity and inclusion; a creative learning environment with inspiring opportunities; and a commitment to nurture the academic, physical, social and emotional well-being of all.

INTRODUCTION

Orangeburg County School District (OCSD) has developed and implemented a set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. An individual's character reflects the attitudes, attributes and moral convictions that shape his or her conduct. The development of good character is essential to responsible behavior and academic success in school today and future success in college, career and life. This Code of Student Conduct addresses both the development of student character and conduct. The Code of Student Conduct, as required by law and in conjunction with the District Safety Plan and the South Carolina Compilation of School Discipline and Laws, contains standards and procedures that assure the security and safety of students and school personnel. Principals have broad discretion in the application of this Code due to the early developmental nature of many of their students.

The OCSD Board of Trustees recognizes the need to:

- Clearly define the expectations for acceptable conduct on school property;
- Ensure that schools provide equal access to a wide range of supports and interventions that promote positive behavior;
- Help students develop self-discipline and social and emotional worth;
- Enable students to improve and correct inappropriate, unacceptable, and unsafe behaviors;
- Identify the possible consequences of unacceptable conduct; and
- Ensure that necessary consequences are administered fairly and promptly.

Unless otherwise indicated, this Code of Student Conduct applies to all students, district personnel, parents/guardians and other visitors when on school property or attending a school event or activity, including sporting events. The OCSD Board of Trustees and Administrators expect all students to comply with the Code of Student Conduct.

A student with a disability refers to any student identified as disabled in accordance with the Individuals with Disabilities Education Act Revised and/or Section 504 of the Rehabilitation Act of 1973. If a student with a disability has an individual Behavior Intervention Plan (BIP), then the BIP supplants the Code of Student Conduct and the student will be disciplined in accordance with the procedures delineated in his/her Behavior Intervention Plan.

The OCSD Board of Trustees believe that communication between home and school is vital. Parents are encouraged to talk to teachers and principals about any special needs and/or concerns as they arise and to participate as often as possible in student activities and school events. Parent engagement and student success go hand in hand.

Parents/Guardians are asked to take to review the OCSD Code of Student Conduct with their child(ren) and to keep it as a reference for questions that may arise during the school year. Parents/Guardians are also encouraged to pursue any questions about the policies and procedures included in this document by contacting their child(ren)'s school's principals. The OCSD Board of Trustees, Superintendent, administrators, teachers, and staff are here to work with parents/guardians in meeting the needs of the students of OCSD.

GENERAL INTRODUCTION

Philosophy

The primary objective of OCSD is to develop each student's potential for learning and to foster positive interpersonal relationships. Therefore, it is necessary that the school environment be free of disruptions which interfere with teaching and learning activities. The student's conduct determines to a great extent the full development of his/her potential for learning and the development of positive relationships.

The purpose of this document is to assist students, parents, teachers and school administrators in the maintenance of an environment which will enhance the achievement of this objective. To be fully effective, the Code of Student Conduct addresses not only the role of the parents, the students, and the school but also specifies areas relative to School Board policies; responsibilities and rights of students; grounds for disciplinary action; and procedures to be followed for acts requiring disciplinary action.

School Administration & "in loco parentis" Rights

The term in loco parentis, Latin for "in the place of a parent", refers to the legal responsibility of a person or organization to take on some of the functions and responsibilities of a parent. Originally derived from British common law, it allows institutions such as colleges and schools to act in the best interests of the students as they see fit, allowing what would otherwise be considered violations of the students' civil liberties.

Jurisdiction

- For discipline purposes, OCSD has jurisdiction over its students:
- On school property prior to, during, and following regular school hours.
- While students are on a school bus for any purpose.
- At all district-sponsored events and other activities at which school administrators or staff have jurisdiction over students.
- Off-School Property resulting in criminal charges.

The Discipline Code of Conduct shall apply to out-of-school conduct by a student if the District believes that the nature of such conduct indicates that the student presents a threat to the health, safety, or welfare of other students and staff. Out-of-school conduct rising to this level of severity may result in an expulsion recommendation of up to/including 180 school days and shall include but is not limited to:

- Acts of violence, which are punishable by law.
- Sexual offenses, which are punishable by law.
- The sale, transfer or possession of drugs and drug paraphernalia, which would constitute an offense punishable by law.
- Felony charges.

Visitor Authorization

School personnel within the School System strive to make schools inviting, welcoming places for parents and others visiting schools. At the same time, the staffs of all schools recognize their important responsibility to help safeguard those at school. Visitors are welcome during appropriate times of day and with permission to be on the school campus. Upon entering, the visitor must present a valid driver's license to be scanned for approval.

To help ensure the safety of students and school staff while on school campuses, OCSD have established policies and laws regarding visitors coming onto school campuses. These policies and laws are designed to help school personnel identify those people from outside the school who are on school grounds or inside the school and determine their reasons for being at school.

Each school within the district has written regulations and procedures for permitting specific visitation to approved areas on school grounds or in any school building or other facility during school hours.

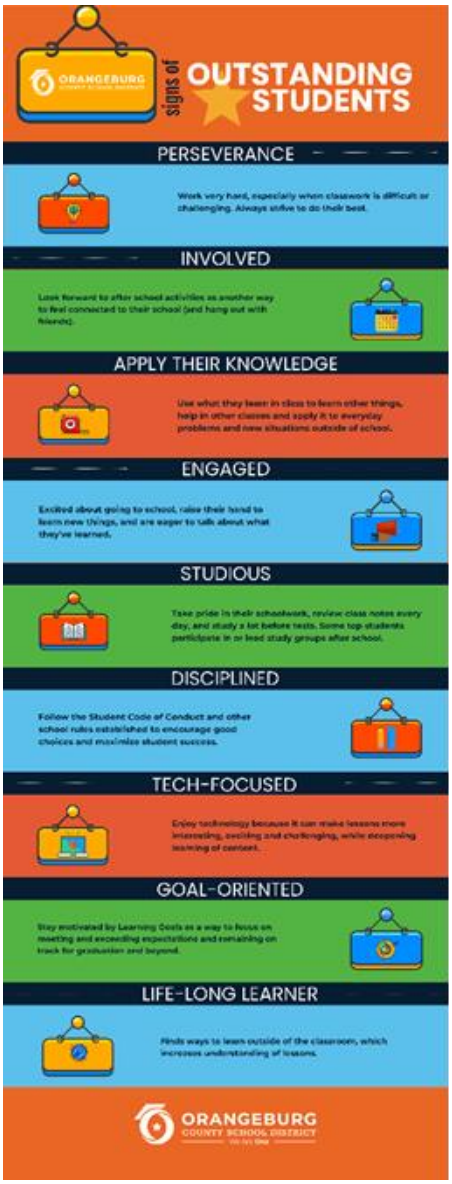
Visitor regulations and procedures include, but are not limited to, the following:

- No person may go on school grounds or in any school building or other facility without permission from the appropriate school official. Visitation may be confined to approved areas.
- All persons must report to the Main/Front office immediately upon arrival at school.
- All persons must sign in and out as required by the school administrator.
- All persons must receive an "Official Visitor Identification" as required by the school administrator.
- All persons must leave the school building, facilities, and grounds upon completion of business.
- Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the principal or his/her designee and/or classroom the teacher(s), so that class disruption is kept to a minimum. Such arrangements should be made in a timely fashion by the school to facilitate responsiveness to parents or citizens. Ideally, interested parents or citizens should receive a response from the school within 24 hours of the request noting the next timely availability for a classroom visit.
- Teachers are expected not to take time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

Due Process

Due process in education requires that a student is given notice of what allegation is being made against him/her and that the student is given an opportunity to be heard regarding the allegations. The initial due process is usually at the school where the incident occurred. The Principal or his/her designee provides the student with information regarding the incident and the student is provided with the opportunity to respond. After considering the student's response, the Principal makes a decision on discipline. This level is informal. Subsequent levels of due process may involve the Parent Coordinator, the District Hearing Officer, the Superintendent or his/her Designee. At each level the procedure becomes more formal and the student is apprised of the procedural safeguards.

Signs of Outstanding Students & Orangeburg Community of Character Traits



SECTION I: RIGHTS AND RESPONSIBILITIES OF STAKEHOLDERS

Rights and Responsibilities of Students

Students

The Code of Student Conduct is your guide for behavior at school. Your principal, teachers and other staff members will support your efforts to be successful in the personal, social and academic behaviors that are expected at school. Following the expectations and rules outlined in the Code of Student Conduct, will help you demonstrate your good citizenship and character and will help to make your school a safe, respectful and productive learning environment.

The Code of Student Conduct also describes specific behaviors that are unacceptable at school and explains the consequences that will be assigned to you when your conduct does not meet expected standards of behavior. It is your guide to understanding your rights and responsibilities.

Students' Rights

The district is committed to safeguarding the rights of all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right:

1. To attend school in the district in which one's legal parent or legal guardian resides and receive a free and appropriate public education from age 5 to 21, as provided by law.
2. To be afforded a sound, quality education from kindergarten through grade 12 in a school environment that is safe, orderly and promotes learning.
3. To be respected as an individual and treated fairly and with dignity by other students and school staff.
4. To express one's opinions verbally or in writing, or with assistance.
5. To dress in such a way as to express one's personality as long as it does not distract or disrupt the learning environment.
6. To take part in all district activities on an equal basis regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation or gender.
7. To present their account of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
8. To have access to relevant and objective information concerning substance abuse, as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems.

9. To be protected from intimidation, harassment or discrimination based on actual or perceived race, color, weight, national origin, ethnic group gender/gender identity, sexual orientation or disability, by employees or students on school property or at a school-sponsored event, function or activity.
10. To be afforded due process by:
    a. Being provided with the Code and rules and regulations of the school district; schools shall ensure that all students and school staff are made aware of and have access to detailed information about school rules, policies and procedures and state and local laws guaranteeing or affecting students' right to participation;
    b. Being informed of what is appropriate behavior and what behaviors may result in disciplinary actions;
    c. Being counseled and coached by members of the professional staff in matters related to their behavior as it affects their education and well-being in the school;
    d. Being provided an opportunity to be heard in disciplinary actions for alleged violations of the Code for which they may be suspended or removed from class; and
    e. Being accompanied by a parent and/or representative at conferences and hearings.

Student Responsibilities and Expected Behavior – You Are Responsible for:

1. Your Personal Conduct and Character
    - ☐ Attend school regularly and on time.
    - ☐ Accept directions, requests, feedback and support respectfully from adults. Demonstrate self-discipline by making responsible behavioral and academic choices.
    - ☐ Be truthful about and accountable for your words and actions.
    - ☐ Be familiar with and follow school district rules.
    - ☐ Meet the standards of behavior in the Student Code of Conduct.
    - ☐ Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
    - ☐ Conduct yourself as representatives of the district when participating in or attending school-sponsored extracurricular events by holding yourself to the highest standards of conduct, demeanor and sportsmanship.
    - ☐ Demonstrate self-discipline by making responsible behavioral and academic choices.
    - ☐ Accept consequences when behavioral expectations are not met or school rules are violated.
    - ☐ Make an effort to correct and improve inappropriate behavior through participation in available restorative interventions.
    - ☐ Dress appropriately for school and school functions.

2. Learning
    - ☐ Attend school every day unless legally excused.
    - ☐ Be on time to class and prepared to learn.
    - ☐ Work to the best of your ability in all academic and extracurricular activities.
    - ☐ Strive towards your highest level of achievement possible.
    - ☐ Seek help when you need it.
    - ☐ Ask questions when you do not understand.
    - ☐ Be prepared to learn.
    - ☐ Challenge yourself.
    - ☐ Demonstrate a strong work ethic.
    - ☐ Bring an open mind and positive attitude to learning every day.

3. Cooperating and Treating Others with Respect
    - Treat others with respect.
    - Be polite.
    - Express your thoughts and opinions politely, respectfully and courteously.
    - Use a considerate tone of voice and appropriate body language.
    - Listen when others are speaking to you.
    - Respect others' personal space and keep your hands to yourself.
    - Work with others cooperatively in large and small groups.
    - Act with kindness, caring and sensitivity toward others and treat them with the respect and care you would like to receive.
4. Respecting Property
    - Respect the property that belongs to other students, adults or the school.
    - Use school technology appropriately as directed by adults.

