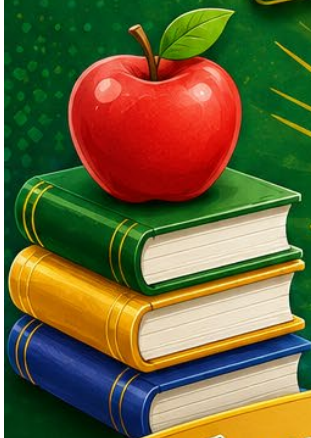


FENNELL

ELEMENTARY MAGNET SCHOOL

STUDENT DISCIPLINE AND BEHAVIOR CODE HANDBOOK



"Teamwork Makes the Impossible, Possible."



131 Yemassee Hwy.
Yemassee, SC 29945



Telephone: (803) 398-5591



Fax: (843) 589-8043



Bernard Sanders, Ed.S
Principal



Dr. Glenda Sheffield, Ed.D
Superintendent



Return this page

Hampton County School District

Student Discipline Code and Behavior Signature page

Student's Name: _____

Homeroom Teacher: _____

Students and guardians are responsible for all information in the Hampton County School District Student Behavior Code. Please make sure you familiarize yourselves with the entire code of conduct. This statement must be signed and returned.

Statement: I hereby acknowledge that I have received and reviewed the Hampton County School District Student Behavior Code with my student. I am aware that all policies, rules and regulations of Hampton County School District will be enforced.

Student's Signature

Parent/Guardian's Signature

HAMPTON COUNTY SCHOOL DISTRICT STUDENT DISCIPLINE HANDBOOK

Fennell Elementary School Student Discipline Handbook 2026-2027

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.

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 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).

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
OSS Out of School Suspension
ONS Overnight Suspension

LA Legal Action

AIC Administrative Intervention Conference
ISS In School Suspension/Reflection Room
RP Restitution of Property

CATEGORY I OFFENSES: BEHAVIORAL MISCONDUCT

Acts considered as Category I Behavioral Misconduct is 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. Acts considered as Category I Offenses include, but are not limited to, the following:

101. Lying or giving false information either verbally or in writing to a teacher, administrator, or school staff member. Examples: Deliberate forgery of parent/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)
1st – 1-ISS 2nd – 1 OSS 3rd – AIC & 2 DAYS 4th – DAH & 3-5 DAYS
102. Failure to properly identify self or present school identification when requested to do so. Failure to properly display a school ID also falls within this category including while on school bus. (PS Code 006/360)
1st – 1-ISS 2nd – 1 OSS 3rd – AIC & 2 DAYS 4th – DAH & 3-5 DAYS
103. Class disruption or disruption of school activities or environment, including school bus. (PS Code 007/340/400)
1st – 1-ISS 2nd – 1 OSS 3rd – AIC & 2 DAYS 4th – DAH & 3-5 DAYS
104. Extortion or attempting to extort through threat of force. (See Bullying Policy) (PS Code 600)
1st – 2 OSS 2nd – AIC & 3 DAYS 3rd – DAH & 3-5 DAYS/LA
105. Inappropriate physical contact, including, but not limited to, pushing, shoving, or horse playing. (PS Code 022/014/405)
1st – 1-ISS 2nd – 1 OSS 3rd – AIC & 2 DAYS 4th – DAH & 3-5 DAYS
106. Possession of fireworks, live ammunition, or other incendiary devices. (This includes stink/smoke bombs and vials of noxious gases/liquids.) (PS Code 004/010)
1st – 1 OSS 2nd – 2 OSS 3rd – AIC & 3 DAYS 4th – DAH & 3-5 DAYS
107. Unauthorized or inappropriate use of school equipment, including, but not limited to computers. (PS Code 023/020)
1st – 1-ISS 2nd – 1 OSS 3rd – AIC & 2 DAYS 4th – DAH & 3-5 DAYS

108. Students are permitted to have cell phones on campus, but **by law they are not be visible or heard during normal school hours.** (PS Code 330/390)

1st – 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 – Student's phone will be confiscated and a fine of \$25.00 must be paid before the phone is returned to the parent.

