RICHLAND COUNTY SCHOOL DISTRICT ONE

STUDENT CODE OF CONDUCT

STUDENT RIGHTS, RESPONSIBILITIES AND CHARACTER DEVELOPMENT HANDBOOK

2016 - 2017

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Dr. Craig Witherspoon

MISSION STATEMENT

We are Richland One, a leader in transforming lives through education, empowering all students to achieve their potential and dreams.

August 2016

Dear Richland County School District One Students and Families:

Welcome to the 2016-2017 school year as we continue on our path to improving student outcomes for a brighter future. As we strive for increased academic success for all students, we know that success is built on a climate and culture of respect, responsibility and collaboration between school and home.

Each year, we ask that administrators, teachers and parents review this document with students to ensure a clear understanding of the rules, rights, and responsibilities of everyone involved in the educational process as it relates to the *Student Code of Conduct*. As you review the document, you will notice that character education is a component of this process.

Please read all of the information provided, discuss the rules with your children and return the form to the school. If you have any questions, please contact your child's school principal. Resources are available for parents through the district's resource center website. Additional resources may be available through the Student Support Services office.

The administration, faculty and staff of Richland County School District One acknowledge our role in helping each child succeed, and we are appreciative of the role parents play in their success. With everyone working together, we can ensure that our children receive the education that they need to reach their fullest potential. Our goal is to have all students graduate fully prepared for college, careers or the workforce.

Sincerely,

Craig Witherspoon, Ed.D.

Craig Witherspoon, Ed.D.
Superintendent

1616 Richland Street • Columbia, SC 29201 • Telephone: 803-231-7000

PLEASE SIGN THIS PAGE AND RETURN IT TO YOUR SCHOOL.

RECEIPT AND ACKNOWLEDGEMENT

_____ _____ _____

Student's Name (Please Print) **School** **Grade**

PARENT/GUARDIAN AND STUDENT ACKNOWLEDGMENT

Dear Richland One Parent(s) or Guardians:

Please read and discuss with your child the rules and regulations set forth in the Richland One Student Code of Conduct Handbook. Please sign this form and return it to your school on or before **September 2, 2016** or **within 15 school days if you enroll after the first day of school**.

Your signature and your child's signature acknowledge your receipt of this handbook and that you understand and consent to the responsibilities outlined in it.

The signature of the teacher/administrator acknowledges that he/she has reviewed and discussed the Student Code of Conduct with your child. This form will be kept on file at the school.

NOTE: FAILURE TO RETURN THIS ACKNOWLEDGEMENT WILL NOT RELIEVE STUDENTS, PARENTS OR GUARDIANS FROM THEIR RESPONSIBILITY TO KNOW THE CONTENTS OF THE STUDENT CODE OF CONDUCT HANDBOOK AND WILL NOT EXCUSE ANY STUDENT'S NON-COMPLIANCE WITH THE STUDENT CODE OF CONDUCT.

_____

Parent/Guardian (PLEASE PRINT)

_____ _____

Parent/Guardian Signature **Date**

_____

Student (PLEASE PRINT)

_____ _____

Student Signature **Date**

TEN ESSENTIAL CHARACTER EDUCATION TRAITS

The following character traits are essential for students to prepare for greatness. These traits should be modeled and maintained by adults and students. Each month a character trait will be featured by the school.

TRAIT	DEFINITION
Respect	To show high regard for authority, other people, self and country
Honesty	To always be fair and straightforward in conduct
Cooperation	To play together or work well with others to accomplish a common goal
Citizenship	To be actively engaged in demonstrating pride and responsibility in self, school, community and country
Responsibility	To be held accountable for your own actions
Self-Discipline	To demonstrate the ability to control yourself in all situations
Caring	To demonstrate concern through kindness and acceptance while meeting the needs of self and others
Kindness	To be considerate, courteous, helpful and understanding of others' feelings
Fairness	To play by the rules, to be open-minded to the viewpoints of others
Dependability	To be counted on and trusted

INTRODUCTION

The Richland One Board of School Commissioners believes that it is the responsibility of students, parents and staff to see that students attend school and conduct themselves in an appropriate manner. Discipline is a shared responsibility, and student behavior is important to the entire education process. Without it, teachers cannot teach and students cannot learn. All students are required to follow rules established by the district and each school.

Students, parents/guardians and staff will be treated with consistency under the guidelines outlined in the *Richland County School District One Student Code of Conduct*.

Everyone is entitled to a safe, secure, orderly environment in which to learn and work. The rules and regulations presented in this handbook are designed toward that end and are effective during the following times and places:

- On school property
- Waiting for the school bus at designated stops
- Going to and from school
- On a school bus or other school vehicle
- Participating in or attending authorized district or school-sponsored or school-related activities including, but not limited to, field trips, conferences, athletic events
- At any time or in any place (including off school property and during non-school hours) where student conduct has a direct effect on the school's ability to maintain an orderly and safe learning environment

When used in this handbook, the word "parents" will include either the parent or the student's legal guardian, and the word "principal" will include any administrator or the principal's designee (a certified administrator hired by the district as an administrator).

Students, parents and staff are encouraged to become familiar with the rules and regulations in this handbook. If you have any questions, please contact your school's principal or the Ombudsman's Office at (803) 231-7496.

SECTION I
RIGHTS AND RESPONSIBILITIES OF STUDENTS

RIGHTS

Students have the right:

- To be empowered to achieve their potential and dreams.
- To pursue a successful education in a safe environment without disruption.
- To receive fair and equitable treatment without discrimination in every aspect of the educational system.
- To be given the opportunity to be heard as well as have witnesses and/or an advocate speak on one's behalf.
- To discuss educational concerns with teachers and/or other school staff at appropriate times.
- To be informed of student responsibilities, rights and discipline policies.
- To be treated respectfully and as an individual.
- To expect learning to be relevant to life.
- To equitably participate in courses and co-curricular activities that promote individual skills and talents.
- To be transported in a safe manner.

RESPONSIBILITIES

Students have the responsibility:

- To abide by South Carolina Compulsory Attendance Laws.
- To resolve problems and issues while treating everyone with dignity and respect.
- To become productive citizens.
- To respect the personal, civil and property rights of others.
- To dress appropriately and develop a sense of responsibility for personal choices.
- To arrive on time and bring materials.
- To follow conduct guidelines adopted by Richland County School District One.
- To comply with any staff member's request to obey school and bus rules.
- To inform a school official of concerns and issues.

RIGHTS AND RESPONSIBILITIES OF PARENTS

RIGHTS

Parents have the right:

- To be treated respectfully.
- To expect school to be a safe place for learning.
- To view their records and visit schools and/or district facilities in accordance with Board policies and state and federal laws.
- To be informed and receive explanations of academic progress and behavior.
- To be consulted as soon as possible when decisions are made that affect one's child.
- To request and be granted conferences with school personnel.
- To be informed of the Student Code of Conduct and appeal process.
- To be informed of their right to appeal discrimination to the Title IX coordinator.

RESPONSIBILITIES

Parents have the responsibility:

- To abide by South Carolina Compulsory Attendance Laws.
- To teach and model self-discipline, respect for authority and the rights of others.
- To communicate an expectation to achieve in every class.
- To act in a courteous and responsible manner in all school-related activities.
- To support school staff in improving student learning and behavior.
- To maintain communication with the school and provide accurate contact information, especially their emergency phone number and home address.
- To praise children for effort, improvement and achievement.
- To respond quickly upon notification from their child's school.
- To participate in student/parent conferences and inform school of concerns and issues.
- To address issues and concerns at the appropriate level.