5. A Safe School Community
    - Help make school a community free of violence, intimidation, bullying, harassment and discrimination.
    - Ask for assistance when you need help resolving conflicts and differences.
    - Report violations of the Code of Conduct or other school rules.
    - Contribute to the safety and well-being of our community.
    - Use all equipment in schools and on buses in a safe manner.

Rights and Responsibilities of Parents

Parents/Guardians

The Code of Conduct is your guide for understanding the personal, social and academic behaviors that are expected of your child at school and how school principals, teachers and staff will work with you and your child to help them demonstrate positive behavior and enjoy academic success. The Code of Conduct provides you with information about your rights and responsibilities. It also lists the kinds of behaviors that are not acceptable.

A Parent or Guardian has the Right to:

1. Be actively involved in your children's education.
2. Be treated courteously, fairly and respectfully by all school staff and principals.
3. Receive timely information about the policies of OCSD and procedures that relate to your child's education.
4. Receive regular reports, written or oral, from school staff regarding your children's academic progress or behavior, including but not limited to report cards, behavior progress reports and conferences.
5. Receive information and prompt notification of inappropriate or disruptive behaviors by your children and any disciplinary actions taken by principals or school staff.
6. Receive information and prompt notification about incidents that may impact your children.
7. Receive information about due process procedures for disciplinary matters concerning your children, including information on conferences and appeals.
8. Receive information from school staff about ways to improve your children's academic or behavioral progress, including, but not limited to: counseling, tutoring, after-school programs, academic programs and mental health services within the school district and in the community.
9. Receive information about services for students with disabilities and English Language Learners.
10. Be contacted immediately and directly when your child is believed to have committed a crime and police are summoned.

Parent/Guardian Responsibilities

- Recognize that the education of your child(ren) is a joint responsibility of you and the school community and collaborate with the school in the education of your child.
- Help your children understand that in a democratic society, appropriate rules are required to maintain a safe, orderly environment.
- Give updated contact information to the school district's Central Office and your children's individual school.
- Ensure your child(ren) attend school regularly and on time and that any absences are excused.
- Ensure your child(ren) are dressed and groomed in a manner consistent with the student dress code.
- Reinforce with your child(ren) the expectation that inappropriate language does not belong in a school setting.
- Know school rules and help your child(ren) understand them.
- Convey to your child(ren) a supportive attitude toward education and the district.
- Help your child(ren) deal with peer pressure.
- Inform school officials and/or staff of changes in the home situation that may affect student conduct or performance.
- Partner with the school to support expectations of academic achievement and appropriate behavior in school and in the community.
- Support your child(ren) in acting in ways that maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
- Tell school officials about any concerns or complaints in a respectful and timely manner.
- Work with principals and school staff to address any academic or behavioral problems your children may experience.
- Read and become familiar with the policies of the OCSD Board of Trustees, The OCSD Code of Student Conduct, and the School's Handbook.
- Encourage your children to complete their homework by asking about homework, checking homework and making an area for children to do their homework without interruption (e.g., a quiet corner, space in a bedroom, a clear kitchen table).
- Be respectful and courteous to staff, other parents/guardians and students while on school premises.

Rights and Responsibilities of Staff

School Staff

The Code of Conduct is your guide for supporting positive student behavior at school. It will help you prevent disciplinary problems through the use of effective strategies and systems. It will provide guidance for intervening effectively and appropriately if students don't meet expected standards of behavior or violate the school rules and policies. If you have concerns about safety or your school's climate, please talk to your school principal so that you and your school administration can work together to maintain a safe and orderly learning and work environment.

School Staff Members Have the Right to:

1. Work in a safe and orderly environment.
2. Be treated courteously, fairly and respectfully by students, parents or guardians and other school staff.

3. Communicate concerns, suggestions and complaints to the school district's Office of Human Resources.
4. Receive supportive professional development and training.
5. Receive the necessary resources to deliver quality instruction.

School Staff Responsibilities

All district teachers are expected to:

- Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' self-concept and promote confidence to learn.
- Be prepared to teach.
- Demonstrate interest in teaching and concern for student achievement.
- Know school policies and rules and enforce them in a fair and consistent manner.
- Communicate to students and parents:
  - Course objectives and requirements
  - Marking/grading procedures
  - Assignment deadlines
  - Expectations for students
  - Classroom discipline plan
- Communicate regularly with students, parents and other teachers concerning growth and achievement.
- Participate in school-wide efforts to provide adequate supervision in all school spaces.
- Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
- Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.

All district School Counselors are expected to:

- Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation gender or sex.
- Assist students in coping with peer pressure and emerging personal, social and emotional problems.
- Initiate teacher-student-counselor conferences and parent-teacher-student-counselor conferences, as necessary, as a way to resolve problems.
- Regularly review with students their educational progress and career objectives.

Rights and Responsibilities of Principals and School Administrators

Principal and School Administrator Rights

The Code of Conduct is your guide to support a safe, orderly and productive learning environment and will help you to promote positive student behavior at school. It provides guidance in supervising and monitoring effective implementation of school-wide expectations, rules, policies, systems and practices. It will help the school to address student behaviors and support students to turn around unacceptable behaviors and get back on track to school success through accountable and restorative interventions.

Principal and School Administrator Responsibilities

- Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
- Ensure that students and staff have the opportunity to communicate regularly with the principal and/or administrators and have access to the principal and/or administrators for redress of grievances.
- Maintain confidentiality in accordance with federal and state law.
- Evaluate on a regular basis all instructional programs to ensure infusion of civility education in the curriculum.
- Support the development of and student participation in appropriate extracurricular activities.
- Provide support in the development of the Code of Student Conduct, when called upon.
- Disseminate the Code of Student Conduct.
- Enforce the Code of Student Conduct and ensure that all cases are resolved promptly and fairly.
- Participate in school-wide efforts to provide adequate supervision.
- Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
- Maintain safe and orderly schools by using prevention and intervention strategies by following the code.
- Be respectful and courteous to students, parents and guardians, serving as role models for students.
- Be knowledgeable of School Board policies and the Code of Student Conduct, and enforce them fairly and consistently.
- Be knowledgeable about federal and state laws and regulations about the disciplinary process for students with disabilities.
- Communicate policies, expectations and concerns, and respond to complaints or concerns from students and parents/guardians, in a timely manner in understandable language.
- Maintain confidentiality in conformity with state and federal law.
- Refer students to the appropriate committees, departments, offices, divisions, agencies or organizations when outside support is necessary.
- Inform parents and guardians of student academic progress and behavior, create meaningful opportunities for their participation, and provide regular communication in a language they understand.
- Provide alternative education assistance and makeup work for students with lawful absences, including those students who are absent for disciplinary reasons.
- Participate in required professional development opportunities.
- Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group,

religion, religious practice, disability, sexual orientation, gender/gender identity or sex, with an understanding of appropriate appearance, language and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.

- Follow up on any incidents of discrimination and harassment that are witnessed or otherwise brought to the principal's attention in a timely manner.
- Address personal biases that may prevent equal treatment of all students in the school or classroom setting. The principal, superintendent or the principal's or superintendent's designee shall lead or supervise the thorough investigation of all reports of harassment, bullying and/or discrimination, and ensure that such investigation is completed promptly after receipt of any written reports. When an investigation verifies a material incident of harassment, bullying and/or discrimination, the superintendent, principal or designee shall take prompt action reasonably calculated to end the harassment, bullying, and/or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent the recurrence of the behavior and to ensure the safety of the student or students against whom such behavior was directed. The principal, superintendent or their designee shall notify promptly the appropriate local law enforcement agency when it is believed that any harassment, bullying or discrimination constitutes criminal conduct.
- Collect and report data on the implementation of the Code of Student Conduct, including but not limited to, data on the use of in-school and out-of-school suspension by student demographic characteristics.
- Ensure that students and staff have the opportunity to communicate regularly with the school administration and approach the administration for redress of grievances.
- Evaluate, on a regular basis, all instructional programs.
- Support the development of and student participation in appropriate extracurricular activities.
- Be responsible for enforcing the Code of Student Conduct and ensuring that all cases are resolved promptly and fairly.
- Set the expectation for all students and staff that inappropriate conduct will not be tolerated in school.
- Report and document violations of the Code of Student Conduct as per policy and procedures.
- Protect the legal rights of school staff, students and parents or guardians.
- Provide a broad-based and varied curriculum to meet individual school needs.
- Ensure the protection of legal rights of students with disabilities.
- Provide staff that is trained to meet the needs of students.

Rights and Responsibilities of the Superintendent

Superintendent Responsibilities

- Support a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' self-concept and promote confidence to learn.
- Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
- Report, respond to and document violations as per policy and procedures.
  The principal, superintendent or the principal's or superintendent's designee shall lead or supervise the thorough investigation of all reports of harassment, bullying and/or discrimination and ensure that such investigation is completed promptly after receipt of any written reports. When an investigation verifies a material incident of harassment, bullying and/or discrimination, the superintendent, principal or designee shall take prompt action, reasonably

calculated to end the harassment, bullying and/ or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent the recurrence of the behavior and ensure the safety of the student or students against whom such behavior was directed.

- The principal, superintendent or their designee shall notify prompt the appropriate local law enforcement agency when it is believed that any harassment, bullying or discrimination constitutes criminal conduct.
- Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
- Report and document violations as per policy and procedures.
- Maintain confidentiality in conformity with state and federal law.
- Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
- Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
- Inform the board about educational trends relating to student discipline.
- Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
- Work with district administrators in enforcing the Code of Student Conduct and ensuring that all cases are resolved promptly and fairly.
- Inform the community, students, parents or guardians, school staff, principals and the school board about board policies and educational trends, including student discipline.
- Address all areas of school-related safety concerns.
- Review data on the implementation of the Code of Student Conduct and make recommendations on improvement when needed to reduce the use of suspensions.
- Take appropriate measures where violations of the Code of Student Conduct occur.

Rights and Responsibilities of the Board of Trustees

Board of Trustees Responsibilities

- Collaborate with students, teachers, administrators, and parent organizations, school safety personnel and other school personnel to develop a Code of Student Conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
- Adopt and review the district's Code of Student Conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
- Lead by example by conducting board meetings in a professional, respectful, and courteous manner.
- Support a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex strengthening students' self-concept and promoting their confidence to learn.
- Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function. Report and document violations as per policy and procedures.
- Review data and the recommendation of the superintendent on the implementation of the Code of Conduct, including, but not limited to, the use of in- and out-of-school suspensions with student demographics and implement reforms if needed.

SECTION II: POLICIES AND CODES

School Achievement Begins With Regular Attendance

Parents/Guardians have the responsibility to ensure that all school-age children in their care are in school and on time every day.

Students have the responsibility to be on time and attend all classes.

Lawful Absences (Excused)

- Illness of the student
- Medical or dental appointment
- Court appearance or court ordered activity
- Death in the immediate family (Mother, Father, Guardian, Sister, Brother, Grandparents)
- Observance of a religious holiday
- Activities approved by the administrative team
- Extenuating circumstances as determined by the principal

Unlawful Absences (Unexcused)

- Absence from school for any portion of the day without the knowledge of their parents/guardians
- Absence from school for any portion of the day without acceptable cause with the knowledge of their parents/guardians
- Absence from planned home-bound or home-based sessions

Note: Students are not considered absent when attending approved school field trips, arriving late due to bus problems, or assigned to an in-school suspension program.

Documentation of Absences

All absences require a written explanation from the parent/guardian within three (3) school days of return from the absence. Written explanation of absences must include the student's name, parent/guardian's full name, address and telephone number(s), dates of absence(s), and documentation of the reason for absence.

Absences in excess of ten days per year will not be considered excused with a parent/guardian note unless they are accompanied by official medical or legal documentation.

Late Arrival to School

It is imperative that students be on time at the beginning of the school day. The official school attendance documentation is recorded during this time. Parents of 4K through 8th grades must enter school and sign their child/children in.

Schools are required to admit students to school regardless of the time they arrive. However, students who arrive late to school must first report to the appropriate administrative office to obtain a late pass before being admitted to any classroom or other area of the school. This pass must be shown to all of the student's teachers as the student reports to each class during the day as well as the teachers of any missed classes during the next school day. If the student does not obtain and show the pass to all teachers, the tardy will be UNEXCUSED.

