



# **STUDENT CODE OF CONDUCT**

**STUDENT RIGHTS, RESPONSIBILITIES  
AND CHARACTER DEVELOPMENT  
HANDBOOK  
Revised 2024-2025**

**TABLE OF CONTENTS**

RICHLAND COUNTY SCHOOL DISTRICT ONE BOARD OF COMMISSIONERS..... 2  
MESSAGE FROM THE SUPERINTENDENT..... 3  
PARENT/GUARDIAN STUDENT ACKNOWLEDGEMENT FORM..... 4  
CHARACTER TRAITS..... 5  
INTRODUCTION..... 6

**SECTION I: RIGHTS/RESPONSIBILITIES**

    RIGHTS/RESPONSIBILITIES OF STUDENTS..... 7  
    RIGHTS/RESPONSIBILITIES OF PARENTS ..... 8  
    RIGHTS/RESPONSIBILITIES OF STAFF ..... 9  
    ACCEPTABLE USE POLICY .....10  
    SOCIAL MEDIA .....12  
    BUS AND BUS-STOP RULES.....13

**SECTION II: CLASSIFICATION OF CODE OF STUDENT CONDUCT OFFENSES**

    LEVEL I (MINOR OFFENSES).....14  
    LEVEL II (INTERMEDIATE OFFENSES) .....17  
    LEVEL III (MAJOR OFFENSES).....22

**SECTION III: PROCEDURES**

    SUSPENSION .....28  
    ALTERNATIVE PLACEMENT AND EXPULSION .....32  
    REINSTATEMENT PROCEDURES .....33  
    DISCIPLINE OF STUDENTS WITH DISABILITIES.....34  
    ATTENDANCE & TRUANCY .....36

**SECTION IV: SELECTED BOARD POLICY INFORMATION.....37**

**SECTION V: SELECTIONS FROM S.C. CODE OF LAWS & REGULATIONS .....38**

**SECTION VI: GLOSSARY.....39**

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**SUPERINTENDENT**

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 2024

Dear Richland County School District One Students and Families:

Welcome to the 2024-2025 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 Intervention 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

***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/Guardian:

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 **within 15 school days of the student's enrollment.**

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.

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**

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

<b><u>TRAIT</u></b>	<b><u>DEFINITION</u></b>
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

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The Richland One Board of School Commissioners believes that it is the responsibility of students, parents/guardians, 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.

The Student Code of Conduct is effective during the following times and in the following places:

- on the school grounds during and immediately before or immediately after school hours
- on the school grounds at any other time when the school is being used by a school group
- off the school grounds at a school-sponsored or district-sponsored activity, function, or event
- when being transported in vehicles dispatched by the district or one of its schools, including a school bus or other school vehicle
- at any time or place (including off school grounds and during non-school hours) where conduct directly interferes with the operations, discipline, or general welfare of the school, its students, or its staff (to include incidents where school computers or accounts are used)

When used in this handbook, the word “parents” will include either the parent or the student’s guardian, and the word “principal” will include any administrator or the principal’s designee (a certified administrator hired by the district as an administrator). When used in this handbook, staff includes, but is not limited to, employees, contract service providers, school volunteers, student teachers, and interns.

***The District reserves the right to conduct canine searches on school properties and at school sponsored events during school and non-school hours. Individual students will not be personally searched by the canines.***

Students, parents/guardians, 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, followed by the appropriate Executive Director of Schools.

**SECTION I  
RIGHTS AND RESPONSIBILITIES OF STUDENTS**

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**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**

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### **RIGHTS**

#### **Parents have the right:**

- To be treated respectfully.
- To expect school to be a safe place for learning.
- To view their child's 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 their child's 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 report 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 succeed 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 the school of concerns and issues.
- To address issues and concerns at the appropriate level.

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## **RIGHTS AND RESPONSIBILITIES OF STAFF**

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### **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 Pre-K -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 its 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/Guardians have the right at any time to request in writing to see the contents of their child's 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 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. 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.