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

NOTE: See Offense code 124 for refusal to turn in cell phone when requested.

Possession, sale or distribution of unauthorized materials at school. (PS Code 018)

1st – 1-ISS 2nd – 1 OSS 3rd – AIC & 2 DAYS 4th – DAH & 3-5 DAYS

109. Violation of cafeteria rules. (PS Code 017)

1st – 1 ISS 2nd – 1 OSS 3rd – 2 OSS 4th – AIC & 3 DAYS

110. Violation of health room rules. All medication (to include over the counter drugs such as Benadryl, Tylenol, etc. or personal prescriptions brought to school by a student must be in the original container, labeled appropriately and administered by the school nurse.

Exceptions under a physician's order are managed by the school nurse. (PS Code 004/700)

1st – 1 ISS 2nd – 1 OSS 3rd 2 OSS 4th – AIC & 3 DAYS

Being in an unauthorized area or inappropriate use of facilities. (PS Code 200)

1st – 1-ISS 2nd – 1 OSS 3rd – AIC & 2 DAYS 4th – DAH & 3-5 DAYS

111. Inappropriate display of affection between students. (PS Code

015) 1st – 1 ISS 2nd – 1 OSS 3rd – AIC & 3 DAYS

112. Cheating. (PS Code 190)

Note: Administrative discretion will be utilized to determine the level of consequence issued based on the severity of the offense. **Students will be given a grade of zero on the assignment/test/project, etc.**

Note: Cheating on district and state level testing will result in more severe consequences to include a grade of zero on the assessment and a three-day suspension.

113. Possession of electronic entertainment devices, to include but not limited to airpods, headphones, Beats, ipads, devices not issued by the school, portable speakers, and portable video games (not related to instruction), on school grounds during school hours. (PS Code 390)

1st – Device will be confiscated and returned to student at end of day/parent notified

2nd - ISS – device confiscated & Fine

3rd- 1 OSS & Fine

4th- 2 OSS & Fine- *Student will be restricted from bringing the device(s) on campus

5th- Fine-DAH & 3-5 DAYS OSS

Note: The second offense and each additional offense will result in a \$25 fine that will be assessed each time an item is confiscated.

114. Possession/use of annoyances at school such as laser lights, water pistols, water balloons, whistles, etc. (PS Code 390)
1st – 1-ISS 2nd– 1 OSS 3rd– AIC & 2 DAYS 4th – DAH & 3-5 DAYS
115. Possession of or use of skateboards, rollerblades, skates or scooters. Skating is not allowed on any school campus at any time including during school hours or in any prohibited area, during an after-school activity or in the immediate proximity of parked vehicles. (PS Code 390)
1st – 1-ISS 2nd– 1 OSS 3rd– AIC & 2 DAYS 4th – DAH & 3-5 DAYS
116. Unauthorized card playing or possession of dice. (PS Code 390)
1st – 1-ISS 2nd– 1 OSS 3rd– AIC & 2 DAYS 4th – DAH & 3-5 DAYS
117. Littering school grounds. (PS Code 370)
1st – 1 ISS 2nd – 1 OSS 3rd – 2 OSS 4th – AIC & 3 DAYS
118. Dress code violations. (PS Code 280) See dress code policy section of handbook
119. 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)
1st – 1 OSS 2nd – 2 OSS 3rd – DAH & 3-5 DAYS
120. Profanity/obscene gesture directed toward another student or directed toward no one in particular. (PS Code 210/290/016)
1st – 1 ISS 2nd – 1 OSS 3rd –AIC & 3 DAYS 4TH - DAH & 3-5 DAYS
121. Possession of a lighter or matches. (PS Code 390)
1st – 1-ISS 2nd– 1 OSS 3rd– AIC & 2 DAYS 4th – DAH & 3-5 DAYS
122. Failure to obey a staff member. (PS Code 270)
1st – 1 ISS 2nd – 1 OSS 3rd –AIC & 2 DAYS 4th – DAH & 3-5 DAYS
123. Disrespect to others, i.e., verbal ridicule, that does not border on harassment or bullying. (PS Code 017)
1st– 1 ISS 2nd – 1 OSS 3rd –AIC & 3 DAYS 4TH - DAH & 3-5 DAYS
124. Aiding and/or abetting another student(s) who is committing any rule violation.
(See Glossary) (PS Code 001)
Consequences can range from conference to DAH & 3-5 DAYS, depends upon severity and consistent with level of infraction committed.
125. *Violation of a behavior contract. (See Note 1) (PS Code 430)
Consequences can range from conference to DAH & 3-5 DAYS, depends upon severity
126. Property misuse including minor vandalism such as writing on property or damaging school or personal property with a replacement value at \$99 or less. (PS Code 023/670/760)
1st – 1 OSS/RP 2nd – 2 OSS/RP 3rd – 3 OSS/RP/DAH & 3-5 DAYS
127. Planning or creating a situation that may lead to rule violation but is not a crime. (PS Code 017)
Consequences can range from conference to DAH & 3-5 DAYS, depends upon severity, consistent with level of infraction committed.
128. Any behavior or act that interferes with the safe operation of a school bus, including violation of school bus safety rules. (PS Code 340)
See school bus section.
129. Provoking or simulating a fight. (PS Code 001)
1st – 1 OSS 2nd – 2 OSS/AIC 3rd – DAH & 3-5 DAYS

