South Carolina School for the Deaf and the Blind

Parent / Student Handbook 2026-2027

Information for Parents and Students

ACCREDITATIONS

SOUTH CAROLINA DEPARTMENT OF EDUCATION

ed.sc.gov

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Dear Students and Parents/Guardians,

Welcome to a new school year! We are excited to partner with you in creating a positive learning environment where every student is engaged, empowered, and equipped for success.

The purpose of this Parent/Student Handbook is to provide you with important information regarding the daily operations of the school. This resource encompasses all aspects of the educational, residential, and transportation services provided by SCSDB. Please carefully review this handbook. If you have any questions, please feel free to contact your child's principal or residential associate director.

Thank you for entrusting us with this important journey. Together, we will make this a great year!

Warm regards,

Jolene L. Madison

Jolene Madison, EdS
President

Dear Students and Families,

We are so excited to start another school year at SCSDB! Please take some time to carefully review the Parent/Student Handbook. The Code of Conduct can be found on pages 5-12. Please review this section, both the parent and the student will need to sign and return the acknowledgement form on page 13.

We are looking forward to a wonderful year with you!

Kind regards,

Valerie Feiling

Valerie Feiling
Executive Director of Education Programs

2026

AUGUST

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Students: 16 *Staff: 21*

SEPTEMBER

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Students: 21 *Staff: 21*

OCTOBER

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Students: 21 *Staff: 22*

NOVEMBER

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Students: 16 *Staff: 18*

DECEMBER

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Students: 14 *Staff: 14*

- **Professional/Work Days**
- **Holidays**
- **Annual Leave Days**
- **First and Last Day of School**
- **Graduation**

All closures due to inclement weather will be made up through e-Learning days or on the following Teacher Work days: 10/2, 2/19, and 5/21. Additional days will be addressed as needed.

Modified Year-Round Academic Calendar

School for the Deaf and the Blind

August-2026	
3-7	Professional Development/Teacher Work Days
10	First Day of School for Students
September-2026	
7	Labor Day Holiday
October-2026	
2	Professional Development/Teacher Work Day
13	End of 1st Grading Period/45th Day
20	Reports Issued
November-2026	
23-24	Professional Development/Teacher Work Days
25-27	Thanksgiving Break
December-2026	
21-31	Winter Break
January-2027	
1	New Year's Day Holiday
4	Students Return from Winter Break
5	End of 2nd Grading Period/90th Day
12	Reports Issued
18	MLK Holiday
February-2027	
19	Professional Development/Teacher Work Day
March-2027	
11	End of 3rd Grading Period/135th Day
18	Reports Issued
April-2027	
5-9	Spring Break
May-2027	
19	Graduation
20	Last Day of School for Students/ End of 4th Grading Period/180 Day
21	Professional Development/Teacher Work Day

180 Student Days 190 Teacher Days

SC School for the Deaf and the Blind

2027

JANUARY

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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31						

Students: 19 *Staff: 19*

FEBRUARY

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28						

Students: 19 *Staff: 20*

MARCH

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Students: 23 *Staff: 23*

APRIL

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Students: 17 *Staff: 17*

MAY

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Students: 14 *Staff: 15*

JUNE

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
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Students: 0 *Staff: 0*

Revised 2/24/2026

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THIS HANDBOOK IS OUTLINED BY TOPIC IN ALPHABETICAL ORDER TO ASSIST YOU WITH THE EXPECTATIONS AND OPERATIONS OF SCSDB

ACCESSIBILITY

Accessibility is a key element in the services provided by SCSDB and is promoted by the agency both on campus and throughout the state. SCSDB sets high standards for accessibility as reflected in our vision to be the statewide leader in education and accessibility. In order to make programs, meetings, and special events accessible for all, SCSDB provides sign language interpreters, braille, large print, accessible ramps, specialized alert systems, and a variety of other technologies as needed. SCSDB follows Americans with Disabilities Act (ADA) standards to ensure students, staff, parents, and visitors have access to buildings, programs, and meetings.

American Sign Language (ASL) classes are available for parents of students currently attending SCSDB, Kelly's Kids, or receiving Early Intervention services through the Division of Outreach. If you are interested in ASL classes, please contact Statewide Visual Language Services at Outreach@scsdb.org for more information.

