

BLACKVILLE-HILDA HIGH SCHOOL



Student & Parent Handbook Code of Conduct

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BLACKVILLE-HILDA HIGH SCHOOL

MISSION STATEMENT

With the support of our community, the mission of Blackville-Hilda High School is to create life-long learners who will have the ability to adapt to an ever-changing world.

VISION

Our vision is to prepare and motivate our scholars to be independent learners and critical thinkers who are successful for today and tomorrow.

BELIEFS

**Achievement comes from effort.
Respect fosters respect.
Family is the foundation of society.
Learning is a life-long process.
People are accountable for the choices they make.
Human beings can achieve excellence.
We are responsible to each other.
There is a Supreme Being.
Every human has potential.**

ALMA MATER

**With hearts filled with devotion;
Blackville-Hilda we sing.
All Tribute and honor
To thy halls we bring.
For years we have been striving,
Our best faithfully.
Here's our love, Blackville-Hilda
Forever to thee.**

SCHOOL COLORS

Maroon and Gold

SCHOOL MASCOT

Fighting Hawks

Blackville-Hilda High School

General information

1. Blackville-Hilda High School is an Equal Opportunity Employer and does not discriminate in employment or access to district/school programs on the basis of race, sex, national origin, handicapping condition, single parent or displaced homemaker.
2. Barnwell County School District provides a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap. It is the intention of the District to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Due process rights of handicapped students and their parents under Section 504 will be afforded. Kim Rhodes, Coordinator of Programs for Exceptional Children, coordinates the district's efforts to comply with the regulations relating to education under Section 504 and can be contacted at (803) 541-1346.
3. All students in grades 8 through 11 and all students in grade 12 who will not be graduating must register for courses for the following school year. Students not turning in a registration form by the assigned day will have a schedule made for them by the school. Meeting this deadline is necessary for the completion of the total registration process. Each student must decide and complete the required forms in the spring designating what he or she desires to take during the next school year. Changes will be made only in light of needs and where consistent with the overall program or when it becomes necessary to balance sections or schedule conflicts.
4. All students must register for at least 8 units of work. Seniors **with approved early dismissal** must register for at least 6 units of work.
5. The core courses English II, Algebra I, and US History will meet year round and students will receive 2 units. Each of these courses has an introductory course as a prerequisite for which students will receive an elective unit.
6. Seniors wishing early dismissal must meet the following criteria: (1) Students must have written permission from their parents or legal guardian. **Parents or legal guardians must make this request in person and sign the request in the guidance office. Students MUST leave campus by 1:45.**

Failure to comply with this requirement will result in the following consequences:

1st offense: Verbal Warning

2nd offense: Discipline Referral

3rd offense: Early Dismissal will be revoked and student placed in a class

**If early dismissal is revoked after the first 10 days of a nine weeks and the student cannot be placed in a class, the student will be suspended for one day with each occurrence.*

7. Decisions on whether courses can be offered are dependent on student enrollment and teacher staffing. Blackville-Hilda High School reserves the right to cancel or eliminate courses for any given school year. If the administration decides to cancel a course due to low student enrollment or lack of teachers, the student's alternate choice will be used. If no alternative choice is selected, students will be placed in open classes.
8. Students may obtain college credits through the following: **Advanced Placement** courses are offered for academically gifted students who are ready to engage in work beyond the high school level. Students enrolling in AP classes must meet the prerequisites as defined for each course and must participate in the AP examination administered in May. Most colleges award credit to students who earn at least a rating of "3" on these examinations. **Dual Credit** courses are college courses taken at Denmark Technical College or other accredited colleges that can also count for high school credit. A 3-semester hour college course shall transfer as 1 Carnegie unit at the high school. Students must meet admission requirements, have prior permission

from the principal to enroll for dual credit and pay all college fees. Forms for permission to enroll in college courses for dual credit are available in the Guidance Office.

9. To earn a high school credit, a student must pass the class academically and meet the state requirements regarding class attendance.
10. **CREDIT DENIAL** - Credit for any course may be denied if a student does not meet attendance requirements. **Credit will be denied regardless of whether absences are lawful: excused (e), unexcused (u) or unlawful: unverified (a), truant (c).**

Exceptions for Denial of Credit are limited to:

- a. Court intervention with appropriate documentation
- b. Serious illness (chronic or long term) or a disabling injury with medical documentation
- c. Death in the immediate family with appropriate documentation
- d. Other extraordinary hardships with appropriate documentation
- e. The discretion of the administration

Blackville-Hilda High School Academic policies

1. No student will be allowed to participate in graduation exercises that has not fulfilled all state requirements or completed the requirements of his/her individual educational program. The purchase of graduation items (i.e. rings, invitations, caps and gowns) in no way obligates the school or guarantees that the student will graduate.
2. **GRADUATION EXERCISES** - Seniors who participate in graduation exercises at the end of the academic school year must meet the following requirements:
 1. Successfully complete all state requirements for a diploma during the semester.
 2. Complete senior sign-out sheet to verify eligibility to graduate.
 3. Complete senior survey in Guidance for final college transcripts and scholarships.
 4. Clear any fines/fees due.
 5. Must attend the entire graduation rehearsal to participate in the graduation ceremony.
 6. Pay graduation fees.

3. **EXAM EXEMPTIONS**

Exam exemptions are based on the following grades and attendance rates applied to each course:

<i>Grade</i>	<i>Attendance</i>
A average-	No more than 5 absences
B average-	No more than 3 absences

A grade below a **B in a course means the student will take the exam.**

****Students enrolled in Algebra I, English 2, Biology I and US History will be required to take an end-of-course exam, which will count 20% of their final grade. No exemptions allowed. (Education Accountability Act of 1998)**

Attendance is counted from the first day of school. Any time the student is physically absent from class, the day is recorded as an absence from that class unless the student is on a school trip.

4. **PROMOTION** - Students in grades 9 through 12 will be assigned to a grade level based upon the number and type of units earned. Assignments will be made according to the following:

Grade 9 Less than five earned units or six units without one required English and one Math.

Grade 10 Five (5) units including English 1 and one math

Grade 11 Eleven (11) units including English 1 and 2 and two (2) math units and one (1) science

Grade 12 Sixteen (16) units including English 1, 2 and 3; three (3) units of math; and two (2) science

**With the exception of students who are eligible for graduation in the present school year, promotions from one grade to another will occur at the end of the school year, not in the middle.