130. ****Unauthorized storage and/or loading of a computer program, system or data file.**
This may also be a copyright violation and as such is subject to copyright laws. (PS Code 220)(VPNs)
1st – 1 OSS 2nd – 2 OSS 3rd – 3 OSS/DAH & 3-5 DAYS
131. ****Unauthorized access or duplication of computer programs, systems or data files.**
(PS Code 220)
1st – 1 OSS 2nd – 2 OSS 3rd – 3 OSS/DAH & 3-5 DAYS
132. ****Use of any computer access accounts other than those assigned to the individual.**
(PS Code 220)
1st – 1 OSS 2nd – 2 OSS 3rd – 3 OSS/DAH & 3-5 DAYS
133. **Inappropriate sexual gesture(s) and/or behavior.** (Example: Sexually suggestive language, movements, writings, drawings; this includes sexting) (PS Code 017/) (See Section A)
1st – 1 OSS 2nd – 2 OSS 3rd – AIC & 3 DAYS 4th – DAH & 3-5 DAYS
134. **Walking out of a class, unless under extreme emergency (without teacher approval).**
(PS Code 320)
1st – 1 ISS 2nd – 1 OSS 3rd – AIC & 2 DAYS 4th – DAH & 3-5 DAYS
135. **Throwing objects such as paper or tissue that does not inflict physical injury.** (PS Code 028)
1st – 1 ISS 2nd – 2 ISS 3rd – 1 OSS 4th – AIC & 3 DAYS

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.

NOTE: Students are not permitted to bring more than \$50 in cash to school unless paying fees pertaining to school-related purposes. Students who fail to adhere to this will have their money confiscated and returned on the first offense. Additional offenses will result in an investigation.

201. *****Fighting.** (See Glossary) (PS Code 009)
1st - 3 OSS 2nd -5 OSS/AIC 3rd -DAH & 3-5 DAYS
202. *****Possession or transfer of stolen property (school or personal.** (PS Code 740)
1st - 3 OSS 2nd -5 OSS 3rd -DAH & 3-5 DAYS
203. ****Planning and/or organizing and/or instigating and/or participation in an activity that causes substantial disruption to the education program.** (PS Code 560/700)
1st - 2 OSS/LA 2nd -AIC & 3 DAYS/LA 3rd - DAH & 3-5 DAYS/LA