If you have any questions about the accessibility needs of your child, please feel free to contact your school or residential administrator. Additionally, if you require specific accommodations for a meeting, please notify the school secretary a minimum of 24 hours prior to the meeting.

AFTER-SCHOOL ACTIVITY PROCEDURES

Any day-student wishing to participate in an after-school activity will need to complete a "Permission to Participate in After-School Activities" form two weeks prior to participation. The form may be obtained from the school office. Parents may give the completed forms to their child's bus driver, bus attendant, or to the school secretary. Approval is made by Nursing and Residential Life Services.

If the student is approved to participate in an activity, communication will occur with the parent/guardian either by phone or email informing them when the student may start the activity. Please do not allow your child to stay for an activity without a parent until you have received this confirmation.

Once approved to stay after school, your child will first report to a residential hall, sign in, and follow the residential procedures to attend the activity. Students are required to remain under staff supervision at all times during their stay on campus.

Day students are expected to follow the same rules as residential students, have good behavior, and cooperate with staff at all times. Failure to do so may result in removal from the after-school activities and may be subject to disciplinary action under the Code of Conduct.

ATHLETICS

The South Carolina School for the Deaf and the Blind provides a comprehensive athletic program for boys and girls. We encourage all students to participate in athletics.

SCSDB is a member of the South Carolina High School League and participates in Region 1-1A.

Sports programs:
Varsity Football, Varsity Volleyball, Varsity Cheer Team, Varsity Basketball, Varsity Track and Field, and Varsity Goalball.

Athletic Eligibility: As a member of the South Carolina High School League (SCHSL), SCSDB athletes must meet eligibility requirements mandated by the SCHSL and SCSDB athletic guidelines.

Age Eligibility: Once a student is entered into PowerSchool as a 9th grader, the student is eligible for 4 years of varsity sports regardless of whether the student still has time left by age requirements. A student, who becomes 19 years of age prior to July 1st of the year, will not be eligible to compete as an athlete during that school year. Note: Special Olympics and goalball follow alternate age eligibility requirements

Academic Eligibility: Students who failed in two (2) subject areas in a semester, will be suspended from athletic participation the following semester.

Youth Sports programs:
Golf Club, Basketball and Soccer

Special Olympics:
Students at Cedar Springs Academy have the opportunity to participate in select sport activities through Special Olympics.

ATTENDANCE

Students are eligible to attend SCSDB beginning at age 3. Students who qualify for special education under IDEA may continue their education until they receive a South Carolina state diploma or until the end of the school year in which they reach the age of 21. Students who turn 21 years of age on or before September 1st are not eligible to return to school. Students who turn 21 years of age after September 1st may return for the school year.

Additionally, South Carolina law requires all children from the ages of 5 to 17 attend school 180 days during each school year.

South Carolina law requires that every child from the age of 5 to 17 attend school for 180 days each school year.

Regular attendance is vital for the education of every student. Children who are frequently absent fall behind in their studies, making it difficult for them to meet their learning goals and to progress in the general curriculum along with their peers. It is understood that emergencies and illnesses will occur from time to time; however, it is very important that students continue to learn and return to school as quickly as possible. Every absence must be reported to the State Department of Education and excessive absences will require parents to work with the school in creating an Attendance Intervention Plan to help eliminate future absences.

SCSDB wants every child to succeed, and we will assist you in any way we can. If you have questions or concerns regarding attendance issues or homebound services, please contact your principal or the Executive Director of Education Programs at (864) 577-7530.

There are only two types of absences recognized under state law.

1) **Lawful / Excused Absences**

   Illness: When a student becomes ill, they may be excused with a doctor's excuse or in some cases with a written parent note. Some students may have chronic medical conditions or extended illnesses that necessitate special accommodations in order to meet the state attendance requirements. If your child has chronic or extended medical concerns, please contact the school's principal. The principal will notify your child's IEP team in order to determine the best way to accommodate your child's on-going educational needs.

   Death in the Family: If there is a death or serious illness in the immediate family, a student may be excused. A written parent notice is required. The immediate family is defined as a parent or legal guardian, grandparents, siblings, or others who live in the student's home.

   Religious Holiday: Students may be excused from school for recognized holidays of their faith. A written parent notice is required.