Additionally, for the tardy to be excused, students are required to bring a note from the parents/guardians explaining the reason for the tardiness. However, only certain reasons will be considered excusable (i.e. emergencies, illness, accident, etc.).

When a student accumulates three (3) unexcused tardies, the parents will be contacted by the school representative to determine the reason for the student's tardiness and resolve the issue.

When a student accumulates five (5) unexcused tardies, the school will require a parent/guardian conference to develop a plan to arrive at school on time and could result in disciplinary action.

When a student accumulates seven (7) unexcused tardies, the school will update the "on time" arrival plan indicating why the plan was unsuccessful and will prepare a referral to be sent to the office of the Assistant Superintendent. The parent or guardian and the student will be summoned to the Attendance Hearing Officer to discuss the reasons for the late arrivals may result in further disciplinary action.

Tardiness

It is very important that students be on time at the beginning of the school day. Students are required to follow their school's tardy policy. Schools are required to admit students regardless of their arrival time. Students who arrive late are required to report to the appropriate administrative office before being admitted to any classroom or other school area to assure that the student is recorded as present.

Early Sign-Outs

Parents/guardians are strongly encouraged to ensure that children in their care are in school for the full day every day. Signing out of school early on an ongoing basis establishes a pattern of non-attendance and negatively impacts academic performance.
Students with excessive early sign-outs will be addressed on a case-by-case basis by school administration. All unlawful absences, tardiness, and sign-outs will result in school-based interventions and/or consequences.

South Carolina Compulsory Attendance Law

South Carolina Code of Laws Section 59-65-10 (as amended) reads:

All parents or guardians shall cause their children or wards to attend regularly a public or private school of this State from the school year in which the child or ward is five years of age before September 1st until the child or ward attains his seventeenth birthday or graduates from high school. All children are required to attend a public or private kindergarten beginning at age five. If parents choose not to send their children to kindergarten, they must sign a waiver, which may be obtained at the local school.

South Carolina Code of Laws of Section 59-65-20

Any parent or guardian who neglects to enroll his child or ward or refuses to make such child or ward attend school shall, upon conviction, be fined not more than fifty dollars or be imprisoned not more than thirty days; each day's absence shall constitute a separate offense; provided, the court may in its discretion suspend the sentence of anyone convicted of the provisions of this article.

South Carolina Code of Laws of Section 59-65-70

If the court determines that the reported absence occurred without the knowledge, consent, or connivance of the responsible parent or guardian or that a bona fide attempt has been made to control and keep the child in school, the court may declare such a child to be delinquent and subject to the provisions of the law in such cases.

South Carolina Code of Laws of Section 16-17-510

It is unlawful for a person to encourage, entice, or conspire to encourage or entice a child enrolled in any public or private elementary or secondary school of this State from attendance in the school or school program or transport or provide transportation in aid to encourage or entice a child from attendance in any public or private elementary or secondary school or school program. A person who violates the provisions of this section is guilty of a misdemeanor and, upon conviction, must be fined not more than one thousand dollars or imprisoned not more than two years, or both.

Truancy: Three Levels

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

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

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

Truancy Intervention Procedures

1. The School Level Truancy Intervention Team must communicate positive attendance challenges to the parent/guardian beginning with the first unlawful absence. The school will notify the parent by telephone or mail.
2. When a student accumulates three (3) consecutive or a total of five (5) unlawful absences the principal or designee will complete a truancy investigation.
3. A conference is required with student and parent or guardian to develop a truancy intervention plan designed to improve student attendance and eliminate unlawful absences.
4. All participants should sign a written truancy intervention and attendance contract with a copy provided to the parent and student.

Truancy Intervention Procedures continued from page 19

5. When a student accumulates seven (7) unlawful absences the school will update the truancy intervention plan, indicate why the plan was unsuccessful, and make amendments as needed.
6. If the student accumulates the 10th unlawful absence and after exhaustive interventions, the School Truancy Intervention Team will file a report with County Attendance.

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

Attendance Requirement for Promotion and/or Credit

All students previously enrolled in the District and those residing in the state that are entering for the first time shall be counted unlawfully absent for each day missed due to late enrollment. All absences are defined as lawful or unlawful.

Students having a lawful absence shall be permitted to make up work missed during the absence.

Guidelines for Implementing Student Attendance Plans

When a student accumulates three (3) unlawful absences, the school notifies the parent or guardian by telephone or mail.

When a student accumulates three (3) consecutive or a total of five (5) unlawful absences, the principal or designee completes a truancy investigation. A conference is requested with student and parent or guardian to develop a truancy intervention plan designed to improve student attendance and eliminate unlawful absences. A written truancy intervention plan shall be signed by all participants with a copy provided to the parent and student.

When a student accumulates eight (8) unlawful absences, the school will update the truancy intervention plan indicating why the plan was unsuccessful and will prepare a truancy referral to be sent to the Office of the Assistant Superintendent. The parent or guardian and the student will be summoned to the Office of the Assistant Superintendent to sign an attendance contract.

The student absences will be monitored once the student returns to school. When the student is again unlawfully absent, a truancy referral will be made to Family Court through the school's Attendance Clerk. The Solicitor's Office will then summon the parent and student to appear in court to sign a Consent Order.

If a student continues to be unlawfully absent, a second referral is made to Family Court and the parents may be charged with truancy and held in Contempt of the Consent Order. Juveniles found in contempt of the Consent Order may be sent to the Department of Juvenile Justice. At the discretion of the Court, parents or guardians may be fined not more than fifty dollars or be imprisoned more than thirty (30) days.

Make-Up Work

Students who have excused absences will be allowed to make up work missed. The student should make up the work during the first week after their return to school, but may be given more time at the discretion of the teacher or principal. Teachers must assist students with the make-up work as needed either before school, after school or at a mutually convenient time during the day.

Students who have unexcused absences will be permitted to make up work missed. The student must make up the work during the first week after his/her return to school. The student has the responsibility for securing the make-up assignments and completing the work

Principals may use discretion in permitting students to make up work.

High school students will be counted absent for a full period if they miss more than half of the period. The principal may determine the lawful or unlawful nature of the absences. Students in grades nine through twelve must attend:

- Quarter Course: 42 out of 45 days
- Semester or 4X4 Course: 85 out of 90 days
- Year Long Course: 170 out of 180 days

Appeal Process for Denial of Credit

Consistent with state regulations, parents/guardians have the right to appeal attendance violation decisions and/or to question the school records regarding attendance. The appeal should be made in writing to the school principal. The decision of the principal may be appealed to the Chief Administrative Services Officer.

Bus Transportation

OCSD students are afforded the privilege of bus transportation to and from their home schools daily.

Appropriate behavior by students is essential to maintaining safe transportation.

Parental Responsibility for Safe and Timely Arrival of Children To and From Bus Stop

SC Code of Laws: Section 59-67-415

Parents or guardians are responsible for the safety, conduct, and the timely arrival of their children to and from school and or the designated school bus stop before the arrival of the school bus for pickup and transport to school and the timely departure of the children after the school bus leaves the designated school bus stop after transporting the children from school. For purposes of this section, the phrase “arrival of the school bus” includes the time that the school bus assigned to the school bus stop activates the required pedestrian safety devices, stops, and loads or unloads students until the school bus deactivates all pedestrian safety devices.

Students are expected to arrive at the bus stop 15 minutes prior to the assigned stop time to allow for traffic variances.

Students are expected to comply with behavior expectations outlined in the OCSD Student Code of Conduct while on all OCSD buses, at the bus stop, and after exiting the bus for regularly scheduled and school-sponsored events.

These include, but are not limited to:

- Wait at the assigned bus stop in a safe and orderly manner, respectful and aware of traffic.
- Board the bus in a single file line, once the bus has completely stopped, proceeding directly to an available or assigned seat.
- Follow the directions of all bus personnel, maintain an appropriate voice level, and be respectful of all people and property.
- Keep all hands, feet, and objects to yourself and out of windows.
- Remain seated until the bus has come to a complete stop.
- Exit only at the assigned bus stop. Any changes to this must be presented in writing by the parent or guardian in advance to school principal or designee for approval.

Consequences for Code of Conduct violations on the school bus will be addressed by the school principal or designee, following the OCSD Code of Student Conduct. These include, but are not limited to, parent contact, student conference, assigned seat, and/or bus suspension. Serious or continuous Code of Conduct violations on the bus may result in bus suspension for the remainder of the year.

Smoking/Tobacco Products

The South Carolina Clean Indoor Air Act of 1990 and the Pro-Children Act of 1994 prohibit smoking in any form in all indoor public elementary and secondary schools including preschools, day care centers, library facilities, head start programs and certain healthcare facilities.

OCSD does not permit the use or possession of any tobacco products or paraphernalia including, but not limited to, lighters, matches, cigarettes, cigars, pipes, smokeless tobacco, snuff, electronic cigarettes (e-cigarettes), personal vaporizers or any electronic nicotine delivery system by all students, staff and visitors within all district facilities; on school buses, vehicles and grounds; and at all district- sponsored events, whether on or off school grounds.

The district does not permit the use of candy or other novelty items that "look like" tobacco products including, but not limited to, candy, gum or beef jerky cigarettes, cigars or smokeless tobacco within all district facilities; on school buses, vehicles and grounds; and at all district-sponsored events, whether on or off school grounds. This tobacco-free designation applies not only to normal school/office hours but also to any extracurricular event or activity whether before or after school, scheduled or unscheduled.

Students who violate Policy ADC Tobacco-Free Schools will be subject to disciplinary action in accordance with the District's Code of Student Conduct policy (JICDA) and administrative rule (JICDA-R).

The Youth Access to Tobacco Prevention Act states that it is illegal to purchase or possess tobacco products if an individual is under 18 years old. Individuals under 18 may face legal fines, be required to enroll in cessation programs, be required to perform community service and/or lose their driving privileges. Violations of the laws of the United States or of the State of South Carolina may subject students to criminal prosecution.

Substance Abuse (Alcohol/Drugs) Policy ADB: Drug-Free Schools

Students enrolled in OCSD schools may not knowingly possess, use, transfer, associate with, sell or be under the influence of any alcoholic beverage, stimulants, depressants, marijuana, psychedelics, hallucinogens, inhalants, drug paraphernalia (including rolling papers), synthetic drugs or look-alike drugs of any kind.

No student, regardless of age, will possess, use, transfer, associate with, sell or be under the influence of any alcohol or controlled substance, as defined in the S.C. Code Ann. §§ 44-53-110 through 44-53-270, in the following circumstances:

- on school property (including buildings, grounds, vehicles)
- any school-sponsored functions, activities, or events whether held on or off school grounds (including any place where an inter-scholastic contest is taking place)
- in route to or from, or during any field trips
- during any trip/function sponsored or under the supervision of the Board or its authorized agents

This policy does not prohibit student use of prescription medications at school as prescribed by the student's doctor.

Teachers and other school personnel will report suspected substance abuse violations to the principal, who will immediately investigate. The principal may seek outside agency assistance, including the Orangeburg County Sheriff's Department's drug-sniffing dogs.

In the event the use of drugs by a student on school property creates a medical emergency, the principal will summon emergency medical assistance and notify the parent/guardian immediately, then take appropriate disciplinary action as described.

In every case where a student does knowingly possess, use, transfer, associate with, sell or be under the influence of any alcoholic beverage, stimulants, depressants, marijuana, psychedelics, hallucinogens, inhalants, drug paraphernalia (including rolling papers), synthetic drugs or look-alike drugs of any kind, the principal will:

- advise the parent/guardian;
- recommend expulsion or permanent expulsion;
- file a report of the offense with the District Office; and
- file an incident report with the appropriate law enforcement agency and turn over all confiscated materials to that agency at the time the report is made.

In addition, the student must participate in an intervention treatment program. Failure to complete the intervention program will result in the case being returned to the district hearing officer for possible expulsion or permanent expulsion.

Principals will routinely use drug-sniffing dogs for random patrols of classrooms, lockers and parking lots during the school day.

Note: In determining whether a student is under the influence of alcohol or a controlled substance, the student's appearance, behavior, manner, presence of an odor of the substance, and statements made by the student as to the use of controlled substances or alcohol may be considered without regard to the amount of alcohol/controlled substance consumed.