204. Gambling including games of chance for money or profit. (PS Code 630) 1st–

1 OSS

2nd– 2 OSS

3rd – 3 OSS/DAH & 3-5 DAYS

205. **Tampering with, changing or altering records or documents of the school or district by any method, including, but not limited to, computer access or other electronic means. (PS Code 220)

1st– 2 OSS

2nd– 3 OSS

3rd– AIC & 3 DAYS

4th – DAH & 3-5 DAYS

206. Refusal to obey a staff member or any other adult authorized by the school to supervise students to report to a certain place or to leave a certain place. (PS Code 270)

1st – 2 OSS

2nd – 3 OSS

3rd – AIC & 3 DAYS

4th– DAH & 3-5 DAYS

207. Creating or participating in a classroom disturbance that interferes with the instructional process. (PS Code 007) (See Section A)

1st– 1 OSS

2nd– 2 OSS

3rd – 3 OSS/DAH & 3-5 DAYS

208. Cutting class or school. (PS Code 150/160)

1st – 1 OSS

2nd – 2 OSS

3rd – AIC & 3 DAYS

4th – DAH & 3-5 DAYS

209. 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)

1st–2 OSS

2nd – AIC & 3 DAYS

3rd – DAH & 3-5 DAYS

210. **Intentional creation of, on-line use of and/or downloading of materials using a computer which would not be permissible in the schools in any other form. This includes e-mails, social media, etc.... (PS Code 220)

1st– 2 OSS

2nd– 3 OSS

3rd– AIC & 3 DAYS

4th – DAH & 3-5 DAYS

211. Unauthorized striking or lighting a match/lighter or igniting caps or use of poppers on school property. (PS Code 020)

1st – 2 OSS

2nd – AIC & 3 DAYS

3rd – DAH & 3-5 DAYS

212. Possession/distribution of pornographic or obscene material. (PS Code

018) 1st – 2 OSS

2nd – 3 OSS

3rd–DAH & 3-5 DAYS

213. Health code violation, such as deliberately spitting on someone. (See Glossary) (PS Code 017)

1st – 3 OSS 2nd – 5 OSS 3rd - DAH & 5 DAYS

214. Disrespect to teacher or staff member or other adult approved by the school to supervise students, including volunteers. (PS Code 017/420/016) (See 130)

1st – 2 OSS 2nd – 3 OSS/AIC 3rd – DAH & 3-5 DAYS

215. 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 210/290/016/017) (See Section A)

1st – 3 OSS/AIC 2nd – DAH & 3-5 DAYS 3rd – DAH & 3-5 DAYS

216. Persistent disobedience. (PS Code 270)

1st – 2 OSS 2nd – AIC & 3 DAYS 3rd – DAH & 3-5 DAYS

217. **Trespassing after notice, or being on any school property, or present at any school-sponsored event while under suspension. (See Glossary), (PS Code 750)

1st – Removal from property/DAH & 3-5 DAYS/LA

218. **Any other behavior, whether on or off campus, that threatens the safety of students or staff members (regardless of where behavior takes place) or disrupts the operation or function of the school. This does include coming on school/district property after consuming non-prescribed controlled substances and/or illegal drugs. (PS Code 017/027)

1st – 3 OSS 2nd – DAH & 3-5 DAYS 3rd - DAH & 3-5 DAYS

219. ***Possession or use of mace or pepper gas or spray. (PS Code 390)

1st – 2 OSS 2nd – 3 OSS/AIC & 3 DAYS 3rd – DAH & 3-5 DAYS

220. **Sexual harassment. (See Glossary) (PS Code 013)

1st – DAH & 3-5 DAYS/LA

221. ***Indecent exposure, specifically sagging and exposure of underwear. (See Glossary) (PS Code 019)

1st – 1 ISS 2nd – 2 ISS 3rd – 2 OSS 4th – AIC & 3 DAYS

222. **Unauthorized and deliberate tampering with a computer setup. Examples: Switching cables, disabling fans, etc.... (PS Code 220)

