

# ***ESTILL ELEMENTARY SCHOOL***

***“Unleashing the Power of Education to Gain Student Achievement”***

# **PARENT/STUDENT HANDBOOK**



**ESTILL  
ELEMENTARY**

***“Home of the Baby Gators”***

***2025 – 2026***

**Estill Elementary School  
1450 Columbia Hwy.  
Estill, SC 29918**

**Telephone: (803)-625-5030**

**Fax: (803)-625-2373**

**Mrs. Synetria L.M. Singleton, Principal  
Ms. Germera Owens, Assistant Principal  
Mrs. Falecia Dickson, Guidance Counselor  
Mrs. Shirley Murrell, Bookkeeper  
Ms. Lanamsha Newton, PowerSchool Clerk  
Ms. Branette Cohen, Reading Interventionist  
Mrs. Courtney Cook, Reading Coach  
Mrs. Nora Brown-Solomon, Instructional Coach**

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## Principal's Message

Dear EES Baby Gator Parents and Students,

Welcome back to the 2025-2026 school year! As your new principal, I am ecstatic about our future together and anticipate great things as we embark on this new journey. Myself alongside the faculty and staff of Estill Elementary are excited to work with each and every one of you! We are thrilled to have a few new faces and some changes to positions, and we are especially enthused about the transition to our new building!!

As a part of our new beginnings, it is important to build a working relationship between faculty/staff, parents, and students. Thus, in order to build upon the foundation that is already in place, it is important to establish a common goal, **STUDENT ACHIEVEMENT**. Parent involvement is crucial to a child's education, alongside a working relationship to assist in meeting our common goal. Please take advantage of the opportunity by way of joining our PTA (Parent Teacher Association), SIC (School Improvement Council), or simply by paying us a visit.

In addition to a working relationship, we must govern ourselves by the policies and procedures that are in place by all stakeholders. Our handbook is filled with important information regarding school policy and procedures. An electronic version can be found at; <https://ees.hcsdsc.org/> . To find the policies that govern our school and district please visit our district website (<https://hcsd.k12.sc.us/>) for more detailed policy information. Please review the handbook together. If you have any questions, please call the main office: (803) 625 - 5030.

Sincerely,

*Synetria L.M. Singleton*

Synetria L.M. Singleton  
Principal



Dr. Ronald Wilcox, Superintendent of Schools

**BOARD OF TRUSTEES**



Marsha Robinson, Chairman  
Kari Foy, Vice Chairman  
Debra Holmes, Secretary  
Kari Foy, Secretary  
Mary Wilson, Parliamentarian  
Douglas Jarrell, Member  
Richard Long, Member  
Hannah Priester, Member

**MISSION**

HCSD provides all students with the highest quality education that equips them to succeed in an evolving world.

**VISION**

Empowering students to achieve excellence and positively impact the global community.

**GOALS**

**Goal 1:** Increase Student Achievement – We will maximize academic achievement in a personalized learning environment for every child to graduate college, career, and citizen ready.

**Goal 2:** Promote Safety – We will promote a safe, orderly and supportive environment for teaching and learning, and customer service.

**Goal 3:** Cultivate Engagement – We will strengthen communication and collaboration with employees, students, parents and the community.

# Forms

**STUDENT CODE OF CONDUCT ACKNOWLEDGEMENT FORM  
2025-2026**

We request your help and cooperation. Please read and discuss with your child the rules and policies set forth in the Student/Parent Code of Conduct Handbook. When you have done so, sign this form and return it to the school. Your signature and the signature of your child acknowledge receipt of this handbook and that both of you have read, understood, and consent to the responsibilities outlined within the handbook. The signature of the teacher acknowledges that he or she has reviewed and discussed the contents with your child. The form will be kept on file at the school.

Complete the below information and return it to your child's school.

I have read, reviewed, and discussed the Student Behavior Code Handbook. However, I do understand that if I can request a hard copy and one will be provided.

Name of Student:

---

Grade

School

---

Signature of Student

Date

---

Signature of Parent

Date

---

Signature of Teacher

Date

---



## ATTENDANCE AGREEMENT

Students will be expected to attend school regularly and shall present a written excuse, signed by parent/guardian in all cases (certified medical or judicial) for all absences. This excuse must be sent with the child upon returning to school from their absences. Any student who fails to bring a valid excuse to school (within 3 days) will automatically receive an unexcused absence. A valid excuse must list the date(s) of absences, the reason, telephone number and signature of parent/guardian. False excuses will be referred to the school administration for appropriate disciplinary action.

When a student has unlawful absences for three (3) consecutive days or has a total of five (5) unlawful absences, the principal/designee will request (by phone or by written note) a conference with the parent/guardian. At this time a student is considered truant (although the schools will accept medical notes as a valid excuse for truancy purposes, the State Department of Education still include those absences for chronic absence reporting and they, therefore, must be a part of the discussion when intervention meetings are scheduled).

Once a student is considered truant the principal/designee along with the parent/guardian will formulate a written agreement (an intervention plan) to keep the student in school. If the school is unsuccessful in contacting the parent and/or guardian or in getting the parent/guardian to agree on a time to meet, or if the parent/guardian fails to keep the appointment, a plan will be developed in the parent/guardian's absence and a copy of the plan will be sent to the parent/guardian.

The District Attendance Supervisor will be notified if the agreement is not kept and the student continues to accumulate unexcused absences. A district level hearing will be scheduled at that time for further action by the District Attendance Supervisor. The principal/designee, the District Attendance Supervisor, in some cases an outside agency representative, and the parent/guardian will meet to amend the written agreement.

The District Attendance Supervisor will be notified of any further unexcused absences by that student and the case may be referred to the judicial systems as well as reported to the Department of Social Services for educational neglect. Also, remember, any student who has (10) or more unexcused absences for the year may be in danger of not being promoted.

***THE 10 DAY RULE WILL BE TAKEN INTO CONSIDERATION WHEN DECIDING IF A CHILD SHOULD BE RETAINED AND HE/SHE HAS MISSED 10 OR MORE DAYS FROM A CORE SUBJECT AREA SUCH AS ELA, MATH, SCIENCE OR SOCIAL STUDIES. AS A RESULT OF CONSTANT TARDIES OR EARLY PICK-UPS.***

***FOR TRUANCY PURPOSES, A STUDENT ON THE PRIMARY AND ELEMENTARY LEVEL MUST BE PRESENT FOR AT LEAST ½ THE INSTRUCTIONAL DAY TO BE COUNTED PRESENT IN ATTENDANCE FOR THAT DAY. (11:15 A.M. IS ½ DAY).***

By law, all students in Grades K-12 must attend class a minimum of 170 days of the 180-day school year, including excused absences as defined by state or local board policy.

### **LAWFUL ABSENCES INCLUDE:**

- Students who are ill and whose attendance in school would endanger their health or the health of others may be temporarily excused from attendance.

- Serious illness or death in student’s immediate family (parents, legal guardians, siblings, children, grandparents).
- Recognized religious holidays of their faith.
- Medical, dental, mental health or other health services that must be scheduled during school hours.

Failure to comply with this plan will result in an attendance contract and a referral to Department of Social Services (DSS) for Educational Neglect.

Chronic absenteeism is now being reported by the State Department of Education to the Federal Government. Any student who misses 10% of the enrollment period-for any reason (e.g. illness, suspension, excused or unexcused) is considered chronically absent

All students are expected to make up work missed when absent whether the absence was excused or unexcused. Teacher, parent, and the student are responsible for seeing that work is completed and turned in within two (2) weeks after returning to school.

Please sign the form below and return it to your child’s teacher as soon as possible.

**PARENTAL ACKNOWLEDGEMENT**

I, \_\_\_\_\_ the parent of \_\_\_\_\_  
(Parent’s Printed Name) (Student’s Printed Name)

have received, read, and understand the attendance policy for Hampton School District for the 2025-2026 school year. I understand, if my child misses three consecutive days of school or a total of 5 days, I will be contacted and a meeting will be scheduled and an intervention plan developed for my child. I am also aware that if my child misses 10% or more of the enrollment period for any reason (e.g. illness, suspension, excused or unexcused absences) he/she is considered chronically absent; an Intervention Plan will be developed and he/she may be in danger of retention. Additionally, if my child missed 10 or more days from a core subject as a result of tardy or early releases he/she may be in danger of being retained.

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Parent notes do not excuse a student’s absence. Parent notes merely acknowledges your awareness that he/she was absent and the reason for the absences

**COMPUTER/INTERNET ACCEPTABLE USE AGREEMENT 2025-2026**

School District Internet Use Agreement

I understand and will abide by the Internet Acceptable Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action?

Student's Full Name:	
Student's Signature	
Date:	

**Please return this page ONLY to your child's homeroom teacher by Wednesday, August 15, 2025.**

**Hampton County School District 2025-2026  
Signature/Verification of Receipt of District Forms**

Student Name:

Parent Name:

Address:

Grade:

Primary Phone #:

**STUDENT AND PARENT / GUARDIAN MUST SIGN AND RETURN TO SCHOOL**

1.  **STUDENT CODE OF CONDUCT ACKNOWLEDGEMENT FORM (Gr. PK-4th)**  
 I have read, reviewed and discussed the Student Behavior Code and understand that students are expected to conduct themselves in an appropriate & civil manner, demonstrating positive & respectful behavior for self, adults and peers, including community members. However, I do understand that if I request a hard copy, the school will provide one.
2.  **MEDIA RELEASE**  
 I understand that pictures & interviews may be used on the District's website, in school district publications, external publications and electronic media.  
 School/District:  Agree  Disagree  
 Media:  Agree  Disagree
3.  **ATTENDANCE AGREEMENT**  
 I have reviewed and discussed Hampton County School District Attendance Agreement with my child.
4.  **HARASSMENT PROCEDURE**  
 I have reviewed and discussed Hampton County School District Student Guide to Understanding and Avoiding Harassment with my student.
5.  **COMPUTER / INTERNET SAFETY AND RESPONSIBLE USE**
  - I understand my child will use the HCSD learning platforms, access information through the Internet and utilize educationally relevant digital content.
  - I understand that access to the Internet is designed for educational purposes and HCSD has a secure and filtered Internet browser for students to eliminate controversial materials.

**I have read, reviewed, and discussed all forms available in the HCSD Student/Parent Code of Conduct with my student.**

Student Signature (Grades 2 - 4)

Date

Parent Signature (All Parents Pre-K – 4<sup>th</sup>)

Date

Hampton County School District Parent and Student Handbook 2024-2024

Hampton County School District Modified School Calendar 2025 - 2026

Modified

July					August					September					October				
S	M	T	W	T	S	M	T	W	T	S	M	T	W	T	S	M	T	W	T
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## 2025-2026 School Calendar

July 31- August 6, 2025.....	Professional Learning Days
August 7, 2024.....	Students’ First Day
September 1, 2025 .....	Labor Day Holiday
September 2, 2025 .....	Professional Learning Day
September 10, 2025 .....	Interim Report 1
October 10, 2025.....	End of Quarter 1
October 15, 2025.....	Early Release Day
October 16, 2025.....	PTC/WD/Report Cards
October 17-20, 2025 .....	Fall Break
November 12, 2025.....	Interim Report 2
November 24-28, 2025 .....	Thanksgiving Break
December 19, 2025 .....	Half Day
December 22, 2025-January 2, 2026.....	Christmas & New Year’s Break
January 5, 2026.....	*Intersession Day
January 6-7, 2026 .....	Professional Learning Days
January 9, 2026 .....	End of Quarter 2 / Semester 1
January 16, 2026 .....	Report Cards
January 19, 2026 .....	Dr. Martin Luther King, Jr., Holiday
February 11, 2026 .....	Interim Report 3
February 12, 2026 .....	Early Release Day
February 13, 2026 .....	Professional Learning Day
February 16, 2026 .....	Presidents’ Day Holiday
March 18, 2026 .....	End of Quarter 3
March 27, 2026 .....	PLD/PTC/Quarter 3 Report Card
April 3, 2026 .....	Intercession Day
April 6-10, 2026.....	Spring Break
April 13, 2026.....	Intercession Day
April 29, 2026.....	Interim Report 4
May 25, 2026 .....	Memorial Day Holiday
June 2-3, 2026 .....	Half Days/Last Day for Students
June 4, 2026 .....	Professional Learning Day / Last Day for Teachers

***\*Intersession Days are by invitation only and are provided for students with academic or attendance makeup needs.***

**Weather Make-Up Days:** Semester 1 – October 20 and January 5 Semester 2 – April 3 and 13 *(If Needed)*

*Hampton County School District is a SCDE approved eLearning district. The current provision allows the district to use up to five (5) days in eLearning. These days are for emergency situations, such as inclement weather or utility interruptions (for example, water line breaks or power outages). They are not planned days on the calendar.*

**HAMPTON COUNTY SCHOOL DISTRICT**  
**Office of Federal Programs Parent Information**  
**Parents' Right- to- Know**

The *Every Student Succeeds Act (ESSA)* was passed by the U.S. Congress and signed into law on December 10, 2015. *ESSA* replaces the *No Child Left Behind Act (NCLB)* and is the latest reauthorization of the *Elementary and Secondary Education Act (ESEA)*. Under *ESSA*, parents and/or guardians of students enrolled in Hampton County School District have the right to request and receive information in a timely manner regarding the professional qualifications of their child's classroom teacher(s). If requested, the information regarding the professional qualifications of their child's classroom teacher(s) must be provided and shall include the following:

- whether the teacher has met the South Carolina certification requirements for the grade level and subject area(s) in which the teacher provides instruction;
- whether the teacher is teaching under an emergency or other provisional status through which South Carolina qualifications or certification criteria have been waived;
- the baccalaureate degree and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree and,
- whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you desire to obtain this information or have questions or concerns, please contact the Director of Human Resources, **Mrs. Conchita Bostick @ (803) 903-1029** or [cbostick@hcsdsc.org](mailto:cbostick@hcsdsc.org) .