5. **Grading Scale:** A = 90 – 100; B= 80 – 89; C= 70 – 79; D= 60– 69; F = Below 60

6. **GRADING SCALE** – Blackville-Hilda High School uses the South Carolina Uniform Grading Scale to figure class rank and grade point averages. Courses at Blackville-Hilda High School are divided into three (3) groups under the SC Uniform Grading Policy. Points earned are determined by the course grade made for that course. The points made for each grade (by groups) are:

AP=Advance Placement Course **H/GT**= Honors Course **CP**=College Preparatory Course

Grade Point Conversion Chart South Carolina Uniform Grading Scale Conversions

Numerical Average	Letter Grade	College Prep	Honors/GT	Dual Credit AP/IB
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500

74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	.900	1.400	1.900
58	F	.800	1.300	1.800
57	F	.700	1.200	1.700
56	F	.600	1.100	1.600
55	F	.500	1.000	1.500
54	F	.400	.900	1.400
53	F	.300	.800	1.300
52	F	.200	.700	1.200
51	F	.100	.600	1.100

Parents and students are reminded that even though the new scale awards quality points for grades 51-59, in South Carolina, those are failing grades. No credit is awarded, and no unit is earned with those grades.

In addition, regardless of average, students who do not meet the attendance requirements of the state have a final average of 50 by state regulation.

In general, colleges do not use the Uniform Grading Scale. They refigure the grade point average on a four-point scale regardless of the level of a course. Therefore, on transcripts from BHHS, we list the grade point average both ways-by the Uniform Grading Scale and on a traditional four-point scale.

METHOD OF FIGURING GRADE POINT AVERAGE- GPA (grade point average.)

Example:

English	94	4.40
Math	81	3.10
Science	71	2.10
PE	97	4.70

The student has earned 14.30 quality points. We divide that number by 4. $14.30/4$ gives us a grade point average 3.58 for the semester.

7. Eligibility for Interscholastic Activities and Competition

The South Carolina High School League has implemented academic standards for any student who wishes to participate in interscholastic activities and competition. You must earn passing grades to qualify to play sports, participate in band, and participate in other competitive activities between high schools.

Eligibility for Interscholastic Athletic Activities

To participate in interscholastic athletic activities, students in grades 9 - 12 must achieve an overall passing

average in addition to the following:

1. To be eligible in the first semester a student must pass a minimum of 5 Carnegie units applicable toward a high school diploma during the previous year. At least 2 units must have been passed during the second semester or summer school.
2. To be eligible during the second semester the student must meet one of the following conditions:
 - a. If the student met first semester eligibility requirements then he or she must pass the equivalent of four 1/2 units during the first semester.
 - b. If the student did not meet first semester eligibility requirements then he or she must pass the equivalent of five 1/2 units during first semester.

**For more details, see your coach, sponsor, or guidance counselor.

8. STUDENT RANKING - Students are ranked from the top student academically, the one with the highest GPA to the one with the lowest GPA in each grade. Student rankings are determined solely by their academic success. Class rank is one of the most important indicators of student success. Colleges and technical schools always want to know a student's class rank, which is posted as a part of the student's transcript.

9. VALADICTORIAN AND SALUTATORIAN will be determined once all grades have been submitted the fourth quarter of each academic year.

10. PLANNING FOR CAREERS – Barnwell County School District is committed to providing the best education possible for all its students. Each student is required by law to complete and **IGP (Individual Graduation Plan)** which will be reviewed and updated every year. Each student will select a Career Cluster (general area of interest) during the 8th grade and will choose a career major (specific career path) by the end of the 10th grade. Below is a listing of South Carolina's Career Clusters and a brief description of each area.

- **Agriculture, Food & Natural Resources:** Processing, production, distribution, financing, and development of agricultural commodities and natural resources.
- **Architecture & Construction:** Designing, managing, building, and maintaining the built environment.
- **Arts, A/V Technology & Communications:** Creating, exhibiting, performing, and publishing multimedia content.
- **Business, Management & Administration:** Organizing, directing, and evaluating functions essential to productive business operations.
- **Education & Training:** Providing education and training services and related learning support services.
- **Finance:** Planning finances and investments and managing banking, insurance, and business finances.
- **Government & Public Administration:** Executing governmental functions at the local, state, and federal levels.
- **Health Science:** Providing diagnostic and therapeutic services, health informatics, support services, and biotechnology research and development.
- **Hospitality & Tourism:** Managing restaurants and other food services, lodging, attractions, recreation events, and travel-related services.
- **Human Services:** Providing for families and serving human needs.
- **Information Technology:** Designing, supporting, and managing hardware, software, multimedia, and systems integration.
- **Law, Public Safety & Security:** Providing legal, public safety, protective, and homeland security services.
- **Manufacturing:** Processing materials into intermediate or final products.
- **Marketing, Sales & Service:** Performing marketing activities to reach organizational objectives.
- **Science, Technology, Engineering and Mathematics:** Performing scientific research and professional technical services.
- **Transportation, Distribution & Logistics:** Managing movement of people, materials, and goods by road, pipeline, air, rail, and water.

*Students must seek advice from parents, counselors, teachers and administrators when selecting careers and courses. They should also remember to select required courses at the highest level at which they can succeed

11. GRADING SCALE

Test/Exams/Projects 40%

Quizzes 30%

Classwork 20%

Homework 10%

Right to Request Teacher Qualifications

Barnwell County School District receives funds for Title I programs as part of the *Every Student Succeeds ACT*. As a parent, or guardian, you have the right to request the qualifications of teachers and paraprofessionals in the district. Upon request, the district will provide the college degree and certification information of all teachers.

Blackville-Hilda High School Student information

1. ATTENDANCE

ATTENDANCE INFORMATION

District policy is as follows:

The school year consists of 180 school days. Attendance is the presence of a student on days when school is in session. Students may be counted present only when they are actually at school, on homebound instruction, or are present at a school activity which is authorized by the school. This may include field trips, athletic contests, academic contests, music festivals, student conventions and similar activities.