RIGHTS AND RESPONSIBILITIES OF STAFF

RIGHTS

Employees of Richland County School District One have the right:

- To be treated with dignity, courtesy and respect.
- To work in a positive atmosphere conducive to learning and teaching.
- To be present at student/parent conferences.
- To be involved in the decision-making process for the school district.
- To work in partnership with others.
- To have a safe working environment.
- To be provided with resources necessary to carry out responsibilities.
- To participate with parents, community and staff in school decisions.
- To work in an atmosphere free from verbal or physical threats and abuse.

RESPONSIBILITIES

Employees of Richland County School District One have the responsibility:

- To accept shared responsibility for safety of students throughout the school building and property.
- To respect the rights, dignity and confidentiality of students, parents, guardians and other staff.
- To be proactive toward resolving issues.
- To establish an environment conducive to student learning.
- To inform and consult parents in assessing the needs and progress of students in accordance to grading guidelines.
- To be responsive to student needs.
- To provide learning for students in an equitable manner.
- To act in a courteous and responsible manner in all school-related activities.
- To be fair, equitable and consistent in all interactions.

Acceptable Use Policy of Information Systems
(Policy IJNDB-R)

STATEMENT OF INTENT

Richland County School District One provides an electronic network and Internet access to enhance your educational experiences. Access to electronic and web-based resources is available through classrooms, media centers, computer labs and home computers. Through active learning experiences, students are expected to develop appropriate information literacy skills to ensure effective use of the wide variety of tools available through the network. As a network user, you are required to participate in Acceptable Use Policy training and always follow these important practices.

E-mail accounts are available to students in grades 3-12, unless denied by parents/guardians. All e-mail messages and electronic files created or stored using district resources are property of the district. Policy IJNDB and this Administrative Rule fully outline the district's intent, expectations, users' responsibilities and penalties regarding the network and its associated components.

Compliance with this policy is mandatory and includes access and use of the district information system and all peripheral devices for printing, storing, archiving and duplicating information regardless of location.

Use of the system carries a limited privacy expectation for all activities and files by all users. Parents have the right at any time to request in writing to see the contents of student e-mail and stored files.

Be aware that personal files are discoverable under the State of South Carolina's Freedom of Information Act (FOIA). Richland One has the right to place restrictions on the material accessed or posted through the system.

Access to and use of the district system is provided as a privilege, not a right. All violations of the Acceptable Use Policy and its associated Administrative Rule will be investigated and will result in one or more of the following consequences:

- Limiting, suspending or canceling use and access to the system
- Applying penalties in accordance with the Student Code of Conduct
- Levying fines and payments for damages, repairs and hardware replacement
- Application of civil or criminal liability under other applicable laws
- Expulsion

DISCLAIMER OF LIABILITY

The district makes no warranties of any kind, either expressed or implied, that the functions of the services provided by or through the district system will be error-free or without defect. The district will not be liable for the users' inappropriate use of the district's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district will not be responsible for ensuring the accuracy or usability of any information found on the Internet.

ACCEPTABLE USES

Student e-mail is limited to use for educational purposes. The term "educational purpose" includes classroom activities, career development, completing applications to colleges and universities, and other high-quality discovery activities as determined by the school district. Non-classroom activities, such as using e-mail to communicate with prospective colleges or universities, will at no time take precedence over classwork. For school-related business, you may download text and other non-executable files attached to e-mail messages. You are encouraged, where possible, to download large files during off-peak hours. You will check your e-mail frequently, delete unwanted messages promptly and stay within your e-mail quota. Be aware that e-mail may be deleted by system administrators at any time. You can subscribe only to high-quality discussion group mail lists at the direction of your teacher that are relevant to your education or career development. Your right to free speech, as set forth in the *"Student Code of Conduct"* applies also to using e-mail and any other form of online communication. This student e-mail system is considered a limited forum, similar to the school newspaper, and therefore the district may restrict your speech.

You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Report any problems immediately.

PROHIBITED USES

Students who violate the terms of the Acceptable Use Policy or otherwise misuse the technology resources provided will be subjected to disciplinary action for a Level II offense as outlined in Section IV-I (Other Unlawful Activities) of the Richland One Student Code of Conduct. Specific prohibitions include:

- Using e-mail account for commercial purposes or political activities
- Posting chain letters or engaging in spamming
- Using e-mail for personal use, with the exception of contacting a parent/guardian for school-related or emergency purposes
- Posting personal contact information about yourself or other people (name, address, telephone, address)
- Agreeing to meet with someone you have met online without parent's/guardian's approval
- Not promptly disclosing to your teacher or other school officials any message received that is inappropriate
- Attempting to gain unauthorized access to the system or performing unauthorized functions
- Accessing another person's files
- Deliberately attempting to disrupt the information system, destroying data or spreading viruses
- Engaging in other illegal acts, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, threatening the safety of a person in an intentional or joking manner
- Sharing account information, IDs and passwords with others
- Downloading or running executable files attached to e-mail or using portable data storage devices which contain viruses or in any other way knowingly spreading computer viruses
- Using inappropriate language in public and private messages, stored files and materials on web pages
- Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or gang-related language or symbols
- Posting information that could damage or a disruption to the system
- Engaging in personal attacks or harassing another person
- Knowingly or recklessly posting false or defamatory information about another person or organization

- Accessing material that is profane, obscene, pornographic or sexually explicit, that advocates illegal acts or that advocates violence or discrimination towards other people (hate literature)
- Reposting a message that was sent to you privately without the author's permission or other activity of the information system that causes a disruption.

SOCIAL MEDIA

Richland County School District One respects the rights of its students to use social media and networking sites, message boards and forums, as well as personal websites and blogs, but it is important that a student's personal use of these sites does not damage the student's reputation or the reputation of other students or staff, pose a threat to their safety or the safety of others, and/or lead to criminal prosecution. Students should refrain from using social media to commit bullying, to post illegal activity or threatening messages, or to cheat or plagiarize. Students also should avoid posting confidential information. Parents and students should note that any such acts may lead to disciplinary action. Parents are strongly encouraged to monitor their children's Internet presence closely, and parents should understand that students are ultimately responsible for any statements disseminated from their individual social media accounts.

BUS AND BUS STOP RULES

Students are expected to observe the following rules and courtesies on the bus and at the bus stop. District officials reserve the right to assign seats to some or all students.