## DAILY CLASS SCHEDULE 2025-2026

Regular School Day			
Bus Arrival	Breakfast	Instructional Time	Car/Bus Departure
7:00 am	7:00 am – 7:25 am	7:25 am – 2:30 pm	2:30 pm

Early Release School Day			
Bus Arrival	Breakfast	Instructional Time	Car/Bus Departure
7:00 am	7:00 am – 7:25 am	7:25 am – 11:00 am	11:15 am

### Arrival and Dismissal

#### BUS and CAR RIDERS ARRIVAL

Arrival is between **7:00 am – 7:20 am**. NO child should arrive before 7:00 am due to inadequate supervision. **Students need to arrive before 7:20 am**, which will allow adequate time for students to eat breakfast. They will remain in the cafeteria until 7:15 am, this will provide teachers with a 30-minute morning planning. **Bus riders** will be unloaded in the front of the building while **car riders** are to be unloaded in the designated area only. All morning and afternoon car rider traffic must enter at the roadway closet to Estill and exit from the roadway closet to Luray. Only students with physical handicap will be unloaded in the front at the main office entrance.

**To build responsibility and confidence in your child, please allow him/her to walk into school by himself/herself.**

#### BUS DISMISSAL

**Dismissal for bus riders will be 2:30 pm daily.** All bus riders will be dismissed to the front of the building Using the double doors of the hall nearest their classroom.

#### CAR DISMISSAL

**Dismissal for car riders will be 2:30 pm daily.** All car riders are to be picked up from the designated car rider line near the double doors of the back hall. Children will not be allowed to go to cars until a staff member on duty gives them permission. Children are not allowed to be loaded or unloaded in the faculty parking area or in any area other than designated above with a few exceptions.

**PLEASE NOTE:** Teachers and staff members have staff meetings, parent conferences, etc. beginning at 3:00 pm. Due to these afternoon commitments, students who remain after 3:00 pm will be taken to the main office, signed in on the late dismissal notebook, and asked to sit quietly while parents are contacted.

# ACADEMICS

**DISTRICT GRADING POLICY ADDENDUM**

All students will receive numerical and letter grades but **NOT** to receive a number grade lower **than 50** each 9-weeks (teacher should enter actual grade in comment section). The comment should state, "The actual average is a \_\_\_\_\_, but has been moved to **50** per district policy. It is permissible to enter actual grades for the interim report, but not on the report card. No student should fail with a **60 average**. To receive credit for a class for the year, a student must obtain a **minimum score of 60** on his/her final grade and must have been in attendance for **at least 170 days**. **Regular Education Teachers** will use the grading scale below:

A = 100 – 90    B = 80 – 89    C = 70 – 79    D = 60 – 69    F = 59 – below

**Art, Music, and Keyboarding teachers** should use the letter below:

E – Excellent    S – Satisfactory    N - Needs Improvement    U – Unsatisfactory

**Physical Education (PE) teacher** will give a numerical grade, but will not be calculated in the GPA. They can use a check system, checks can be given for: be present/Dressed Out/Participation plus health work. PE grades will be:

A – 95    B – 85    C – 75    D – 65    F – 55    **Nothing in between**

Grades must be entered into PowerSchool within **7 days** of administering the assessment and **3 days** of any other assignment. Do not wait until the end of the grading period to administer multiple assessments.

Each subject area will receive teacher commentary concerning students' academic and behavioral performances.

**Grading Weighted Scaled:**

1. Summative Assessment – 60%
2. Formative Assessment – 40%
  - Classwork
  - Participation/Citizenship

**MAKE-UP PROCEDURES**

A student will be permitted to make-up work missed due to any lawful absence. A student who misses class (face to face or virtual) because of a school-sponsored function is responsible for assignments that are missed.

- Teachers will work with students upon their return from an absence to address missed assignments.
- For an extended student absence of three (3) or more days, teachers should contact parents to examine the reason for the student absences and to offer suggestions for missed work.
- Students should have the number of days equal to the number of days absent to turn in completed make-up work, unless a greater extension is granted by the teacher.
  - For example: 1 day absent = 1 day to make-up work

## **HOMEWORK**

It is the procedure of our school that homework is suitable in difficulty and length of time required for completing it. It should be preceded by sufficient instruction to allow the child to complete it by him/herself. It is expected that by working together, parents and teachers can provide step-by-step training in the development of a self-disciplined, responsible student.

The nature, amount, and duration of homework will vary by grade. Assignments should be from 10 to 30 minutes for K – 2 and 10 to 60 minutes for 3<sup>rd</sup> – 4<sup>th</sup>. Each student is expected to complete the **assigned homework** on a daily.

The purposes of homework include:

- Reinforce knowledge and skills within the capabilities of the intended students as they are given an opportunity to reflect on concepts and skills taught.
- Support student academic achievement by providing timely feedback exposing them to out-of-school learning resources.
- Support collaboration among students, teachers, and parents.
- Promote growth in self-responsibility and self-direction in learning by enriching, enhancing and extending school experiences.
- Direct students toward good work habits such as budgeting time

Daily homework for all students includes reading every night, completing a reading log, and mathematic.

## **EXAMINATION POLICY**

All students are required to take a benchmark assessment at the end of every quarter.

## **CHEATING/PLAGIARISM**

During testing, students may not talk, turn around in their seats, turn off their computer camera, pass items, or have books or items on desks/work area. Violations of this may be considered by a teacher as CHEATING. Students submitting projects must properly cite all sources. Students who cheat will be given a zero (0).

## **PROMOTION AND RETENTION**

Please read carefully and follow the promotion policy adopted by Hampton County School District. All **4 subject areas** are year-long courses.

Criteria's:

- If a student fails Math or ELA, they must attend summer school for possible promotion.
- If a student fails Science OR Social Studies, the student may be placed with no summer school required.
- If a student fails BOTH Science and Social Studies, they must attend summer school for possible promotion.

Teachers are required to keep all parents fully informed and document in ABE and/or POWERSCHOOL.

**Parents must be informed in writing by the end of the first quarter if retention is a possibility.**

**INTERIM REPORT AND REPORT CARD DATES:**

Quarter	Grade Verification Due Date
1 <sup>st</sup> Quarter (Interim)	9/03/2025
1 <sup>st</sup> Quarter (Report Card)	10/09/2025
2 <sup>nd</sup> Quarter (Interim)	11/05/2025
2 <sup>nd</sup> Quarter (Report Card)	1/11/2026
3 <sup>rd</sup> Quarter (Interim)	2/04/2026
3 <sup>rd</sup> Quarter (Report Card)	3/20/2026
4 <sup>th</sup> Quarter (Interim)	4/22/2026
4 <sup>th</sup> Quarter (Report Card)	6/03/2026

**MULTI-TIERED SYSTEMS OF SUPPORT**

Multi-Tiered Systems of Support ([MTSS](#)) is a multi-tiered approach of support that goes beyond just academics. It also covers social and emotional supports for students as well as adults. It includes Response to Intervention (RTI) supports to help students who are struggling with academics. Successful MTSS implementation is a highly complex process that involves the following tasks:

- Gathering accurate and reliable data
- Correctly interpreting and validating data
- Using data to make meaningful instructional changes for students
- Establishing and managing increasingly intensive tiers of support
- Evaluating the process at all tiers to ensure the system is working.

**ACADEMIC PROGRES MONITORING MEASURES:**

STEP 1 – Administer the Universal Screener (i-Ready) and analyze the data for trends

STEP 2 – Assign students to tiers within the classroom using the (**Screening Report + Additional Data Points**)

STEP 3 – Inform parents about student data through parent contact meetings (**Student Support Team**)

STEP 4 – Use Universal Screener data and other classroom data to progress monitor the interventions used inside/outside the classroom.

STEP 5 – Keep track of student progress through ENRICH.

STEP 6 – Repeat steps to determine support for student learning.

**DISCIPLINE HEARINGS PROCEDURES**

The purpose of student disciplinary hearings is to assist building administrators in maintaining an appropriate educational climate that is conducive to teaching and learning. The Board expects all students to conduct themselves appropriately and civilly, demonstrating positive and respectful behavior for self, adults, and peers, including community members. All discipline hearings will be handled within 10 days of the incident. The Office of Student Services must be notified immediately of an incident requiring a hearing. A completed hearing packet must be in the Office of Student Services within 2 days of the incident.

**Student Discipline Packets must include the following:**

1. Hearing notice signed by the parent and/or legal guardian
2. Current year student discipline record
3. Current report card
4. Current year attendance
5. The result of the manifestation hearing must be included, for children receiving special education services

**Administrative Hearings for students in grades K-4 will be conducted by the building principal or their designee and the Director of Student Services.**

#### **SCHOOL RESOURCE OFFICER**

- School Resource Officers (SROs) are employed by the Hampton County Sheriff's Department. An SRO is based at Estill Elementary; the supervisor of the SRO unit provides additional assistance to schools and SROs as needed.
- The primary goal of the School Resource Officer is to provide a safe learning environment for students and teachers. The presence of an SRO on school campuses and at school-sponsored events help deter misbehavior. The SRO seeks to establish positive relationships with the school community and is a valuable resource for students, parents and teachers regarding matters of safety, security and criminal law. Whenever incidents of crime or threats to safety occur, the SRO is able to respond quickly and with the full authority of a law enforcement officer.

#### **STUDENT QUESTIONING BY OFFICIALS: SCHOOL ADMINISTRATORS**

- Principals and/or Assistant Principals have the responsibility and authority to question students for the purpose of maintaining a safe and orderly school environment. Though it is important to inform parents about issues of concern, parental consent is not required prior to the questioning of students.
- **Department of Social Services (DSS):** DSS officials investigating suspected child abuse are permitted to conduct reasonable interviews and inspections of children at school. Notice to parents is not required nor desirable when the object of that investigation may be the parents. If the investigation involves suspected child abuse by individuals other than those residing in the child's household, then law enforcement becomes the lead investigating agency.
- **Guardian Ad Litem:** The Guardian Ad Litem is a trained professional appointed by the court to represent the best interests of minor children in court cases. Any request to interview a student or to inspect the student's school record should be submitted, in writing, along with court documentation establishing the Guardian Ad Litem relationship with the child.
- **Law Enforcement:** School Resource Officers, as well as Probation Officers of the Juvenile Court, are permitted to question students at school without prior parental approval. Law enforcement officers from other agencies investigating non-school-related matters may question students with the consent of the parent/guardian. Law enforcement officers who have a detention order or warrant for arrest, or states that the situation involves pursuit of a suspect linked to a felony crime may question students without parental consent.

**STUDENT SEARCHES**

- To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student desks, and student lockers at any time. In addition, a student may be searched if administrators have reason to believe the student is in possession of an article or substance which is illegal, prohibited by school rules, or dangerous. Students are given the opportunity to produce the item sought, or to voluntarily empty their pockets, pocketbooks, or book bags. Students may be asked to remove their jacket, vest, shoes or socks. A School Resource Officer may be summoned if there is reason to believe any search should be continued beyond the parameters set forth above. A student who refuses to allow an administrator to search him/her will be subject to disciplinary action, up to and including suspension.