- Students must have 120 hours of seat time to earn a Carnegie unit (60 hours for a ½ unit).
- This limits all absences to 10 days (5 days for a ½ unit). This includes all days missed – excused, unexcused, bereavement, medical, etc.
- When students have three (3) consecutive or five (5) total unexcused or unverified absences (by class and/or school day) the school will contact parents and develop a truancy intervention plan (TIP) for improved attendance. Students under 17 years of age who violate a TIP will be referred to a higher authority for truancy.
- If you are not in class, you are marked absent!

ABSENCES & EXCUSES

Students must bring in an excuse for all absences by the second day they return from the absence. This note must contain a reason for the absence, a phone number for verification and be signed by a parent/guardian. The excuses will be filed in the student's cumulative folder. The attendance clerk or a school administrator will carefully verify the legitimacy of all excuses. All excuses must be turned in to the attendance office. Excuses brought in late must be approved by the principal. **Only five parent notes per semester will be allowed.**

Lawful absences shall include the following:

- Students who are ill and whose attendance in school would endanger their health or the health of others may be temporarily excused from attendance.
- Students in whose immediate family there is a serious illness or death.
- Students may be excused from attendance in school for recognized religious holidays of their faith.

Unlawful absences shall include:

- Students who are willfully absent from school without the knowledge of their parents.
- Students who are absent from school without acceptable cause, with or without parental consent.

***Excessive unlawful absences will be referred for truancy. ***

TARDINESS TO SCHOOL AND/OR CLASS

Any student arriving to school after the tardy bell, without a pass, will report to the Main Office for an unexcused tardy pass.

Students are expected to arrive at class on time and be prepared to begin work. Any student who arrives after the tardy bell must report directly to class and furnish the classroom teacher with their tardy card to be punched. If the student has no tardy card, they will be referred to the office immediately on a tardy referral sheet for violation of the tardy policy. During any nine weeks period, a student is allowed four tardies without disciplinary penalty. On the fifth and subsequent tardy, the student will be assigned to ISS or OSS depending on their level of discipline. There will be no exceptions for lost, stolen, or washed tardy cards. **Three consecutive tardies in one class will result in an unexcused absent.**

SIGNING OUT OF SCHOOL

Students with lawful reasons for early dismissal must bring notes to the Attendance Office or Main Office before classes start.

Parents/guardians that need to sign out a student during school must come to the Attendance Office or Main Office to sign the student out or get permission from an administrator, no phone dismissals will be accepted.

A student may be excused to leave the building during school hours if:

1. The student is so ill or hurt, that, in the judgment of the Health Office staff, the student should go home. In such cases, the Health Office staff will call a parent and notify Attendance to sign the student out.
2. Representing the school in some capacity approved by the principal.
3. There is an emergency for the student. (Emergency means accident or death. Emergency does not mean running an errand, shopping, working, etc.)

Students are responsible for making up all homework, missed assignments, and tests. Arrangements must be made before or after school/class and not during instructional time.

2. ANNOUNCEMENTS

Announcements are presented via intercom, monthly newsletters and BHHS website and include information related to scholarships, club meetings, athletic events and other pertinent information beneficial to students.

3. AUTOMOBILE USE

Parking on school property is a privilege and courtesy extended to students and others by the Board of Trustees. The administration will establish rules and regulations for the safety of all persons using school lots and for the maximum protection of the vehicles. However, the district shall assume NO responsibility for damage to cars or for theft of cars or articles from cars. Our main campus student parking lot is located at the rear of the main building--north end. Only students who have registered their vehicle may use it. Parking registration permits may be obtained from Mrs. Williams at registration. The parking permit sells for **\$25.00**. Lost permit replacement fee of \$5:00. Violations of the regulations governing automobiles may result in the loss of the privilege to park your automobile on campus.

The following will govern the use of the parking lot:

- Students are not allowed to park in faculty parking lots under any circumstances without school staff approval.
- Vehicles must remain in the parking area during school hours and must not be removed except by the special permission of an administrator.
- Cars should be locked for the owner's protection.
- There is to be no loitering in the parking lot or visitation of it without written permission from the office.

- Students are not to sit in parked cars on the campus. This includes before the first bell rings in the morning.
- Traffic regulations are to be observed at all times when entering and leaving the lot. Traffic is TWO WAY, and the speed limit is 15 mph.
- All cars without permits and cars parked in unauthorized areas may be towed away at the owner's expense.
- The school has no insurance to cover damage to parked or moving vehicles. ALL PARKING WILL BE AT STUDENT'S RISK.
- Students cutting school/class may have their parking privilege revoked. Once he/she arrives on campus, a student must remain on campus until properly dismissed.
- **All vehicles on campus at BHHS are subject to searches without notice.**

4. CHEATING

It is the policy of Blackville-Hilda High School that a student caught cheating on an assignment, test or exam will have his/her paper taken up, and be given a zero on that assignment, test or exam only. Retakes are not allowed for assignments where students have been caught cheating. Parents/Guardians will be notified. **No cell phones should be present during tests, quizzes or any other graded assignment or the phone will be confiscated, and the student given a grade of zero.**

5. CHANGE OF ADDRESS

Please notify the Attendance Office of any change of address or telephone number immediately.

6. CLASSROOM RULES

All students must follow the teacher's classroom rules even though the rules may differ from teacher to teacher. These rules are explained and posted in each classroom and teacher's syllabus.

7. CREDIT RECOVERY

Purpose: To allow students who have taken and failed a course an opportunity to recover lost credit.

Criteria: Students must have a minimal grade of 50 and apply to take Credit Recovery. Student discipline and history of attendance is taken into consideration for eligibility.

8. DELIVERIES TO STUDENTS AT SCHOOL

Deliveries may or may not be accepted at the principal's discretion.