   Medical Appointments: Medical appointments must have a written note from the appropriate health care physician such as the doctor, dentist, or orthodontist. A child will be excused only for the day of the appointment.

Special Circumstances: Students may be eligible for excused absences due to special circumstances if they receive **prior** approval from the school's principal. Request forms are available through the school office.

Absent Due to Out- of- School Suspension (OSS): These absences are considered as excused absences. However, parents must attend a behavioral/re-entry conference with their student upon completion of the OSS.

Notice: Students may not miss more than ten classes during a full-year course, or more than five classes during a semester course. If a high school student misses more classes than permitted, he/she may not be eligible to pass that class.

2) Unlawful / Unexcused Absences

Absent with or without Parent Knowledge:
Students who are absent without parent knowledge are unexcused. Parents will be informed of all absences. Students who are absent from school without acceptable cause even with the knowledge of their parents or legal guardians will also be considered unexcused.

Absent Due to Transportation Problems:
If a student is absent due to personal transportation difficulties (missed bus or car trouble), the parents are still responsible to assure their child attends school. If students miss their bus at the scheduled stop, parents may call the bus attendant and arrange to meet the bus at the next stop. Parents should call the school's transportation director at 864-577-7700 or principal to discuss any on-going problems or unique needs they may have in transporting their child to school.

Truancy

Students between the ages of 5-17 become classified as truant if they accumulate the following absences during the school year:

- **3 consecutive days** of **unexcused** absences
- A total of **5 days** of **unexcused** absences (days do not have to be in a row)

South Carolina law holds parents responsible for making sure their students attend school daily and arrive in a timely manner. When a child becomes truant, state law requires SCSDB to conduct an intervention meeting with the parent(s) to create an Attendance Intervention Plan that will prevent the student from any more school absences.

Excessive Absences

When a student has a total of **10 absences (lawful or unlawful),** SCSDB Board Policy requires the school staff to notify the principal, who will then contact the parent/legal guardian. Together, they will develop a plan to improve the child's attendance. The Executive Director of Education Programs must be made aware of each student who has absences totaling 10 days or more. This applies to all students, in kindergarten through grade 12.

Excessive absences may result in a student's failure to pass class(es) for the year. Students in Cedar Springs Academy and those with a non-graded program are also required to attend and follow the same state attendance regulations. Please contact your principal if you have any questions or need assistance.

Important Reminder:

Please remember to send a written excuse with your student when he/she returns to school after each absence. All absences are marked as "unexcused" until a written excuse is received in the school office. If your student is absent and does not turn in a written excuse within 10 days, the absence will be permanently recorded as unexcused. Phone calls are not considered to be a formal excuse. A phone call must be followed with a written note in order for the absence to be excused.

AUTOMATED CALLING

Under a federal consumer protection law, schools need parent/guardian permission to receive automated or prerecorded calls to a cell number. At the beginning of the year, you provided contact information, including the number to which these automated calls should be directed, that the District will use to keep you informed. Should you choose to revoke consent to receive automated calls/texts on your cell phone, you may do so by notifying SCSDB of your revocation. You may contact Valerie Feiling, Executive Director of Education Programs, at (864) 577-7530 for

that purpose. Please be aware, if you revoke consent for automated and prerecorded calls to your cell number, you may not receive time-sensitive information as quickly.

SCSDB requires that you provide notice of any changes in contact information (physical address and telephone numbers) to SCSDB as soon as any change(s) occur. This includes any change in the cell number you provided to SCSDB. Correct contact information is needed so that SCSDB may provide you with information regarding school operations and any specific concerns related to your student. Should you fail to provide SCSDB updated contact information, including notification that a cell phone number you have given the District has been disconnected or reassigned, please be aware that SCSDB disclaims liability for any damages resulting from your failure to do so.

CELL PHONES AND ELECTRONIC DEVICES

Students are not allowed to use cell phones, text-messaging devices, or pagers during school hours (7:45 a.m. – 3:15 p.m.) unless part of the educational program. Students who use such devices during the school day will be subject to the Code of Conduct.

In the event of an emergency, students may use the phone in the school office. If a parent needs to contact a student, they should call the main office of the school where their child attends.