**GENERAL GUIDANCE****PARENT COMMUNICATION**

As communication tools, we will be utilizing our Baby Gator News (BGN), telephone calls, student's email address, Parent Square, Alert Now, and Class Dojo, as some of our means of communication. Our green quality student work folder will be sent home every Tuesday. Discussion will include but not limited to student work, behavior, etc. If the teacher is absent, he/she must contact the parent to inform him/her of their absence and intent to follow-up the communication as soon as he/she return from an absence and or professional learning.

**PARENT-TEACHER CONFERENCES**

- Parents are encouraged to contact the school to arrange a parent-teacher conference to discuss their child's performance at school. Parent-teacher conferences can be effective ways of helping students improve their schoolwork. To schedule conferences, parents should contact the school counselor or the teacher. Teachers are not available for parent-teacher conferences during instructional time.
- Parent-teacher conferences can be conducted three (4) ways: 1) in person; 2) telephone; 3) note; or 4) virtually.

**PLEDGE OF ALLEGIANCE AND PLEDGE TO THE STATE FLAG**

- Students will be given the opportunity to recite the Pledge of Allegiance and the Pledge to the State flag each school day. Parents should notify their child's teacher, in writing, if they do not wish for their child to participate in reciting of the pledges.

**SILENT REFLECTION**

- In each classroom the teacher in charge, at the opening of each school day, shall conduct a brief period of quiet reflection for not more than 60 seconds. This moment of quiet reflection is not intended to be and shall not be conducted as a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

### SUPERVISION OF STUDENTS AT SCHOOL

- Students are under the supervision of school staff during the school day. The school is not responsible for students on school grounds during any time other than the school day or during school-sponsored events after the school day. Schools cannot be responsible for supervising students prior to the arrival of the first bus each morning.

### MEDICINE

- When students take medicine at school, parents must bring all medicine and related equipment to the school nurse or his/her designee and complete a Student Health and Medication Authorization Form. Medicine cannot be given without written permission and instructions from the parent. **Please do not send medicine to school by students.**

### TELEPHONE USE

- Students may possess wireless communication devices in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions. However, wireless devices such as cellular phones, electronic pagers or any other communications devices may not be use, visible or be heard while on school property during school hours unless authorized by the classroom teacher for the purposes of teaching and learning. (*Beginning and end of school will be denoted by the start and end of the instructional day as indicated by the bell system*).

### TEXTBOOK AND INSTRUCTIONAL MATERIALS (South Carolina Code 43-71 Free Textbooks Section 19 & 20)

- **Lost Instructional Materials:** Schools may require pupils, parents or guardians to pay for instructional materials lost and the pupil, parent or guardian may be denied further benefits of the Free Instructional Materials Program until in compliance with this requirement. This requirement may be waived in instances where judgement of the principal and /or responsible officials believe that the child is a victim of unusual circumstances. The school district shall be responsible for the cost.
- **Damaged Instructional Materials:** Schools are required to collect appropriate damages fees from any pupil, parent or guardian for abuse or improper care of instructional materials and the pupil, parent or guardian may be denied further benefits of the Free Instructional Materials Program until in compliance with this requirement. This requirement may be waived in instances where the judgement of the principal and /or responsible officials believe that the child is a victim of unusual circumstances. The school or district shall be responsible for the cost. The amount to be charged in such cases shall be determined by the agent in charge of materials.

### LOST AND FOUND

- Articles of clothing and other items that are found should be will be taken to the parent coordinator's room.

**CHARACTER EDUCATION QUALITIES**

- Respect
- Responsibility
- Perseverance
- Self-Discipline
- Self-Control
- Honesty/Truth
- Compassion/Kindness
- Integrity
- Confidence

# **PBIS AND UNIVERSAL CLASSROOM MANAGEMENT SYSTEM**

		<b>PBIS MATRIX</b>						
	 <b>CLASSROOM</b>	 <b>HALLWAY</b>	 <b>CAFETERIA</b>	 <b>RECESS</b>	 <b>RESTROOM</b>	 <b>BUS</b>	 <b>CAR RIDER</b>	
<b>B</b> ehave Responsibly	<ul style="list-style-type: none"> <li>Follow teacher instructions</li> <li>Eyes on speaker</li> <li>One speaker at a time</li> <li>Use technology devices in the proper manner.</li> </ul>	<ul style="list-style-type: none"> <li>Voices off</li> <li>Walk on right side</li> <li>Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Face Forward</li> <li>Stay in your space</li> <li>Use table manners</li> </ul>	<ul style="list-style-type: none"> <li>Follow playground rules</li> <li>Respect Others</li> <li>Stop at designated areas</li> </ul>	<ul style="list-style-type: none"> <li>Walk in the restroom</li> <li>Take care of your business</li> <li>Take only the tissue you need</li> </ul>	<ul style="list-style-type: none"> <li>Keep your hands inside the window</li> <li>Remain seated at all times</li> <li>Keep feet out of the aisle</li> </ul>	<ul style="list-style-type: none"> <li>Use inside voice</li> <li>Listen to the adult in charge</li> </ul>	
<b>E</b> xceed Expectations	<ul style="list-style-type: none"> <li>Return materials to proper place</li> <li>Have all necessary materials</li> <li>Keep area clean/organized</li> </ul>	<ul style="list-style-type: none"> <li>Have your agenda</li> </ul>	<ul style="list-style-type: none"> <li>Place trays neatly in window</li> <li>Use trash can</li> <li>Stop to scan cards</li> </ul>	<ul style="list-style-type: none"> <li>Keep up with all belongings</li> </ul>	<ul style="list-style-type: none"> <li>Throw trash in trash can</li> <li>Keep walls clean</li> </ul>	<ul style="list-style-type: none"> <li>Use inside voices</li> <li>Keep objects out of the aisle</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to self</li> </ul>	
<b>S</b> cholarship First	<ul style="list-style-type: none"> <li>Stay on task</li> <li>Complete all work</li> <li>Participate in learning</li> </ul>	<ul style="list-style-type: none"> <li>Respect hallway displays</li> </ul>	<ul style="list-style-type: none"> <li>Talk quietly</li> <li>Only eat what is on your plate</li> <li>Clean up behind yourselves</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>Wash your hands</li> <li>Respect the privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>Listen to bus driver</li> <li>Stay seated</li> </ul>	<ul style="list-style-type: none"> <li>Keep bookbags packed</li> </ul>	
<b>T</b> eamwork Always	<ul style="list-style-type: none"> <li>Honor privacy of others</li> <li>Use inside voices</li> <li>Be a friend</li> </ul>	<ul style="list-style-type: none"> <li>Respect school property</li> <li>Respect personal space</li> <li>Report problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Be polite</li> <li>Respect cafeteria staff</li> <li>Take only the napkins you need</li> </ul>	<ul style="list-style-type: none"> <li>Take turn and share equipment</li> <li>Report problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Turn off water to sink when finished</li> <li>Flush after yourself</li> <li>Report problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Be nice and share seats</li> <li>Follow bus safety rules</li> </ul>	<ul style="list-style-type: none"> <li>Listen for your name</li> <li>Remain seated until called</li> </ul>	

**PBIS (Positive Behavior Interventions and Supports) Note: Color Revision August 9, 2024**

This school term we will reintroduce the PBIS system and the color card behavior system. Above you will find the PBIS system that displays the desired behavior that is expected of students in each area of the school and bus. When students behave as expected they can be randomly rewarded with tokens to utilize for items from our school store, raffles, or exclusive events that will take place at the end of each nine weeks. PBIS is a system that is also integrated into our MTSS system. We will support each student with the same supports on the Tier 1 level of PBIS. As data reveals that students need additional support on the Tier 2 and 3 level, our goal will be to provide those supports to ensure that our students obtain the necessary strategies to improve their behavior.

**Color Coded Behavior Management System**

Each student will have four opportunities to redirect their behavior within the classroom. Each day students will begin on green. In the event a student needs to be redirected for behavior, the teacher will change their card from green to the next color of yellow. Cards will be changed one level at a time.

- Green- Student exhibited the expected behavior for the day in class.
- Purple- 1<sup>st</sup> Warning-Redirect
- Yellow- 2<sup>nd</sup> Warning
- Blue- No PBIS Incentive
- Orange- Loss of privilege
- Red- Parent Contact

# RIGHTS AND RESPONSIBILITY

**RIGHTS & RESPONSIBILITIES FOR STUDENTS, PARENTS AND STAFF**

**STUDENTS' RIGHTS & RESPONSIBILITIES**

**RIGHTS**

- 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 other school staff.
- 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**

- To resolve problems and issues while providing dignity for all.
- 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 bring necessary learning materials, attend school regularly and arrive on time.
- To follow discipline guidelines adopted by the District, that includes the bus, as well as one's school and class.
- To comply with any staff member's reasonable request to obey school and bus rules.

**PARENTS' RIGHTS & RESPONSIBILITIES**

**RIGHTS**

- To be treated respectfully.
- To expect school to be a safe place for learning.
- To view the records and visit school in accordance with board policy.
- To be informed and receive explanations of academic progress and behavior.
- To be consulted as soon as possible when decisions are made that affect one's child.
- To request and be granted conferences with school personnel.
- To be informed of the Discipline Code and appeal process.
- To be informed of their rights to appeal discrimination to the Student Services Coordinator.

**RESPONSIBILITY**

- To abide by South Carolina Compulsory Attendance Laws.
- To teach the child self-discipline, respect for authority and the rights of others.
- To communicate to child an expectation to achieve in every class.
- To expose children to learning activities.
- 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 home and emergency phone numbers.
- To praise children for effort, improvement, and achievement.
- To respond quickly upon notification from school.

**STAFF'S RIGHTS & RESPONSIBILITIES**

**RIGHTS**

- To be treated with dignity, courtesy and respect.
- To work in a positive atmosphere conducive to teaching and learning.
- To be present at parent/teacher 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.

**RESPONSIBILITY**

- To accept shared responsibility for control and discipline 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 where all may learn.
- To inform and consult parents in assessing the needs and progress of students.
- 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.

# STUDENT ATTENDANCE

## STUDENT ATTENDANCE (COVID-19)

**In the event of school closure due to a rise in the numbers of COVID cases, the statements below will be in effect.**

- State law requires all children of compulsory attendance age to regularly attend school. Regular attendance is necessary if students are to make the desired and expected academic progress. Therefore, the board authorizes the administration to implement procedures to ensure student attendance is maintained during the pandemic (COVID-19), ensuring that absences are recorded, and truancy is reported in accordance with policy JH, *Student Absences and Excuses*.

### ONSITE ATTENDANCE

- Attendance is determined by whether a student is physically present in a classroom on school grounds or school property. Staff members will take attendance following the normal procedures set forth in district policy.
- Students who are sick due to COVID-19 will be considered lawfully absent in accordance with policy JH. If the illness is prolonged, such students will be eligible for medical homebound instruction as set forth in policy IHBF, *Medical Homebound Instruction*.

### VIRTUAL ATTENDANCE

- Attendance is determined by whether a student submits work and participates in activities assigned by the teacher. Students who submit work on a timely basis and participate as instructed will be considered present. Students who do not turn in assignments and participate in virtual learning activities as set forth in classroom procedures will be considered absent. Such absences will be processed in accordance with policy JH.
- Students who are sick due to COVID-19 will be considered lawfully absent in accordance with policy JH. If the illness is prolonged, such students will be eligible for medical homebound instruction as set forth in policy IHBF.

**STUDENT ATTENDANCE (REGULAR)**

**RESPONSIBILITY OF PARENT OR GUARDIAN.**

- **SECTION 59-65-10A**

All parents or guardians shall cause their children or wards to attend regularly a public or private school or kindergarten of this state which has been approved by the State Board of Education or a member school of the South Carolina Independent Schools’ Association or some similar organization, or a parochial, denominational, or church-related school, or other programs which have been approved by the State Board of Education from the school year in which the child or ward is five years of age on or before September first until the child or ward attains his seventeenth birthday or graduates from high school. A parent or guardian whose child or ward is not six years of age on or before the first day of September of a particular school year may elect for their child or ward not to attend kindergarten. For this purpose, the parent or guardian shall sign a written document making the election with the governing body of the school district in which the parent or guardian resides. The form of this written document must be prescribed by regulation of the Department of Education. Upon the written election being executed, that child or ward may not be required to attend kindergarten.