9. ELECTRONIC DEVICES

CELL PHONES

Students may have cell phones in their possession at school. They must be kept in a purse, book bag, pocket or automobile. Students may use cell phones **prior to entering the building** at 7:45 AM, at **lunch, and after exiting the building** at 3:15 PM or in the school building after 3:30 PM. **Any infraction of this policy will result in the device being confiscated to be returned to the parent. In addition, cell phone privileges may be revoked for the remainder of the year.** The school office phone is available for student use when emergencies arise. Cell phone regulations during extracurricular activities will be determined by each sponsor or coach. Students are responsible for securing cell phones to prevent theft or loss. **Students are expected to surrender any electronic device when requested by a staff member. Refusal to do so will result in a Level II offense as listed in the Barnwell County School District Student Discipline Code Book.** **BLACKVILLE-HILDA HIGH SCHOOL IS NOT RESPONSIBLE FOR THE THEFT/LOSS OF ANY EQUIPMENT AND SEARCHES WILL NOT BE CONDUCTED FOR LOST OR STOLEN EQUIPMENT. ****

COMPUTER USE

Students may not access the internet without a signed permission form from a parent or guardian. Students may not use school computers for music, games, personal e-mail, video chats/conferencing, or “surfing” the internet. Student internet use will be monitored by teachers and the district and limited to school assignments only! Violation of this policy will be considered a Level II offense and may result in loss of computer use.

ELECTRONIC DEVICES

Privately owned electronic devices to include head phones, ear buds, radios/recorders/CD players'/MP3 players/IPODS, play stations, speakers, amplifiers, etc. are **not permitted** at school. Confiscated items will be returned to parents. **BLACKVILLE-HILDA HIGH SCHOOL IS NOT RESPONSIBLE FOR THE THEFT/LOSS OF ANY EQUIPMENT AND SEARCHES WILL NOT BE CONDUCTED FOR LOST OR STOLEN EQUIPMENT.**

10. FIRE DRILLS AND OTHER EVALUATION PLANS

Each classroom teacher will review fire drills and other evacuation plans with his/her classes. Students must be quiet during emergency situations or drills. Students and teachers should stay with assigned groups in assigned areas.

11. FIREWORKS

Shooting fireworks on public property is a violation of S.C. law and civil authorities will handle offenders.

12. GAMBLING

No playing cards or dice are allowed on campus. Consequences for students caught gambling or playing cards on campus are as follows:

EACH OFFENSE: Conference and possible Out of School Suspension

13. FUND RAISING

No class, club, or other group may begin a campaign to raise money without approval in advance by the principal of BHHS. Students may not bring outside fund-raising items to school to sell. Fundraising approval forms must be completed and signed in advance.

14. GUIDANCE SERVICES

Each student at BHHS has valuable assets that can be strengthened. An effective counseling and guidance program can assist you in achieving personal and educational fulfillment through discovery, exploration, and development of your potential.

Procedures to see your counselor:

- Students must have a pass from their teacher to miss class time when seeing a counselor.
- Counselors will not issue permits nor late passes unless students have been referred to guidance.
- Students must submit a request to see a counselor unless it is an emergency. Students should come by the guidance office and sign up on the sheets provided. Counselors will notify students of the scheduled meeting to minimize instructional loss.

15. HALL PASS

No student should be in the hall without a pass bearing the date, the student's name, his/her destination, time of dismissal from class, and the signature of the teacher issuing the pass except at class change. A teacher's signature must be on the pass. Use of stamps for teacher signatures are not allowed. Students without a pass will be returned to class.

16. HALLWAY BEHAVIOR

Class traffic in the hallways, corridors, and stairways may be congested. All students should maintain continual movement as they proceed to class. Students should always walk on the right side of the hall. "Hanging" on the hallway walls or stopping to socialize before school or during class change in the hallway will be considered loitering in an unauthorized area. Students must follow traffic patterns in hallways as directed. Students should refrain from standing in the middle of the hall or at intersections of halls. Running or talking loudly in the halls is not appropriate. Conversation inside of the building before and after school, changing of classes and lunch should be conducted in an acceptable manner.

17. HEALTH ROOM

Sick students must report to the Nurse with a pass to see the Nurse. With minor illnesses, they will be allowed to remain for no more than one period. When the student leaves Health Room, the nurse will provide a pass to report directly back to class. In the case of serious illnesses or injuries, parents will be called to pick up their child. Parents should report to the Main Office. All medicine must be brought to the school nurse and must follow Board Policy regulation concerning dispensation of medication on campus.

18. HOMEBOUND INSTRUCTION

Homebound instruction is offered to students who have become ill or injured and will be out of school for a period of time. Homebound assignments may be provided by a teacher who will go to the student's home for one period each day with assignments. Parents and students must be aware that simply being on homebound status does not guarantee a passing grade in the subject area, nor are all courses realistic for homebound instruction. Examples of such courses could include lab sciences, high level math, and higher levels of foreign language. The objective of homebound services is to provide minimal course work until the student can return to school. Homebound services are meant to be temporary and cannot replace the instruction that the teacher of record can provide in the course each day. Information concerning homebound services starts with contact with the student's guidance counselor or attendance.

19. LITTERING

The BHHS administration, faculty, and students wish to keep the school free of litter. Trash receptacles are conveniently placed throughout the school. Students who litter will be subject to disciplinary action. Failure to properly dispose of food and drink is considered littering.

20. LOST AND FOUND

Students finding lost articles are asked to take them to the Main Office where the owners can claim them.

21. LUNCH PERIOD

During students' lunch period, they must not disturb the teachers and students who are in class. Students are not allowed in any buildings, except the cafeteria during lunch periods. Violators will face suspension. Students will not be allowed to leave school without permission. Students are urged to eat in the school cafeteria. Outside food is not allowed in the cafeteria.

- The vending machines/Canteen will be available to students during lunch.
- Any other food or drink must be stored out of sight.
- When entering and leaving the cafeteria, WALK, don't run.
- Wait patiently in your place in line; don't crowd or push.
- Don't attempt to go ahead of someone who has a right to be ahead of you.

After you have finished your lunch:

- Clean up your table!
- While you are in the cafeteria, act as you would if you were dining at the home of a friend.
- Students bringing lunch or breakfast should eat in the cafeteria.
- BHHS OFFICE cannot receive lunches from home or take-outs that are brought to school FOR STUDENTS.

22. MAKE-UP WORK

If a student misses a class, it is the sole responsibility of the student to consult with the teacher concerning make-up work or missed assignments. Work should be made up at times convenient to your teacher. Work made up due to absence does not count as a retake. In the event of a dispute over makeup rights, the principal will be the final authority. If a student is absent for several days, the parents may contact the guidance office to request assignments. 24-hour notice is needed before assignments can be picked up in order to give the teachers time to collect necessary materials.