Residential Life

Student Cell phones will not be taken by Residential Life Services staff except in the following circumstances:

- Student is using a cell phone in the cafeteria
- Student is using a cell phone in the library
- Student is using a cell phone during an assembly, meeting, or other presentations
- Student is using a cell phone to conduct inappropriate behavior as defined by the SCSDB Code of Conduct

In the event a cell phone must be taken by Residential Life Services staff, parents will be contacted to discuss consequences for the cell phone violation.

Athletics

Students may not bring a cell phone to athletic practices. For games requiring travel, coaches will determine when cell phone usage is permitted.

CHARACTER EDUCATION

Learning how to get along with others is necessary for a successful life. A person of good character knows the difference between right and wrong, sets a good example for everyone, and makes the world a better place.

CHILD/ADULT PROTECTION

South Carolina law requires mandated reporters to report any known or suspected abuse and/or neglect of students to appropriate authorities at the Department of Social Services or to law enforcement. Reports of suspected abuse/neglect are sent to Child Protection or to the Adult Protection Agency (if a student is over the age of 17). All reports are kept strictly confidential.

CLEVELAND LEARNING RESOURCE CENTER (CLRC)

The Cleveland Learning Resource Center (CLRC) is open from 7:30 a.m. - 4:30 p.m. Monday through Thursday and 7:30 a.m. - 2:00 p.m. on Friday. Materials are offered in multiple formats: standard print, large-print, braille, and audio. Students may check out three books for a period of two weeks. Books are renewed at the student's request. If students are working on special projects, additional materials may be checked out. The CLRC offers reference services, an on-line catalog, and both print and on-line resources.

CODE OF CONDUCT

Philosophy

The philosophy of SCSDB supports the ideal that most disciplinary problems will be handled among administrators, residential advisors, classroom teachers, transportation staff, child, and parent/guardian in a calm, reasonable manner. The philosophy assumes that effective discipline leads to increased maturity, desirable behavior, and character development on the part of the student. Because of their nature, some problems affect the learning opportunities of other children, necessitating rapid deterrent action on the part of the administration.

The dignity and safety of every student is our primary concern. Emphasis is placed on positive behavioral support programs, which are developed to help the student eliminate undesirable behaviors, and provide the opportunity to learn skills that improve his/her quality of life. Efforts will be made to address each individual student's unique learning style and developmental level while ensuring a safe and secure learning environment for all of our students.

Rationale

Each student brings to SCSDB his/her own behavior pattern(s); therefore, all procedures and guidelines must be fair, just, and in the best interest of the individual student and the school community. A school community, in meeting its educational responsibilities, must establish guidelines and procedures for appropriate student behavior. This Code of Conduct is intended to encourage student growth by safeguarding and maintaining an environment conducive to learning.

- In keeping with a philosophy that discipline is a way of teaching and effective teaching is done in a positive manner, disciplinary efforts must be as positive as possible. Positive means **MAY include**: individual discussion and counseling, student involvement in understanding acceptable standards, parent involvement. When a student's behavior is serious enough to impede learning, it may be necessary for the IEP team to conduct a Functional Behavior Assessment (FBA) and develop a Behavior Intervention Plan (BIP).

- Under the direction of the Board of Commissioners and the President, SCSDB administrators will periodically review and revise procedures, if necessary, for disciplining students. It is further expected that this policy will comply with the appropriate state statutes, constitutional provisions, and adhere to the discipline procedures provided by IDEA-Part B, specifically regulating discipline for children with disabilities.

- Students, parents, and SCSDB staff are asked to carefully read this Code so that they will clearly know what is expected of them and what they should expect from their residential and educational program. As students' progress through SCSDB, it is assumed that an increase in age and maturity will require a greater responsibility for actions. Differences in age, maturity, and developmental level are considered in determining the type of disciplinary action and possible intervention needed. All efforts are made to allow teaching and residential staff to reinforce positive behaviors and to teach appropriate social skills so essential for becoming a well-rounded adult.

- This Code applies to **EVERY** student as long as the consequences are consistent with the student's IEP. When a student demonstrates behavior(s) that are targeted on his/her Behavior Plan, staff will respond in the manner specified in the student's Behavior Plan.