**PROHIBITED USES**

Students who violate the terms of the Acceptable Use Policy or otherwise misuse the technology resources provided may be subjected to disciplinary action for Level III offenses (3.20 and 3.21- see page 25) as outlined in the Richland One Student Code of Conduct. Specific prohibitions include:

- Using e-mail account for commercial purposes or political activities
- Engaging in spamming
- Using e-mail for personal use, 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, or coercion
- 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 cause a disruption to the school system
- Engaging in personal attacks or harassing another person
- Knowingly or recklessly posting false or defamatory information about another person or organization
- Accessing or sharing 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

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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 or harassment, to post illegal activity or threatening messages, to cheat or plagiarize, or other activities that violate the Student Code of Conduct. Students also should avoid posting confidential information. Parents/Guardians and students should note that any such acts may lead to disciplinary action. **Parents/Guardians are strongly encouraged to monitor their children's Internet presence closely, and parents/guardians should understand that students are ultimately responsible for any statements disseminated from their individual social media accounts.**

## BUS AND BUS STOP RULES

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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
- No smoking, vaping, or possession or consumption of illegal substances or alcohol

### **When the Bus Arrives** (*Responsibility, Respect, Self-Discipline, Citizenship*)

- Allow the bus to come to a complete stop
- Board the assigned 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 or vaping
- 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, unauthorized substances, weapons, or look-alike weapons
- No throwing 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 and be mindful of traffic in the bus loop
- Leave the bus stop in an orderly manner

## SECTION II

### LEVEL I – MINOR OFFENSES

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#### Level I Minor

For Level I offenses, the following consequences may be implemented: parental contact and in-school conference assigned as warranted in-school disciplinary actions such as detention and/or the assignment of reports related to the offense or work assignments (academic or community service to school) before or after school and/or supervised in-school suspension; and/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/guardian.

All Level I offenses will be handled at the building level by the principal or designee. Students are not permitted to participate in the following:

**1.01 Horseplay** - Behavior that does not include bodily injury

**1.02 Refusal to Obey** - This is any behavior that expresses an unwillingness to obey. (e.g., dress code, ID violation, etc.)

**1.03 Disrespectful and/or Inappropriate Remarks or Gestures** - This includes but is not limited to mocking, name calling, teasing, taunting.

**1.04 Class Cutting or Excessive Tardiness** - This includes the partial or complete absence from the instructional setting.

**1.05 Failure to Identify Self Upon Request** - This includes the refusal to identify ones' personal information upon request from any district employee or related party.

**1.06 Use/Possession of Tobacco Products/Paraphernalia** - This includes electronic cigarettes, vapes, JUULs, or any like products– First Offense.

**1.07 Disruption of Class/Activity or Making Excessive Noises** - This is the purposeful disruption of the learning environment in order to obtain or avoid items or tasks.

**1.08 Unauthorized Possession or Use of Electronic Entertainment/Wireless Communication Devices** - The unauthorized possession or use of electronic entertainment not related to instruction, on school grounds or on the school bus during school hours (i.e.: cell phones when not permitted, gaming systems, does not include pornography, gambling, or illegal activity).

**1.09 Use of Profanity and/or Inappropriate Gestures** - Students should not use profanity or inappropriate gestures.

**1.10 Missing Detention or In-School Suspension** - Students should not miss detention or in-school suspension, unless proper permission is granted.

**1.11 Inappropriate Displays of Affection between Students** - Students will not exhibit any inappropriate displays of affection between students.

**1.12 Other Offenses** - A student may not commit other offenses in which the principal or designee may reasonably deem to fall within this category.