23. MATERIALS REQUIRED FOR SCHOOL

All students are required to have materials (pens, pencils, paper, notebook, textbook, etc.) in all classes each day. Students who are not prepared with materials in class cannot accomplish what is needed in the classroom.

24. MEDIA CENTER

The Media Center is a quiet place for reading, browsing, and studying whether individually or with a class. It houses books for assigned and pleasure reading, reference, materials, current newspapers and magazines, and all audio-visual materials and equipment. It also offers access to the Internet, Online Periodical Databases, and other software programs.

Students have access to the media center for quiet study and reading 15 minutes before school Monday through Friday, and 30 minutes after school Tuesday, Wednesday, and Thursday. After first block begins and during classes every student must have a written note signed by a teacher with the student's name and a time on it to use the Media Center. Students requesting to use the library during class time must present a signed pass from the classroom teacher detailing the reason for being in the library.

Students must have their ID's on to enter, to use the computers, and to check out books. The district assigned email account is the only e-mail account for Barnwell County School District student use. All correspondence, student-to-student or student-to-teacher must be through this account.

25. PARENT/TEACHER CONFERENCES

Parents are encouraged to make an appointment to visit with school officials. An appointment to meet with a teacher can be made by telephoning the school's guidance department. Refer to individual syllabi for each teacher's contact information.

26. PROM

Only juniors and seniors are eligible to purchase tickets to attend the prom. Outside guests must be approved by the administration. All fees must be paid to attend the prom.

27. SIGNS/POSTERS

Only signs or posters pertaining to school-related and approved activities will be posted on campus. Students must present all signs, posters, and/or decorations to their sponsor/advisor/coach, who will, in turn, present them to Mrs. Snider for final approval before posting. All signs/posters must be displayed on the designed bulletin boards or

bricked areas. Signs/posters will not be allowed on glass surfaces, doors, or painted surfaces. All items must be removed immediately following the event.

28. SCHOOL SPONSORED ACTIVITIES

Students attending any and all school sponsored activities (athletic or otherwise) are reminded that they are representing Blackville-Hilda High and are responsible for their actions. Student behavior at these events should be in alignment with behavior that is acceptable in the classroom during school hours.

29. FOOD/DRINK

Food and/or drinks in the classroom is **not** allowed.

30. Searches

Searches are sometimes necessary to help provide for the safety of the school population and to prevent weapons, illegal substances, and other contraband items from being brought on school premises. South Carolina statutes provide that any person entering any school premises in this state is deemed to have consented to a reasonable search of his persons or effects.

Any lockers, storage or parking areas, or similar spaces on school premises assigned to, or regularly used by, individual students remain the property of the School District in all respects. Such use by, or availability to, students is a privilege and the schools reserve a right of control and access to such spaces. School commons areas, including but not limited to hallways, cafeterias, and outside grounds and parking areas are subject to video or photographic surveillance for security purposes.

31. SOLICITATIONS

Fund raising campaigns sponsored within the schools shall be kept to a minimum so as not to impair the efficiency and effectiveness of the education program. The following restrictions shall be observed:

1. Fund-raising campaigns sponsored within the school must be in support of specific student activities or projects that will contribute to the improvement of the school's program. Each campaign shall be approved by the principal and be carried out under their supervision.
2. Students shall not be permitted to participate in fund-raising activities during the school hours except with the specific approval of the principal and the superintendent or their designee.
3. Personal contributions to meet the basic needs of the school will not be solicited by students.
4. No services, written materials or items from private sources shall be sold, distributed or advertised on school premises or in the school or school district without the express permission of the principal of the school involved. Except when related to the instructional program or a voluntary forum or seminar held by students, political materials may not be distributed on school grounds.

32. STUDENTS EXPELLED FROM OTHER SCHOOLS

No student will be accepted for admission to Barnwell County School District Schools who has been expelled from any other school, is up for disciplinary action, or who may not return to their previous school.

33. STUDENT MEDICINES AT SCHOOL

All medications must be submitted to the Nurse when the student arrives at school and must be accompanied with the correct paperwork from a doctor. Students who take medication at school must have written permission to take the medicine from a doctor. All medication must be properly labeled and in its original container. The medication will be kept in a locked case.

34. TEXTBOOKS

Students are responsible for upkeep and return of textbooks. Textbooks must be returned to the teacher that assigned the book. Students are required to pay full price for textbooks not returned by the last day of the school year.

Special Services Teacher

35. TOBACCO PRODUCTS

Students may not possess any tobacco products or smoking paraphernalia. This includes, but is not limited to cigarettes, electronic cigarettes, cigars, smokeless tobacco, lighters, matches, etc. Failure to comply with this expectation will result in disciplinary action as listed in the Barnwell County School District Student Discipline Code Book and/or a citation issued by the school resource officer.

36. UNAUTHORIZED AREAS

The following areas are considered "off limits".

- **Any classroom to which a student is not assigned**
- Anywhere outside the campus during the school day unless a student has officially signed out to leave campus.
- Any area that is not in a direct path to the destination on a pass.
- Any gym area unless you are scheduled in a gym class
- Front entrance to the gym (lobby), and in the areas leading into the attendance office and the guidance office.
- All parking lots during the school day without specific permission.
- Track during the school day.
- The bus parking lot during the school day.
- Teachers' lounge.
- Halls where classes are in progress or during lunch.
- Front of the BHHS before 8:00 a.m.
- All construction areas are unauthorized areas.

37. TELEPHONE USE

STUDENTS ARE NOT ALLOWED TO USE THE OFFICE TELEPHONES WITHOUT OFFICE STAFF APPROVAL. If an emergency arises, the office staff will notify a parent/guardian.

38. VISITORS

Any visitor must report directly to the Main Office and present photo identification in order to pick up a visitor's ID. It is unlawful for any non-student to be on school grounds or in the building without permission from an administrator; in case of unauthorized visitors, the police may be notified. Students who are absent, suspended or expelled are not to be on school premises. Students from neighboring schools will not be permitted to visit.

District Dress Code

Barnwell County School District has established a basic structure for determining appropriate dress standards for students. Clothing should not be so immodest or inappropriate to the school setting as to disrupt the educational process.