Harassment, Intimidating, and Bullying

As provided in the South Carolina Safe School Climate Act, OCSD prohibits acts of harassment, intimidation or bullying of a student by another student or students, staff, or third parties that interfere with or disrupts a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment. This in affect in the classroom, on the school premises, on a school bus, in other school-related vehicles, at an official school bus stop, at a school-sponsored activity/event (whether it is held on school premises or not), or at another program or function where the school is responsible for the student. The District expects students and employees to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students and employees have the responsibility to know and respect the policies, rules, and regulations of the school and District.

"Harassment, intimidation, or bullying" is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that a reasonable person should know will have the effect of:

a) harming a student, physically or emotionally, damaging a student's property, or placing a student in reasonable fear of personal harm or damage to his property;
b) insulting or demeaning a student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Any student who believes he/she is being harassed, intimidated, or bullied, or know someone who is being harassed, intimidated, or bullied, or know of a person or group who is harassing, intimidating, or bullying others, should report it to a school administrator. A report may also be filed by a student's parent. If an employee receives a report of harassment, intimidation, or bullying nor observes any behavior which could amount to harassment, intimidation, or bullying, the employee must transmit the report to the school's principal or other designated contact person as soon as practicable.

Cell Phones and Communication Devices

Cell Phones and Personal Devices – Primary & Elementary

Primary and elementary school students (grades PK-5) are not permitted to use cell phones or electronic devices (including MP3 players, pagers, iPods, gaming devices, etc.) on school property during the normal school day. During school hours, all devices must be turned off and stored out of sight in pockets, book bags, backpacks, etc.

Electronic devices may be used en route to or from school on school buses, but must be used with headphones and no verbal conversation.

Cell phones or electronic devices visible during the school day or after school hours inside of buildings will be confiscated according to the terms below (cell phones/electronic devices must be powered off during the school day, not just placed on vibrate or silent).

Consequences for violations:

1st offense:	Device will be confiscated. Parent must pick up device and sign contract.
2nd offense:	Device will be confiscated for five (5) days. Parent and student conference required for device return.
3rd offense:	Device will be confiscated for thirty (30) days. Parent and student conference required for device return.
4th offense:	Refusal to surrender the device once requested results in a refusal to obey violation punishable by an automatic two-day suspension.

Students needing to contact a parent/guardian during the school day should use the office phone.

SCHOOL PERSONNEL AND/OR ADMINISTRATION ARE NOT RESPONSIBLE FOR THE LOSS OR DAMAGE OF ANY CELL PHONE OR ELECTRONIC DEVICE BROUGHT ONTO SCHOOL PROPERTY.

Cell Phones and Personal Devices – Middle and Secondary

Middle and secondary school students (grades 6-12) will be permitted to carry cell phones and electronic devices (MP3 players, pagers, gaming devices, etc.) on school property during the normal school day however, all devices must be TURNED OFF during instructional time unless a teacher provides verbal consent for usage. Electronic devices may be used en route to or from school on school buses but must be used with headphones and no verbal conversation.

Cell phones and personal devices may be turned on and used ONLY before and after school, and during lunch.

Cell phones/personal devices will be confiscated for the following violations:

1. Use during instructional time (including restroom breaks or other reasons a student may be outside the classroom).
2. Use while participating in school-sponsored or school-related activities (on or off campus) during the instructional day and/or while instruction is being conducted.

3. Audible tones/noise. Cell phones/electronic devices must be powered off during instructional time, not just placed on vibrate or silent.
4. Using a cell phone/electronic device to illegally enhance academic performance or to engage in any other illegal or unethical manner including audio or video taping without consent.

Anything recorded on school property, whether posted publicly or not, may be confiscated and the student may be subject to disciplinary action. Students found to be in violation of this policy will be subject to the consequences listed below and additional disciplinary action up to and including expulsion.

Consequences:

1st offense: Device will be confiscated. Parent must pick up device and sign contract.

2nd offense: Device will be confiscated for five (5) days. Parent and student conference required for device return.

3rd offense: Device will be confiscated for thirty (30) days. Parent and student conference required for device return.

4th offense: Refusal to surrender the device once requested results in a refusal to obey violation punishable by an automatic two-day suspension.

Notice to Parents: Please do not contact or communicate with students during instructional time via cell phones. This is a violation of the Code of Conduct. All emergency contact must go through the main office.

SCHOOL PERSONNEL AND/OR ADMINISTRATION ARE NOT RESPONSIBLE FOR THE LOSS OR DAMAGE OF ANY CELL PHONE OR ELECTRONIC DEVICE BROUGHT ONTO SCHOOL PROPERTY.

How to Differentiate Between Bullying, Other Peer Conflicts and Teasing

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

Friendly Teasing	Hurtful Teasing	Peer Conflicts	Bullying
Equal Power Neutral	Unequal Power Sensitive Topic	Equal Power Occurs Occasionally	Imbalance of Power Occurs Repeatedly
Purpose is to be Playful	Purpose is to Upset	Accidental	Intentional and Serious
Joint Relationships	Excludes	Negotiations and Options	Seeks to Gain Power
Funny to both parties	Sarcastic	Withdrawing and Options	Victim is Vulnerable
		Relationship is Valued	No Remorse
		Effort to Resolve	No Effort to Resolve
Friendly Teasing Example:	Hurtful Teasing Example:	Peer Conflicts Example:	Bullying Example:
One student comments to another student that he should turn his/her jersey inside out because his favorite team lost last night.	One girl comments to another girl that she looks chubby in the outfit she is wearing.	Two students have a disagreement on the playground about which one will be the pitcher in kickball.	One student repeatedly threatens another student that if he walks down a specific hallway he will get "beat up".
			Another Example: One student repeatedly calling another student a name regarding his/her sexual orientation.

Three questions guide OCSD school officials to determine when a behavior constitutes bullying.

1. Were the alleged bullying behaviors repeated and deliberate?
2. Did the alleged bullying behaviors inflict harm or suffering?
3. Is there an imbalance of real or perceived power between the alleged victim and alleged author of the behavior?

Assistance for Bullying

If you are being bullied, harassed, or intimidated:

- Tell someone you trust – a parent/guardian, a teacher, or a counselor.
- Try not to show anger or fear.
- Calmly tell the student to stop or say nothing and walk away.
- Try to avoid situations where bullying is likely to happen.

If you know someone who is being bullied, harassed, or intimidated:

- Tell someone you trust – a parent/guardian, a teacher, or a counselor.
- Don't encourage the bully by laughing or joining in.
- If you feel safe, tell the bully to stop!
- Encourage the bullied student to talk to someone he/she trust about what happened.

Cyber Bullying

OCSD prohibits acts of cyber bullying. Cyber bullying is willful harassment, threat and/or 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. Students will be subject to disciplinary action for a cyber-bullying offense committed off-campus that can be directly related to a safety and security risk at the school.

Cyber bullying may include:

- Sending offensive, rude, and insulting messages including all forms of 'hate speech, which includes language meant to demean, incite, threaten, bully or isolate an individual on the basis of their sex, race, color, religion, sexual orientation or gender identity.
- Distributing information about another that is derogatory.
- Breaking into an email or social networking account and using that person's online identity to send or post vicious or embarrassing material to/about others.
- Sharing someone's secrets or embarrassing information, or tricking someone into revealing secrets or embarrassing information and forwarding it to others.
- Engaging in online activities which threaten another or cause him or her to be afraid for his or her safety.
- Impersonating, excluding, tricking, outing, and cyber stalking are also examples of cyber bullying.

Engaging in these behaviors or any online activities intended to harm (physically or emotionally) another person will result in disciplinary action. In some cases, cyber bullying may be considered a crime.

Code of South Carolina

Notice of Regulations: Upon admission to school, each student shall be given a copy of these rules and a form of acknowledgment to be signed by the parents/guardians and returned to school.

Legal Authority

The Board of Trustees of Orangeburg County is required by the State Statute (see Sections 59-15-40, 59- 19-90 et. seq. and 59-63-210 et. seq. Code of Laws of South Carolina, 1976, and Act No. 340 of the Acts of 1967) to make and adopt rules setting forth standards of scholastic achievement and standards of conduct and behavior that must be met by all students as a condition to the right of such students to attend schools in this District. The rules shall take into account the necessity of proper conduct on the part of all students and the necessity for scholastic progress in order that the welfare of the greatest number of students shall be promoted, even though such rules may result in the ineligibility of students who fail to observe the required standards and may require the suspension or permanent dismissal of such students.

Provisions of this Code of Student Conduct regarding Vandalism and/or Destruction of School Property and Theft of School Property are applicable whether or not school is open or in session at the time the offense is committed.

Contact Law Enforcement When Criminal Conduct Occurs: SC Code of Law Section 59-24-60

In addition to other provisions required by law or by regulation of the State Board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored activity which may result or results in injury or serious threat of injury to the person or to another person or his property.

Inappropriate Conduct

In general, discipline will be designed to correct the misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary action and the length of the assignment will depend on the professional judgment of teachers and administrators and on the range of discipline management techniques. Staff members will ensure due process for each student and will consider all mitigating circumstances prior to disciplinary action as possible.

Mitigating circumstances include, but are not limited to, the following factors:

- The seriousness of the offense
- The student's age, maturity, and grade level
- The frequency of the behavior
- The student's prior conduct
- The student's attitude
- The student's willingness to make restitution
- The student's willingness to enroll in an intervention program
- The effect of the misconduct on the school environment
- The intent or lack of intent at the time the student engaged in the conduct
- Whether the student was acting in self-defense
- The requirements of law (e.g. IDEA, 504)

Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

Standards for Portable Electronic Devices

Students may possess cellular telephones and other personal communication devices as long as the device remains off and is not visible during the regular school day. Every classroom has a telephone; therefore students are not permitted to use cellular phones or personal communication devices during the regular school. However, teachers may allow the instructional use of cellular telephones or other personal communication devices that are aligned to the current lesson plan and approved by administration.

Please note the following:

1. The decision to bring an electronic communication device (including but not limited to cell phones, pagers, iPods, iPhones, BlackBerrys, etc.) or electronic game devices is a decision of the student and/or the student's parent/guardian. Students, parents/guardians are on notice that the District assumes no liability for the damage, destruction, theft or loss of such devices on school property. When making the decision to bring such devices to school, the student and parent/guardian jointly and severally assume the risk of potential damage, destruction, theft or loss.
2. Upon entering the School all cell phones must be carried and or stored in a place that is not visible to the staff and/or administrators. The cell phone must be carried or stored on "OFF" or in a non-operational mode.
3. Any students operating a cell phone in a school building during the regular school day will be subject to having that item confiscated by the Classroom Teacher, School Administrator, or Safety/Security Officer.
4. Parent/Guardian must meet with a school administrator to recover devices confiscated at the building/school level.
5. Cell Phones, Pagers, two-way radios (FCC Licensed or unlicensed), and all other electronic devices with wireless communication capabilities (i.e. handheld computers, PDA, Bluetooth etc.) are NOT PERMITTED for use by students in any OCSD schools, except as authorized by the teacher or principal for specific educational purposes.
6. If a student violates this policy on three occasions, the device will be confiscated and held by the administrative team until the end of the school year. The Parent/Guardian must make appropriate arrangements with the administrator to pick up the item. Students may also be subject to discipline consequences according to the Code of Student Conduct.
7. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, by electronic data transfer (wireless communication devices) or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under State and/or Federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be subject to the disciplinary procedures of the school district and reported to law enforcement and/or other appropriate state/federal agencies. This may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries.
8. Police/Law Enforcement, Government Officials, School Safety/Security Officers and School Administrative Staff have authorization to possess and operate communication equipment for the conduct of appropriate business.

The District may authorize appropriate use of cell phones in class when it is used for educational purposes.

Student Dress Code

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

Guidelines for Attire

- Clothing is to be worn appropriately and in the manner for which it was designed.
- Pants shall be worn at waist level.
- Undergarments shall not be exposed at any time.
- Clothing shall not reveal bare skin between upper chest and no more than 2 inches above the knee.
- Shorts, skirts, and dresses shall be of adequate length to assure modesty (no more than 2 inches above the knee).
- Hats shall not be worn in school (unless approved for health, safety, or religious reasons).
- Appropriate shoes should be worn at all times. Shoes such as closed toe shoes, sandals with straps, and Crocs with straps are appropriate. (Decorative decals, designs, and items on shoes that represent violations to the code of conduct are not permitted and may result in disciplinary action.)