- **Section 59-65-20**

The Code of Laws of South Carolina allows a penalty for failure to enroll or cause a child to attend school. The law reads as follows: Any parent or guardian who neglects to enroll his child or ward or refuses to make such child or ward attend school shall, upon conviction, be fined not more than FIFTY DOLLARS (\$50.00) or be imprisoned not more than THIRTY DAYS; each day’s absence shall constitute a separate offense; provided, the court may in its discretion suspend the sentence of anyone convicted of the provisions of this article.

**TARDY**

Any student arriving to school after 7:30 am will follow one of these procedures:

- Tardy because of late bus arrival– Students will be permitted to class with a tardy pass notifying the teachers of the late bus. An announcement will be made when needed.
- Tardy other than late bus arrival – Parent and student should report directly to foyer to sign student in. Students will not be admitted to class without a pass.

**TARDY POLICY (PER SEMESTER)**

- Please make sure the children are in school on time. Students who are late will be marked tardy.
- Tardiness is only excused when there is a valid excuse such as a late bus or medical appointment.

Student’s Name:	
Grade:	<input type="checkbox"/> Pre-K <input type="checkbox"/> Kinder <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th
Teacher’s Name:	
Parent/Guardian Signature:	
Date:	

- (A complete copy of the attendance policy is kept in the attendance office.)

**Tardy Consequence**

Students who are excessively tardy and/or early dismissal are subject to the following consequences:

- 1<sup>st</sup> Tardy: Parent and Student Verbal Warning
- 2<sup>nd</sup> Tardy: Parent phone call
- 3<sup>rd</sup> Tardy: Attendance alert letter
- 4<sup>th</sup> Tardy: Parent Conference
- 5<sup>th</sup> Tardy: Overnight school suspension
- 6<sup>th</sup> Tardy: 1- day ISS
- 7<sup>th</sup> Tardy: District level conference (automatic 1-day out of school suspension, if parent is a no-show at District office)
- 8<sup>th</sup> Tardy: 1-day OSS
- 9<sup>th</sup> Tardy: 2-day OSS
- 10<sup>th</sup> Tardy: 3-day OSS
- 11<sup>th</sup> Tardy: Board Referral and pursue assistance from the Department of Social Services

**Please Note:**

- Parent notes do not excuse tardy.
- Tardy are excused only when the student has an appointment with a doctor or some other professional agency. The student must bring a note from this agency when he/she arrives at school. This documentation must be presented upon arrival to the attendance office to be admitted to class.

## WHAT DOES TRUANCY MEAN?

- Truancy is any intentional unauthorized absences from compulsory schooling. The term typically described absences caused by students of their own free will, and usually does not refer to legitimate “excused” absences, such as ones related to medical conditions. It may also refer to students who attend school but do not go to classes. Under State Board of Education Regulation 274, all state schools are required to establish uniform management information and reporting system on truancy. The State Board of Education recognizes that truancy is primarily an educational issue and that all reasonable, educationally sound, corrective actions should be undertaken by the school district prior to resorting to the juvenile justice system.
  1. **Truant** – A student up to 17 years old meets the definition of a truant when the student has three consecutive unlawful absences or a total of five unlawful absences. A Student Attendance Intervention Plan will be developed in a meeting with the administrative staff, parent/guardian, and student.
  2. **Habitual Truant** – A “habitual” truant is a student up to 17 years old, who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two or more additional unlawful absences. This child may need court intervention and an initial truancy petition may be filed. The written intervention plan, and documentation of non-compliance, must be attached to the truancy petition asking for court intervention.
  3. **Chronic Truant** – A “chronic” truant is a student up to 17 years’ old who has been through the school intervention process, has reached the level of a “habitual” truant, has been referred to Family Court and placed on an order to attend school, and continues to accumulate unlawful absences. Should other community alternatives and referrals fail to remedy the attendance problem, the “chronic” truant may be referred to the Family Court for violation of a previous court order. All school intervention plans existing to this point for this child and family must accompany the Contempt of Court petition as well as a written recommendation from the school for the court on action the court should take.
- **Truancy**

State laws and regulations determining absences and truancy are applicable for both onsite and virtual instruction. Staff members will follow policy JH regarding continued absences and the following guidelines:

  - When excessive absences become a pattern, the principal or his/her designee will oversee the development and implementation of a written intervention plan designed to improve student attendance.
  - When truancy continues following implementation of a written intervention plan, students will be referred to the family court and parents/legal guardians to the Department of Social Services to address truancy issues as outlined in administrative rule JH.

The district will make every effort to ensure that this administrative rule is applied in a fair and consistent manner.

**TRUANCY INTERVENTION PLAN**

- An intervention plan will be initiated after a student has three consecutive unlawful absences or a total of five unlawful absences.
- Written intervention plans will be led by the principal or their designee.
- Intervention plans will list the reasons for the unlawful absences, actions to be taken by the parents or guardians and student to resolve the cause of the unlawful absences. The plan should also include actions to be taken by the school to help resolve the cause of the unlawful absences.
- Referrals may be made to community service providers or community-based programs. Any referrals must be documented.
- If a student fails to comply with the intervention plan developed by the school, the child, and the parents or guardians, and accumulates two additional unlawful absences, then revisions to the initial intervention plan may be necessary.
- Each school will make every reasonable effort to meet with the parents or guardians to identify the reasons for the student's continued absences.
- These efforts should include but not be limited to telephone calls, home visits, both during and/or after normal business hours, as well as written messages and e-mails.
- If the absences continue then the student should be referred to the District's Interagency Intervention Team
- If the student and/or parents or guardian refuses to participate in intervention and the student accumulates two or more additional unlawful absences, the student is considered an habitual truant and the parents will be referred to the Department of Social Services for Educational Neglect.
- If the student does not show improvement in attendance, then the student will be referred to Family Court for an Attendance Order.

**ADMINISTRATIVE DISCRETION**

**The Hampton County School District Student Behavior Code is not exhaustive, and the administration may take other appropriate disciplinary action (administrative discretion) when necessary. Administrators are also given the authority to deal with behaviors not covered by the code.**

**DECISION PROCESS**

- The building administrators will make decisions regarding discipline infractions after considering all facts and circumstances of a particular matter. If a student is suspended out-of-school or assigned in-school suspension, the parent will be notified; a parent/student/administrative conference may be required.

**DISTRICT LEVEL ADMINISTRATIVE HEARING OFFICER:**

- The district administrative hearing officer is appointed by the superintendent and serves as the official representative of the school district. During the hearing, the hearing officer can return the student to the school on probation and will state the condition of his/her reinstatement, can place the student in alternative school, or refer the student to the board of trustees. The decision of the hearing officer is final unless appealed to the superintendent, in writing, within 5 working days of the hearing officer's decision. The superintendent's decision is final unless appealed to the board of trustees, in writing, within 10 working days. The student will be suspended from school and all school activities during the time of suspension/expulsion procedures.

**BOARD EXPULSION HEARING:**

- The district hearing officer may refer a student to the board of trustees for expulsion. Expulsion is the loss of privilege to attend classes or other school functions for the remainder of the school year. Every expelled student may petition for readmission for the succeeding school year, unless permanently expelled as an incorrigible student (refer to authority of the board of trustees). In accordance with the law, students expelled for gun violations are expelled for one full calendar year from the date of the actual expulsion decision.

**PROBATION:**

- Students returning to school following a hearing at any level will be placed on probation for a term not less than 45 days. Violation of the discipline code may result in referral to the district hearing officer.

**STUDENT BEHAVIOR CODE**

- In order to maintain an appropriate educational climate that is conducive to teaching and learning, the Board expects all students to conduct themselves in an appropriate and civil manner, demonstrating positive and respectful behavior for self, adults and peers, including community members. This includes appropriate language, appropriate dress and care for facilities and equipment. It may be necessary to apply disciplinary sanctions to students, including their removal from the learning environment. These sanctions will occur only for good cause and in accordance with applicable state and federal law.
- Students will comply with the health and Safety Protocols (COVID-19) for Maintaining Healthy Spaces as outlined in the district's Return to School Guidance - (Health Screening Responsibilities for Students, p.48) to include:
  - Social Distancing
  - Face Covering

- Hand Washing

- The following regulations are designed to protect all members of the educational community in the exercising of their rights and responsibilities. These regulations are effective during the following times and places:
  - On school grounds before, during or after school hours.
  - On school grounds at any other time when the school is being used by a school group.
  - Off the school grounds at any school and/or school-related activity, function, or event.
  - On a school bus or other school vehicle (including school bus safety rules).
  - At any time or in any place (including off school grounds and during non-school hours) where student conduct has a direct effect on the school's ability to maintain an orderly and safe learning environment.

**Students and parents are encouraged to become familiar with the rules and regulations contained in this booklet.**

Students and parents should also be mindful of the following State Statute:

- **59-63-210** Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; expulsion, suspension or transfer.
  - (A) Any district board of trustee may authorize or order the expulsion, suspension or transfer of any pupil for the commission of any crime, gross immorality, gross misbehavior, persistent disobedience or for violation of written rules and promulgated regulations established by the district board, county board or the State Board of Education, or when the presence of the pupil
  - (B) is detrimental to the best interest of the school. Each expelled pupil has the right to petition for readmission for the succeeding school year. Expulsion or suspension must be construed to prohibit a pupil from entering the school grounds, except for a prearranged conference with an administrator, attending any day or night school functions, or riding a school bus. The provisions of this section do not preclude enrollment and attendance in any adult or night school.
  - (C) A district board of trustees shall not authorize or order the expulsion, suspension or transfer of any pupil for a violation of Section 59-150-250(B).

If you have any questions, please talk with your building level administrator. In determining whether a student has violated the Discipline Code, the principal or his/her designee will consider all the facts and circumstances of the particular situation and may consider, but will not be limited to, verbal and/or written statements of admission; witness statements from others; video surveillance, et al.

**Legend:**

DAH	District Administrative Hearing	AIC	Administrative Intervention Conference
OSS	Out of School Suspension	ISS	In School Suspension
ONS	Overnight Suspension	RP	Restitution of Property
LA	Legal Action		

**CATEGORY I OFFENSES: BEHAVIORAL MISCONDUCT**

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

**Level I Offenses**

- 011 Walking out of a class (without teacher approval). (PS Code 320)
- 102 Disrespect to teacher or staff member or other adult approved by the school to supervise students, including volunteers. (PS Code 017/420)
- 105 Class disruption or disruption of school activities or environment, including school bus. (PS Code 007/340/400)
- 106 Inappropriate physical contact, including, but not limited to, pushing or shoving. (PS Code 022/014)
- 117 Being in an unauthorized area or inappropriate use of facilities. (PS Code 200)
- 118 Inappropriate display of affection between students (PS Code 015)
- 125 Dress code violations. (PS Code 280)
- 126 Violation of safety rules. This includes propelling objects i.e. rocks, spitballs, or food items and science lab rule violations, etc. (PS Code 017/028)
- 127 Profanity/obscene gesture directed toward another student or directed toward no one in particular. (PS Code 210/290)
- 129 Failure to obey a staff member. (PS Code 270)
- 136 Vandalism or theft of school or personal property where value is \$100.00 or less. (PS Code 760/670)
- 138 Participation in gangs/gang-related activity to include but not limited to use of hand signals, recruitment, wearing of colors/paraphernalia. (PS Code 250)

**CONSEQUENCES FOR STUDENTS (K-5) WHO COMMIT A CATEGORY I OFFENSE other than participation in gangs/gang-related activity WILL BE AS FOLLOWS:**

- 1<sup>st</sup> OFFENSE – Parent Contact
- 2<sup>nd</sup> OFFENSE – ONS-Parent/Student and Administration conference
- 3<sup>rd</sup> OFFENSE – 1 Day OSS
- 4<sup>th</sup> OFFENSE – 2 Days OSS
- 5<sup>th</sup> OFFENSE – Administrative/School Level Conference/Probation/Contract

**CATEGORY II OFFENSES: *DISRUPTIVE CONDUCT***

- Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property, and the consequences of which tend to endanger the health or safety of oneself or others in the school. Some instances of disruptive conduct may overlap certain offenses, justifying both administrative sanctions and court proceedings. **Behavior misconduct (Level 1) may be reclassified as disruptive conduct (Level II) if it occurs three or more times.** The provisions of this regulation apply not only to within-school activities, but also to student conduct on school transportation vehicles, and during other school-sponsored activities. Acts considered as Disruptive Conduct include, but are not limited to the following:

***Level II Offenses***

- 101 Lying or giving false information either verbally or in writing to a teacher, administrator, or school staff member. Examples: Deliberate forgery of parent or educator signatures or changing/deleting information sent home by the school to the parent. Making false accusations about a staff member also falls within this section. (PS Code 006/011)
- 119 Cheating. (See Honor Code) (PS Code 190)
- 201 \*\*Possession or transfer of stolen property (school or personal). (PS Code 740)
- 205 Possession/use or transfer of tobacco or tobacco products to include vaping. (PS Code 230)
- 209 Cutting class or school. (PS Code 160/170)
- 210 Leaving or attempting to leave school grounds without permission, whether or not the school day has actually begun. This includes unauthorized driving/riding to an off campus class. (PS Code 310)
- 213 Provoking or simulating a fight. (PS Code 407/700)
- 215 Threatening, bullying, or intimidating students, a staff member, or any other adult designated by the school to supervise students including volunteers (PS Code 650/027)
- 221 Possession/distribution of pornographic or obscene material. (PS Code 018/710)
- 222 Profanity/obscenity, racial or ethnic slurs directed to a staff member or to any adult authorized by the school to supervise students, including volunteers. (PS Code 210/290)
- 223 Inappropriate sexual gestures and/or behavior. (Example: sexually suggestive language, movements, writings, drawings; this includes sexting) (PS Code 017/690)
- 235 \*\*Sexual harassment. (See Glossary) (PS Code 013)
- 243 \*\*Fighting. (See Glossary), (PS Code 009)
- 227 \*\*\*Indecent exposure includes sagging and exposure of underwear. (PS Code 019)

**CONSEQUENCES FOR STUDENTS (K-4) WHO COMMIT A CATEGORY II OFFENSE WILL BE AS FOLLOWS:**

- 1<sup>st</sup> OFFENSE – OSS based on grade level and severity
- 2<sup>nd</sup> OFFENSE – OSS/AIC student may also be placed on a behavior contract by the school.
- 3<sup>rd</sup> OFFENSE – OSS/DAH

**SRO INVOLVEMENT**

Some acts may also result in the involvement of SRO. These acts are denoted with asterisks and indicate the following:

2 or 3 stars \*\*\* = SRO will be contacted and charges may be filed.

All fights will be reported to SRO regardless of denotation.

**CATEGORY III OFFENSES: *CRIMINAL CONDUCT***

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

***Level III Offenses***

- 227 \*\*\*Vandalism or theft of personal or school district property where value is \$100.00 or more. (See Glossary) (PS Code 760/670)
- 302 \*\*\*Possession, transfer or use of a prohibited weapon other than a firearm including a knife with a blade over two inches, BB gun, paint ball gun, pellet gun, air-soft pistol, razor, razor blade, martial arts throwing star and metal knuckles. Box cutters and utility or X-Acto knives containing any size blades are also considered a violation of this section (\*K-2). (SC 16-23-430.) (See Glossary), (PS Code 789)
- 303 \*\*\*Possession of a knife with a blade two inches or less, starter pistol, replica weapon/device, or bat. The blade will be measured from tip to base. This does not include a baseball bat that has been approved for recreational purposes in the elementary school. (See Glossary) (PS Code 789)
- 304 \*\*\*Use of any item not generally considered as a weapon but used as a weapon to inflict bodily harm. Such items include, but are not limited to, a knife with a blade two inches or less, starter pistol, replica weapon/device, paintball gun, or bat. (PS Code 390/789)
- 305 \*\*\*Possession, transfer, sale or distribution, use in any amount, or being under the influence of alcohol, marijuana (including marijuana seeds), hallucinogenic drugs, inhalants, or any other controlled or illegal substance. Since alcohol consumption is illegal by minors, consumption of any amount of alcohol will constitute a violation of this section. This includes being present on district/school property or at any school-sponsored event after using any amount of these substances. (See Glossary), (PS Code 570/580/680)

Note: In determining whether a student is under the influence of drugs or alcohol, the student's appearance/manner, behavior and or the presence of an alcohol odor, as well as statements made by the student as to consumption of alcohol or drugs, will be considered.

- 311 \*\*\*Arson, which is the intentional damage of school property, or attempted arson of school property. (See Glossary), (PS Code 500)
- 312 \*\*\*Communicating a Threat of a Destructive Device or Weapon: Communicating, writing, threatening, or transmitting to a person or school facility that there is, or will be, a destructive device, bomb, shooting, or dangerous event, with the intent of intimidating, threatening, or interfering with government functions or school activities; or, harboring one who is guilty of this offense. (PS Code 260)
- 313 \*\*\*Possession or transfer of dangerous explosives, plastic explosives, or chemical reaction-type and pipe bomb materials including, but not limited to, Molotov cocktails and dynamite. (PS Code 390)
- 316 \*\*\*Participating in sexual conduct/activity, which also includes compromising situations and circumstances. Such conduct may involve only the individual student or may involve other people. (PS Code 690)

**CONSEQUENCES FOR STUDENTS (K-5) WHO COMMIT A CATEGORY III OFFENSE WILL BE AS FOLLOWS:**

- 1<sup>st</sup> OFFENSE – 3 Days OSS/DAH/LA
- 2<sup>nd</sup> OFFENSE – 3 Days OSS/DAH/LA
- 3<sup>rd</sup> OFFENSE – 3 Days OSS and recommendation for expulsion

**SRO INVOLVEMENT**

Some acts may also result in the involvement of SRO. These acts are denoted with asterisks and indicate the following:

2 or 3 stars \*\*\* = SRO will be contacted and charges may be filed.

All fights will be reported to SRO regardless of denotation.

## SCHOOL BUS SAFETY RULES AND APPEALS



**In addition to all Category I – III rules**, the following School Bus Safety Rules must be followed at all times while on a School Bus, Activity Bus or other district vehicle used for the purpose of transportation of students to or from school, sports programs and other school sponsored events. Consequences will be given for any violation of these rules and additional school consequences may be applied.

The District Transportation Department priority is to provide safe and timely transportation in a dependable, personalized and consistent manner. Concerns should be addressed to the Transportation Director. Guidelines:

- Bus stops may be as far away as one-half mile from your home.
- The driver is responsible for maintaining good conduct on the bus and shall promptly report any misconduct and/or violation to the Transportation Director.
- The Student Code of Conduct applies throughout the district regardless of where any incident occurs.
- Inappropriate behavior on a bus will be treated the same as inappropriate behavior in the classroom and will lead to consequences as spelled out in the Student Code of Conduct and/or suspension or termination of bus riding privileges.

## TRANSPORTATION CHANGES

- In order to meet CDC Guidelines (Return to School Guidance, Health and Safety Protocols for Transportation p.37), students will not be allowed to make changes in the way they usually go home.

## SAFETY PROTOCOLS FOR TRANSPORTATION

- More information regarding transportation routes and stops will be provided once data collection on number of students has been analyzed. The Office of Student Services/Transportation will provide parents with information pertaining to routes and schedules for all bus riders.

## STATE GUIDELINES

- Under state guidelines, buses will operate at roughly 50 percent capacity for each route. Due to this guideline, the District is encouraging parents to provide student transportation, if possible, to allow for quicker transport of students who may not have another option.

**BUS REGISTRATION**

- In order to ride a school bus for the 2024-2024 school year, a registration form must be completed prior to the first day the child is expected to ride the bus. A bus registration form is available for parents to complete by visiting the district's website (<https://hcsd.k12.sc.us>).

**BUS SAFETY RULES**

- Each student will be assigned a seat.
- Students must sit in their assigned seat. They will be held responsible for any vandalism to their seat or in the general area of their seat.
- Students will not sit on their book bags or legs because the design of the seats is such that a serious injury could occur if the child rises above the height of the seat.
- Throwing paper, hanging arms, heads, and legs out of the window are all prohibited. Students will not touch or hang onto the bus in any manner before boarding or after discharging.
- Emergency exits and aisles must not be blocked. All book bags, equipment, instruments, etc., must be properly stored in the student's seat or on the floor.
- The usage of cell phone, iPod, MP3, Gameboy or other device that causes a disruption on the bus or distraction to the driver is not allowed.
- Talking must be limited to quiet talking – not yelling or screaming because it distracts the driver.
- No glass containers are permitted on the bus.
- No profanity, verbal abuse, harassment, teasing, obscene or sexual gestures.
- No standing while the bus is in motion (including while making a stop).
- No hanging any part(s) of your anatomy out a window.
- No throwing or shooting any type of objects.
- No play fighting or horse playing.
- Do not ride any bus during a suspension of bus privileges.
- Do not vandalize the bus or ignite any flammable object while on the bus.
- Do not hold onto the bus from the outside or pass items in or out the bus window.
- Do not make excessive noise or other disruptive behavior.
- Keep your feet, body, and bags out of the aisle.

**STUDENT BEHAVIOR ON THE BUS**

- Our priority is to ensure the safety of our children, the drivers, pedestrians, and other motorists on the road. When conditions on the bus have become distracting to the driver, the following actions will be taken.
- The bus driver will stop the bus in a safe location and attempt to return the bus to safe operating conditions.
- If this does not solve the problem, then the driver will contact the supervisor via two-way radio or cell phone and request assistance. When possible, the supervisor will travel to the bus and return the bus to safe operating conditions. The driver will then return to the school so that school's administrator along with the bus supervisor can deal appropriately with students causing the problems.

### GENERAL PROCEDURES FOR TRANSPORTATION SUSPENSION

The Office of Transportation will report all bus discipline matters to the school administration. Inappropriate behavior (Category I and II) on a bus or in a school vehicle will be determined by the school administration in collaboration with the Office of Transportation and will involve a school assigned consequence. Category III offenses may also include bus suspensions and/or school assigned consequences.

- In any disciplinary incident in which safety is a concern, a student may be temporarily suspended from the bus pending the result of a full investigation. Investigations will normally be completed within 3 school days. No student will be removed from the bus until the building administrator has made direct contact with the student's parent/guardian. In the event parents or guardian cannot be reached by phone, a letter will be mailed with the suspension information.

When an out-of-school suspension and bus suspension are adjudicated for an incident, the suspension from riding the bus will begin after the completion of the out-of-school suspension.

**The jurisdiction for the school begins at the bus stop.**

### BUS VIOLATIONS (CODE 340)

Level I: Failure to follow directions/bus rules

- 1<sup>st</sup> OFFENSE – Written Warning
- 2<sup>nd</sup> OFFENSE – Parent, Student, and Bus Driver Conference
- 3<sup>rd</sup> OFFENSE – 1 day bus suspension
- 4<sup>th</sup> OFFENSE – 3 days' bus suspension
- 5<sup>th</sup> OFFENSE – 5 days' bus suspension
- 6<sup>th</sup> OFFENSE – 10 days' bus suspension
- 7<sup>th</sup> OFFENSE – Removal from bus for remainder of school year

Level II and III: Infractions will be handled according to the school codes.

### GENERAL PROCEDURES FOR SCHOOL SUSPENSION

1. Suspension in-or out-of-school will be assigned by the school principal/director or designee according to the procedures specified in Board policy, JKD...Suspension of students. The school principal or designee will contact parent by phone and in writing to communicate students' suspension upon the day the suspension is assigned.
2. Within Three (3) calendar days of any suspension, the administrator will invite the student's parents/guardians for a conference to discuss the suspension. The conference date will be extended beyond the Three (3) days only if the parents or guardians request an extension in writing.

After the second suspension, the parent/guardian may be called in for a Student Behavior Intervention meeting before the student can return to school/class. These meetings may also be held for each student that has accumulated at least two Category II level offense and any time during three-five Category III level offenses. The purpose of the meetings will be to discuss individual student's school behavior plans, academic progress and achievement, and social awareness. These meetings may be held with the following members present: Parents, students, school administration, school counselor/social worker. Although the school counselor and social worker will serve as an advocate for the parent and student, parents are free to have

additional support personnel present. In addition, a behavior contract will be signed by a parent/guardian and child after the second out of school suspension.

**GENERAL PROCEDURES FOR SCHOOL SUSPENSION OF STUDENTS WITH DISABILITIES:**

Violations of the discipline code by students with disabilities may be dealt with according to the consequences specified in the code when the behavioral violation is not related to the student's disability as determined by the Individualized Education Program (IEP) Team. Any suspension or combination of suspensions which exceeds 10 days is considered a change in placement and may occur only when the appropriate procedures are followed according to the Special Education Discipline Procedures.

For students whose behavioral violations are determined by the IEP committee to be directly related to the student's disability, any suspension or combination of suspensions which exceeds 10 days is considered a change in placement and may occur only when the appropriate procedures are followed according to the Special Education Discipline Procedures. In such cases, the IEP committee will determine appropriate behavioral interventions and/or consider the appropriateness of the student's educational placement and need for a change in placement.