## 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/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.**

### Possible Responses

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>▪ Documented Parent or guardian notification and conferences</li> <li>▪ Restorative Conference/ Circle (Classroom/Group)</li> <li>▪ Written Warning with interventions</li> <li>▪ MTSS Team Referral</li> <li>▪ Student Support Services Referral</li> <li>▪ IEP or 504 team Referral</li> <li>▪ After-school program Referral</li> <li>▪ School/Community Mediation</li> <li>▪ Restitution/Community Service</li> <li>▪ Suspension (In-school &amp; Out of School)</li> <li>▪ Short-term/Long -term removal from extra/Co-Curricular programs and/or activities</li> <li>▪ Referral to District approved community services providers and/or organizations.</li> <li>▪ Loss of Campus driving/ parking privileges</li> <li>▪ Law enforcement involvement</li> <li>▪ Referral for mentoring services</li> </ul> | <ul style="list-style-type: none"> <li>▪ Consultation with paired school Advocate</li> </ul> <h3><u>Possible Interventions</u></h3> <ul style="list-style-type: none"> <li>▪ MTSS Behavioral/Academic /SEL plan (1-2 specific measurable goals w/progress monitoring)- Tier 2/3</li> <li>▪ Adjusted IEP/ 504 Plan to address behavioral skill(s) deficit.</li> <li>▪ Continued teaching and reinforcement of Core/Tier 1 behavioral and academic expectations (Documented)</li> <li>▪ Mental Health Counseling (Agency)</li> <li>▪ Documented Group/Individual school counseling for targeted development of behavioral expectations</li> <li>▪ Completion of Drug/Alcohol Treatment at Approved Agency</li> <li>▪ Attendance Intervention Plan</li> <li>▪ Documented Check-In/Check-Out with identified staff (Tier 2/Tier 3)</li> <li>▪ Documented implementation of 7 Mindsets or Overcoming Obstacles</li> </ul> |
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**Level I offenses may not be appealed beyond the school level, excluding in-school and out-of-school suspension.**

## LEVEL II – INTERMEDIATE OFFENSES

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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 after reviewing the circumstances.

**2.01 Excessive and/or Repeated Disruption or Distraction of Other Students** - A student may not cause or participate in excessive disruptions that distract other students and/or the learning environment.

**2.02 Defiance of a District Employee’s Authority** – A student may not verbally or non-verbally refuse to comply with a lawful and reasonable directive of a district employee.

**2.03 Other Unlawful or Improper Activities** – A student may not disrupt, either intentionally or unintentionally, the orderly operation of the school by his/her involvement in any unlawful or improper activities. Some examples include, but are not limited to, the following (unlawful activity will necessitate contacting the SRO or law enforcement):

- Possessing or selling bogus or look-alike drugs
- Vaping or smoking tobacco products (2<sup>nd</sup> and 3<sup>rd</sup> offenses)
- Leaving campus without permission
- Entering unauthorized/off-limit areas
- Providing unlawful entry by propping doors or otherwise giving access to unauthorized individuals
- Distributing unauthorized material
- Possession of obscene material or drug paraphernalia
- Bullying/cyberbullying (e.g., ethnic slurs, humiliating publicly, taking property)
- Violation of the Acceptable Use Policy (technology)
- Unlawful entry and/or exit of the school bus
- Possession/use of counterfeit currency
- Possession of Over the Counter and Prescription Medications

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

**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.

**2.05 Threats** – A student may not make a serious threat (written, verbal, non-verbal, or via electronic messaging or posting) to do bodily harm to another person, to members of his/her family, or to damage his/her personal property.

**2.06 Theft** – A student may not steal or conceal stolen items which can be defined as the taking and removing of personal property with intent to deprive the rightful owner of the item, including school or private property (for property with estimated value of \$2,000 or less).

**2.07 Vandalism** – A student may not intentionally or recklessly cause damage to or deface school or personal property (for property with estimated value of \$2,000 or less).

**2.08 Disruption on a School Bus or at a School Bus Stop** - A student must abide by the Student Code of Conduct on the school bus and at the school bus stop.