Therefore, the district will not permit clothing deemed distracting, revealing, overly suggestive or otherwise disruptive. This includes (but is not limited to) bare midriffs, halter/tank tops, spaghetti straps and see-through shirts, tops, pants, or blouses.

The district will not permit clothing that displays vulgar, obscene or otherwise inappropriate symbols, language or wording.

The district will not permit clothing or accessories (i.e., book bags, jewelry, hats, etc.) that display or make reference to alcohol, tobacco or illegal substances. Students may not wear or display gang attire, colors or symbols on clothing or accessories.

Under most conditions, students may not wear bandanas, hats, head stockings, hoodies, or bonnets while on campus or attending school sponsored events/activities.

Students must wear proper shoes at all times. Open toed shoes may not be appropriate for all school activities. Under most conditions, bedroom slippers and blankets are not allowed.

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.

Students may not wear accessories/clothing that could pose a safety threat including heavy chains, fishhooks, multi-finger rings, studded bracelets or collars, nose- or lip-to-ear chains, etc.

The district does not allow unusual body piercings or accessories that disrupt the order of school or that disturb the learning environment.

Students may not wear overly tight or short skirts, shorts, skorts or dresses. The district does not allow bike shorts unless worn under another pair of shorts. Age appropriate lengths for shorts, skorts, or dresses are determined for each school-level as outlined below.

- Primary (PK–2nd): Mid thigh
- Elementary (3rd–5th): 3 inches above the knee
- Middle (6th–8th): 3 inches above the knee
- High (9th–12th): 3 inches above the knee

Rips, tears, and holes in pants must not exist higher than the age appropriate lengths outlined above unless there is a sewn in patch. Students must wear pants at the natural waistline. Undergarments should not show and should not be worn outside of clothing.

Each school's administrators make the final judgment on appropriateness of any student's dress and reserve the right to prohibit any clothing/accessory disruptive to their school.

**** If clothing attire is not appropriate as deemed by administration, students must call parents to bring appropriate clothing and/or assigned to ISS until clothing has arrived.**

Procedures and consequences for failure to comply with Dress Code Rules are as follows:

Students may not continue to attend class wearing inappropriate clothing. Neither parents nor students will place the burden of enforcing the dress code solely on the school. Each time a student incurs a dress code violation, the date and offense will be marked in a notebook maintained in the front office. For every three dress infractions, a student will receive a discipline referral. Consequences are as follows:

- 1st referral:** Change/Adjust inappropriate attire/warning
- 2nd referral:** Change/Adjust inappropriate attire/Parent Contacted
- 3rd referral:** Change/Adjust inappropriate attire/1 Day in ISS (In School Suspension)
- 4th referral and beyond:** 1 Day Out of School Suspension

District Cellular Device Policy

Cellular devices continue to be a distraction for students and their learning. Students of all ages are bringing their cellular devices into the school building on a daily basis. A cellular device is a wireless electronic communication device such as a telephone, personal digital assistant, paging device, text-messaging device, or other device similar in function that can be used to wirelessly communicate with another person. Cellphones and smart watches are the top two cellular devices found on campuses in Barnwell County School District.

Research has shown that cellphone usage at school distracts students from learning. In fact, a recent *Cell Phone Use in Schools* survey conducted in June of 2024 found that 95% of South Carolina teachers lose daily instructional time due to cell phone use or related distractions in the classroom. While disruption of the learning environment is the number one reason a cellular device policy has been put into place, other areas of concern exist, including but not limited to cheating on assessments, violating the privacy rights of students who are minors, and bullying.

Prior to a student entering the school building, his or her cellular device must be shut off and stored out of sight. Cellular devices are not allowed in the hallways, classrooms, gym, or library. In fact, students may only use their cellular devices before and after school. At the principal's discretion, students may use their cellular devices during non-instructional times (e.g., awards day, pep rally, lunch, etc.).

Age-appropriate consequences for students who violate the cellular device policy are listed in the student code of conduct. If a student violates the cellular device policy, the following procedures will take place.

1. The cellular device will be confiscated and only returned to a parent or guardian.
2. The student will be disciplined according to the student code of conduct.
3. If a student refuses to submit their cellular device, he or she will receive out-of-school suspension.

While on school buses, cellular devices must be shut off and stored out of sight (i.e., in pockets, bags, backpacks, etc.). All cellular devices will be confiscated, including devices discovered during searches of reasonable suspicion.

If a student needs to contact their parent or guardian, he or she may ask for permission to go to the office to make emergency phone calls only. In cases of an emergency, parents or guardians are asked to call the school. School personnel are proficient at relaying messages from parents/guardians to students during the appropriate time.

Tardy Policy

Lawful Tardies: For a tardy to be excused, written documentation must be provided.

- 1) Illness on part of the student with written medical excuse
- 2) Emergency and/or hardships at the discretion of the principal
- 3) Doctor or Dentist appointment
- 4) Late bus arrival
- 5) Teacher, Guidance, or Administrator Conference

Unlawful Tardies to School: Three written parent excuses for any reason or combination of reasons will be accepted per semester. Any additional excuses must be official written medical excuses or will be considered unlawful.

- 1) Illness on part of the student without a written medical excuse
- 2) Oversleeping, traffic, carpool trouble or other "personal reasons"
- 3) Missed bus
- 4) Car Trouble

Tardies	Consequence
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1 st – 3 rd	Warning
4 th - 5 th	Detention Hall
6 th – 8 th	1 Day ISS
9 th – 10 th	2 Days ISS
11 th – 12 th	3 Days ISS
13 and Over	ISS/OSS/ Administrative Discretion/Possible Referral to Truancy Officer

Student Code of Conduct

Pursuant to district policy JICDA-R, the student code of conduct is a list of disciplinary infractions and the consequences for students who violate these infractions. Disciplinary actions will include appropriate hearings and review, and the removal of a student from the learning environment will occur only for just cause and in accordance with due process of law. The following rules, regulations, and due process procedures are designed to protect all members of the educational community in the exercise of their rights and responsibilities. These rules apply to any student under the following conditions:

- On the school or district property;
- Who is in attendance at school or any school-sponsored activity whether on or off school grounds;
- Who is en-route to and from school on a school bus or other district vehicle;
- Whose conduct at any time or in any place has a direct effect on maintaining order and discipline in the schools and school district.