1st – 1 OSS 2nd – 3 OSS 3rd – AIC & 3 DAYS/LA 4th – DAH & 3-5 DAYS/LA

223. *** Simple Assault. (See Glossary) (PS Code 520)

1st – 3 OSS/AIC /LA 2nd – DAH & 3-5 DAYS/LA

224. Refusal to obey school or district administrator. (PS Code 270)

1st – 3 OSS 2nd – 3-5 OSS/AIC & 3 DAYS 3rd – DAH & 3-5 DAYS

225. Threatening, bullying, or intimidating students, staff member, or any other adult designated by the school to supervise students including volunteers. (PS Code 650/027)

1st – 3-5 OSS/DAH 2nd – DAH 5 DAYS/LA

*Severity of threat may incur different consequences

226. Throwing objects that are sharp or heavy that may cause physical injury. (PS Code 028)

1st – 3 OSS 2nd – 5 OSS/DAH 3rd – DAH & 3-5 DAYS

227. Recording a video of a disturbance or fight on a phone, camera, or any other device. Posting comments, threats, videos, or any communication that constitutes a threat.

*Severe cases will be referred for a District Administrative Hearing. (WPE)

1st – 3 OSS 2nd – AIC & 3 DAYS 3rd – DAH 5 DAYS

228. Participation in gangs/gang-related activity to include but not limited to use of hand signals, recruitment, wearing of colors/paraphernalia. Activity must not include bodily harm or intimidation. (PS Code 250)

1st – 3 OSS 2nd – 5 OSS 3rd – DAH & 3-5 DAYS

229. ***Possession, transfer, or use of tobacco or tobacco products to include vapes (e-cigarettes), vape cartridges, any paraphernalia related to a vape (e-cigarette), nicotine pouches, or dab pens that contain tobacco, etc. (004/230) Since the purchase of a vape (e-cigarette) is illegal by minors, possession will constitute a violation of this section. This includes being present on district/school property or at any school-sponsored event after using, possessing, or transferring any of the aforementioned items. (See Note 2), (See Glossary), (PS Code 004/230)

1st Offense – 3 Days OSS & DAH; mandatory participation in the TEP (Tobacco Education Program) offered by a district approved agency. Parents will be responsible for the fee and transportation. Administrators will be responsible for following up to determine if the student has completed their sessions. Failure to complete the program within three weeks from the start date of the TEP session will result in automatic alternative school for 45 days.

2nd Offense — 3 Days OSS and Alternative school for the remainder of the school year. If the student is not already in alternative school, they will be assigned 45 Days in the alternative setting.

3rd Offense – 5 Days and DAH recommendation for expulsion

NOTE: Probation will be administered at the school level.

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 pose 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.

Category III Offenses include, but are not limited to, the following:

301. ***Possession, transfer or use of a firearm. (See Glossary,) (PS Code 789)

1st –DAH & 5 DAYS/LA

302. ***Possession, transfer, 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 Note 2), (See Glossary), (PS Code 570/580/680)

1st – DAH & 5 DAYS/LA

NOTE 1: In determining whether a student is under the influence of drugs or alcohol, the student's appearance or manner, his or her behavior and/or the presence of an odor, as well as statements made by the student as to consumption of alcohol or drugs will be considered. The principal or his/her designee may request the assistance of the School Resource Officer in making this determination.

NOTE 2: Due to the increasing and frequent changes in how drugs and alcohol are brought into the school, consequences pertaining to contraband will be determined by the principal or his/her designee; the assistance of the School Resource Officer may be requested in making this determination.