This Code of Conduct is intended to be applicable to student conduct on and off SCSDB premises according to the fullest extent by the law. These times and places include, but are not necessarily limited to, academic and residential programs, field trips, athletic events, and school transportation.

Student Expectations

- **Expectation # 1: all students will obey the law by:**
    - Knowing and following the rules and regulations set forth in the Student/Parent handbook and the Code of Conduct
    - Attending school
    - Doing their best to complete all assigned school and home work. Following the rules and directions of school and residential staff

    - Exercising impulse control
    - Accepting the consequences for your actions
    - Respecting others

- **Expectation # 2: all students will respect the property of others by:**
    - Taking care of things in the school, dormitory, school grounds and buses
    - Leaving dangerous or distracting items at home
    - Seeking permission to use items/articles that belong to others
    - Turning found items in to staff
    - Using school materials for their intended purpose
    - Following all rules regarding safety

- **Expectation # 3: all students will respect others by:**
    - Being polite and courteous toward others
    - Telling the truth
    - Cooperating with others
    - Maintaining appropriate personal space
    - Managing anger and disagreements peacefully
    - Respectfully requesting clarification when there is a lack of understanding
    - Treating others in a manner that I would like to be treated
    - Dressing in an appropriate manner

- **Expectation # 4: all students will respect the privilege of education by:**
    - Working quietly.
    - Staying in the assigned area
    - Staying focused on work assignments
    - Following school rules and procedures
    - Participating in all class activities
    - Doing your best to complete all assigned school and home work
    - Following the directions of staff

Student Responsibilities

It is the responsibility of students to **HELP** create appropriate discipline by:

- Participating in the educational and residential experiences at SCSDB
- Promptly taking written communication from SCSDB to home and bringing communications to SCSDB from parents
- Asking to make up assignments missed
- Following all bus rules
- Respecting other persons and their property
- Following the school and residential program dress code
- Respecting the rights of others
- Accepting the consequences for inappropriate behavior
- Displaying good sportsmanship
- Knowing and following the rules of residential advisors and educational staff
- Attending all classes and required activities with appropriate materials
- Being responsible for their own work
- Communicating with staff in an appropriate manner
- Requesting help in an appropriate manner
- Following procedures that ensure the safety of students and staff

Parent/Guardian Responsibilities

It is the responsibility of parents/guardians to **HELP** create proper discipline and attendance in the school by:

- Participating in their child's academic and residential life progress
- Providing a continuously updated list of home, work, and emergency telephone numbers to protect your child. In an emergency situation, if a parent/guardian cannot be contacted, the school may have to make critical

decisions for your child in order to ensure his/her safety **(Providing current contact information is vitally important)**
- Notifying SCSDB staff of any health and/or medication changes
- Working with staff to solve disciplinary and academic problems
- Getting to know their child's school, its staff, curriculum, programs, and activities
- Attending parent-staff conferences/IEP meetings, SCSDB-parent functions
- Prompting your child to maintain good health habits and grooming
- Making sure their child goes to SCSDB on time every day unless their child is ill or has a contagious disease or family emergency
- Making sure their child does not arrive at SCSDB before staff supervision is provided
- Promptly picking up their child after an after-school program
- Following state attendance law, which requires all persons between ages of 5 – 17 to be enrolled in an approved educational program
- Providing written communication explaining why their child is absent
- Teaching their child, by work and example, respect for law, school, and the rights and property of others
- Discussing report cards, teacher assignments and residential reports with their child

SCSDB Staff Responsibilities:

It is the responsibility of staff to **HELP** create proper discipline in the school by:
- Maintaining an environment conducive to learning
- Respecting and meeting the needs of each student
- Practicing good communication skills among students, parents, and other staff members
- Maintaining a professional manner at all times
- Encouraging and reinforcing trust, cooperation, responsibility, and respect
- Making an effort to improve the self-image of each student through positive reinforcement
- Dealing with discipline problems promptly and fairly
- Setting a good example by conforming to all laws, policies and regulations
- Respecting all individuals by not talking negatively, engaging in gossip, or discussing staff or student issues in an inappropriate manner

Behavior Rules and Consequences:

Though not specifically mentioned in this list and levels of violations of behavior, any act, which is detrimental to the good order, best interest, physical safety of the school and its' students and staff, may be disciplined according to its nature and degree at the sole discretion of the administration.