Prohibited Attire

- Clothing, jewelry, accessories, or other attire with words or images depicting or relating to tobacco, drugs, or alcohol.
- Clothing, jewelry, accessories, or other attire displaying inflammatory, suggestive, racial, or other inappropriate writing, advertisement, or artwork.
- Clothing, jewelry, accessories, or other attire displaying profanity, obscenity, violence, weapons, symbols of hate, or offensive content.
- Clothing, jewelry, accessories, other attire, and/or manner of grooming that indicate or imply gang membership or affiliation.
- Clothing or attire that is body contouring such as, but not limited to, leggings, jeggings, tights, or yoga pants worn without shirt or top that reaches 2 inches above the knee.
- Clothing, jewelry, accessories, or other attire that could pose a safety threat including, but not limited to, heavy chains, multi- finger rings, studded bracelets or collars, fishhooks, nose- or lip-to-ear chains, etc.
- Loungewear, pajamas, and onesies.
- Flip flops, sandals without straps, crocs without straps, bedroom shoes, slides, shoes with wheels, shoes that damage the carpet and floors, and heels over $1^{1/2}$ inches (to include but not limited to athletic/sports).
- Bandanas, head stockings, head scarfs or kerchiefs (unless approved for health, safety, or religious reasons).
- Shirts, tops, dresses that are backless, strapless, halter-style, cutout, bare-shouldered, see through, or spaghetti straps.
- Extreme clothing or other attire that would interfere with the learning process, cause a disruption of the educational environment, or be a health or safety hazard.

Other Approved Attire

- Students may wear special dress or costumes for specific events or special occasions, when approved by the principal.
- During the regular school day, students' athletic attire, such as tennis, track, cheerleading outfits, etc., must conform to all other regulations of the dress code.
- Each school's administration makes the final judgment on appropriateness of any student's dress and reserve the right to prohibit any clothing, jewelry, accessories, or other attire disruptive to their school.

If approved by the Superintendent, an individual school may have a more restrictive dress code with the support or recommendation of the school administration and the School Improvement Council.

Students found to be in violation of the dress code will be subject to disciplinary action.

SECTION III: SAFETY AND DISCIPLINE

Clear Book Bags

All students in Orangeburg County School District are required to utilize clear book bags. This is critical to the increased safety and security of all students, faculty, staff, and school community stakeholders. Failure to comply will be considered defiance/refusal to obey.

Arriving/Leaving School During the School Day

1. Students arriving or leaving school during the school day must have permission verified by parent/guardian and follow prescribed Check-In and Check-Out procedures.
2. Students shall not be permitted to leave school with persons whose identity has not been satisfactorily established or whose authority to take the child away from school has not been authenticated by appropriate school records.
3. As a precaution to ensure student safety, schools will not accept incoming calls for the purpose of dismissing a student from school early. All written notes for early release will be verified before a student is dismissed.

Campus Hours/Limits of Liability

Each school campus shall be open, and students shall be supervised beginning 30 minutes before the beginning of the school day and continuing until 30 minutes after the school day. Students are to remain in assigned areas prior to the beginning of the school day and after the ending of the school day as stipulated by the school.

Parents/guardians are advised that the school will not be responsible for students who are on school premises other than these times. Students who are not authorized to be on the campus are to leave the school campus upon dismissal in the afternoon. Supervision of students authorized to participate in or attend school-sponsored activities on the school premises shall begin 30 minutes before the actual beginning of the activity and continue until 30 minutes after the actual ending of the activity.

Student Pick-Up Area

The Principal of each school will designate a specific area for students who are waiting to be picked up at the conclusion of after- school activities. If a student must call his/her parents, a specific telephone will be designated. It shall be the responsibility of the student to wait in the designated area. Parents/guardian shall pick up their children in a timely manner at the conclusion of after- school activities.

No student shall leave the school bus on his/her way to or from school without the documented permission of his/her parent or guardian and the Principal or designee, except at the customary destination of the child which shall be the school or home.

Emergency Drills

As part of our district safety procedures, each school develops a plan that provides for the protection of students in the event of a disaster. During the first month of each semester, schools conduct at least one disaster emergency drill. Each school also conducts a fire drill at least once each month. These drills teach students how to promptly and orderly evacuate the building in an emergency. In addition, the Transportation Department conducts at least one bus evacuation drill each school year.

Extreme Weather

Parents/guardians and employees can get information about school delays and closings from the district's telephone calling system, the district's website at www.OCSD.net, local radio stations or local television stations. Please do NOT call schools, the District Office or the media. In weather-related emergencies, the district needs to keep all telephone lines open.

Should the weather worsen unexpectedly while students are at school, the district will keep students and school buses at school until the crisis passes. (Schools are one of the safest places that children can be during most natural disasters. In fact, the district's schools serve as emergency shelters.) During weather-related crises, schools will release students only to parents/guardians or other individuals listed on the students' emergency information cards.

Accidents/First Aid

Each school has a registered nurse responsible for administering first aid. Parents are reminded that the primary purpose of the school's Nurse Office is to provide assessment and care for injuries and illnesses that occur during the school day.

When a student's illness/injury appears serious, the school makes every effort to contact the parent/guardian and/or family physician immediately. If the school cannot contact the parent/guardian and/or family physician, the school calls the county emergency service and asks them to transport the student to the nearest hospital emergency room.

Accidents/First Aid continued from page 30

(The parent/guardian is responsible for the cost of the ambulance.) When the parent/guardian is not immediately available, a school representative will accompany the injured/ill student in the ambulance or follow the ambulance to the emergency health care facility and remain with the student until a parent/guardian, other family member or family physician arrives. No school will send an ill or injured child home alone.

Assisting Students with Medications

Schools will assist students with medication using the following procedures:

The parent/guardian must submit a dated request to the school for any non-prescription or prescription medication on the Permission for School Administration of Non-Prescription and Prescription Medication form.

The request should list the student's name, health care provider's name, medication, time student must take the medication, dosage, possible side effects and date the student stops taking the medication. South Carolina DHEC policy for medications administered in the schools now requires a physician signature on the Permission for School Administration of Non-Prescription and Prescription Medication form as well as a parent/guardian signature. This includes inhalers as well as oral medications. Requests for short-term non-prescription medications require a parent/guardian signature only on the district Medication Permission form.

For long-term medications or emergency medication (e.g., adrenaline for severe allergic reactions), the parent/guardian may submit one request per year. If the school approves the request, the school nurse will assist the student with taking the medication and will keep a record of all instances of assistance. Once the student completes the treatment, the parent/guardian should reclaim any unused medication within one week. At the end of the school year, the school will destroy any unused medications not picked up.

Medications, whether non-prescription or prescription, must be provided in their original labeled containers.

Neither the district nor its employees will be responsible for any adverse reactions when the medication has been given in the manner prescribed.

Individual Health Care Plans

School nurses write Individual Health Care Plans (IHCPs) to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parent/guardian, the student's health care provider and other school staff to write the plan. IHCPs are written for students who have special health care needs and are also written for students who have been approved by the school district to self-medicate or self-monitor. Schools will not allow unsupervised self-monitoring or self-medication in cases where this would jeopardize the safety of the student or others.

Students will not share any prescription or over-the counter medication with another student. Violations of this will result in disciplinary action including, but not limited to, suspension or expulsion.

Student Searches

The Fourth Amendment of the United States Constitution protects students from unreasonable searches. The district posts notices conspicuously at all regular entrances to school property that state that students, visitors and their belongings are subject to reasonable searches and seizures. Students and parents/guardians should understand that this policy does not preclude the calling of law enforcement personnel when the need is apparent.

Administrators will conduct a search when they believe a crime has been committed or when they believe that a search will reveal contraband or evidence. Administrators do not conduct searches to embarrass, harass or intimidate students. The principal authorizes and supervises any search of a student. Any search will

be reasonable in scope and take into consideration the individual's age, gender, and the nature of the alleged infraction. School officials may make random, unannounced searches of school property (i.e., lockers, desks, related items) at any time.

A school administrator, in the presence of at least one witness who is also a school administrator or teacher, will make the search. At all schools, the administrator who searches the student or the teacher who witnesses the search must be of the same gender as the student. The search will not be a strip search. The school staff will examine the student's belongings after the student removes them. The student may be instructed to take off any item of clothing that can be removed without exposing his/her underwear or parts of the body ordinarily covered by underwear. This may include, but is not limited to, hats, jackets, sweaters, shoes and opaque footwear. If a student cannot turn his/her pockets inside out, the staff member conducting the search may pat the outside of the student's pockets to check their contents.

If a student refuses to comply, however, the student may be recommended for expulsion.

Searches by Metal Detectors

Administrators are authorized to use metal detectors (stationary or mobile) when searching for weapons or any other dangerous object; when they determine the safety and security of the district require it; when they believe either from personal observation or reliable information that a student has a weapon or dangerous object; when they believe that a crime has been committed; when they find a weapon at school; or when any violence involving a weapon occurs.

Metal detectors may be used during school hours or after hours at extracurricular events such as football or basketball games, and at entrances to any building, classroom, auditorium, gymnasium, etc. Additionally, metal detectors may be used to search individuals as they enter or exit school buses or other vehicles. Any search will be reasonable in scope and take into consideration the individual's age, gender, and the nature of the alleged infraction. When an employee uses a hand-held scanning device to search a student, that employee must be of the same sex as the student being searched.

Property removed from a student that can legitimately be brought into school will be returned to the student.

Property that violates school policy will be confiscated and the student will be subject to disciplinary action.

Searches by Trained Dogs

The use of trained dogs to search for controlled substances in schools will be on a random, unannounced basis. At the request of the principal, a trained dog, with its handler, may go into the school to sniff lockers, desks and the exterior of automobiles. Should the dog alert its handler to the presence of a controlled substance, the school officials would have a reasonable basis to conduct a search in accordance with the outlined procedures.

Searches of Automobiles

The use of trained dogs to search for controlled substances in schools will be on a random, unannounced basis. At the request of the principal, a trained dog, with its handler, may go into the school to sniff lockers, desks and the exterior of automobiles. Should the dog alert its handler to the presence of a controlled substance, the school officials would have a reasonable basis to conduct a search in accordance with the outlined procedures.

Child Abuse/Neglect

In accordance with S.C. Code 63-7-310, Reporting Child Abuse and Neglect, all district employees who have reason to believe that a child under the age of 18 has been or may be abused or neglected as defined by law will report or cause a report to be made. These individuals will make the report to a law enforcement agency in the county where the child resides, the county Department of Social Services (DSS) where the child resides or the county DSS that has custody over the child.

The employee making the report will tell the principal of the school and the school counselor of any oral or written report submitted in a case of suspected child abuse or neglect.

School personnel who reasonably suspect child abuse or neglect will make a report in good faith. A "reason to believe" is sufficient in order to make a good faith report. State law provides both civil and criminal immunity to those reporting suspected child abuse or neglect in good faith. It is not the responsibility of school personnel to prove that the child has been abused or neglected, or to make a determination of whether the child is in need of protection. Any involvement of school personnel in investigation or treatment should be in conjunction with the local child protection unit of DSS.

Assault Against School Personnel (S.C. CODES 16-3-612-AND 59-63-370)

If a student is convicted of assault and battery committed against any person affiliated with a school on school grounds or at a school- sponsored event, or if a student is convicted of a violent offense of any type, state/local authorities notify that student's school. Every year the school must notify each of that student's teachers of his/her conviction. In addition, the conviction or adjudication and sentence is filed in the student's permanent record. The school must forward it with the student's school records when the student transfers to another school or school district.

Trespassing/Disturbing School (S.C. CODES 16-17-420 AND 16-11-520)

Anyone on any school campus without a visitor's pass is trespassing. Anyone who interferes with or disturbs in any way or in any place the students or teachers of any school, loiters around a school without permission or acts in an obnoxious manner at school is disturbing schools. Administrators will contact the proper authorities about trespassing/disturbing school violations. Violators may be placed on a no-trespass order and/or may be charged with disturbing school.

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

It is unlawful for any person to knowingly and willfully deliver or convey to any teacher or principal any written or verbal or electronic threat to take the life of or to inflict bodily harm on a teacher, principal or their immediate families.