Administrators dealing with suspension offenses by students with disabilities will consult with the Director of Exceptional Children prior to the suspension of students with disabilities. However, nothing contained in the student code of conduct will be construed as limiting an administrator's ability to remove a student with disability from school immediately under emergency conditions. Communication with the Director of Exceptional Children is expected as soon as the emergency condition has been resolved.

The Building Administrator will assign suspensions from riding the school bus or in other school vehicles. Inappropriate behavior (Category I and III) on a bus or in a school vehicle will also involve school assigned consequences. Category III offenses may also include bus suspensions and/or school assigned consequences.

No student will be removed from the bus until the Building Administrator has made direct contact with the student's parent/guardian.

## APPENDICES

### APPENDIX A: SCHOOL BOARD POLICIES

**JICG...TOBACCO USE BY STUDENTS:** Students will not be permitted to use, possess, or transfer tobacco products or tobacco paraphernalia while on school grounds; in the school buildings; on buses; or during any other time that the student is under the direct administrative jurisdiction of the school whether on or off the school grounds.

**JICH/AR-JICH/R... DRUG AND ALCOHOL USE BY STUDENTS:** Possession, sale, distribution, use, in any amount, of alcohol, marijuana, hallucinogenic drugs or any other controlled substance is prohibited. No student will market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings of a controlled substance. No student will aid, abet, assist or conceal the possession, use, sale, or distribution of a controlled substance by any other student(s).

**JKE...EXPULSION OF STUDENTS:** Expulsion means that the student cannot enter school or be on the school grounds of any school in the district. Expelled students cannot attend or participate in any school sponsored event. An expelled student who is approved by the Board of Trustees may apply for acceptance into the Alternative Academy.

**APPENDIX B: SELECTIONS FROM THE SC CODE OF LAWS RELATIVE TO THE DISCIPLINE POLICY:**

**16-3-1040** Unlawful for any person to knowingly and willfully deliver or convey to a teacher, principal or public official any letter, writing, print, electronic communication or verbal communication which contain any threat to take the life of or inflict bodily harm upon them or their immediate families. If convicted, the penalty may be imprisonment of not more than 5 years.

Simple assault and battery (common law), intentionally inflicting actual bodily harm to another. The fine not to exceed \$200 or 30 days in jail.

**16-3-1700** Harassment and Stalking. Misdemeanors that carry a fine of \$200 to \$1,000 and 30 days to 1-year imprisonment or both.

**16-7-160** Illegal use of stink bombs or other devices containing foul or offensive odors. This is a misdemeanor and, if convicted, may be fined for no more than \$3,000 or sentenced up to 3 years. This becomes a felony if it causes bodily harm.

**16-7-170** Entering a public school for the purpose of destroying records, or, in fact, destroying or damaging records is a misdemeanor and, if convicted, shall be fined no more than \$5,000 or imprisoned not more than 3 years.

**16-11-550** Threatening to kill, injure, or intimidate an individual or damage or destroy property by means of explosive or incendiary aids; agrees with; or conspires with shall be guilty of a felony. If convicted, may be jailed from 1 to 15 years.

**16-16-10** Computer Crime Act. Unlawful acts involving computers are felonies and/or misdemeanors. The penalties range from fines of \$200 to \$125,000 and imprisonment of 2 to 10 years.

**16-17-420** Disturbing school is a misdemeanor and, if convicted, shall pay a fine of \$100 to \$1,000, or imprisoned for 30 to 90 days. Fighting is included within the prohibition of this law. Use of foul or offensive language toward a principal, teacher, or police officer can constitute a crime.

**16-23-420** Carrying or displaying firearms in a public building or adjacent areas is a felony and, if convicted, must be fined up to \$5,000 or imprisoned up to 5 years or both.

**16-23-430** Carrying weapons or other objects which may be used to inflict bodily injury while on school property. This is a felony and, if convicted, may be fined \$1,000 or jailed up to 5 years or both.

**20-7-8920** Unlawful for anyone under 21 to purchase or possess beer, wine, or other fermented beverages. This is a misdemeanor and a fine of \$25 to \$100 plus court costs.

**20-7-8925** Unlawful for anyone under 21 to purchase or possess liquor. Any possession is a prima facie evidence that is knowingly possessed. This is a misdemeanor, with a fine of \$100 to \$200, plus court costs or 30 days in jail. It is also unlawful to falsely represent age for the purpose of procuring alcoholic liquors.

**44-53-110** Possession of drug paraphernalia.

**44-53-1110** Aromatic hydrocarbons shall not be used as intoxicants. This is a misdemeanor and, if convicted, the fine is not to exceed \$100 or 30 days in jail.

**44-53 190 through 44-53-270.** Laws pertaining to possession of drugs or controlled substances. Many prescribed drugs are considered controlled substances.

**44-95-20** The Clean Indoor Air Act prohibits smoking in a public school. Violators are guilty of a misdemeanor and upon conviction must be fined not less than \$10 nor more than \$25.

**56-1-745** Six-month suspension of driver's license upon conviction of possession of hashish or marijuana. One-year suspension for conviction of any other controlled substance. If the person does not have a driver's license, the department will not issue a license for the same period of time after the person is eligible to receive one.

**56-1-746** Driver's license will be suspended for 90 days to 6 months for offenses relating to a person under 21 who possesses or consumes beer, wine, or alcoholic liquors.

**59-24-60** In addition to other provisions required by law or by regulation of the State board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored activity which may result or results in injury or serious threat of injury to the person or to another person or his property as defined in local board policy.

**59-1-380 Youth Access to Tobacco Prevention Act** The use of any tobacco product or alternative nicotine product by any person in school buildings, in school facilities, on school campuses, and in or on any other school property owned or operated by the local school administrative unit is prohibited at all times. This law also prohibits the use of any tobacco product or alternative nicotine product by persons attending a school-sponsored event at a location not listed in this subsection when in the presence of students or school personnel or in an area where smoking or other tobacco use is otherwise prohibited by law.

**59-63-210 Grounds** for which trustees may expel, suspend or transfer pupils; petition for readmission; expulsion, suspension or transfer.

- (A) Any district board of trustee may authorize or order the expulsion, suspension or transfer of any pupil for the commission of any crime, gross immorality, gross misbehavior, persistent disobedience or for violation of written rules and promulgated regulations established by the district board, county board or the State Board of Education, or when the presence of the pupil is detrimental to the best interest of the school. Each expelled pupil has the right to petition for readmission for the succeeding school year. Expulsion or suspension must be construed to prohibit a pupil from entering the school grounds, except for a prearranged conference with an administrator, attending any day or night school functions, or riding a school bus. The provisions of this section do not preclude enrollment and attendance in any adult or night school.
- (B) A district board of trustees shall not authorize or order the expulsion, suspension or transfer of any pupil for a violation of Section 59-150-250 (B).

**59-63-220** Any district board may confer upon any administrator the authority to suspend a pupil from a teacher's class or from the school not in excess of ten days for any one offense and for not more than thirty days in any one school year but no such administrator may suspend a pupil from school during the last ten days of a year if the suspension will make the pupil ineligible to receive credit for the school year

without the approval of the school board unless the presence of the pupil constitutes an actual threat to a class or a school or a hearing is granted within twenty-four hours of the suspension.

**59-63-235** The district board of trustees must expel for no less than one year for a student who is determined to have brought a firearm to a school or any setting under jurisdiction of a local board of trustees. The one-year expulsion is subject to modification by the district superintendent of education on a case-by-case basis. Student expelled pursuant to this section are not precluded from receiving educational services in an alternative setting.

**59-63-240** The district board of trustees may authorize school administrators to suspend or expel pupils from riding a school bus for misconduct on the bus or violating instructions of the driver.

**59-63-280** Possession of paging devices by public school students under age 18 is prohibited unless the student needs the paging device for a legitimate medical reason. A student over 18 must be an active member of a firefighting organization or emergency medical service.

**59-63-1110** Any person entering the premises of any school in this State shall be deemed to have consented to a reasonable search of his personal effects.

**59-63-1120** School administrators may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings with or without probable cause.

**59-67-110** Every school bus shall be provided with a front entrance-exit on the right side of the vehicle and a rear emergency exit or door, conspicuously marked on the inside "emergency door" and equipped with a fastening device capable of being quickly released in emergency but entirely safe from accidental opening upon the application of any pressure from within the bus.

Except in the event of an emergency, no person shall be allowed to enter or leave the bus by any other than the front entrance-exit.

**59-67-240** The driver of each school bus shall cooperate with the teachers in their work in the school to which he is transporting pupils by being on time in the mornings and waiting in the afternoons until all his pupils are dismissed by the school faculty and safely aboard the bus. The driver also shall take particular notice along the route in the mornings and give pupils within sight a reasonable time in which to board the bus. The driver shall be responsible for maintaining good conduct upon his bus and shall report promptly to the governing head of the school to or from which the pupils are transported any misconduct or any violation of the driver's instructions by any person riding in the bus.

District boards of school trustees in this State may authorize school administrators to suspend or expel pupils from riding a school bus for misconduct on the bus or for violating instructions of the driver.

**59-67-245** No person shall willfully and wrongfully interfere with the operation of a school bus, either public or private, by boarding, restricting movement, or using threats, either physical or verbal, to the driver or any passenger while the bus is engaged in the transportation of pupils to and from school or any lawful school activity or while passengers are entering or leaving the bus nor shall any person willfully fail or refuse to obey a lawful order of school bus. The use of threatening, obscene or profane language addressed to the driver or any passenger entering, leaving or waiting for a school bus is disorderly conduct and any person convicted for the use of such language shall be punished as provided in 16-17-530. Nothing contained herein shall be interpreted to infringe upon the powers and duties of duly constituted authorities.

**59-67-415** **Parents** or guardians are responsible for the safety, conduct, and the timely arrival of their children to, from, and at the designated school bus stop before the arrival of the school bus for pick up and transport to school and the timely departure of the children after the school bus leaves the designated school bus stop after transporting the children from school. For purposes of this section, the phrase "arrival of the school bus" includes the time that the school bus assigned to the school bus stop activates the required pedestrian safety devices, stops, and loads or unloads students until the school bus deactivates all pedestrian safety devices.

**59-67-570** The State Board of Education may adopt such rules and regulations as may be necessary to carry out the intent and purposes of this article. Such rules and regulations shall have the full force and effect of law. But rules and regulations that affect the functions of the Department of Public Safety under this article or the operation of buses on the highways shall be adopted only jointly with the Department of Public Safety.

**APPENDIX C: HARASSMENT, INTIMIDATION OR BULLYING**

Hampton County School District prohibits any acts of harassment, intimidation or bullying of a student by students, staff and third parties which interferes with or disrupts a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment, whether such acts occur in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For purposes of this policy, harassment, intimidation or bullying is defined by the District as a gesture, a written, verbal, physical or sexual act, or electronic communication, to include cyber bullying (which is the use of cell phones, instant messaging, email, chat rooms or social networking sites such as Face Book, My Space and Twitter) that is reasonably perceived to have the effect of either of the following.

- Harming a student physically or emotionally or damaging a student's property or placing a student in reasonable fear of personal harm or property damage
- Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

Any student who believes that he/she has been subjected to harassment, intimidation or bullying in violation of this policy is encouraged to file a complaint in accordance with procedures established by the District. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously, although disciplinary action will not be taken against any person solely on the basis of an anonymous report.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. The District also prohibits any person from falsely accusing another of misconduct as a means of harassment, intimidation or bullying.

The Board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and District.

Any student who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action in accordance with the District's student behavior code. Any employee who violates this policy will be subject to disciplinary action. The District also may refer any individual who has violated this policy to law enforcement.

The superintendent or his/her designee will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers and members of the community, including its applicability to all areas of the school environment as outlined in this policy.

The superintendent or his/her designee will also ensure that a process is established for discussing the contents of this policy with students.