- **Disorderly Behavior(s)**
  Behaviors that impeded the orderly functioning of the school, not limited to the classroom. Disorderly behavior violations are cumulative for the 9 weeks. Teaching and residential staff, through the application of positive behavior intervention and management principles, will manage behavioral incidents of this nature which include:
  - Disrupting/disturbing SCSDB activities
  - Showing disrespect towards self or others
  - Engaging in uncooperative behavior
  - Refusing to obey staff members
  - Being late or tardy to a class or activity
  - Committing a dress code violation
  - Using abusive language, obscene language or gestures
  - Cheating
  - Unauthorized use of cell phone

  The following response by administration may be taken in the case of disorderly conduct:
  - Warning
  - Corrective Instruction
  - Parent Contact
  - Student Conference

- Detention
- Seating Change
- Removal of Privileges
- Confiscation
- Class/Dorm Management Plan
- Time-Out
- Positive Behavior Practices

Behavioral incidents should be documented including the staff's response employed to change the behavior and re-teach more appropriate behavior.

- **Disruptive Conduct Behavior(s)**
  Offenses which disrupt the campus environment or affect students' educational progress and the consequences of which tend to endanger the health or safety of oneself or others in the school. *This also includes behavior offenses that involve threats or acts against the person or property of another and severely disrupt SCSDB activities.*

  Behaviors of this nature may include but are not limited to:
  - Reoccurring disorderly behavior that has been addressed
  - Possessing or distributing pornographic materials, magazines, movies, etc.
  - Tampering or changing, signing or altering written records or documents
  - Absence without authorization
  - Leaving designated areas without permission of SCSDB staff
  - Participating in games of chance for money and/or other things of value
  - Using or possessing tobacco or tobacco related substances/products
  - Possessing a fake weapon, toy or any other item designed to look like a real weapon
  - Deceiving staff for the purpose of material or academic gain
  - Searching through or altering another person's property without prior authorization
  - Refusing to follow disciplinary option given
  - Using a personal communication device during instruction without permission from a staff member
  - Exhibiting a major disruptive behavior violating school rules/regulation (e.g., slamming doors, profanity in classroom, knock over desk)
  - Being in any area without staff knowledge and permission
  - Socially unacceptable and/or inappropriate physical contact during the school day, after school, and dormitory activities
  - Stealing or taking another's property without permission
  - Bullying to include a comment, gesture, electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the effect of harming a student physically or emotionally, damaging a student's property, placing a student in reasonable fear of personal harm or property damage (Bullying is defined as repeatedly and intentionally saying or doing mean or hurtful things to another person who may not be able to defend himself or herself)
  - Possessing or using of illegal materials such as fireworks, stink bombs, false identification(s)
  - Possessing stolen goods defined as the possession of another person's or entity's property without prior willing consent
  - Vandalizing property that includes cutting, defacing, or damaging property
  - Leaving campus without obtaining prior staff authorization
  - Violating the Network Use Agreement including the use of another's password, improper use of equipment (e.g., internet pornography, obscene e-mails, visiting chat rooms, etc.)
  - Refusing to comply with repeated request from SCSDB staff

  The administration, (Principals, Executive Director of Education Programs, and/or Executive Director for Residential Life and/or their designee), in their sole and complete discretion, will manage violations. When factoring repeat behaviors, behavior violations are not limited to any one environment. When In-School Suspension (ISS) and/or In-Dorm Suspension (IDS) are given as consequences, the Associate Director of Residential Life will be involved.

  Consequences may include:
  - Parent contact

- Confiscation
- In-school suspension or dorm suspension
- Detention
- Out-of-school suspension
- Recommendation for expulsion
- Restitution
- Counseling referral
- Community service
- Family Support Specialist contact
- Specialized training or other interventions
- Loss of privileges
- Apologies
- Re-entry facilitation by staff to include a meeting between the student, the administration and the referring teacher

The administration, in its sole and complete discretion, will consider the nature of the offense, any re-occurrences of the behavior, developmental level of the student, and circumstances surrounding the incident in determining the duration and intensity of the consequence.

- **Criminal Conduct/Dangerous Behavior(s)**
  Offences that severely disrupt the campus environment, seriously endanger the health and safety of others, or could be considered a crime.