**2.09 Sexual Harassment** – A student may not make unwelcome sexual advances, sexual gestures or requests for sexual favors and other visual (sexually offensive cartoons, drawings, or posters) verbal or physical conduct of a sexual nature where there is a pattern of harassing behavior or a single significant incident. Such conduct interferes with the educational environment or creates an intimidating, hostile, and offensive school environment. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.

Sexual Harassment may include, but is not limited to, verbal harassment, offensive comments or slurs, physical harassment, and physical interference with movement or work. Repeated behavior, the age of the student(s) or the nature of the incident may result in this offense being a Level III offense.

**2.10 Harassment** – A student may not take actions that target an individual, initiating a pattern of intentional, substantial, and unreasonable intrusion aimed at the targeted person that would cause a reasonable person in his/her position to suffer mental distress.

Harassment may include, but is not limited to, verbal harassment, offensive comments or slurs, physical harassment, and physical interference with movement or work. Repeated behavior, the age of the student(s) or the nature of the incident may result in this offense being a Level III offense.

**2.11 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, will also 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, taunting, or physical involvement or interference [2] assisting with or purposely observing actions which violate the Student Code of Conduct, and [3] setting up or posting on a chat room on social media, setting up or posting on group chats on electronic sources, or setting up or posting on fake accounts that violate the Student Code of Conduct (includes videos, pictures, or any other information that should not be posted or shared).

**2.12 Fighting/Video Recording a Fight** – A student may not engage in the exchange of mutual, physical contact with or without injury. A student may not video record, share, or disseminate (e.g. air dropping, posting to Social Media, Microsoft Teams, text messaging, etc.) video footage of fights occurring at school or at school-sponsored activities.

**2.13 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.

**2.14 Material Disruption** – A student’s behavior or presence may not materially or substantially disrupt the orderly operation of the school day or any school activity (examples include walk-outs, protests, refusing to obey directives, or any behavior that interrupts the learning environment), 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 or safety of 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 or bullying/cyberbullying that occurred outside of school hours.

**2.15 Cheating/Misrepresentation** – A student may not willfully or deliberately use the work of another person for academic purposes in an unauthorized manner. The unauthorized use of such material in the completion of an academic assignment or test will result in disciplinary actions and the denial of 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 Intervention Services, or the Chief of Staff.

**2.16 Possession of 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.

**2.17 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. Repeated or a pattern of behaviors will be considered a Level III Offense. Some examples include, but are not limited to, the following:

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

**2.18 Violation of the Technology Acceptable Use Policy** - A student may not violate the Technology Acceptable Use Policy 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.

**2.19 Gambling** – A student may not participate in games of chance, including playing cards or dice games, for money and/or things of value. Repeated behavior may rise to a Level III offense.

**2.20 Other Offenses** - A student may not commit other offenses in which the principal or designee may reasonably deem to fall within this category.

***Any of these violations that rise to the level of criminal activity will be reported to law enforcement.***

## 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/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/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.**

### Possible Responses

- Documented Parent or guardian notification and conferences
- Restorative Conference/ Circle (Classroom/Group)
- Written Warning with intervention
- MTSS Team Referral
- Student Support Services Referral
- IEP or 504 team Referral
- After-school program Referral
- School/Community Mediation
- Restitution/Community Service
- Suspension (In-school & Out of School)
- Short-term/Long -term removal from extra/Co-Curricular programs and/or activities
- Referral to District approved community services providers and/or organizations.
- Loss of Campus driving/ parking privileges
- Law enforcement involvement
- Referral for mentoring services
- Consultation with paired school Advocate

### Possible Interventions

- MTSS Behavioral/Academic /SEL plan (1-2 specific measurable goals w/progress monitoring)- Tier 2/3
- Adjusted IEP/ 504 Plan to address behavioral skill(s) deficit.
- Continued teaching and reinforcement of Core/Tier 1 behavioral and academic expectations (Documented)
- Mental Health Counseling (Agency)
- Documented Group/Individual school counseling for targeted development of behavioral expectations
- Completion of Drug/Alcohol Treatment at Approved Agency
- Attendance Intervention Plan
- Documented Check-In/Check-Out with identified staff (Tier 2/Tier 3)
- Documented implementation of 7 Mindsets or Overcoming Obstacles

## LEVEL III - MAJOR OFFENSES

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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 expulsion from Richland One schools. Restitution also may be required. The principal, or designee, will notify appropriate law enforcement officials when a student violates board policies concerning drugs, alcohol, weapons, physical harm to a person, and/or threats of physical harm to a person. The school district reserves the right to proceed with discipline for any student charged with a Level III offense regardless of whether the student is criminally charged.