**Procedures for responding to incidents of bullying, harassment, and/or intimidation:**

1. Any student or parent/guardian of a student who believes that the student has been bullied, harassed or intimidated in violation of District policy should immediately report the incident. The report must be completed in writing using the bullying, harassment or intimidation reporting form and submitted to school level administration.
  - Students in grades Pre-K through 2 will be provided with assistance in completing the reporting form
2. Any school official who observes an incident of bullying, harassment or intimidation of a student shall immediately report the incident to an administrator. The report must be completed in writing using the bullying, harassment or intimidation reporting form and submitted to school level administration.
3. A school official who receives a report of bullying, harassment or intimidation should immediately forward the report to the appropriate building administrator. (Principal, Assistant Principal, etc.)
4. The administrator will promptly and thoroughly investigate all such reports and upon completion of that investigation, will notify the parents/legal guardians of all affected students that corrective action has been taken by the school.
5. Corrective action may include the student perpetrator being disciplined in accordance with the Student Code of Conduct, as well as being required to complete program(s) regarding conflict resolution, anger management, and/or social interaction skills.
6. In any disciplinary incidents involving bullying, harassment or intimidation that may occur on the bus a student may be temporarily suspended from the bus pending the result of an investigation.
7. When an out-of-school suspension and school bus suspension are adjudicated for an incident, the school bus suspension will begin after the completion of the out-of-school suspension.
8. Investigations will normally be completed within 3 school days. If circumstances prevent the completion of the investigation within 3 days, the administration will ensure that the investigation is completed as soon as reasonably practicable thereafter. No student will be removed from the bus until a school level administration has made direct contact with the student's parent/guardian.

**Bullying, Harassment, or Intimidation Reporting Form**

Bullying, harassment, or intimidation are serious and will not be tolerated. This is a form to report alleged bullying harassment, or intimidation that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school, \* in the current school year. If you are a student victim; the parent/guardian of a student victim, or a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged bullying harassment, or intimidation, complete this form and return it to the principal at the student victim’s school. Contact the school for additional information or assistance at any time.

Was the behavior intentional, repeated over time, intended to harm involving a power differential, and creating a hostile educational environment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

Date (mm/dd/yyyy)	School	School System
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Today’s Date:		
---------------	--	--

Person Reporting Incident: Check one:  Student  Student (Witness, Bystander)  Parent/guardian  Close adult relative  School Staff

Name:	Telephone:	E-Mail:
-------	------------	---------

1. Name of Student/Victim	Age
---------------------------	-----

Name(s) of Alleged Offender(s) if Known	Age	School (if know)	Is he/she a student?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

2. Date(s) of Incident(s) (mm/dd/yyyy)		
--	--	--

3. Place an “X” next to the statement(s) that best describes what happened (choose all that apply):

- Any bullying, harassment, or intimidation that involves
- Demeaning and making the victim of joke physical aggression
- Making rude and/or threatening gestures
- Getting another person to hit or harm the student
- Excluding or rejecting the student
- Teasing, name-calling, making critical remarks, or threatening,
- Intimidating (bullying), extorting, or Person or by other means exploring
- Spreading harmful rumors or gossip
- Electronic Communication (specify)

---

\_\_\_\_\_ Other

(specify) \_\_\_\_\_

4. Where did the incident happen (choose all that apply)?

- On school property
- At a school-sponsored activity or event off school property
- On a school bus
- The way to/from school\*
- Electronically

\*Will be collected unless specifically excluded by local board policy

5. What did the alleged offender(s) say or do? (Attach a separate sheet if necessary)

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6. Why did the bullying, harassment or intimidation occur? (Attach a separate sheet if necessary)

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7. Did a physical injury result from this incident?

No     Yes, but it did not require medical attention     Yes, and it required medical attention

8. If there was a physical injury, do you think there will be permanent effects?

- Yes
- No

9. Was the student victim absent from school as a result of the incident?

- No
  - Yes
- If yes, how many days were he/she absent from school as a result of the incident?

\_\_\_\_\_

10. Did a psychological injury result from this incident?

- No
- Yes, but psychological services haven't been sought
- Yes, and psychological services has been sought

11. Is there any additional information you would like to provide? (Attach a separate sheet if necessary)

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Signature

Date

**APPENDIX D: SECRET SOCIETIES/GANG ACTIVITY**

Hampton County School District administration will maintain conditions on school property and at school-sponsored events in order to ensure as safe an environment as possible for students and staff in accordance with law and the standards set by the Hampton County School District Board of Trustees. In establishing such standards, the Board prohibits the presence and activities of gangs on or near school property and at school-sponsored events.

The Board defines a gang as any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, the violation of school rules, the establishment of territory or “turf,” or any other action which threatens the safety or welfare of others. In prohibiting the presence and activities of gangs, the Board makes the following findings.

- Gangs which initiate or advocate activities which threaten the safety and well-being of persons or their possessions anywhere on or near school property or at school-sponsored events are harmful to the educational purposes of the district.
- Gang incidents involving recruitment, initiation, hazing, wearing of colors or other gang indicators, threats and intimidation, fighting or establishment of “turf or territory” on school property or at any school-sponsored event are likely to cause intimidation or fear, bodily danger, physical harm, or personal degradation or disgrace resulting in physical and mental harm to students.
- The use of hand signals and the presence of any apparel, jewelry, accessory, book or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute, denotes membership in a gang creates a clear and present danger of the commission of unlawful acts on school premises, the violation of school regulations, or the substantial disruption of the orderly operation of the school and is prohibited. In determining whether or not a student is in violation of the prohibition of the wearing/display of a gang-related item, school administration will provide professional learning to staff, students and parents in the identification of gang related indicators, symbols, hand signals, graffiti clothing/accessories, etc.
- If district administration determines that a student has initiated or participated in a gang or a secret society as stipulated above, that student will be disciplined in a manner which may include, but will not be limited to, detention, removal from extracurricular activities, suspension and/or expulsion, and referral to law enforcement, dependent upon the circumstances of the particular offense. The district also reserves the right to prohibit any student from wearing/displaying any article of clothing or accessory which the district has determined to be a gang indicator.

## APPENDIX E: Student Uniform

Students will be required to wear a school uniform as mandated by Hampton County School District Board of Education policy. Uniform shirt colors are as follows: **White, Yellow-Gold, Black and Forest Green.**

- All shirts must be polo or collared. Females may wear a regular blouse, but the blouse must not be tight or revealing.
- It should be noted that students are allowed to wear a white, black or gray t-shirt under their school uniform and long sleeves on cold days. No other colors or shirts with insignias are permitted.
- Shirts may not exceed one size larger than necessary as determined by school administration.
- Shirts must be tucked in at all times.
- Students may wear hooded or un-hooded sweaters, sweatshirts or jackets over school uniforms. The sweaters, sweatshirts or jackets can be in any solid color.
- Pants, skirts, skorts, jumpers, Capri pants, and shorts, are allowed bottoms. Bottoms must be solid khaki, black pants, or green plaid (jumpers, skirts, or skorts only). No black jeans, blue jeans, open toe shoes, or tights worn as bottoms are permitted. The principal may make exceptions for specific groups for special days.
- Bottoms must be free of graphics and embroidery. With the exception of small labels, bottoms may not have insignias, words or pictures.
- Shorts, skirts, skorts, and jumpers will be modest and of sufficient length. The length of these articles of clothing will be no shorter than knee-length when standing.
- Cargo and jogger style pants are not permitted.
- Clothing may not exceed one size larger than necessary as determined by school administration. Baggy or sagging pants are not permitted. "Low-rise" clothing is not permitted. Pants, shorts and skirts must be worn at the natural waistline.
- Belts must be worn if pants, skirts, skorts and shorts have belt loops (exceptions may be warranted by school administration – belts are not required for Pre-K thru 1<sup>st</sup> grade students). Belt buckles must not be oversized computerized or have any writing that is considered offensive.
  - Footwear must be worn at all times; shoes will conform to the special requirements, e.g., PE classes, ROTC, science labs, band, culinary arts, etc. Laces on shoes or sneakers must be tied. Flip flops, crocs, slippers are not permitted. Heelys are not permitted.
- Student may not wear large pendants, medallions, chains, large earrings or metal pics.
- Any adornment that could be perceived as, or used as a weapon such as chains, spikes, etc., is not permitted.
- Gang related clothing accessories symbols or intimidating items of dress, as identified by local law enforcement agencies, are not permitted.

- Head covering of any kind including, but not limited to, hats, caps, bandanas, curlers, masks, visors, handkerchiefs, athletic sweatbands, earmuffs, sunglasses are not permitted. Head coverings will not be worn, carried, hung on belts or around the neck during regular school hours.
- Students are expected to be dressed according to the uniform standards at all times when school is in session.
- Students who are taking classes that require a special dress code, such as JROTC or career and technical education internships, may wear that uniform to other classes.
- Principals may make exceptions to the uniform policy for special events, such as picture day, and may allow a different standard for athletic teams or other school clubs or activities.
- In all cases of questionable dress code violations, the principal has the authority to make the final determination as to whether or not a particular style or garment violates this policy. If the principal determines that a student has violated the policy, the student will receive the appropriate disciplinary consequence.
- Students may wear vest and ties as long as they are white, yellow-gold or forest green.

**APPENDIX F: CELL PHONES / COMMUNICATION DEVICES**

Possession of a wireless communication device (WCD) by a student is a privilege that may be forfeited by any student who fails to abide by the terms and provisions of this policy, or otherwise engages in misuse of this privilege.

A “wireless communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs but not limited to: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberries/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students **MAY NOT** use WCDs on school property to access and/or view Internet web sites that are otherwise blocked to students at school. “Students **MAY NOT** use WCDs while riding to and from school on a school bus or other vehicle provided by the Board.

Students may use the 1:1 technology device issued by the school. These devices are for instructional purposes ONLY, teaching and learning.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures, video) of any student, staff member or other person in the school or while attending a school-related activity.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy JICFAA – Harassment, Intimidation or Bullying.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed in a progressive manner based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student’s parent/guardian only after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by District staff will be marked in a removable manner with the student’s name and held in a secure location in the school building until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance to Policy JIH – Student Interrogations, Searches and Arrests. If multiple offenses occur, a student may lose his/her privilege to use their WCD at school for the remainder of the semester.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damages, or vandalism to WCDs or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day with permission of the administration.

**CONSEQUENCES**

**1st Offense** - Student's phone will be confiscated, and the student's parent/guardian will be required to attend a conference before the phone will be returned.

**2nd Offense**- Student's phone will be confiscated and a fine of \$25.00 must be paid before the phone is returned to the parent.

**3rd Offense** - Student's phone will be confiscated and will not be returned until the end of the school year with a fee of \$50.00.

APPENDIX G: Internet Acceptable Use Agreement

The letter on the pages 55-56 will be sent by students for you to sign, if you would like. The one below is for you to keep for your records.

372 Pine Street East,  
Varnville, South Carolina 29944  
Phone: 803-943-4576  
Fax: 803-943-5943

Ronald Wilcox, Ed.D.,  
Superintendent of Schools



Sabrena Graham, Board Chair  
Marsha Robinson, Vice Chair  
Hannah Priester, Secretary  
Kari Foy, Parliamentarian  
Bruce Davis, Member  
Debra Holmes, Member  
Mary Wilson, Member

Dear Parent/Guardian:

The Family Education Rights and Privacy Act ("FERPA") authorizes Hampton County School District to release "directory information" of students to individuals who request it. Directory information includes your child's name, address, telephone number, photograph (as related to School/District sponsored events, activities and special recognitions), date and place of birth, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and other similar information.

Additional, information about your child may appear in newspaper articles, on television, in radio broadcasts, or in District or school promotional pieces.

For example, our schools frequently submit honor rolls to local the newspaper, create athletic programs to be distributed at sports events, and post information concerning honors and awards our students have received on our school web site.

If for some reason you object to the release of the above referenced information, please indicate in the appropriate space on the back of this form.

If you do not complete and return this form to your child's school within 15 days, you understand that we will be free to release or use information on your child as appropriate.

If you have questions about this form please call your child's school.

DO **NOT** RELEASE the following directory information:

- Photos/Information to the school annual or yearbook
- Photos/Information for use in school promotional pieces (for example, athletic programs)
- Photos/Information to the local newspaper, radio, or television (for example, honor roll lists)
- Photos/Information for use on the school or district web site. \*\* Note the district will NOT post a student's address or phone number on a web site.
- Directory Information to **any other** requesting individual
- Other \_\_\_\_\_

\_\_\_\_\_  
Date Notice Given to Student

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Student's Full Name (PRINT)

\_\_\_\_\_  
Student's Home Telephone Number

\_\_\_\_\_  
Student's Full Address

\_\_\_\_\_  
Parent/Guardian's Full Name (PRINT)

\_\_\_\_\_  
Date Parent/Guardian/Student Signed  
Signature

\_\_\_\_\_  
Parent/Guardian's or Student's  
(If student is 18)

## INTERNET-TERMS AND CONDITIONS OF USE

**Acceptable Use** - The purpose of the backbone networks making up the internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of Hampton County School District. Use of other organizations network or computing resources must comply with the rules appropriate for that network. Employees have a duty to protect district information and technology resources entrusted to their use. Employees shall report violations of these standards to district authorities. Transmission of any material in violation of any national or state regulation is prohibited. This includes but is not limited to copyright material, threatening or obscene material, or material protected by trade secret.