At the Bus Stop *(Responsibility, Respect, Self-Discipline, Citizenship)*
- Arrive at the assigned stop ten (10) minutes before bus pick-up
- Stand on the sidewalk or the edge of the street by the curb
- Stay off private property
- Do not stand on the traveled part of the road
- Be respectful and watchful of traffic
- Wait in a quiet and orderly manner
- Do not litter

When the Bus Arrives *(Responsibility, Respect, Self-Discipline, Citizenship)*
- Allow the bus to come to a complete stop
- Board the bus in a quiet and orderly manner

On the Bus *(Responsibility, Respect, Self-Discipline, Citizenship)*
- Remain seated at all times
- Cooperate with the driver and practice orderly conduct
- No profanity or obscene behavior
- No smoking
- No eating or drinking
- No vandalism (e.g. writing on seats, hole punctures, etc.)
- No body parts outside the bus
- No radio, tapes or electronic audio/video devices
- No live animals, except service animals
- No unsafe objects or weapons
- No throwing of items from the bus or on the bus
- No littering
- No tampering with emergency exits or other bus equipment

Leaving the Bus *(Responsibility, Respect, Self-Discipline, Citizenship)*
- Remain seated until the bus comes to a complete stop
- Leave the bus in an orderly manner
- Leave at your assigned bus stop
- Cross in front of the bus
- Leave the bus stop in an orderly manner

SECTION II
LEVEL I – MINOR OFFENSES

All Level I offenses will be handled at the building level by the principal or his designee and include, but are not limited to, the following:

1.01 **Horseplay –** behavior that does not include bodily injury *(Self-Discipline)*

1.02 **Refusal to Obey** (e.g., dress code, ID violation, etc.) *(Citizenship, Cooperation)*

1.03 **Disrespectful and/or Inappropriate Remarks or Gestures** (e.g., mocking, name calling, teasing, taunting) *(Respect, Kindness, Caring)*

1.04 **Class Cutting or Excessive Tardiness** *(Responsibility, Self-Discipline)*

1.05 **Failure to Identify Self Upon Request** *(Respect, Cooperation)*

1.06 **Use/Possession of Tobacco Products/Paraphernalia** – First Offense *(Self-Discipline)*

1.07 **Disruption of Class/Activity or Making Excessive Noises** *(Respect, Cooperation, Citizenship)*

1.08 **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)** *(Self-Discipline)*

1.09 **Use of profanity or gestures** *(Respect, Kindness)*

1.10 **Missing Detention or In-School Suspension** *(Responsibility, Dependability)*

1.11 **Inappropriate Displays of Affection** between students *(Respect)*

1.12 **Any other offense** that the principal (or designee) may reasonably deem to fall within this category *(Citizenship)*

INTERVENTIONS AND DISCIPLINARY RESPONSES – LEVEL I

For Level I offenses, the following may be implemented: parental contact and in-school conference assigned as warranted; in-school disciplinary actions, such as detention OR the assignment of reports related to the offense or work assignments (academic or community service to school) before or after school OR supervised in-school suspension; OR suspension for one (1) to five (5) days at the discretion of the principal (or designee). No student will be removed from the bus until a school administrator or transportation supervisor has made direct contact with the student's parent/legal guardian.

In cases where a range of possible levels of response is indicated, administrators are to determine the appropriate level by taking into consideration the circumstances of the incident and the student's age, grade, developmental level, intentionality and prior infractions.

These interventions may involve support staff, school-based and from within the broader community, and aim to engage the student's support system to ensure successful learning and consistency of interventions and to change the conditions that contribute to the student's inappropriate or disruptive behavior. **This is not an exhaustive list**.

- *Parent or guardian notification*
- *Restorative practices*
- *Mentoring*
- *Peer mediation*
- *IEP or 504 team referral/re-evaluation*
- *Development of Functional Behavioral Assessment (FBA) and Behavioral Intervention Plan (BIP)*
- *Referred to Student Support Services (i.e., counselor, social worker, etc.)*
- *Referral to after-school program*
- *Service to school (i.e., helper)*
- *Restitution*
- *Conflict resolution*
- *Community mediation*
- *Short-term behavioral progress reports*
- *Referral to District approved community organization*
- *Confiscation of material/equipment*
- *Development of student support team plan*
- *Loss of driving privileges*
- *Loss of parking privileges*
- *Warning*
- *Other interventions identified by staff*
- *Short-term suspension*
- *In-school suspension*
- *Out-of-school suspension*
- *Temporary removal from extracurricular/co-curricular programs or activities*
- *Shared responsibility*

Level I offenses may not be appealed beyond the school level.

LEVEL II – INTERMEDIATE OFFENSES

Level II offenses are considered to be a higher level of disruption than Level I. While interventions may still be utilized, consequences may include suspension from one (1) to ten (10) days at the discretion of the principal (or designee).

** May report to Law Enforcement.*

2.01 **Excessive and/or repeated disruption** or distraction of other students. *(Respect, Responsibility)*

2.02 **Defiance of a district employee's authority** – a verbal or non-verbal refusal to comply with a lawful and reasonable directive of a district employee. *(Respect, Responsibility)*

2.03 **Other Unlawful Activities** – A student may not disrupt, either intentionally or unintentionally, the orderly operation of the school by his involvement in any unlawful activities. *(Respect, Honesty, Citizenship, Responsibility)*

Some examples of such behavior include, but are not limited to, the following:

- Possessing or selling bogus or look-alike drugs
- Distributing unauthorized material
- Possession of obscene material or drug paraphernalia
- Bullying/cyberbullying (e.g., ethnic slurs, humiliating publicly, taking possessions)
- Violation of the Acceptable Use Policy (technology)
- Unlawful entry and/or exit of the school bus
- Possession/use of counterfeit currency

2.04 **Physical Contact with another Student –** A student may not intentionally cause or attempt to cause bodily injury to another student. This includes horseplay that results in bodily injury. This does not include incidental bodily contact. *(Respect, Responsibility, Self-Discipline)*

***2.05** **Threats –** A student may not make a serious threat (written, verbal or non–verbal) to do bodily harm to another person, members of his family, or damage his personal property. *(Respect, Self-Discipline)*

2.06 **Vandalism/Theft –** A student may neither willfully nor maliciously damage, steal, or destroy property belonging to another, including school or private property. *(Respect, Responsibility, Citizenship, Self-Discipline)*

2.07 **Disruption on a school bus** or at a school bus stop. *(Citizenship, Responsibility, Respect)*

Note: For disruption on school buses, the principal (or designee) may revoke bus-riding privileges without suspending the student from school. If a short period of revoked bus-riding privileges is not effective, the principal or designee may suspend the student for a Level II offense and/or extend bus revocation privileges. No student will be removed from the bus until a school administrator or transportation supervisor has made direct contact with the student's parent/legal guardian.

***2.08 Sexual Misconduct/Harassment –** Unwelcome sexual advances, sexual gestures or sexual favors and other verbal or physical conduct of a sexual nature where there is a pattern or harassing behavior or a single significant incident. Such conduct interferes with the student's education or creates an intimidating, hostile, offensive school environment. Sexual harassment may include, but is not limited to, verbal harassment, including sexually offensive comments or slurs; physical harassment, physical interference with movement or work; or sexually offensive comments or slurs; physical harassment, physical interference with movement or work; or visual harassment, such as sexually offensive cartoons, drawings or posters. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex. Repeat behavior, the age of the student(s) or the nature of the incident may result in this offense being a Level II or a Level III offense.
(Respect, Self-Discipline)

2.09 Assisting With or Encouraging Rule Violations – Any student who, by his/her presence or actions, assists or encourages another student or group of students to violate or attempt to violate any district or school rule, also will be held responsible for the violation. Some examples of behavior that would be considered a violation include, but are not limited to, the following: (1) encouraging others to fight or continue fighting by yelling or taunting, and (2) assisting with or purposely observing sexually improper actions. *(Honesty, Responsibility, Citizenship)*

***2.10 Fighting –** A student may not engage in the exchange of mutual, physical contact with or without injury. *(Respect, Citizenship, Responsibility, Self-Discipline)*