**3.01 Drugs** – A student may not possess, transfer, distribute, procure, use, or sell drugs. Consumption of drugs while at school and/or attending school under the influence of any illegal drugs or controlled substance is prohibited.

**3.02 Alcohol** – A student may not possess, transfer, distribute, procure, use, or sell any alcoholic beverages. A student may not attend school under the influence of alcohol.

**3.03 Arson** – A student may not intentionally damage any real or personal property by fire or incendiary device.

**3.04 Assault/Battery Upon a District Employee or Student** – A student may not unlawfully touch or strike a district employee or student during the course of a physical altercation between students or cause bodily harm to a district employee, visitor, or volunteer.

**3.05 Aggravated Assault/Battery** – A student may not intentionally cause bodily harm, disability, or permanent disfigurement, or use a deadly weapon.

**3.06 Larceny/Theft** – A student may not steal or conceal stolen items; which can be defined as the taking and removing of personal property with intent to deprive the rightful owner of the item; an unlawful taking (as by embezzlement or burglary) of property (for property with an estimated value greater than \$2,000). Students who hold items for someone else who has stolen them may also be in violation.

**3.07 Illegal School Entry** – A student may not break into, enter, or remain in a Richland One structure or conveyance without justification.



**3.08 Vandalism** – A student may not intentionally or recklessly cause damage to or deface school or personal property (for property with an estimated value greater than \$2,000).

**3.09 Firearms** – A student may not possess or use 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.

**Note:** Possession of a firearm on school property or within 1,000 feet of 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 from school for a period of not less than 1 calendar year for any student who is determined to have brought a firearm to school. See School Board Policy JICI and South Carolina Code of Laws Section 59-63-235.

**3.10 Possession of Weapons or Look-alike Weapons** – A student may not possess or use a weapon of any kind to include, but not limited to: a switchblade knife, box cutter, metallic knuckles, tear gas gun, BB gun, stun gun, paintball gun, pellet gun, splatt gun, chemical weapon or device (including mace or pepper spray/gel), taser, firearm replicas, or any other weapon. This includes instruments or objects used in a threatening manner and is seen by the individual being threatened as capable of causing physical harm.

**3.11 Targeted Threats of Violence** – A student may not have any communication directed at any Richland County School District One facility that has the effect of interrupting the educational environment (i.e. bomb threat, shooting threat, etc).

**3.12 Explosives, Ammunition (Bullets) or Fireworks** – A student may not prepare, possess, or ignite explosives likely to cause injury or property damage on school property.

**3.13 Sexual Harassment** - A student may not make unwelcome sexual advances, sexual gestures or requests for sexual favors and other visual (sexually offensive cartoons, drawings, or posters) verbal or physical conduct of a sexual nature where there is a pattern of harassing behavior or a single significant incident. Such conduct interferes with the education environment or creates an intimidating, hostile, and offensive school environment. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.

Sexual Harassment may include, but is not limited to, verbal harassment, offensive comments or slurs, physical harassment, and physical interference with movement or work.

**3.14 Sexual Assault** – A student may not engage in any sexual act directed against another person, forcibly and/or not forcibly against that 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.

**3.15 Sexual Misconduct/Sexting** – A student may not engage in acts of a sexual nature to include, but not limited to: sexual intercourse, other sex acts, or sending sexually explicit messages that would include:

- Videos
- Photos
- Cell Phone Messages
- Social Media posts
- This would also include inappropriate acts or behaviors done among friends or classmates

**3.16 Gang Affiliation** – A student may not cause 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 in a manner that 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.