Any person violating this law must, upon conviction, be punished by a term of imprisonment of no more than five years.

Restraint/Physical Force

Policy JKA: Corporal Punishment/Physical Force explains when the use of restraint/physical force is appropriate.

- To quell a disturbance, which threatens physical injury to persons, including those students involved, or which threatens serious damage to property.
- To obtain possession of weapons or other dangerous objects upon the person or within the control of a student.
- For any person to defend him/herself from physical force.
- To remove a student from a classroom, school trip or activity, school bus, school or other school property when the student's continued presence poses a threat of danger to other persons or property.
- To remove a student when the student fails or refuses to obey a directive made by a teacher/administrator indicating that the student is to cease offensive/disruptive behaviors.

In accordance with the South Carolina State Department of Education Guidelines, if a restraint occurs, the school administration should do the following:

- Documentation must be kept in the student's discipline file.
- Documentation must be sent home to the student's parent by the end of the school day.
- An administrator must contact the student's parent by the preferred method of communication on the day of the incident.
- If the administrator is unable to reach the parent, documentation of efforts to reach the parent must be kept.

If a parent/guardian has a concern about an issue of physical force or restraint, they should contact the building Principal for a conference.

SECTION IV: LEVEL OF OFFENSES, DESCRIPTIONS, INTERVENTIONS, & CONSEQUENCES

Classroom Managed/Teacher Managed

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

Infraction	Definition
Dishonesty	Failure to knowingly tell the truth; also includes petty stealing
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
Dress Code Violation	Noncompliance with the District and/or school dress code.
Failure to Complete Work	The act of not completing assigned written, oral, or physical work
Hall Pass	To be in a hallway without written permission; to alter or change a hall pass from its original intent
Horseplay	Rough or boisterous play or pranks that could harm another or disrupt the learning environment
Identification Violation	Failure to comply with school identification rules
Inappropriate Affection	Unsuitable or improper physical contact, action or gestures, display of public affection
Inappropriate Behavior, Remarks, or Gestures	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 (mocking, name calling, teasing, taunting, etc.)
Inappropriate Language	Words that are demeaning and not supported by the classroom environment
Inappropriate Materials	Viewing of items considered to be unsuitable for school or school related activities
Littering	Placing trash improperly so as to be a nuisance or health concern
Phone or Electronic Device Violation	Using cell phone or electronic device in the classroom without teacher authorization
Running	Running in the classroom, hallway, cafeteria, or other unauthorized area
Tardy	Arriving late to school or class (multiple tardiness will result in disciplinary action)
Throwing Objects	To propel or cast in any way anything that is visible or tangible

Classroom Managed/Teacher Managed – Intervention/Consequences

Interventions	Consequences
Teacher/Student Conference	Verbal Warning
Seat Change	Written warning
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
Behavior Contract	Confiscation of Items
Clarification of Expectations	Letter of Apology
Peer Buddy	Loss of Privilege
Peer Tutor	Temporary Removal from Class (with supervision)
Alternate Assignment	In Class Exclusion
Modification of Activity	Referral for Counseling
Proximity Control	Referral to an Administrator

Level 1 – Behavioral Misconduct

Disorderly Conduct is any behavior that adversely affects a student's educational progress.

Code	Infraction	Definition
1	Aiding others	A person who assists in or supports the commission of an offense and who usually has knowledge before or after the fact.
190	Cheating	Plagiarizing, providing, receiving, or viewing answers to assignments, quizzes, or tests; accessing academic materials without permission.
4	Contraband	Related to the possession or viewing of items considered to be unsuitable for school or school related activities (magazines, materials to promote discriminatory practices/speech, chemicals, dice, selling items on campus.
170	Cutting Activity	Failure to attend or complete an assigned school activity or event.
160	Cutting Class	Failure to attend or complete scheduled class.
5	Detention Violation	Failure to serve a period of time during recess, lunch, before or after the school day as a consequence for a behavior infraction.
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.
305	Driving Violation	Failure to abide by SC driving laws or failure to comply with driving rules set forth by the school.
400	Excessive Noise	Any loud sound that is unnecessary or interferes with the learning environment or activity; senseless shouting or outcry.
271	Failure to Comply Disciplinary Action	The act of not completing a consequence or sanction assigned by a teacher or with administrator as a result of an offense committed.
14	Hit/Kick/Push	To deal a blow to, come into contact with, or strike; to strike with foot or feet; to apply pressure against for the purpose of moving.
22	Inappropriate Physical Contact	Touching or immediate proximity of another person exceeding personal boundaries unsuitable or improper for the location or setting.
320	Leaving Class	Departing from class without permission before the class period is complete.
240	Loitering	Wandering on school premises in an area that is off limits to students or when there is no particular reason to be there.

Code	Infraction	Definition
290	Obscene Gesture	A movement or position of the hand, arm, body, head, or face that is expressive of an offensive idea, opinion, and emotion.
200	Off Limits	To be present in an unauthorized location.
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.
23	Property Misuse	Minor damage or defacement of property belonging to the school or others.
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.
390	Unauthorized Device	Unauthorized possession or use of any electronic entertainment/wireless communication devices not related to instruction on school grounds or on the school bus during school hours (i.e., gaming systems, does not include pornography, gambling or illegal activity)
270	Refusal to Obey/Defiant	Refusing to follow a request or a specific direction/instruction of an adult through disobedience, defiance, unruliness, or noncompliance.

Level 1 – Behavioral Misconduct – Intervention/Consequences

Interventions	Consequences
All Intervention from CM/TM Level	All Consequences from CM/TM Level
Mentor	Administrative/Student Conference
Attendance Contract	Administrative/Parent Contact/Conference
Guidance Referral	Confiscation of Items
Problem Solving Meeting	Administrative Detention/Saturday School
Peer Mediation	In School Suspension - ISS (1-3 Days)
Conflict Resolution	Cafeteria/Yard/School Work Detail
	Loss of Extracurricular Activities
	Over Night Suspension
	Parental Shadowing
	Out of School Suspension – OSS (1-3 Days)

Level 2 – Disruptive Conduct

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

Code	Infraction	Definition
3	Bite/Pinch/Spit	To cut, wound, or tear with the teeth; to constrict or squeeze painfully; to eject saliva from the mouth.
530	Bribery	Offering, giving, receiving, or soliciting of money or other items of value to sway the judgment or action of a person.
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.
407	Confrontation or Altercation	An exchange of words between students resulting in conflict; a heated or angry dispute; a noisy argument or controversy.
150	Cutting School	Failure to attend or complete a school day.
9	Fighting	An incident involving two or more students with mutual physical contact, such as hitting, kicking, and/or punching where there is no major injury or disruption.
10	Fireworks	Possession and/or detonation of an explosive pyrotechnic device that makes a display of light or noise on school property but does not cause harm to others.

Code	Infraction	Definition
11	Forgery/Counterfeit	Purposely signing another person's name or altering, copying, or imitation of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud.
620	Fraud	Deceiving another in order to damage him/her; usually, to obtain property or services from him or her unjustly.
630	Gambling	Betting on a game of chance or an activity where money is exchanged.
12	Harassment	Any threatening, insulting, or dehumanizing action which negatively impacts another person's emotional or mental well-being.
310	Leaving School	Departing from campus without permission before the school day is complete.
20	Major Disruption	Behavior that interrupts the learning environment for a specific period of time in a confined area.
710	Pornography	Possession, manufacturing, or distribution of sexually explicit/obscene material
380	Probation Violation	Infraction(s) resulting in the student breaking a written school level probation contract.
210	Profanity	Abusive, vulgar, or irreverent language, swearing, cursing, foul speech, or speech that shows disrespect or dishonor toward another.

Level 2 – Disruptive Conduct

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

Code	Infraction	Definition
25	Sexual violation	The act of touching, groping, slapping, or any other physical contact of a sexual nature made with another person, whether unwanted or wanted.
740	Stolen Property	Having in possession goods obtained by larceny, by stealing, by robbing, by theft; something unlawfully taken from its rightful owner.
670	Theft/Larceny	To steal or possess property without the permission of the owner.
27	Threat	Making statements or gestures of intent to do physical harm to a staff member or student.
230	Tobacco	Possession and/or use of cigarettes, cigars, and/or other tobacco products; possession and/or use of smokeless products, electronic cigarettes, and vaporizers.
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.
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.
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
29	Urination	Willfully urinating on school property or another student's property (shoes, floor, walls, bus, etc.).
760	Vandalism	Willfully or maliciously destroying, damaging, or defacing real or personal property.
780	Misc. Weapons	Weapons such as: toy guns, toy cap guns, toy pellet guns, bullet, and other devices that do not inflict injury.

Level 2 – Disruptive Conduct – Interventions/Consequences

Interventions	Consequences
All Intervention from CM/TM Level and Level 1	All Consequences Level 1
Referral to Outside Agency	ISS (3-5 Days)
Referral to County Attendance	OSS (1-5 Days)
Referral to Social Worker	School Probation Contract
Home Visit	Restitution
Referral to Mental Health	Referral to Law Enforcement
Alcohol/Drug Intervention	Loss of Participation in School Events (graduation, field trips, dance, sports, band, cheerleading etc.)
	Abbreviated Day (Must be Approved by Chief Administrative Services Officer)

Level 3 – Criminal Conduct

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

Code	Infraction	Definition
680	Alcohol/Liquor Law Violation	Violation of laws prohibiting sale, purchase, barter, transportation, possession, distribution, Law consumption, or being under the influence of alcoholic beverages.
500	Arson	To intentionally damage or attempt to damage any real or personal property by fire.

Level 3 – Criminal Conduct

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

Code	Infraction	Definition
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.
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.
260	Bomb Threat	Indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

Code	Infraction	Definition
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).
540	Burglary	Unlawful entry or attempt to unlawfully enter a building or other structure with the intent to commit a felony or theft.
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.
560	Disturbing School	Behavior that disturbs the learning environment for a significant number of students for an extended period of time or school sponsored events and requires the intervention of a number of staff members.
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.
580	Drug Possession	Possession of an illegal substance represented as drugs, and/or a mood-altering substance (prescription or nonprescription medication).
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.
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.

Level 3 – Criminal Conduct

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

Code	Infraction	Definition
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.
350	Fire Alarm	In the absence of an emergency, to activate or set off a fire signal indicating the presence of a fire emergency.

Code	Infraction	Definition
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 and 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.
640	Homicide	The killing of one human by another, not including manslaughter or attempted murder.
19	Indecent Exposure	The deliberate exposure in public of one's genitalia or private area(s) of one's body.
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.
660	Kidnap or 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.
700	Other Offenses	Other acts of criminal conduct as set forth in State and Federal Law not covered in the existing list of codes; includes offense(s) committed off-campus that is deemed serious enough by the principal that the presence of the student is detrimental to the best interest of the school.
720	Prostitution	To engage in or promote sexual activities for profit.
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.
13	Sexual Harassment	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).
690	Sexual Offense Non Forced	Unlawful, unforced sexual acts or indecent exposure that is overtly sexual in nature, or other sexually inappropriate behavior.
770	Vehicle Theft	To steal from or possess a vehicle without permission of the owner.
781	Weapons: Handguns	A handgun with or without ammunition.
782	Weapons: Rifles and/or Shotguns	A rifle or shotgun with or without ammunition.
783	Other Fire Arms	Any other firearm than those specified by the State or Federal Government.
784	Weapons: Knife Blade greater than 2"	A knife with a blade greater than 2 inches.
785	Weapons: Knife Blade greater than 2.5"	A knife with a blade greater than 2.5 inches.

Level 3 – Criminal Conduct

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

Code	Infraction	Definition
786	Weapons: Knife Blade less than 2”	A knife with a blade less than 2 inches.
789	Weapons Offenses from the State Department	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, lighters, 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. No student vehicles parked on district or school property may contain weapons of any type. Violators will not only incur school disciplinary action but also penalties under law.