***2.11 Trespassing –** No student may come on any district property or to any district activities or functions on or off school facilities without the prior approval of the principal or for activities open to all students of the district. While under suspension or expulsion, a student may not come on the property of any school without prior approval of the principal. The first trespassing offense is a Level II offense. *(Citizenship, Responsibility)*

***2.12 Material Disruption –** A student's behavior or presence may notmaterially or substantially disrupt the orderly operation of school day or any school activity, even if this behavior occurs outside of the normal school setting. When behavior occurs outside the school setting, the district will determine whether such conduct may adversely affect the educational process or endanger the health, safety or morals of the remaining students and/or employees in the school district. An example of such behavior includes, but is not limited to, a student's involvement in criminal activity that occurred outside of school hours. *(Respect, Citizenship, Responsibility, Self-Discipline)*

2.13 Cheating/Misrepresentation – The willful or deliberate unauthorized use of the work of another person for academic purposes or unauthorized use of notes or other material in the completion of an academic assignment or test in addition to disciplinary responses, a student may receive no credit for the assignment, test or exam at the discretion of the teacher. The student has one level of appeal to a committee of three (3) from the following staff members: an Executive Director of Schools, Executive Director of Curriculum and Instruction, Director of Student Support Services or the Chief of Staff. *(Respect, Honesty, Citizenship, Responsibility, Fairness)*

2.14 **Possession of Gang-Related or Other Inappropriate Written Materials –** A student may not possess, distribute or display any written material that may affect the orderly operation of school and/or school bus or endanger the safety of any student, employee or any visitor of the district. *(Respect, Citizenship, Responsibility)*

2.15 **Gang-Related Activity or Behavior –** A student may not individually or collectively participate in any activities or behaviors related to gangs or other organizations that engage in unlawful or negligent behaviors. *(Respect, Citizenship, Self-Discipline)*

Note: Some examples include, but are not limited to, the following:

- Soliciting person(s) to engage in physical altercations against another person(s)
- Unauthorized use of electronic devices for the purpose of documenting, disseminating or transmitting gang activity, threats or planned unlawful behavior
- Wearing gang paraphernalia which may include colors or presentation of gang signs

2.16 **Violation of the Technology Resource Agreement** including, but not limited to, unauthorized use of a stand-alone computer system, computer network, Internet use or knowledge of restricted computer passwords; physical damage to any technology device or equipment. *(Responsibility)*

2.17 **Any other offense** that the principal (or designee) may reasonably deem to fall within this category *(Responsibility, Citizenship)*

INTERVENTIONS AND DISCIPLINARY RESPONSES – LEVEL II

For Level II offenses, the following may be implemented: parental contact and in-school conference assigned as warranted; in-school disciplinary actions, such as detention OR the assignment of reports related to the offense or work assignments (academic or community service to school) before or after school OR supervised in-school suspension; OR suspension for one (1) to ten (10) days at the discretion of the principal (or designee). No student will be removed from the bus until a school administrator or transportation supervisor has made direct contact with the student's parent/legal guardian.

In cases where a range of possible levels of response is indicated, administrators are to determine the appropriate level by taking into consideration the circumstances of the incident and the student's age, grade, developmental level, intentionality and prior infractions.

These interventions may involve support staff, both school-based and within the broader community and aim to engage the student's support system to ensure successful learning and consistency of interventions and to change the conditions that contribute to the student's inappropriate or disruptive behavior. **This is not an exhaustive list**.

- *Parent or guardian notification*
- *Restorative practices*
- *Mentoring*
- *Peer mediation*
- *IEP or 504 team referral/re-evaluation*
- *Development of Functional Behavioral Assessment (FBA) and Behavioral Intervention Plan (BIP)*
- *Referred to Student Support Services (i.e., counselor, social worker, etc.)*
- *Referral to after-school program*
- *Service to school (i.e., helper)*
- *Restitution*
- *Conflict resolution*
- *Community mediation*
- *Short-term behavioral progress reports*
- *Referral to District approved community organization*
- *Confiscation of material/equipment*
- *Development of student support team plan*
- *Loss of driving and\or parking privileges*
- *Warning*
- *Other interventions identified by staff*
- *Short-term suspension*
- *In-school suspension*
- *Out-of-school suspension*
- *Temporary removal from extracurricular/co-curricular programs or activities*
- *Shared responsibility*

LEVEL III - MAJOR OFFENSES

Level III offenses are considered safety violations and/or criminal misconduct. In all cases, the principal or designee, WILL refer the student to the Hearing Office. Students found in violation of a Level III offense are subject to long-term suspension or expulsion from Richland One schools. Restitution also may be required. The principal will notify appropriate law enforcement officials when a student violates Board policies concerning drugs, alcohol, weapons, physical harm to a person or threats of physical harm to a person. The school district reserves the right to proceed with action against any student charged with a Level III offense regardless of whether the student is criminally charged.

3.01 **Drugs** – possession, transfer, distribution, procurement, use or sale of drugs; consumption of drugs while at school, including over-the-counter and prescription medications, or attending school under the influence of illegal drugs or any other illegal or controlled substance. *(Responsibility, Citizenship)*

NOTE: If a student needs medication, including an over-the-counter medication, while at school, even on a temporary basis, the parent should contact the school to obtain the necessary permission form for use of medication at school pursuant to board policy.

3.02 **Alcohol** – possession, transfer, distribution, procurement, use or sale of alcohol beverages; attending school under the influence of alcohol beverages. *(Responsibility, Citizenship)*

3.03 **Arson** – intentionally damaging any real or personal property by fire or incendiary device. *(Responsibility, Respect)*

3.04 **Assault/Battery** upon a district employee – *(Respect, Responsibility, Citizenship)*

a) The actual unlawful touching or striking of a district employee intentionally
b) The actual unlawful touching or striking of a district employee during the course of a physical altercation between students; or the causing of bodily harm to a district employee, visitor or volunteer

3.05 **Aggravated Assault/Battery** – intentionally causing bodily harm, disability or permanent disfigurement, or use of a deadly weapon. *(Respect, Responsibility, Citizenship)*

3.06 **Theft** – the act of stealing, the taking and removing of personal property with intent to deprive the rightful owner of it: an unlawful taking (as by embezzlement or burglary) of property. *(Respect, Responsibility, Citizenship)*

3.07 **Illegal School Entry** – breaking, entering or remaining in a Richland One structure or conveyance without justification. *(Responsibility, Respect, Citizenship)*

3.08 **Vandalism** – intentionally or recklessly causing damage to or defacing school or personal property or such action causing disruption to the educational process and/or school activities *(Respect, Citizenship, Responsibility)*

3.09 **Firearms** – any device designed, made or adapted to expel a projectile through a barrel by using the energy generated by explosion or burning substance or any device readily convertible to that use *(Respect, Citizenship, Responsibility)*

NOTE: Possession of a firearm on school property or within 1000 feet of a school campus violates federal and state laws. Such laws apply to all persons while on school property. It is the School Board's policy to require the expulsion or suspension from school for a period of not less than one calendar year for any student who is determined to have brought a firearm to school.