303. ***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. (SC 16-23430), (See Glossary), (PS Code 789)

1st – DAH & 5 DAYS/LA

304. ***Sexual assault. (See Glossary), (PS Code 610)

1st – DAH & 5 DAYS/LA

305. ***Assault of a staff member or any other adult designated by the school to supervise students, including volunteers. (See Glossary), (PS Code 520)

1st – DAH & 5 DAYS/LA

306. ***Arson, which is the intentional damage of property, or attempted arson of school property. (See Glossary) (PS Code 500)

1st – DAH & 5 DAYS/LA

307. ***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)

1st – DAH & 5 DAYS/LA

308. ***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)

1st -DAH & 5 DAYS/LA

309. ***Active participation in an act of mob violence, to include lynching. A mob is described as two or more people. (See Glossary), (PS Code 700)

1st – DAH & 5 DAYS/LA

310. ***Unauthorized tampering with security, fire, access control or surveillance system or alarms. (PS Code 350)

1st – DAH & 5 DAYS/LA

311. ***Participating in sexual conduct/activity, which also includes compromising situations and circumstances, and includes exposing one's private body parts publicly. Such conduct may involve only the individual student or may involve other people. (PS Code 690)

1st -DAH & 5 DAYS/LA (possibly)

312. *** Burglary to a school, portable classroom, school district building, or any structure on school district property. (PS Code 540)

313. 1st -DAH & 5 DAYS/LA

314. ***Vandalism or theft of personal or school district property where value is \$100.00 or more. (See Glossary), (PS Code 760/670)

1st – RP/DAH & 5 DAYS/LA

315. ***Selling illegal, controlled substances, prescription drugs, tobacco, or over the counter drugs without regard to amount. (See Glossary), (PS Code 004)

1st - DAH & 5 DAYS/LA

316. ***Selling, possessing, transferring or using items that are substantially similar in color, shape, size, or markings to a controlled substance or substance that is not FDA approved, using over the counter (OTC) medicines or combining over the counter (OTC) medicine with other medications and/or controlled substances or uncontrolled substances for the purposes of altering behavior or creating a feeling of euphoria i.e., Wizard Smoke, nicotine salts, etc. (PS Code 004)

1st –DAH & 5 DAYS/LA

317. ***Physical assault of a student. (See Glossary) (PS Code 520)

1st – DAH & 5 DAYS/LA (possibly)

318. ***Possession or use of a knife with a blade two inches or more, starter pistol, replica weapon/device, paint ball gun, bat or any item not generally considered as a weapon but USED as a weapon to inflict bodily harm. 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 school. (See Glossary), (PS Code 390/789)

1st – DAH & 5 DAYS/LA

319. ***Possession or use of a knife with a blade two inches or less, starter pistol, replica weapon/device, paint ball gun, bat or any item not generally considered as a weapon but USED as a weapon to inflict bodily harm. 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 school. (See Glossary), (PS Code 390/786)

1st – DAH & 5 DAYS

320. ***Possession of any item of drug paraphernalia. (See Glossary), (PS Code 004)

1st – DAH & 5 DAYS/LA

321. **Direct refusal to obey a staff member or any adult authorized by the school to supervise students, including volunteers, in a crisis situation. (See Glossary) (PS Code 270)

1st – DAH & 5 DAYS/LA

322. Harassment. (See Glossary), (PS Code 012/ 650)

1st– DAH & 5 DAYS/LA

323. Participation in gangs/gang-related activity to include but not limited to initiation rituals, hazing, causing bodily harm or danger. (PS Code 250)

1st– DAH & 5 DAYS/LA

324. ***Unauthorized entry to school building or property (this includes school sponsored events). (PS Code 750)

1st- DAH & 5 DAYS/RP/LA

325. Engaging in verbal or written abuse, name calling, (i.e., ethnic or racial slur, or derogatory statements about sexual orientation) intentionally addressed publicly to others that may disrupt the school educational program or incite violence. (PS Code 651)

1st- DAH & 5 DAYS/RP/LA

326. Disrespect to others, i.e., pulling wedges, ankling, zipping, to include participating in social media challenges, etc. (Ankling or zipping is defined as pulling down the pants of another). (PS Code 017)

1st– 3 OSS 2nd- AIC & 3 DAYS 3rd– DAH & 3-5 DAYS

327. **Making serious threats to a staff member or any other person authorized by the school to supervise students. (PS Code 027/650)