### Reporting

District and school computer technicians who are working with a computer and come across sexually explicit images of children will report this to local law enforcement. The report will include the name and address of the owner or person in possession of the computer. Violation will result in one or more of the following consequences:

- Applying penalties in accordance with the Discipline Code
- Application of civil or criminal liability under other applicable laws
- Report to the superintendent and Board of Trustees

**Personally-Owned Devices** – The district has a specific wireless network configured for the use of personally owned laptops or mobile computing devices. When on District property, users of personally owned devices may access only this wireless network and no other network. This network allows filtered access to the internet, and not access to the District’s business network.

Personally-owned devices are permitted on District property, but may only be used under the direction of a teacher or school administrator. All use during the school or work day must be clearly related to instructional purposes. Administrators, Teachers, or Technology Services personnel may prohibit the use of personally-owned devices at any time.

Owners of these devices are solely responsible for the configuration, content, upkeep, and safety of their devices. The district will not assist with configuration, will not troubleshoot issues, and assumes no responsibility for function or safety.

**Privileges** - The use of the internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. (Each student or employee who receives an account will be part of a discussion with a Hampton County School District staff member pertaining to the proper use of the network.) If a Hampton County School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. All violations of the policy will be investigated and will result in one or more of the following consequences:

- Applying penalties in accordance with the Discipline Code
- Levying fines and payment for damages, repairs and hardware replacement
- Application of civil or criminal liability under other applicable laws
- Expulsion
- Violations of this policy and these standards by employees may be cause for revocation of use privileges and for disciplinary action.

**NETWORK ETIQUETTE**

You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- Be polite.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Note that electronic mail (email) is not guaranteed to be private. People who operate the systems do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not give out any personal information (student's own or that of others) over the internet to anyone you know or do not know (this includes phone numbers, addresses, etc.).
- Do not enter chat groups unless it is for a class assignment. The teacher will inform those supervising students on the internet of the class assignment.
- Do not use the network in such a way that you would disrupt the use of the network by other users. □ All communications and information accessible via the network should be assumed to be private property.
- Do not send, receive or use copyrighted material without permission. Do not plagiarize.
- Do not alter or attempt to alter files that do not belong to you or in any way that violates the privacy of another user.
- Do not access, send, or display offensive messages or pictures.
- Do not purchase something that requires one to submit a credit card number or obligates the student or school to another party.

**ONLINE BEHAVIOR**

Appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms is to be only conducted for instructional purposes only. Cyberbullying is a criminal offense. Cyber bullying of any kind will result in a suspension of privileges as stated below:

- Applying penalties in accordance with the Discipline Code
- Levying fines and payment for damages, repairs and hardware replacement
- Application of civil or criminal liability under other applicable laws
- Expulsion
- Violations of this policy and these standards by employees may be cause for revocation of use privileges and for disciplinary action.

**OFF-CAMPUS CONDUCT**

Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

**PROTECTION OF STUDENT CONFIDENTIALITY AND PRIVACY**

- 1) The district or school may establish password-protected web sites that will restrict access to staff, students, and their parents. Parents must approve any disclosure of student information and posting of student created material.
- 2) Elementary and middle school level – group pictures without identification of individual students are permitted. Student work may be posted with either student first name only or other school developed identifier (such as an alias or number).
- 3) High school level – students may be identified by their full name with parental approval. Group or individual pictures of students with student identification are permitted with parental approval. Parents may elect to have their child assigned to the elementary/middle school level of use.
- 4) Material placed on student web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.
- 5) Material (graphics, text, sound, etc.) that belongs to someone other than the student may not be used on Web sites unless formal permission has been obtained from the owner.
- 6) For students in elementary and middle school, the following standards apply to any material posted on a publicly accessible site:
  - Students will use a username that will disguise their full name.
  - Group pictures without identification of individual students are permitted.
  - Student work may be posted with limited student identification.
  - All student posted work will contain the student’s copyright notice, using the student’s username.

**ACCESSING INAPPROPRIATE SITES**

Student internet activities will be monitored by the district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access.

The district will provide reasonable notice of and at least one public hearing or meeting to address and communicate its internet safety measures. District and school computer technicians who are working with a computer and come across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

**DISCLAIMER OF LIABILITY**

Hampton County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Hampton County School District will not be responsible for any damages you suffer. This includes but is not limited to loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. Hampton County School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**SECURITY**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the internet, you must notify a system administrator or Hampton County School District’s Technology Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to internet.

**VANDALISM**

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but not limited to, the uploading or creation of computer viruses.

**SCHOOL DISTRICT INTERNET USE AGREEMENT**

I understand and will abide by the above Internet Acceptable Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action?

Student’s Full Name:	
Student’s Signature	
Date:	

**APPENDIX H: GLOSSARY**

**AIDING AND/OR ABETTING WITH A RULE VIOLATION:** Assisting with or intentionally being in the presence of another student when a violation of policy occurs.

**ARSON:** To intentionally damage any real or personal property by fire or incendiary device.

**ASSAULT OF A STAFF MEMBER:** Any deliberate inappropriate physical contact with a staff member. Any adult who has been authorized by the school to supervise students is considered a staff member in case of an assault. In determining whether an assault has occurred, the principal or his/her designee will determine the level of injury to the staff person, as well as the specific facts and circumstances of the incident.

**AUTO BREAKING/TAMPERING:** Entry into any type of motor vehicle parked on school district property, or a vehicle that is owned, stored, or used by the school district. With the intent to commit a crime. This includes, but is not limited to, vehicles belonging to faculty, students, parents, visitors, school buses, and Driver Education vehicles. Entering an open or unlocked vehicle without permission with intent to commit a crime constitutes auto breaking/tampering. Forced entry is not required.

**BURGLARY:** Entry at any time of the day into any school, portable classroom, school district building, or structure on school property without consent with the intent to commit a crime. Forced entry is not required in burglary violations.

**CONTROLLED SUBSTANCE:** A drug, substance, or immediate pre-cursor as defined in SC Code of Laws, Section 44-53-190 - 44-53-270. Prescription medications are considered controlled substances and any person who knowingly or intentionally possesses dispenses or uses the substance unless the substance was obtained directly from his/her valid prescription, will be considered in violation of the policy.

**CRISIS:** A situation that may result in the disruption of the safe and orderly operation of the school or school bus.

**DRUG PARAPHERNALIA:** Any instrument, device, article or contrivance used, designed for use, or intended for use in ingesting, smoking, administering, or preparing marijuana, hashish or cocaine. Examples of paraphernalia include, but are not limited to: smoking screens, marijuana or hashish pipes or bowls, rolling papers, chamber pipes, drug scales and roach clips.

**EXTRACURRICULAR ACTIVITIES:** Any and all school-sponsored activities, clubs, and organizations that meet for the purpose of representing the school or district in competitions, awards ceremonies, or community appearances. This would also include athletic programs, band, chorus, and social functions, i.e., proms and school dances.

**FIGHTING: (Elementary)** - To attempt to harm or gain power over someone initiated by oral disagreement

**FIREARM:** 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.

**GRADUATION:** The awarding of an academic degree, usually signifying the end or completion of state requirements for a diploma. Participation of any student under suspension or expulsion by a school or the district will be prohibited from graduation exercises, programs, and ceremonies.

**HARASSMENT:** A pattern of intentional, substantial, and unreasonable verbal, written or physical contact that is initiated, maintained or repeated after being given notice by a teacher/administrator that the conduct is inappropriate.

**HAZING:** To pursue by requiring unnecessary or disagreeable work; by banter, ridicule, or criticism; or to play abusive and humiliating tricks on someone by way of initiation.

**HEALTH CODE VIOLATIONS:** For the purpose of this policy, the following are considered health code violations: Deliberate spitting on or at another person or his/her food or beverage. Deliberate urination or defecation in a public or inappropriate location and other such health code violations will be considered as prohibited. (See Category II)

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

**INDECENT EXPOSURE:** To willfully expose one's private body parts to view of others.

**INHALANT:** An aromatic hydrocarbon or other such substance used for the purpose of intoxication, or inebriation. Examples of inhalants include, but are not limited to, gasoline, magic markers, glue, whiteout or nitrous oxide.

**LYNCHING:** Any act of violence inflicted by a mob upon the body of another person and from which death does not result.

**MOB:** A "mob" is defined for the purpose of this article as the assemblage of two or more persons, without color or authority of law, for the purpose and with the intent of committing an act of violence upon the person.

**PERSONAL PROPERTY:** For the purposes of this policy, all property that is not owned by the district/school is considered personal property.

**PHYSICAL ASSAULT:** Intentionally, knowingly or recklessly causing bodily injury to another person. This does not include in the elementary school a temper tantrum by a child or incidental bodily contact. The principal or his/her designee at the elementary school will make a determination as to whether physical assault has occurred.

**POSSESSION:** Being in a student's locker, purse, gym bag, backpack, or other item carried by or belonging to the student, on the student, or in a car driven by or occupied by the student or items found in a car parked on school property or at a school sponsored activity. In determining whether a student intentionally or knowingly possesses an item, the principal or his/her designee will consider all the facts and circumstances of the particular incident.

**PROHIBITED WEAPON:** Knife with a blade over two inches long, a blackjack, a dirk (a stabbing knife such as a switchblade), a metal pipe or pole, metal knuckles, razor, razor blade, martial arts throwing star, BB gun, pellet gun, or any other deadly weapon usually used to inflict personal injury. To determine the length of a knife blade, it will be measured from the tip to where the blade and handle (casing) meet. Box cutters and utility knives containing blades are also prohibited on school/district property.

When a weapon is found in a student's possession, it is up to the school principal to determine if the student's possession was knowing or intentional. If the student maintains that he or she did not knowingly have possession, and the explanation is credible to the administrator, the student will not be suspended.

If the student's explanation is not deemed credible by the principal, policy requires secondary students to be suspended with a recommendation for expulsion.

Students who realize they have accidentally brought a weapon to school should go immediately to a teacher or administrator and turn the item in. If it is clear the student turned the item in immediately upon discovery, the student may not be suspended. Students who delay turning in such an item, or who turn in an item only after having been discovered, may be suspended with a recommendation for expulsion.

South Carolina Law requires the school to notify local law enforcement officials when a gun, or knife with a blade in excess of two inches, is found in the possession of a student. Law enforcement officials determine if a student is to be charged and taken into custody. (See SC 16-23-430.)

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

**SEARCHES:** School administrators have the right to search a student's purse, gym bag, backpack, and any other item carried or possessed by a student, as well as the student's personal pockets, or car upon reasonable suspicion. Metal detectors may be used in accordance with Board policy. Searches of school property, including lockers and desks, may be conducted in accordance with Board policy. Canine searches are also routinely conducted in accordance with Board policy.

**SEXTING:** The act of sending sexually explicit messages or photos electronically, primarily between cell phones or 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 forcible rape, forcible sodomy or forcible rape with an object.

**SEXUAL HARASSMENT:** Unwelcome sexual advances, sexual gestures, requests for sexual favors, and other 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 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 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.

**SIMPLE ASSAULT:** The intentional injury of another person that does not result in the level of injury of a physical assault. In considering whether a simple assault has occurred, the principal or his/her designee will determine the level of injury and the facts and circumstances of the incident

**TRESPASSING:** Being on any district property or school campus at an unreasonable hour when not involved in a school activity, when school is out, or presence on the campus of a school not enrolled in without school administration or district level authorization. Unreasonable hours in this context include, but are not limited to, after 11:00 p.m. when the school facility is not in use for an approved activity, at any time on school holidays, during summer break, and weekends or at any time someone is found inside a fenced in area that is posted with no trespassing signs. Students who are on suspended or expelled status may also be considered as trespassers if they do not have prior express school administration or district level authorization to be on school grounds.

**UNDER THE INFLUENCE:** In determining whether a student is under the influence of alcohol, inhalants or controlled substances, the student's appearance/manner, his/her behavior and/or the presence of an alcohol/ drug odor, or statements made by the student as to consumption may be considered. Because any consumption of alcohol or drugs by a minor is illegal, any consumption, without regard to amount, of alcohol or drugs/controlled substances/inhalants will constitute under the influence for the purpose of this policy. Law enforcement and/or the school nurse will assist building administrators in making the determination of whether a student is under the influence.

**Vandalism:** Intentionally or recklessly causing damage to or defacing school or personal property, or such action causing disruption to the educational process and/or school activities.