3.10 **Possession of weapons** – including, but not limited to, a switchblade knife; box cutter; metallic knuckles; tear gas gun; BB gun; stun gun; paintball gun; pellet gun; chemical weapon or device, including mace or pepper spray; firearm replicas or any other weapon, instrument, or object which is used in a threatening manner and is seen by the individual being threatened as capable of causing physical harm. *(Responsibility, Respect, Citizenship)*

3.11 **Bomb threat** – any such communication directed at any Richland County School District One facility that has the effect of interrupting the educational environment. *(Responsibility)*

3.12 **Explosives, ammunition (bullets) or fireworks** – preparing, possessing or igniting on school property explosives likely to cause injury or property damage. *(Respect, Citizenship, Responsibility)*

3.13 **Sexual Assault –** any sexual act directed against another person, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent – this definition includes, but is not limited to, forcible rape, forcible sodomy or forcible rape with an object. *(Respect, Caring)*

3.14 **Sexting –** the act of sending sexually explicit messages or photos electronically, primarily between, but not limited to, cell phones or the Internet. *(Respect, Caring)*

3.15 **Gang Affiliation –** any major disruption of the educational process caused by the wearing of apparel, possession of writings or drawings, the performance of gestures or signals, or the altering of one's physical appearance which may indicate affiliation with a gang, secret organization or other social group whose presence on school grounds poses a threat to the educational environment. This will apply to any group not officially sanctioned and/or authorized by the school system. (*Respect, Citizenship, Responsibility)*

3.16 **Trespassing** – No student may come on any district property or to any district activities or functions on or off school grounds without the prior approval of the principal or for activities open to all students of the district. While under suspension or expulsion, a student may not come on the property of any school without prior approval of the principal. The first trespassing offense is a Level II offense. Any subsequent trespassing violation is a Level III offense. *(Respect, Responsibility)*

3.17 **Major Disruption of the Educational Environment** – any participation in a major disruption that places students, staff or the educational process at risk, or that results in destruction or damage to public or private property or causes personal injury to participants or others. *(Respect, Responsibility, Citizenship)*

a. Inciting a major student disruption – Leading, encouraging or promoting a major disruption through:
   - Words or actions
   - Video recording a fight
   - Interfering in a fight
   - Refusal to comply
   - Any other offense that may fall within this category

b. Disruption on the bus to include, but not limited to:
   - Throwing objects at the bus driver
   - Throwing objects from the bus

3.18 **Unjustified activation of a fire alarm or fire extinguisher system.** *(Responsibility)*

3.19 **The UNAPPROVED use of electronic devices during school hours.** *(Responsibility)*
This offense includes, but is not limited to, the following:
- Illegal or inappropriate purposes
- Cyberbullying
- Taking pictures/videos of students and school employees
- Placing pictures/videos on any form of media without authorization of the principal

3.20 **Improper use or sabotage of a computer or computer system or any other communication system** resulting in damage to any part of the unit, data modification, disclosure of restricted information, major disruption in the educational process or the introduction of unauthorized software into the computer system including, but not limited to, pornography, hate crimes and any other offense that may fall within this category. *(Responsibility)*

3.21 **Repeated defiant or disruptive behavior** provided there is written documentation of:
- All Level I and II suspensions and resultant parent conferences
- The involvement of Student Support Staff
- Implementation of a behavior program (i.e., RTI program)
- Behavior Intervention Plan (IEP/504) to include at least two documented revisions of a RTI plan or the IEP or an accumulation of three (3) or more Level II offenses with documented interventions as noted above
- Review of all current grades, discipline and attendance *(Respect and Responsibility)*

3.22 **Threat to a district employee** – a threat to do serious bodily harm or violence to a district employee by word or act; a threat to kill, maim or inflict serious bodily harm; a threat to inflict harm involving the use of any weapon, explosive, firearm, knife, prohibited object or other object which may be perceived by the individual being threatened as capable of inflicting bodily harm; any threat in the form of a "hit list," written statement or communication indicating a plan or intent to do violence to another; cyberbullying. *(Respect, Responsibility, Citizenship)*

3.23 **Aggravated bullying, threat, harassment or intimidation** of a student or hate crimes – a threat to do serious bodily harm or violence to another student by word or act; a threat to kill, maim or inflict serious bodily harm; a threat to inflict harm involving the use of any weapon, explosive, firearm, knife, prohibited object, or other object which may be perceived by the individual being threatened as capable of inflicting bodily harm; any threat in the form of a "hit list," written statement or communication indicating a plan or intent to do violence to another; cyberbullying. *(Respect, Responsibility, Citizenship)*

3.24 **Gambling** – any participation in games of chance, including playing cards or dice games, for money and/or other things of value. *(Respect, Responsibility, Citizenship)*

3.25 **Interference with school personnel in the performance of their duties in an unsafe situation** *(Respect, Responsibility, Citizenship)*

- Refusal to comply with the lawful request of school officials
- Breaking up fights and
- Using cell phones to contact peers, family members about the altercation

3.26 **Any other offense that the principal (or designee) may deem to fall within this category** *(Responsibility)*

INTERVENTIONS AND DISCIPLINARY RESPONSES – LEVEL III

PRE-KINDERGARTEN – GRADE 12

The disciplinary response for the commission of a Level III offense may be removal from school. This may include the remainder of the school year and/or the next school year. This determination is made as a part of the student hearing process.

The principal (or designee), after reviewing the allegations and evidence against a student and giving the student the opportunity to respond to the allegations, is initially responsible for deciding that a Level III offense has been committed. Once that determination has been made, the principal (or designee) will give the student a suspension notice containing a written statement of the charges (and a statement of mitigating or extenuating circumstances, if any) and will refer the student to a hearing officer. If the hearing officer determines, based on facts and evidence presented at the hearing, that the student committed a Level III offense, the student may be subject to expulsion.

If, however, there are mitigating or extenuating circumstances, the hearing officer will separately state those circumstances and may consider them in deciding appropriate disciplinary action. Mitigating or extenuating circumstances include, but are not limited to, the absence of severe personal injury, the absence of extensive property damage, identified disabilities, including lack of English proficiency, which may require the need to provide English as a Second Language services or interventions at the local school level, and no prior record of a Level III offense.

Students assigned to alternative programs for disciplinary reasons are not eligible to participate/attend in any activities of any school other than their assigned school/program. Students who are candidates for promotion/graduation ceremonies who are found guilty of a Level III offense during their last grading period of study may be subject to exclusion from all promotion/senior activities including, but not limited to the prom, senior picnic, honors and awards day, and the graduation ceremony.

Students may be allowed to attend and be assigned to an alternative school under the conditions set forth by the Board of School Commissioners 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 the alternative school and decline, students under the age of 17 will be deemed truant and in violation of the South Carolina Compulsory School Attendance Law.

SECTION III
SUSPENSION PROCEDURES

PROCEDURES FOR SHORT-TERM SUSPENSIONS

A student accused of misconduct, which (in the opinion of the principal/designee) would require a short-term suspension from school, will be afforded the procedure below. A student must be given an opportunity to complete assignments, take textbooks home and take major tests or exams missed during the period of suspension (within three days of returning from suspension). Detailed steps in the process are as follows:

1. The student must be told by the principal/designee the reason for the consideration of suspension.

2. The student must be given the opportunity to have an informal hearing with the principal and to present their version of events and identify witnesses to the incident. The informal hearing typically will occur immediately after the student is informed of the charges, but may be delayed if the student's continued presence on the campus is a safety concern.

3. The principal/designee will make a determination as to whether a student is guilty of the misconduct and, if so, what disciplinary response will be imposed. Initial notices to impose suspension may be communicated verbally to the parent; written notification must follow.