**3.17 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.

**3.18 Major Disruption of the Educational Environment** – A student may not cause or participate in a major disruption that places students, staff, or the educational process at risk. This includes major disruptions which result in destruction or damage to public or private property or causes personal injury to participants or others. An example of such behavior includes, but is not limited to, a student’s involvement in criminal activity that occurred outside of school hours.

a. Inciting a major student disruption – Leading, encouraging or promoting a major disruption through:

- Words or actions
- 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 on the bus or from the bus
- Projecting or throwing objects at the bus

**3.19 Unjustified Activation of a Fire Alarm or Fire Extinguisher System or Make False 911 Calls** - A student may not activate a fire alarm or fire extinguisher system without a direct threat of fire. A student may not call 911 as a joke or prank.

**3.20 Unapproved Use of Electronics** - A student may not use electronic devices during school hours to do any of the following non exhaustive list:

- Illegal or inappropriate purposes
- Cyberbullying
- Posting or disseminating pictures/videos of students and school employees that causes a major disruption
- Placing pictures/videos on any form of media without authorization of the principal
- Anything else that can be seen as a distraction to the learning environment

**3.21 Illegal Use or Sabotage of a Computer or Computer System** - A student may not use or sabotage a computer, 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.

**3.22 Repeated Defiant or Disruptive Behavior** - Consistent misbehavior 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., Multitiered Systems of Support (MTSS) program)
- Behavior Intervention Plan (IEP/504) to include at least two documented revisions of a MTSS 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

**3.23 Threat to a District Employee or Student** – A student may not threaten to do serious bodily harm or enact violence to a district employee or student by word or act.

**3.24 Aggravated Bullying, Harassment or Intimidation of a Student or Hate Crimes** – A student may not take actions that target an individual, initiating a pattern of intentional, substantial, and unreasonable intrusion aimed at the targeted person that would cause a reasonable person in his/her position to suffer mental distress or fear bodily harm or violence.

Harassment may include, but is not limited to, verbal harassment, offensive comments or slurs, physical harassment, and physical interference with movement or work.

**3.25 Interference with School Personnel in the Performance of Their Duties** - A student may not interfere with school personnel in the performance of their duties in an unsafe situation such as:

- Refusal to comply with the lawful request of school officials
- Interference with breaking up fights
- Using cell phones to contact peers or family members about an altercation which results in a major disruption

**3.26 Other Offense** - A student may not commit any other offense that the principal or designee may deem to fall within this category.

## **INTERVENTIONS AND DISCIPLINARY RESPONSES – LEVEL III**

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### **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, depending on the circumstances. This determination is made as a part of the student hearing process.

The principal/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/designee will give the student a notice of expulsion 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 as an alternative to expulsion 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 to have violated the student code of conduct 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 placement under the conditions set forth by the Board of School Commissioners. Should the parent 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.

## **SUSPENSION PROCEDURES**

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### **PROCEDURES FOR SUSPENSIONS**

A student accused of misconduct, which (in the opinion of the principal/designee) would require a 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 principal/designee should meet with the student to discuss the student's version of events and identify witnesses to the incident. The meeting 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 the student violated the Student Code of Conduct and, if so, what disciplinary response will be imposed.
4. The principal/designee will report each suspension in writing to the student's parent/guardian providing notice of the reason for the suspension and an opportunity to have a conference with the principal/designee. This report will be provided to the parent/guardian by email, school notification system, hand delivery, or other reliable means by the end of the day of the suspension.
5. If requested, the conference with the parent/guardian will occur within three (3) calendar days of the date of suspension. The principal/designee will issue a written decision within three (3) school days of the conference. Parents/Guardians may appeal the suspension to the Director of Student Intervention Services.
6. 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 parent/guardian 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 school. Students are expected to attend school while on suspension from the bus.