1st – DAH & 5 DAYS/LA

328. ***Detonating (in any way causing to go off) fireworks, incendiary devices, smoke and/or stink bombs or other noxious gas devices. (PS Code 010)

1st– DAH & 3-5 DAYS/LA

329. Pattern of threatening, bullying, or intimidating other students. (PS Code 650/651) (See bullying policy)

330. Distribution of pornographic or obscene material. (PS Code 018/710)

1st– DAH & 5 DAYS/LA (possibly)

331. ***Fraudulent requests for emergency services. (PS Code 620)

1st – DAH & 5 DAYS/LA

332. Health code violation, such as deliberately urinating or defecating on someone or doing this in a public or an inappropriate place. (See Glossary) (PS Code 017)

1st – DAH & 5 DAYS/LA

333. Intentionally throwing any object at or in the direction of a staff member. (PS Code 028)

1st– DAH & 5 DAYS/LA

334. ***Possession, transfer, or use of vapes (e-cigarettes), vape cartridges, any paraphernalia related to a vape (e-cigarette), or dab pens that contains marijuana, THC, or any other substance that is considered illegal, etc. (004/230) Since the purchase of a vape (e-cigarette) is illegal by minors, possession will constitute a violation of this section. This includes being present on district/school property or at any school-sponsored event after using, possessing, or transferring any of the aforementioned items. (See Note 2), (See Glossary), (PS Code 004/230)

1st Offense— 5 Days OSS & DAH/LA; mandatory participation in the TEP (Tobacco Education Program) offered by a district approved agency. Parents will be responsible for the fee and transportation. Administrators will be responsible for following up to determine if the student has completed their sessions. Failure to complete the program within three weeks from the start date of the TEP session, will result in automatic alternative school for 45 days.

2nd Offense — 5 Days and DAH recommendation for expulsion

NOTE: If there are less than 30 days left in the school year when the incident occurs, the student will serve the remaining 45 days of the next school year in Alternative School. Graduating seniors will serve whatever time is left in the school year and forfeit the right to all senior privileges including graduation.

NOTE: **The assignment to alternative school will be determined pending an investigation.

NOTE: Any student who has already had a vaping violation this school term and is caught again will automatically be sent to Alternative School for 45 days and will be required to attend TEP if the vape does not contain marijuana, THC, or any other substance that is considered illegal.

The administrator has the discretion to re-classify an offense based on the severity of the offense or the number of occasions in which the student has engaged in the behavior or has a record of other student conduct violations during the current school year.

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)

Prior to submitting a referral, the drivers must document the steps they have taken to help correct the behavior which will be housed in the transportation office.

Level I: Failure to follow directions/bus rules

- 1st OFFENSE – Parent, Student, and Bus Driver Conference
- 2nd OFFENSE – 1 day bus suspension
- 3rd OFFENSE – 3 days' bus suspension
- 4th OFFENSE – 5 days' bus suspension
- 5th OFFENSE – 10 days' bus suspension
- 6th 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.

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?

☐ Yes

☐ No

Date (mm/dd/yyyy)

School

School System

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

2. Name(s) of Alleged Offender(s) if Known

Age

School (if known)

Is he/she a student?

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

3. Date(s) of Incident(s) (mm/dd/yyyy)

4. Place an "X" next to the statement(s) that best describes

what happened (choose all that apply):

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

(specify) _____

☐ Other

(specify) _____

5. 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

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

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

8. Did a physical injury result from this incident?

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

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

- ☐ Yes ☐ No

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

☐ No ☐ Yes If yes, how many days was the student victim absent from school as a result of the incident? _____

11. Did a psychological injury result from this incident?

☐ No ☐ Yes, but psychological services have not been sought

☐ Yes, and psychological services have been sought

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

Signature

Date

Definition of Bullying, Harassment, and Intimidation

Harassment, intimidation or bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act 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.**