Level 3 – Criminal Conduct – Interventions/Consequences

Interventions	Consequences
All Intervention from CM/TM Level, Level 1, and Level 2	All Consequences from Level 2
Alcohol/Drug Intervention	OSS 10 Days
Abbreviated Day (Must be Approved by Chief Administrative Services Officer)	Expulsion Referral
Alternative Schedule (Must be Approved by Chief Administrative Services (Officer)	Referral to Law Enforcement

Expulsion Referral Process

- School official notifies (via phone and in writing) the parent/guardian:
  - State the infraction that occurred and the administrative discipline recommendation.
  - Advise the parent/guardian of the right for a hearing before the District Hearing Officer.
  - Inform the parent/guardian that an expulsion referral is being submitted to the Office of Administrative Services.
  - Inform the parent/guardian that he/she must call the Office of Student Services at 803-534-5454 within the 10 day suspension period to schedule the expulsion hearing for their son/daughter.
  - Inform the parent/guardian that if the hearing is not scheduled within the required time, he/she may be reported to the Department of Social Services and/or Law Enforcement.
- The school then compile all necessary documentation and prepares the expulsion packet.
- The Principal or his/her designee reviews the expulsion packet to ensure all components are present.
- The completed expulsion packet is sent to the Office of Student Services for an expulsion hearing.
- Parents/Guardians may request to reschedule an expulsion hearing but the request must be made within at least two days prior to the hearing time.
- Hearings may be held as scheduled regardless of the attendance of the parent/guardian and student if not properly rescheduled.

- Due to scheduling requirements, a delay of no more than 15 minutes will be allowed for a tardy parent/guardian/student.
- The expulsion hearing is conducted by the District Hearing Officer in a designated area and is heard in the presence of all parties: student, parent/guardian, school administration, and a representative from the Office of Student Services. An individual who represents the student (such as an attorney) may attend the expulsion hearing if the Office of Student Services is notified at least three days prior to the hearing.
- The Hearing Officer reserves the right to admit or deny the presence of any person in the hearing, other than the student and the student's parent or legal guardian. Documentation of legal guardianship will be required.
- The principal and the student (or their representatives) may present witnesses or witnesses' statements and, within the discretion of the district hearing officer, cross-examine the witnesses who are presented.
- Appropriate behavior by the student and the parent/guardian is expected during the hearing procedure.
- The Hearing Officer may, at his/her discretion, stop the hearing at any point or have any party removed for failure to comply with a directive of the Hearing Officer.
- A recording will be made of the hearing and will be kept in the Office of Student Services for no less than one year from the date of the hearing. The parent may request a copy of the recorded hearing for a minimal fee from the Office of Student Services. No other parties may record the hearings.
- The District Hearing Officer can make the following decisions:
    - Written Warning and/or Probation and Return to School
    - District Probation and/or Assignment to a Support Program
    - Additional Suspension Days
    - Assignment to The Transformation of Academy for Learning and Life
    - Assignment to Adult Education Program
    - Assignment to the Beyond the Bell program
    - Alcohol and Drug Counseling Program (OCSD does not incur cost)
    - Restitution for Damages to School/District Property
    - Expulsion or Long-Term Removal
    - Other Sanctions *South Carolina Laws May Have Prescribed Consequences for Certain Offenses.

State law (59-65-80) does not require school districts to enroll a student who has been or may be expelled or suspended by a board of trustees of a district or any other person acting with authority from the board.

Additional Expulsion/Appeal Information

Suspensions/Expulsions

The Board of Trustees delegates to the superintendent the authority to suspend a student not in excess of ten days for any one offense and for not more than thirty days in one school year. The superintendent delegates authority to the principals or other appropriately certified persons in the schools to suspend a student not in excess of ten days for any one offense.

No student may be suspended from school during the last ten days of a school year if the suspension will make the student ineligible to receive credit for the school year, unless the presence of the student constitutes an actual threat to a class or the school or a hearing is granted within twenty-four hours of the suspension.

Permanent Expulsion

The school board may permanently expel any incorrigible student. The word “incorrigible” is given the broadest possible meaning and is not limited to violent behavior. The incorrigible misbehavior need not be a continual pattern of activity because one serious offense which threatens the safety and general order of the school, its students, and personnel will suffice.

Examples of incorrigible misbehavior include, but are not limited to, the following:

- Carrying a loaded gun or an unloaded gun
- Dealing drugs
- Committing a sexual assault on the school premises
- Assault on an employee of the district
- Severely or mortally wounding another student, employee or visitor

Restrictions for Expelled Students:

- Students expelled from school shall be ineligible to attend any school in OCSD.
- Students expelled from school are prohibited from coming onto any OCSD property, attending school functions, or riding a school bus (unless prearranged by school/district officials).
- Students who withdraw from OCSD once the expulsion process is initiated must appear before the Hearing Officer Office for appropriate action before being re-admitted into OCSD.

Expulsion Conditions

- A student may not receive course credit for the semester and/or year in which the expulsion occurs.
- A student with a disabling condition may be expelled for engaging in conduct that would warrant such action for a non-disabled student if the misconduct is not related to the disabling condition. The student, however, will continue to receive an appropriate part of his/her special education program in an alternative setting.

Note: The board may permanently expel any incorrigible student upon recommendation of the Superintendent.

Appeals:

The parent/guardian of the student or principal may submit a written request for appeal to the Office of Student Services within ten days upon receipt of the disposition of the Hearing Officer. If the student is reinstated by the Office of Student Services, he/she will be restored all privileges and allowed to make up all work while absent as a result of the procedures.

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

Reinstatement Procedures

1. Students Entering OCSD with a Record of Suspension, Expulsions or Alternative School Placements in a Previous District and/or Students Returning from the Department of Juvenile Justice

   All students returning or entering the district from the Department of Juvenile Justice (or any comparable correctional facility), OR all students requesting entry into OCSD from another district in which the student has an extensive discipline record, must report to the Hearing Officer for appropriate placement. After reviewing the student’s records and conferring with appropriate staff, the Director of Student Services Officer will make a decision from among the following options:

- Allow the student to return to the student's zoned school or appropriate placement
- Place the student in the Transformation for Learning and Life or
- Deny the student admission into the district

Reinstatements are "conditional" pending receipt of all official student records

2. The Return to School of Students Expelled from OCSD Schools
   - All students who have been expelled must submit a written request to the Director of Student Services to request a readmission hearing in order to return to school. The request must be made at least 30 school days before the beginning of the school year or second semester. The request must state, in detail, why the student should be allowed to return to school. The Hearing Officer will determine readmission and placement.
   - All students returning from expulsion will be placed on probation for a one-year period, the terms will be drawn up in a probation contract. Violations will be addressed in the contract.
3. The Return to School of Students from Alternative Placements in OCSD
   - All students who have been placed in an alternative setting will be eligible to return to the school for which their residence is zoned at the successful conclusion of the alternative placement or at the end of one academic school.
   - All students returning/entering schools in OCSD under the above procedures will be placed on probation for a period of at least the remainder of the current school year. Violations will be addressed in the contract.

Alternative Placement Conditions

Students may be allowed to attend the Transformation Academy for Learning and Life (T.A.L.L.) under conditions in order to earn re- admittance to their zoned school. Should the parent(s) or guardian be offered the opportunity for their child to attend T.A.L.L. and decline, students under the age of 17 will be deemed truant and in violation of the South Carolina Compulsory School Attendance Law.

1. A student may receive course credit while enrolled in the T.A.L.L.
2. Students may be re-admitted to a traditional school after completion of the period of placement at the T.A.L.L. or Expulsion.
3. A student with a disabling condition may be expelled with an alternative for engaging in conduct that would warrant such action for a non–disabled student if the misconduct is not related to the disabling condition.

Summer Program Discipline Code Violations

In the event an administrator recommends a summer program student for expulsion, the same procedure as for the regular school year shall be followed. The school hosting the summer program shall make the recommendation to the Office of Student Services. The host school's administrator would attend the expulsion hearing. The decision of the Hearing Officer and the record of the alleged violation(s) of the student shall be forwarded to the student's home school.

Disciplinary Procedures for a Student With Disabilities

Disciplinary Procedures for a Student with a 504 Plan: 34 CFR Sec.104

Section 504 disabled students are subject to the same disciplinary action as a non-disabled student, provided that the student's behavior is not a manifestation of his or her qualifying disability. A 504 Team must conduct a manifestation determination whenever a disabled student is subject

to out-of-school suspension for 10 consecutive school days or more. A series of suspensions that total more than 10 days may also trigger the manifestation determination requirement of Section 504.

If the 504 Team concludes that the violation is a manifestation of the student's qualifying disability, the discipline process must end and the 504 Team should review the 504 Plan to determine if changes are appropriate.

If the violation is not a manifestation, the student is subject to the same disciplinary action that any non- disabled student would receive for the same violation.

Students shall be referred for expulsion if the behavior was found not to be a manifestation of the disability.

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

Suspension and/or Removal From Placement In Excess Of Ten Days

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

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

45- Day Removal:

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

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

Students shall be referred to the Hearing Officer in addition to the 45-day removal for the above-mentioned behaviors if the behavior was found not to be a manifestation of the disability.

Recommendation for Long-Term Removal:

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

- Will review each statement on the Manifestation Determination Review form
- Will develop or review the implementation of the Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) if appropriate

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

- The IEP team must determine appropriate placement and services to be provided.
- Develop/Review the Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP).
- Document any IEP amendments according to the Office of Special Education Procedures Manual.

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

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

Request for Transfer Revocation and Appeal

A student's transfer may be recommended for revocation by the principal for repeated consequential violations of the Code of Student Conduct, the submission of incorrect information, and employee separation from the district. The principal will notify the parents of the recommendation and the right to appeal to the Office of Administrative Services. Students may not be returned to their zoned schools before the ten (10)-day appeal ends. The appeal must be made within ten (10) school days of written notice. During the appeal, the student is to remain at the school to which he/she was transferred. The effective date of the transfer should not result in a student losing credits toward graduation. The decision of the Chief Administrative Services Officer is final.

Crisis Intervention

At times, students may indicate either verbally, in writing, or through drawings, a threat to harm themselves or others. In order to ensure the safety of all of our students, the district takes these threats very seriously. As a result, a team of trained professionals, such as Counselors and School Psychologists, may be called upon to conduct a thorough assessment of the student and the threat in order to determine if it is serious in nature and in order to develop a plan of action.

If a suicide or threat assessment is conducted with your student, you will be notified and you may be asked to provide additional information. If those conducting the assessment determine that your student is at a moderate to high risk of causing harm to self or others, you will be asked to take your student for further clinical assessment. In addition, you will be asked for documentation that the assessment had been conducted and that your student is safe to return to school, prior to being readmitted.

School Bus Code

Students who ride a school bus must observe school bus rules, remain seated and conduct themselves in an orderly manner at all times.

Conduct for Meeting the Bus:

- Students must be on time.
- If students have to walk along a highway to get to the bus stop, they should walk on the shoulder of the road.
- If students have to cross the road to get to the bus stop, they must wait opposite the stop until the driver motions that it is safe to cross the road. Students should walk, not run, across the road.
- If students have to walk on highway pavement, they should walk facing traffic.
- Students should not run alongside the bus when the bus is moving. Wait until the bus stops to walk to the door.

Conduct Inside the Bus:

- Students should go to their assigned seats.
- Students should not crowd or push.
- Students should remain seated.
- Students should face forward.
- Students may never extend any part of their bodies out of the bus.
- Students may not talk rudely to the driver.
- Students may not tamper with the emergency exits or any bus equipment.
- Students will not mar or deface any part of the bus. Students should report any damage to the driver as soon as possible.
- Only the bus driver or other authorized person may remove first aid equipment (used for emergencies only).
- Students may not tamper with the fire extinguisher. Only the bus driver or other authorized person will use the fire extinguisher in an emergency.
- Students may not wave or shout to pedestrians or occupants of other vehicles.
- Students may not fight/scuffle.
- Students may not create disturbances.
- Students may not place books, lunch boxes, band/orchestra instruments or other objects (such as class projects) in the aisle or in the front of the bus. Students may carry these items on the bus if space is available.
- Students may not bring live animals on the bus.
- Students may not eat or drink on the bus.
- Excessive noise is not permitted on the bus.

Bus Discipline

1. Students who break any bus rules are subject to disciplinary action. Depending on the severity of the rule broken, a student may receive points, be suspended or be expelled from the bus.
2. School bus points accumulate during the entire school year, move with the student within the district and are not reduced after a suspension. They apply to school bus transportation only and do not overlap with a school's demerit system.
3. A student suspended or expelled from the bus may not board any school bus.