### **LIMITS TO SUSPENSION**

A student may not be suspended for more than ten (10) days for any occurrence and no more than a total of thirty (30) school days in one school year. A principal may not suspend a student from school during the last ten (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 Intervention 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.

### **SUSPENSION APPEALS**

If, after a conference with the principal, the parent/guardian may appeal the suspension to the Director of Student Intervention Services. The parent/guardian must request the appeal in writing within three (3) school days after the date of the principal's written decision stating the reason for the appeal.

The Director of Student Intervention Services will hold a conference with the parent/guardian within five (5) school days and issue a written opinion within three (3) school days following the appeals conference. **The decision of the Director of Student Intervention Services is final.**

### **PROCEDURES FOR FORMAL DUE PROCESS HEARINGS**

A principal/designee may recommend a student for expulsion for a Level III offense by notifying the parent/guardian that the student is recommended for expulsion and shall be suspended until the hearing with the Hearing Officer.

1. The Hearing Officer will conduct a hearing within fifteen (15) calendar days from the date of receipt of the suspension notice from the school. The Hearing Office will contact the parent/guardian to discuss the options for conducting the hearing. The parent/guardian will be given an option to have a virtual or in-person hearing.
2. If the parent/guardian chooses the virtual hearing, a hearing notification letter will be provided to the parent/guardian by email, school notification system, or other reliable means. The virtual hearing will be conducted via Microsoft Teams.
3. If the parent/guardian chooses the in-person hearing, the Hearing Office will notify the parent/guardian by email, school notification system, or other reliable means the scheduled time and date of the hearing.

4. The parent/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 fifteen (15) minutes can be allowed for a tardy parent/guardian or student.
5. A school hearing is an administrative proceeding. The parent/guardian should notify the Hearing Office within two (2) school days if they are bringing an attorney to the hearing.
6. 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/guardian. Documentation of legal guardianship will be required.
7. At the hearing, the Hearing Officer will give the student an opportunity to admit or deny the offense or offenses.
8. 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.
9. The Hearing Officer must allow all parties to call witnesses. The witnesses have a right to privacy.
10. 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.
11. 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.
12. The Hearing Officer may require restitution for damages to the school board for personal property.
13. 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/guardian may request a copy of the recorded hearing for a minimal fee from the Hearing Office. No other parties may record the hearings.
14. 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
  - Placement in an alternative program or intervention program (i.e. evening high) on probation contract

- Expulsion (for the remainder of the school year or up to 365 days for a firearm)

**Note: In cases where 3.01 Drugs and 3.02 Alcohol are involved, the following actions will be taken:**

First Offenders who have completed an appropriate counseling program or enrolled in an appropriate counseling program at the time of the hearing may be returned to their home school.

### **APPEALS PROCESS**

The decision of the hearing officer may be appealed if a written notice of appeal is made to the Chief of Staff within five (5) calendar days of notification of the hearing officer's decision. The Chief of Staff reserves the right to review the record or meet with the parties. If a meeting is held, it will take place within five (5) school days of the written request. An appeal will be limited to the established record, and no new testimony will be allowed. The Chief of Staff will issue a written decision within five (5) school days of the appeals meeting. If the Chief of Staff does not meet with the parties, a written decision will be issued within five (5) school days of the written request.

The decision of the Chief of Staff may be appealed if a written notice of appeal is made to the Superintendent within five (5) calendar days of notification of the Chief of Staff's decision. **The Superintendent reserves the right to review the matter or send the appeal to the board for final consideration.** If the Superintendent reviews the appeal, he/she reserves the right to review the record or meet with the parties. If a meeting is held, it will take place within five (5) school days of the written request. An appeal will be limited to the established record, and no new testimony will be allowed. The Superintendent will issue a written decision within five (5) school days of the appeals meeting. If the Superintendent does not meet with the parties, a written decision will be issued within five (5) school days of the written request.