The following code of conduct will be applied to school and school-related activities. *School administration reserves the right to modify any consequence of a rule violation when the change is deemed appropriate and necessary.* The principal or designee may reduce the penalty where there is a finding of mitigating circumstances.

Consequences

The following list of consequences may be utilized to address violations of the student code of conduct.

CONSEQUENCE	ABBREVIATION
Contact Parent	CP
Warning	W
Detention	D
In-School Suspension	ISS
Out-of-School Suspension	OSS
Recommendation for Expulsion	RE

A '+' APPENDED TO THE CONSEQUENCE INDICATES THAT MULTIPLE DAYS CAN BE ADMINISTERED FOR THE CORRESPONDING INFRACTION. FOR EXAMPLE, ISS+ INDICATES THAT A STUDENT WILL SERVE AT LEAST ONE DAY OF ISS.

Consequence Formula

Referral Count × Nature of Offense = Disciplinary Consequences

The more previous office discipline referrals a student acquires multiplied times the seriousness of the present infraction equates to more severe consequences.

Classroom Managed Behaviors

Classroom managed behaviors are those which adversely affect 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, these infractions are documented by the teacher. Cases of multiple or chronic offenses may require administrative/guidance action (assistance) and referral for interventions.

INFRACTION		
Dishonesty	ID Violation	Inappropriate Language
Disrupting Class	Improper Use of Technology	Inappropriate Materials
Dress Code Violation	Inappropriate Affection	Tardy – See Tardy Policy
Failure to Complete Work	Inappropriate Behavior	Unauthorized Area Violation

Level One – Disruptive Conduct

Disruptive Conduct (Level One) is any behavior which adversely affects a student’s educational progress.

INFRACTION	CONSEQUENCES			
	OFFENSE 1	OFFENSE 2	OFFENSE 3	OFFENSE 3+
Cellular Device Violation – See Cellular Device Policy	ISS	ISS+	OSS	OSS+
Cheating	ISS	ISS+	OSS	OSS+
Cutting Activity/Class	ISS	ISS+	OSS	OSS+
Detention Violation	ISS	ISS+	ISS+	OSS
Dishonesty (Chronic)	ISS	ISS+	OSS	OSS+
Disrespect	ISS	ISS+	OSS	OSS+
Disrupting Class (Chronic)	D	ISS	ISS+	OSS+
Distribution/Sale of Unauthorized Materials	W / CP	D	ISS	OSS+
Dress Code Violation	W / CP	D	ISS	OSS+
Driving/Parking Violation – See Parking Policy	W / CP	D	ISS	OSS+
Electronic Device Violation	W / CP	D	ISS	OSS+
Gambling	D	ISS	ISS+	OSS+
Horseplay (minor)	ISS	ISS+	OSS	OSS+
Inappropriate Affection (Chronic)	D	ISS	ISS+	OSS+
Inappropriate Physical Contact	D	ISS	ISS+	OSS+
Leaving Class	ISS	ISS+	OSS	OSS+
Loitering	D	ISS	OSS	OSS+
Obscene Gesture (Indirect)	ISS	ISS+	OSS	OSS+
Profanity (Indirect)	ISS	ISS+	OSS	OSS+
Property Misuse	ISS	ISS+	OSS	OSS+
Refusal to Obey	ISS	ISS+	OSS	OSS+
Tardy – See Tardy Policy	D	D+	ISS	ISS+
Unauthorized Area Violation	D	ISS	ISS+	OSS+

PLEASE NOTE THIS IS NOT AN EXHAUSTIVE LIST OF MISCONDUCT INFRACTIONS.

Level Two – Disruptive Conduct

Disruptive Conduct (Level Two) is any behavior which significantly disturbs the positive learning environment and/or endangers the health or safety of oneself or others.

INFRACTION	CONSEQUENCES			
	OFFENSE 1	OFFENSE 2	OFFENSE 3	OFFENSE 3+
Bullying	OSS	OSS+	OSS+	OSS+ and RE
Computer Violation-Noncriminal	OSS	OSS+	OSS+	OSS+ and RE
Confrontation/Altercation	OSS+	OSS+	OSS+ or RE	OSS+ and RE
Contraband	OSS+	OSS+	OSS+	OSS+ and RE
Disrespect	OSS	OSS+	OSS+	OSS+ and RE
Fighting	OSS+	OSS+ or RE	OSS+ and RE	OSS+ and RE
Fireworks	OSS+	OSS+ or RE	OSS+ and RE	OSS+ and RE
Forgery	OSS	OSS+	OSS+	OSS+ and RE
Harassment	OSS	OSS+	OSS+	OSS+ and RE
Hick/Kick/Push	OSS	OSS+	OSS+	OSS+ and RE
Inciting a Fight	OSS+	OSS+ or RE	OSS+ and RE	OSS+ and RE
Major Disruption	OSS+	OSS+ or RE	OSS+ and RE	OSS+ and RE
Obscene Gesture (Direct)	OSS	OSS+	OSS+	OSS+ and RE
Pornography – Not Criminal	OSS	OSS+	OSS+ or RE	OSS+ and RE
Possession or Use of Unauthorized Substances	OSS	OSS+	OSS+	OSS+ and RE
Profanity	OSS	OSS+	OSS+	OSS+ and RE
Refusal to Obey	OSS	OSS+	OSS+	OSS+ and RE
Sexual Offense-Non Forced	OSS+	OSS+ or RE	OSS+ and RE	OSS+ and RE
Sexual Violation	OSS+	OSS+ or RE	OSS+ and RE	OSS+ and RE
Slap Boxing	OSS+	OSS+ or RE	OSS+ and RE	OSS+ and RE
Stolen Property	OSS	OSS+	OSS+	OSS+ and RE
Theft/Larceny	OSS	OSS+	OSS+	OSS+ and RE
Tobacco Violation (cigarettes, vapes, chewing tobacco, etc.)	OSS+	OSS+	OSS+ and RE	OSS+ and RE
Trespassing	OSS	OSS+	OSS+	OSS+ and RE
Vandalism	OSS	OSS+	OSS+	OSS+ and RE
Miscellaneous Weapons	OSS	OSS+	OSS+	OSS+ and RE

BETWEEN 5 AND 10 DAYS OF OSS MAY BE ASSIGNED FOR FIGHTING ALONG WITH CRIMINAL CHARGES. PLEASE NOTE THIS IS NOT AN EXHAUSTIVE LIST OF MISCONDUCT INFRACTIONS.