4. The principal/designee will report each suspension in writing to the student's parent/guardian. This report will be sent to the parent by email, regular mail or other reliable means by the end of the day of the suspension when reasonably possible; otherwise, it must be sent within 48 hours. Reasonable effort will be made prior to the start of the suspension. If parents of guardians cannot be reached prior to the start of the suspension, the principal/designee may determine the start of suspension, but continued reasonable efforts will be made.

5. At the discretion of the principal/designee, a written behavior contract may be required upon the return of the student to the school. Students and/or parents may be required to attend classes or workshops conducted by the district or partnering agency or entity as a means of preventing similar behavior in the future.

A student who is suspended out of school cannot attend school during the daytime or at night, cannot ride a school bus, cannot be present at any school district facility or activity and cannot participate in extracurricular activities. During the time of a school bus suspension, parents are responsible for transporting the student to and from the alternative school. Students are expected to attend school while on suspension from the bus.

SUMMARY SUSPENSION

If the principal sees or is advised of any major student misbehavior and concludes the student should be removed from school immediately to restore order or to protect others at school, she/he may summarily suspend the student up to two (2) school days. In these cases, the principal does not have to investigate the matter first. However, by the end of the second school day following the summary suspension, the principal should have investigated the matter and determine what, if any, additional suspension days, not to exceed a total of 10, are appropriate. Parents will be notified of the principal's decision.

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

LIMITS TO SUSPENSION

A student may not be suspended for more than a total of 30 school days in one school year. A principal may not suspend a student from school during the last 10 days of the school year if the suspension would result in the loss of course credit, unless the appropriate executive director approves, if the student is an actual threat to the class or school, or a hearing (conducted by the Chief of Teaching and Learning, Executive Director of Schools, and Director of Student Support Services) is granted by the end of the next school day following the suspension.

Expulsion is the most severe punishment a school system may use. In certain cases, the Board may permanently expel a student. For example, a student who is determined to have brought a firearm to school, as defined in Section §59-63-235 of South Carolina's Code of Laws, will be expelled for a period of not less than one calendar year (365 days). Expelled students may not enroll in or attend any educational program operated by the school district.

PROCEDURES FOR FORMAL DUE PROCESS HEARINGS

A principal (or designee) may suspend a student for a Level III offense by complying with the procedures for suspension by a principal (or designee) and notifying the parent(s) that the student is suspended with a recommendation for long-term suspension to the Hearing Office.

1. The Hearing Officer will give the student and the student's parent(s) or guardian verbal or written notice of the charge or charges against the student before a hearing. The hearing officer will normally conduct a hearing within five (5) to ten (10) school days from the date of receipt of the suspension notice from the school.

2. The student's parent or legal guardian must appear with the student at the hearing. Rescheduling must be requested **at least two (2) school days before** the hearing time; otherwise, hearings will be held as scheduled regardless of the attendance of the parent/guardian or student. Due to scheduling requirements, a delay of no more than 15 minutes can be allowed for a tardy parent/guardian/student.

3. A school hearing is an administrative proceeding. The parent/legal guardian should notify the Hearing Office within two (2) school days if they are bringing an attorney to the hearing.

4. The Hearing Officer reserves the right to admit or deny the presence of any person in the hearing conference, other than the student and the student's parent or legal guardian. Documentation of legal guardianship will be required.

5. At the hearing, the Hearing Officer will give the student an opportunity to admit or deny the offense or offenses.

6. If the student denies the offense or offenses, he/she will be given an explanation of the evidence on which the offenses are based and an opportunity to explain his/her version of the facts.

7. The Hearing Officer must allow all parties to call witnesses. The witnesses have a right to privacy.

8. 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.

9. After following the above procedures, the hearing officer, based on all facts presented in writing and orally, will decide whether the student did or did not commit an offense, what offense, if any, was committed and the appropriate punishment. The hearing officer will prepare a written decision that will include the offenses against the student; the time, date and location of the hearing; a summary of the evidence presented at the hearing; the conclusions drawn from the evidence; and the disposition of the case.

10. The Hearing Officer may require restitution for damages to the school board for personal property.

11. A recording will be made of the hearing and will be kept in the Hearing Office 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 Hearing Office. No other parties may record the hearings.

12. At the Hearing Officer's discretion, based upon the information presented at the hearing, one of the following district-level sanctions (listed from least to most severe) may be imposed (not an exhaustive list):
    - Written warning or probation contract and return to school
    - Probation contract and/or assignment to support program and return to school
    - Short-term suspension (1-10 school days)
    - Short-term placement (11-45 school days) in an alternative program on probation contract
    - Long-term suspension (30 school days)
    - Long-term placement (45+ school days) in an alternative program on probation contract
    - Expulsion (up to 365 days)
    - Other sanctions **South Carolina laws may have prescribed consequences for certain offenses.*

APPEALS PROCESS

If, after a conference with the principal, the parents believe the student's suspension was unjustified, an appeal of the suspension may be made to the Hearing Office. The parent(s)/guardian must request the appeal in writing within three (3) calendar days after the principal's conference advising why it believes that the suspension was unfair.

The decision of the hearing officer may be appealed to the school board if a written notice of appeal is made to the superintendent within 15 days of notification of the hearing officer's decision. An appeal will be limited to the established record, and no new testimony will be allowed.

If the board denies a request to return to school, the student may submit another request for the following year.

ALTERNATIVE PLACEMENT AND EXPULSION

ALTERNATIVE PLACEMENT CONDITIONS

Students may be allowed to attend an alternative school 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 the alternative setting 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 an alternative school or program.

2. Students offered an alternative placement may be readmitted to a traditional Richland One school after the period of placement 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. The student, however, will continue to receive an appropriate part of his special education program in an alternative setting pursuant to federal and state laws.

EXPULSION CONDITIONS

1. A student may not receive course credit for the semester and/or year in which the expulsion occurs.

2. 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.

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

Due process proceedings will be provided for the student in determining if the misconduct has occurred (in accordance with procedures for expulsion), and the ultimate administrative decision regarding permanent expulsion will lie with the school board. (S.C. Codes Ann. §59-63-240; §59-63-210)

REINSTATEMENT PROCEDURES

1. **Students Entering Richland One 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 Richland One from another district in which the student has a discipline record, must report to the Hearing Office for appropriate placement.

   After reviewing the student's records and conferring with appropriate staff, the Director of Student Support Services 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 an alternative program
   - 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 Richland One Schools**
   - All students who have been expelled must submit a written request to the Hearing Office in order to return to school. This request must be made at least 30 school days before the beginning of the school year or the second semester, as the case may be. The request must state, in detail, why the student should be allowed to return to school.
   - All students returning from expulsion will be placed on probation for a one-year period, the terms of which 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 Richland One**
   - 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 the academic year in which the sanction was imposed by the Hearing Office.
   - All students returning/entering schools in Richland One 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.

REQUEST FOR TRANSFER REVOCATION APPEAL

A student's transfer may be recommended for revocation by the principal for repeated consequential violations of the Student Code of 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 Hearing Office. 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 Hearing Office is final.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Richland County School District One follows the provisions as outlined in the South Carolina Department of Education, Office of Exceptional Children's guide entitled Special Education Process Guide for South Carolina (Revised March 20, 2013) and according to any subsequent revisions. This guide is posted on the Special Education Department's page on the district's website.