The decision of the Superintendent may be appealed to the board. The board will consider the appeal at the next regularly scheduled board meeting. The board reserves the right to review the record or hear from the parties. The appeal will be limited to the established record, and no new testimony will be allowed. The board will issue a final determination within ten (10) school days of hearing the appeal. The decision of the board may be appealed to the court.

If the student is expelled, the student may submit a request for readmission the following year, excluding expulsion for a firearm (up to 365 calendar days).

### **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 See Board Policy JFABC and AR-JFABC-R. The principal will notify the parent/guardian of the recommendation and the right to appeal to the Director of Support Services. Students may not return 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 Director of Support Services or his/her designee is final.



## **ALTERNATIVE PLACEMENT AND EXPULSION**

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### **ALTERNATIVE PLACEMENT CONDITIONS**

Students may be allowed to attend an alternative school as an alternative to expulsion under conditions in order to earn re-admittance to their zoned school. Should the parent/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 assigned to an alternative placement may be readmitted to a traditional Richland One school after the period of 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.

**REINSTATEMENT PROCEDURES**

**1. Students Entering Richland One with a Record of 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 Intervention Services or designee 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.

**4. Reinstatement Procedures for Students with an Identified Disability.**

- All students with an identified disability returning or entering the district from (1.) the Department of Juvenile Justice (or any comparable correctional facility.) (2.) an alternative placement (mental health, alternative school or residential treatment facility) or (3.) students requesting entry into Richland One from another district in which the student has a discipline record are:
  - Required to obtain a Reinstatement Letter to acknowledge that the District Hearing Office has received the student’s reinstatement application.
  - Reviewed by an IEP committee appointed by the Office of Special Services to determine the most appropriate placement for the student attempting to enroll in Richland One.
  - The IEP committee must include the appropriate team members. (LEA, special services consultant, school psychologist, special education teacher, general education teacher, parent of the student, and student when appropriate.)
  - The IEP committee can place a student with a disability in an alternative or temporary educational setting based on the educational, emotional, and functional needs of the student.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

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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 student with a disability before the occurrence of the behavior that caused the disciplinary action. (34 CFR § 300.534(a))

When a student 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 injury offenses. The district may not be obligated to provide services in an alternative setting for Section 504 students.

## ATTENDANCE & TRUANCY

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### 1. Attendance

Each student is expected to attend all scheduled classes and activities every day as outlined by the district, 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-(1.04), "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 for an excused and legal absence:

- 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 (3) 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/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 parent/guardian 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 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 workdays 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**

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1. IJNDB Acceptable Use of Information Systems
2. JFABC Student Assignments and Transfers
3. JICA Student Dress Code
4. JICDA Code of Conduct
5. JICFAA Harassment, Intimidation or Bullying
6. JICG Tobacco Free Schools
7. JICI Weapons in Schools
8. JICK Student Behavior During Testing
9. JKA Restraint, Seclusion and Intentional Physical Contact
10. JII Student Concerns, Complaints and Grievances
11. JIH Student Questioning, Searches and Arrests
12. JLCD Assisting Students with Medication

**All policies and administrative rules may be accessed [here](#) or from the district's website: [www.richlandone.org](http://www.richlandone.org)**

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

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| 1. Section 16-3-1040.   | Threatening 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 re-admission; 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 59-63-235.  | 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. (see page 6)  |
| 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](http://www.scstatehouse.gov/code/statmast.php)

## SECTION VI GLOSSARY

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**ALTERNATIVE PROGRAM** – An educational and rehabilitative program that provides an alternative for students having difficulty in a traditional school setting or facing 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 MANAGEMENT** – 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 JICA 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, 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 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

**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.

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

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

**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

**MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)** – A school-wide, data driven, proactive framework for improving both learning and behavioral outcomes for all students through the use of evidence-based practices and effective systems to improve core instruction and intervention.

**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

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

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

**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
- **OUT-OF-SCHOOL SUSPENSION** – a suspension that lasts ten (10) days or less

**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.