Bus points are assigned based on the following Bus Misconduct Point System:

Offense	Points
Delaying the bus	1–5
Causing confusion	1–5
Misconduct	1–5
Out of assigned seat without permission	1–5
Excessive noise	1–5
Littering the bus	1–5

For point offenses, a student may be suspended from the bus as follows:

Points	Length of Bus Suspension
11	5 days
22	10 days
33	15 days
44	Suspension Recommended for the Remainder of the School Year

Bus Suspension:

Some misconduct supersedes the bus point system and results in immediate suspension from the bus and possibly from school, including:

- Using obscene language/gestures or vulgar language/gestures.
- Showing a marked disrespect to others.
- Possessing a weapon (will result in a recommendation for expulsion from school).
- Directly disobeying the driver or supervisor.
- Hitting or threatening the driver or supervisor (this offense will result in a recommendation for expulsion from school).
- Possessing any tobacco product, matches or lighter on the bus.
- Possessing, using, transmitting, associating with, selling or being under the influence of any stimulants, depressants, cannabis, psychedelics, hallucinogens, narcotics, miscellaneous inhalants or look-alike drugs of any kind (will result in a recommendation for expulsion from school).
- Lighting a match or lighter on the bus
- Damaging the bus or its equipment (if a student damages a bus, he/she will pay for those damages within seven days or the student will be suspended from the bus and possibly from school until the payment is made).
- Possessing or discharging fireworks, including stink bombs, on the bus (this offense may result in a recommendation for expulsion from school).
- Throwing objects of any kind either inside the bus or from a bus window.
- Hitting a student without provocation (may result in a recommendation for expulsion from school).
- Showing blatant disrespect to the driver (may result in a recommendation for expulsion from school).
- Interfering with the operation of the bus by pulling the emergency lever, etc.
- Using emergency exits without authorization.
- Fighting (may result in a recommendation for expulsion from school).
- Taking physical action against each other by pulling hair, sticking with pins, etc.
- Possessing or using an article designed to distract, disturb or cause bodily harm such as rubber bands, spitballs, water guns, radios, tape players, mechanical toys, games, CD players, cellphones, etc. The bus driver will confiscate the item and give it to the appropriate school official along with the name of the student.
- Threatening or intimidating others (may result in a recommendation for expulsion from school).
- Leaving or boarding a bus at an unauthorized stop.

The following describes the Guidelines for Bus Suspension for offenses:

Elementary Schools

Offense	Bus Suspension Length
First	1 day
Second	1–3 days
Third	3–5 days
Fourth	5–10 days
Fifth	10–15 days
Sixth	Suspension recommended for remainder of school year

Middle and Secondary Schools

Offense	Bus Suspension Length
First	3 days
Second	3–5 days
Third	5–10 days
Fourth	10–15 days
Fifth	Suspension recommended for remainder of school year

Note: Some of the above offenses may result in expulsion from bus transportation at the discretion of the District Hearing Officer following a recommendation from the school administrator.

STUDENT CODE OF CONDUCT FOR DIGITAL LEARNING DEVICES

Minor Violations and Warnings

Warnings and minor violations should be managed by the classroom teacher and are not processed through a formal referral for disciplinary actions from administration. However, the teacher documents these infractions. Cases of multiple or chronic offenses may require administrative/guidance action (assistance) and referral for interventions.

Infractions

- Device not fully charged.
- Careless handling of the device.
- Refusal to participate with the device.
- Accessing inappropriate sites (i.e. playing games during instructional time).
- Failure to follow directions with the device.
- Removing case from device.
- Personalization of device case.
- Use of any student network and or application accounts other than those assigned to the individual such as iTunes, Apple ID, and network username/password, etc.

Interventions and/or Consequences for Warnings

Verbal Warning
Written Warning
Alternate Assignment
Written Warning
Loss of Privilege
Modification of Activity
Clarification of Expectations
Written or Verbal Reflection

1st Offense: Minor Violations

- Three or more warnings are equivalent to a minor violation; first offense.
- Inappropriate use of device (sending or forwarding emails containing offensive language, untruthful statements, junk email, chain letters, jokes, etc.).
- Aiding and abetting another student (s) who is committing any rule violation.
- Inappropriate use of video cameras or audio recorders.

Level 1 Consequences

Loss of Privilege
In Class Exclusion/Alternate Assignment
Modification of Activity
Clarification of Expectations
Loss of Extracurricular Activities
Administrative/ Student Conference
Administrative/ Parent Contact/ Conference
Cafeteria/ Yard/School Work Detail

2nd Offense: Intermediate Violations

- Persistent or repeated disciplinary infractions in the minor category.
- Sale or distribution of a digital learning device which is Orangeburg County School District property.
- Unauthorized and deliberate tampering with a computer setup. Examples: switching devices, disabling fans, deliberately introducing a virus, proxy, VPN, etc.
- Unauthorized or deliberate tampering, deletion, or destruction of any computer software or data files on the digital learning device.
- Unauthorized storage and/or loading of a computer program, system or data file. (This also may be a copyright violation and as such is subject to copyright laws.)
- File-sharing, including downloading music or any activity that violates copyright laws is not permitted. Music or other commercial files installed on the device must be legally owned by student user

Interventions for Intermediate Infractions

Optional Interventions

All Interventions from Warnings & Minor Violations
Administrative/Student Conference
Parent Communication/Contact

Level 2 Consequences

Loss of Privilege
Alternate Assignment
Modification of Activity
Clarification of Expectations
Administrative Detention
Restitution
Loss of Extracurricular Activities
Administrative/ Student Conference
Administrative/ Parent Contact/ Conference
Cafeteria/ Yard/School Work Detail
In School Suspension - (1-2 Days)
Out of School Suspension – (1 Day)

3rd Offense: Major Violations

- Persistent or repeated disciplinary infractions in the minor or intermediate categories.
- Any verbal abuse or bullying of others, including but not limited to slurs, name-calling or derogatory statements to another person because of that person's race, color, religion, national origin, disability, physical/personal appearance or sexual orientation. Bullying is defined as any act or speech that subjects person to indignity, humiliation, intimidation, physical abuse or threat of physical abuse, social or other isolation, shame, or disgrace.
- Cyberbullying (defined as the use of the internet, devices, or other devices to send, post, or text message images and/or materials intended to hurt or embarrass another person). This may include, but is not limited to, continuing to send emails someone who has said he or she wants no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e. hate speech); ganging up on victims by making them the subject of ridicule in forums and posting false statements as fact intended to humiliate the victim; disclose of personal data such as the victim's real name, address, or school on websites or forums, posing as the victim for the purpose of publishing material in his or her name that degrades or ridicules him or her; sending rumors or gossip but instigate others to dislike and gang up on the target, which is determined to have a material substantial interference with school activities or with the rights of students and teachers.
- "Sexting" or using a cell phone or other personal communication device to send text or e-mail messages or possessing text or e-mail messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school-related function. In addition to any disciplinary action, digital device will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law-enforcement authorities.
- Possession/distribution of pornographic or obscene material on the device.
- Video recording or sharing of inappropriate sexual gestures and/or behavior (Examples: sexually suggestive language, movements, writings, drawing, emojis; this includes sexting).
- Unacceptable use of the Internet/electronic communication systems (i.e. Email, Facebook, Twitter, TikTok, SnapChat, etc.)
- Extreme acts of misconduct to include such behavior as: Grand theft, robbery or possession of a stolen digital learning device, electronically communicating a threat regarding a harmful device, bomb, shooting, or dangerous event with the intent of intimidating persons, functions or school activities.

Interventions for Major Infractions

Optional Interventions
All Interventions from Warnings, Minor and Intermediate Violations
Administrative/Parent Conference

Level 3 Consequences

Loss of Privilege
Alternate Assignment
Modification of Activity
Clarification of Expectations
Cafeteria/ Yard/School Work Detail
Loss of Extracurricular Activities
Administrative/ Student Conference
Administrative/ Parent Contact/ Conference
Confiscate Device 3–5 Days
Out of School Suspension
Referral to Law Enforcement
Restitution
In School Suspension (3-5 Days)
Out of School Suspension (1-3 Days)
Expulsion Recommendation

Student Code of Conduct ID Badges

ID Badges (STRICT ENFORCEMENT) Students must wear ID badges on a school issued lanyard around their neck at all times as a measure of safety and as preparation for the future. ID badges are used for lunch purposes, parking, checking out materials from the Media Center, and for other school activities. Students will receive one ID, ID holder, and lanyard free each school year after registration. The replacement fee for lost, stolen or misplaced IDs will be $5.00, lanyards $1.00, and ID holders $1.00. Temporary ID's will be available for $1.00 only good for one day. If a student does not have $1.00 for a temporary ID, they will be issued a debt slip with parent contact.

ID Badge Conduct Guidelines

STUDENT ID BADGES

All students will be required to wear their ID badges, on their school issued lanyards, at all times while on campus. The ID must be visible at all times throughout the day.

1. Students not wearing their school issued IDs or a temporary IDs will not be allowed in class or to roam campus and will be sent to the BMC (Behavior Modification Coach) or other school official. If during the school day they remove their IDs they may face disciplinary consequences.
2. Students who have defaced their IDs in any manner - holes, stickers, drawing, etc. - will be required to purchase a new ID for $5.00.
3. Each student will be provided one lanyard at the beginning of the school year. Replacement cost for lanyards are $1 for regular lanyards and $1 for ID holders.
4. If a student does not get a replacement ID, he/she will have to either have a parent pick him/her up or bring the money for an ID within 24 hours of the refusal. Students who continually refuse to wear their IDs or get a temporary IDs could face disciplinary consequences, such as in or out of school suspension days.

CONSEQUENCES FOR ID BADGE INFRACTIONS

1. If a student is found without an ID properly displayed around his/her neck, the student will receive a warning.
2. If a student repeatedly incurs ID Badge infractions, the student will receive afterschool detention and possible subsequent discipline (i.e. parent conference, work detail, etc.).
3. Third offense, the student will receive ISS (In-School Suspension), parent conference, and behavior contract.
4. Fourth offense, the student will receive OSS (Out of School Suspension) and return with a parent conference.
5. Fifth offense, the student may receive any of the above consequences or possible recommendation for expulsion.
6. If a student is found with an invalid ID, fake ID, or someone else's ID, the ID will be confiscated and the student will be assigned to ISS for the remainder of the day.

EQUAL EDUCATIONAL OPPORTUNITIES

Orangeburg County School District grants equal educational opportunities to all qualified persons regardless of race, creed, color, sex, national origin, marital status, religion, disability, age, sexual orientation, gender, identity or social economic status

It is the intent and desire of Orangeburg County Board of Trustees that equal educational opportunities be provided in any and all educational programs and activities.

All inquiries regarding Orangeburg County's nondiscrimination policies, requests for copies of grievance procedures, and filing of grievances should be submitted to the following person:

Dr. Jesse Washington, III

Orangeburg County School District
102 Founder's Court
Orangeburg, SC 29118
803-534-5454
Jesse.washington@ocsdsc.org

ORANGEBURG
COUNTY SCHOOL DISTRICT

RECEIPT AND ACKNOWLEDGEMENT

We have received the **Orangeburg County School District Code of Conduct** and all included documents, and understand that we are responsible for reading and understanding this information. As Parents/Guardians and students, we understand that we are responsible for ensuring proper understanding of this information.

We also understand that the **Orangeburg County School District Code of Conduct** contains Rights and Responsibilities students are expected to follow. This includes but is not limited to, school expectations, on and off school grounds activities, functions, and events; going to and from school or other transportation provided by the District including at school bus stops; while in any vehicle used in connection with a school function or activity, and while using the school technology resources.

If I/we have any questions about the information in the **Orangeburg County School District Code of Conduct**, I/we will ask a school administrator to discuss those questions. **Failure to sign and return this form does not relieve me/us or my/our child(ren) from complying with and understanding the information enclosed in the Orangeburg County School District Code of Conduct.**

List student(s) in your household attending school in our District.

Student First Name	Student Last Name	Grade	School Name

If there are more than three students in your household, please request an additional signature page from your school.

Parent Name (Print)	Parent Signature

If your student is 10 years or older, your student is required to sign or write his or her name below. Other students are approved by the signing of parents/guardians.

Student Signatures

PLEASE SIGN THIS PAGE AND RETURN IT TO YOUR SCHOOL