The Individuals with Disabilities Education Act (IDEA) allows the parents of a child who has not been determined eligible for special education and related services to assert IDEA protections, including the use of due process, in circumstances when the LEA/District had knowledge that the child was a child with a disability before the occurrence of the behavior that caused the disciplinary action. (34 CFR § 300.534(a)

When a child with a disability violates the LEA/Student Code of Conduct, that behavior could result in suspension or expulsion. Such removals from school are subject to the disciplinary provisions of special education law. Therefore, the LEA/District officials must consider suspension and expulsion for children with disabilities very carefully.

A student defined under IDEA as having a disability or a student defined under Section 504 as having a handicap may not be suspended for more than 10 school days unless an IEP or a 504 school-based team of professionals who have knowledge of the student and the handicapping condition meets to first determine that the behavior is not a manifestation of the student's disability/handicap. In such cases, if suspension is imposed, the Individual Education Plan (IEP) team is obligated to provide an educational program for students with disabilities as defined in the Special Education Process Guide for South Carolina. A student with a disability may be removed by school/district administrators to an interim alternative education setting for 45 school days for drugs, weapons and serious bodily jury offenses. The district may not be obligated to provide services in an alternative setting for Section 504 students.

ATTENDANCE & TRUANCY

1. **Attendance**
   Each student is expected to attend all scheduled classes and activities every day he/she is present at school, except when excused. A student who reports to his/her assigned school but fails to attend all scheduled classes and activities, except when excused by a teacher or administrator, is subject to discipline under Section IV, Level I-(D), "Class Cutting."

2. **Responsibility After an Absence**
   Any time that a student is absent, the parent or guardian must provide a written note to school satisfactorily explaining the absence. A satisfactory note from a parent or guardian meets the following state guidelines:
   - Illness
   - Death in the immediate family
   - Inclement weather (as determined by the principal or designee) which would be dangerous to the life and health of the child
   - Recognized religious holiday of the student's faith
   - Legal quarantine
   - Emergency conditions as determined by the principal; or
   - Prior permission of the principal and consent of the parent or guardian

   The note or doctor's excuse must be sent to school ***within two (2) days*** of the student's return to school to be counted as an excused absence.

3. **Absences - Filing Truancy Petitions**
   A child, at least 6 years old but not yet 17, who has three unexcused absences in a row or a total of five (5) unexcused absences at any point in the school year, is truant and in violation of the South Carolina Compulsory School Attendance Law.

   The following steps will be taken by the principal or his/her designee:

   - Notify the parents in writing to report to the school to complete an Attendance Intervention Plan as mandated by law. Failure to follow the Attendance Intervention Plan will result in the parent being notified via certified mail that a petition is being filed in Richland County Family Court.
   - Complete all portions of the petition, obtain the principal's signature and have the document properly notarized.
   - Attach a copy of the student's Attendance Intervention Plan, discipline records, grades, attendance record, staff affidavits and all court-mandated forms.
   - Send the original petition, three copies and all attachments to the Office of the Solicitor of the Fifth Judicial Circuit Court.
   - Keep a copy of the petition and all attachments in the school's attendance office and send a copy to the district's Office of Social Work Services.

4. **Contempt of Court Affidavits**

If it is determined that a student or his parent has violated a court order to attend school, the following steps will be taken by the principal:

- Complete the contempt affidavit charging the parents with contempt of court, signed by the principal and properly notarized
- Attach an up-to-date certified copy of the student's discipline records, grades, attendance record and all court-mandated forms
- Send the original contempt affidavit and three copies of all attachments to the Office of the Solicitor Fifth Judicial Circuit Court
- Keep a copy of the contempt affidavit and all attachments in the school's attendance office and send a copy to the district's Office of Social Work Services

5. **Granting High School Credits**

The school year consists of 180 school days. High school students or students in middle school taking courses for graduation credit can have only three unexcused absences during 45-day courses, five unexcused absences during 90-day courses and 10 unexcused absences during 180-day courses to earn course credit.

Excessive class absences should be noted on the student's interim report and followed up with additional communication during the year when students are in danger of not receiving credit due to excessive absences. A "failure/no credit notification" will be sent to parents/legal guardians for each course a student is failing or for which he/she is not receiving credit along with the reason(s) for failing or not receiving credit indicated. The correspondence also must inform the parent/guardian of attendance and credit recovery options that are available to the student through the school and district. This information will be mailed on the last day of classes for semester and year-long courses.

In cases where high school credit has been denied due to attendance regulations, students and their parents/legal guardians must be informed they may submit an appeal of the school's decision to the Executive Director of their school. A committee consisting of an Executive Director of Schools, the Executive Director of Curriculum and Instruction, and the Director of Student Support Services will review the appeal request. This appeal must be in writing and must be filed within four (4) working days after the last day of the semester/year. The appeal should be heard within 10 work days of the end of the semester/year. The Executive Director of Schools will inform schools of the documents/procedures necessary to expedite such appeals. The Executive Director's decision will be final.

SECTION IV
SELECTED BOARD POLICY INFORMATION

1. IJNDB Acceptable Use of Information Systems
2. JFABC Student Assignments and Transfers
3. JIAA Student Sexual Discrimination and Harassment
4. JICA Student Dress Code
5. JICFAA Harassment, Intimidation or Bullying
6. JICI Weapons in Schools
7. JICK Student Behavior During Testing
8. JII Student Concerns, Complaints and Grievances
9. JKA Corporal Punishment
10. JKD Suspension of Students
11. JKE Expulsion of Students
12. JIH Student Questions, Searches and Arrests
13. JLCD Assisting Students with Medication

All policies and administrative rules may be accessed from the district's website: www.richlandone.org

SECTION V
SELECTIONS FROM S.C. CODE OF LAWS AND REGULATIONS

1.	Section 16-3-1040.	Threating life, person or family of official or public employee; punishment.
2.	Section 16-7-170.	Entering public building for purpose of destroying records or other property.
3.	Section 16-17-420.	Disturbing schools; summary court jurisdiction.
4.	Section 16-23-420.	Possession of firearm on school property, concealed weapons.
5.	Section 16-23-430.	Carrying weapon on school property; concealed weapons.
6.	Section 44-53-445.	Distribution of controlled substance proximity of school.
7.	Section 59-63-210.	Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; expulsion, suspension, or transfer.
8.	Section 59-63-217.	Barring enrollment of student; grounds; notice and hearing; duration of bar.
9.	Section 59-63-220.	Suspension of pupils by administrator.
10.	Section 59-63-230.	Notices of suspensions; conferences with parents or guardian.
11.	Section 56-63-235.	Expulsion of students determined to have brought firearm to school.
12.	Section 59-63-240.	Expulsion for remainder of year; hearings.
13.	Section 59-63-250.	Transfer of pupils.
14.	Section 59-63-260.	Corporal punishment.
15.	Section 59-63-280.	Paging device: defined; adoption of policies addressing student possession.
16.	Section 59-63-1110.	Consent to search person or his effects.
17.	Section 59-63-1120.	Searches by school administrators or officials with or without probable cause.
18.	Section 59-63-1130.	Searches by principals or their designees.
19.	Section 59-63-1140.	Strip searched prohibited.
20.	Section 59-63-1300.	Alternative school programs established.
21.	Section 59-63-1320.	Referral or placement of students in alternative school programs.
22.	Section 59-65-50.	Non-attendance reported to court having jurisdiction of juveniles.
23.	Section 59-65-60.	Procedures upon receipt by court of report of non-attendance.
24.	Section 59-65-80.	Enrollment or attendance of expelled or suspended child not authorized.
25.	Section 59-67-240.	Other duties of driver; discipline of pupils for misconduct.
26.	Section 59-67-245.	Interference with operation of school bus; penalties.
27.	Section 63-19-2440.	Beer and wine purchase, consumption or possession.