Level Three – Criminal Conduct

Criminal Conduct (Level Three) is any behavior which significantly disrupts the learning environment or poses a direct and serious threat to the safety of oneself or others.

INFRACTION		
Arson	Cyberbullying	Intimidation
Assault, Aggravated	Disturbing School	Other Offenses

Assault by Mob	Drug Distribution	Pornography – Student or Minor
Assault, Simple	Possession of Alcohol or a Controlled Substance	Sexual Harassment
Bomb Threat	Fire Alarm	Sexual Offense – Forced
Bullying	Gang Activity	Under the Influence of Alcohol or a Controlled Substance
Burglary	Indecent Exposure	Vandalism (Severe)
Computer Violation – Criminal		Weapons
CONSEQUENCES		
OSS 5-10 Days	Expulsion Recommendation	Referral to Law Enforcement

PLEASE NOTE THIS IS NOT AN EXHAUSTIVE LIST OF CRIMINAL MISCONDUCT INFRACTIONS. OTHER INFRACTIONS WHICH VIOLATE STATE AND FEDERAL LAWS MAY FALL INTO THIS CATEGORY.

- Discipline procedures will include parent contact and when necessary a parent conference.
- Administrative discretion can be exercised regarding violations and consequences.
- Law enforcement will be involved as warranted.
- South Carolina law regarding possession/use of weapon(s) will be applied.
- All students are expected to demonstrate integrity, civility, responsibility and self-control. This expectation is directly related to the board’s educational objectives for students to learn to be responsible for and accept the consequences of their behavior and for students to respect cultural diversity and ideological differences.
- While this document is intended to provide notice to students and parents of general expectations for behavior and consequences for misconduct, it must be understood that discretion will have to be used in dealing with a wide range in age and maturity of students, and that consideration must be given to the seriousness of the infraction(s) when determining the severity of the consequences. Other inappropriate behavior not covered in this document will be dealt with by the principal and/or designee. The principal and/or designee may impose the consequences listed in the order listed for successive incidents and apply the most severe consequences listed or a lower level of consequences.
- Use of community service/work may be utilized by school personnel when dealing with Level One and Two violations. Community service/work may be used in conjunction with discipline consequences or used to reduce discipline consequences.

Discipline of Students with Disabilities

When a student identified as disabled pursuant to Section 504 of the Rehabilitation Act of 1973 (Section 504) or the Individuals with Disabilities Education Act (IDEA) violates the student behavior code, that behavior may result in suspension or expulsion so long as the disciplinary sanction does not constitute a change of placement. These laws do not set an absolute limit on the number of cumulative school days needed to constitute a change of placement; however, school officials will consider any unique circumstances on a case-by-case basis when determining whether a change in placement is appropriate for a student with a disability who violates a code of student conduct.

Attendance at School Activities While Suspended

A student may be suspended for any reasons listed in the student code of conduct, Policy [JICDA](#) or [JICDA-R](#), for up to 10 school days for any one offense. Suspension means the student cannot attend school or be on district or school property, cannot attend any school-related events or activities on or off campus, and cannot ride a school bus.

Policy JIAA Sexual Harassment and Retaliation (Students)

The district is committed to maintaining a learning environment free from sexual discrimination and harassment. In keeping with this commitment, the district will not tolerate sexual harassment of students in the education program or any district activity (including admission) by any person, including, but not limited to, other students, staff members, volunteers, or visitors. Further, the district will not tolerate retaliation against a person who has made a report or filed a complaint alleging sexual harassment or who has participated as a witness in a sexual harassment investigation.

This policy applies to behavior that takes place:

- in any school or district building or on any school or district premises before, during, or after school
- on any bus or other vehicle as part of a school activity
- during any school or district-sponsored activity or extracurricular activity
- at any time or place when the student is under the care of district staff
- at any time or place when the behavior can be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the school

It also applies to behavior communicated in writing or electronically through mail, telephones, cell phones, computers, or other telecommunication devices and includes text messaging, instant messaging, and social media. In the situation that the behavior originated from a non-school computer or network, but has been brought to the attention of school officials, the decision for the district to take action in accordance with this policy will be based on whether the conduct is determined to be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the school. While the behavior may not be considered a violation of Title IX, it should be treated as a violation of district policy and the applicable code of conduct.

All students and staff members are responsible for helping to ensure that sexual harassment does not occur. If a student or staff member feels that he/she has experienced or witnessed sexual harassment directed towards a student, he/she will immediately notify a teacher, supervisor, or building-level principal, and/or file a formal complaint with the district's Title IX coordinator as outlined in the administrative rule associated with this policy. A staff member who does not promptly report what he/she reasonably believes to be sexual harassment may be subject to disciplinary action.

Reports of sexual harassment may be made anonymously, but formal disciplinary action will not be taken solely on the basis of an anonymous report. The district will investigate all sexual harassment reports impartially, thoroughly, and promptly and will take immediate and proportionate corrective action to end the sexual harassment and prevent the reoccurrence of similar misconduct. Investigations may occur even if the alleged victim does not file a complaint directly or does not wish to see action taken by district or school administration. On an individualized and appropriate basis, interim measures may be taken following receipt of a complaint to minimize the risk of harm to all parties and to prevent continued sexual harassment or retaliation.

Confidentiality

To the fullest extent practicable, while ensuring a thorough and impartial investigation, the district will keep reports and the terms of their resolution confidential, including the names of individuals who submit reports, witnesses who provide information regarding reports, and the individuals named in such reports. All records generated under the terms of this policy and related administrative procedures will be maintained with utmost confidentiality to the extent permitted by law, specifically the Family Educational Rights and Privacy Act (FERPA). Confidentiality, however, cannot be guaranteed. All complainants proceeding through the complaint process will be advised that their identities will be disclosed to the party being accused of inappropriate conduct.

Parents/Legal guardians of any student making a complaint or against whom any complaint is made will be notified as soon as possible following the filing of the complaint.

Visitors or volunteers found in violation of this policy will be subject to appropriate sanctions and may be referred to law enforcement officials, as appropriate.