R43-273	Transfers and withdrawals.
R43-274	Student attendance.
R43-274.1	At-risk students.
R43-279	Minimum Standards of Student Conduct and Disciplinary Enforcement Procedures to be implemented by Local School Districts.

R-Regulations

S.C. Code of Laws and Regulations may be accessed via the Internet from www.scstatehouse.gov/code/statmast.php

SECTION VI
GLOSSARY

ALTERNATIVE PROGRAM – An educational and rehabilitative program that provides an alternative for students having difficulty in a traditional school setting or facing long-term suspension or expulsion

ARSON – By means of fire, cause harm to property or any person or participate in or enable the burning of property of any person

BATTERY – Use of excessive force causing bodily harm to another person

BEHAVIOR MANANAGEMENT – Responding to, preventing and de-escalating disruptive behavior

BOGUS DRUG – Any substance represented to be a drug or alcohol

BOMB THREAT – Reporting to school, police or fire officials the presence of a bomb on or near school property without reasonable belief that a bomb is present on school property

BULLYING – Bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act that is reasonably perceived to have the effect of: (1) harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear or personal harm or property damage, or (2) insulting or demeaning a student or group of students causing substantial disruption in or substantial interference with the orderly operation of school. Bullying also may be referred to as harassment or intimidation.

BURGLARY – Unauthorized entry into a building that involves a theft

CONFERENCE – A meeting which may involve the student, parent, counselor and support services, transportation or administrative personnel

CYBERBULLYING – The use of electronic information and communication devices, such as e-mail, instant messages, mobile phones, pagers, message boards, chat rooms and defamatory websites, to bully or otherwise harass an individual or group through personal attacks or other means

DETENTION – Keeping a student before or after regular school hours for a reasonable time or detaining a student during school hours, such as lunch time (lunch will be provided)

DRESS CODE – A student will maintain personal attire and grooming standards that promote safety, health and acceptable standards of social conduct and that are not disruptive to the educational environment. (**SEE POLICY FOR DRESS CODE)**

DRUG PARAPHERNALIA – Any instrument, device, article or contrivance used, designed for use or intended for use in ingesting, smoking, administering or preparing marijuana, hashish, crack or cocaine

ELECTRONIC DEVICES – Access to and use of the district's computer network is provided as a privilege, not a right. All violations of the Acceptable Use Policy and Administrative Rule and related policies, including the Bring Your Own Device Policy (BYOD), will be investigated and will result in one or more of the following consequences:

- Limiting, suspending or canceling use and access to the district's computer network
- Applying penalties in accordance with the Student Code of Conduct
- Levying fines and payments for damages, repairs and hardware replacement
- Application of civil or criminal liability under other applicable laws
- Expulsion

Schools will not be responsible for lost, stolen or personal electronic devices.

EXPLOSIVES – Substances that burst forth, usually with a great deal of noise, such as fireworks, firecrackers, cherry bombs, etc. No one will possess, handle, transmit, conceal nor use any explosive device or substance that can be used as an explosive.

EXPULSION – The permanent revocation of a student's right to attend public schools

EXTORTION – Forcing another to act against his will; taking property from a person by force or threat of force

FELONY – A crime, typically one involving violence, regarded as more serious than a misdemeanor and usually punishable by imprisonment for more than one year or by death; it may include crimes such as rape, murder or burglary.

FIGHTING – The exchange of mutual, physical contact with or without injury. Without clear and convincing evidence that a participant attempted to avoid the confrontation, all parties will be disciplined.

GANG–RELATED BEHAVIOR – Participation in any activity that serves to advertise or promote gang activity, including (but not limited to) wearing and displaying jewelry, clothing, signs or other indications of a gang.

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

IEP - INDIVIDUAL EDUCATION PLAN – A legal document that defines special education services between the school district and the parents

IDEA - INDIVIDUALS WITH DISABILITIES EDUCATION ACT – A federal law that guarantees educational rights to all students with disabilities and makes it illegal for school districts to refuse to educate a student based on his or her disability.

INTERIM EDUCATIONAL PLACEMENT – A temporary school, alternative program, site or classroom assignment made by the hearing officer while a student is completing a rehabilitative or counseling program for drug/alcohol use or possession

LOCAL EDUCATION AGENCY (LEA) – A school district, board of education or other public authority under the supervision of a state educational agency having administrative control and direction of public elementary or secondary schools in a city, country, township, school district or political subdivision in a state

MANIFESTATION REVIEW – A meeting to determine whether a child's misconduct is a manifestation of his handicap or disability

IEP TEAM – A school-based team that determines whether a student's misbehavior is related to his/her handicap or disability

PROBATION CONTRACT – A behavioral contract developed by and monitored through the Hearing Office that outlines the terms under which a student facing, or reinstated from, expulsion is allowed to return to school

REPLICA GUN – A device that appears to be an operable firearm and is presented as being a real gun but lacks the ability to expel a projectile. Replica guns do not include obvious toy weapons

RESPONSE TO INTERVENTION (RtI) – The practice of providing high-quality instruction and intervention matched to student needs using learning rate over time and level of performance to make important instructional decisions. RtI involves the systemic use of assessment data to most efficiently allocate resources in order to improve learning for all students

RESTORATIVE PRACTICES – Alternatives to punitive responses

RESTITUTION – Repair or replacement of property or to pay a reasonable cost of repair or replacement

SECTION 504 – Refers to any individual under this 1973 federal law who has a physical or mental impairment that substantially limits one or more of such person's major life activities, has a record of such impairment or is regarded as having such an impairment

SEXUAL ASSAULT – Any sexual act directed against another person, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent – this definition includes, but is not limited to, forcible rape, forcible sodomy or forcible rape with an object

SEXTING – The act of sending sexually explicit messages or photos electronically, including but not limited to through cell phones or the Internet

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

SUSPENSION – The removal of a student from the school environment. The suspension becomes effective upon the notification of the parent/student or at the end of the school day. It may include one of the following types:

- **IN-SCHOOL SUSPENSION** – to remove a student from his/her regular class schedule for a designated time; the student is under adult supervision in a specific room within the building
- **SHORT-TERM SUSPENSION** – a suspension that lasts ten (10) days or less
- **LONG-TERM SUSPENSION** – a suspension that lasts beyond ten (10) days
- **SUMMARY SUSPENSION** – a suspension lasting up to two (2) days while the school makes a determination based on an investigation

THEFT – Taking property belonging to an individual or the school without permission, such as removing items from another's book bag or locker

TRESPASSING – Entering any school facility or going onto school property/bus without proper authority, including any school entry during a period of suspension or expulsion

VANDALISM – Intentionally or recklessly causing damage to or defacing school or property of others, or such action causing disruption to the educational process and/or school activities

WEAPON – Any device intended to cause injury or bodily harm; any device used in a threatening manner that could cause bodily harm or injury, or any device that is primarily used for self–protection because of its potential to cause bodily harm or injury – Weapons include, but are not limited to, any type of knife, any type of firearm, any type of replica or look–alike firearm, BB guns, chains, razors, clubs, mace or other chemicals, or gas, etc.