  Rule violations in this category include:
  - Fighting or instigating a fight
  - Displaying sexual misconduct or inappropriate sexual contact with another person regardless of consent, indecent exposure, fondling, or heavy petting
  - Extorting, coercing, or blackmailing another to obtain sex, money or other things of value from an unwilling person. Forcing another person or group into committing an unwilling act
  - Making a bomb threat or an intentional false fire alarm. This includes telling or implying that you have a bomb/explosive device, stating or implying the intent to use a bomb/explosive device, or deliberately initiating of any type of fire alarm
  - Major vandalism or theft exceeding $100
  - Possessing, using or transferring any device designed to cause harm and/or with the intent limited to causing bodily harm. This includes, but is not limited to a knife, gun, BB gun, pellet gun, firearm, mace, box cutters, brass knuckles, club, or other instrument that might be injurious to a person or property
  - Inflicting physical pain or injury to another person that is intentional is considered aggravated assault/battery. This includes beating another person in a violent manner or inflicting serious injury and/or involving the use of a dangerous weapon
  - Intentional igniting an explosion, setting fire, burning, or causing to be burned or aids, counsels, or procures these acts when there is a probability of anxiety, injury, death, property damage and/or destruction (arson)
  - Using, possessing, selling or producing illegal drugs/alcohol, dangerous (glue, white-out, paint, etc.) or other controlled substances
  - Intentionally violating SCSDB and legal policies/laws concerning sexual behavior that is nonconsensual. This includes sexual assault/battery, indecent exposure, fondling, heavy petting, any act of sexual penetration either by force or threat of force, or statutory rape when one person is over the age of 16 and the other is 14 or under
  - Threatening verbal or physical act that would cause person to be put in fear of danger or harm
  - Engaging in gang-related activities including recruitment, communication, or incitement to others to either join or be intimidated by a gang and/or cult
  - Physically attacking (Simple Physical Assault) a student or staff member but does not result in serious injury and no weapon is used
  - Engaging in a criminal offense

  Offenses that seriously endanger the health and safety of others shall be managed by the administration, (Principals, Executive Director of Education Programs, and/or Executive Director of Residential Life and/or

their designee). When ISS and/or IDS are given as consequences, the Associate Director of Residential Life will be involved. For safety, actions may demand immediate removal from the school environment and/or SCSDB restrictions. Behaviors at this level **require immediate and direct referrals to the appropriate staff and the director of the division.** Offenses remain cumulative for all grades and may involve referrals for appropriate legal actions.

Consequences may include those previously mentioned and in addition, involvement of law enforcement when deemed appropriate, and any of the following:

- Re-entry plan
- Referral to a Student Study Team
- Contact School Resource Officer
- Removal of privileges
- Recommendation for expulsion

The administration, in its sole and complete discretion, will consider the nature of the offense, the developmental level of the student, the circumstances surrounding the incident, and any previous behavioral infractions in determining the duration and intensity of the consequence.

Transportation Rules and Regulations:

Appropriate behavior by students at bus stops and while on the school bus is a critical component of safe transportation. All disciplinary actions listed in this document are applicable to misconduct on the bus or while in sight of the driver/aide at the bus stop. Inappropriate behavior or activities that jeopardize the safe operation of the school bus or interferes with the welfare of others is prohibited. Bus staff will promptly report any inappropriate behavior. Any act, which is detrimental to the good order, best interest, and physical safety of the school, may be disciplined according to its nature and degree at the sole discretion of the administration.

- **Appropriate Bus Behavior Expectations For All Students:**

  - Arriving at the pick-up location before time to be picked up
  - Allowing the bus to come to a complete stop with warning lights on and all traffic stopped before boarding or exiting
  - If crossing the street is necessary, always crossing in front of the bus
  - Boarding the bus in a single file in an orderly manner
  - Following all instructions of bus staff
  - Being respectful of all people, including all bus staff
  - Keeping the bus neat and clean
  - Staying seated while the bus in in motion and remaining seated until the bus comes to a complete stop

The following behaviors are unique to bus travel and are in addition to the behaviors and consequences as described in the Student Code of Conduct. Students have a very important role in the safe operation of the buses. They have a responsibility to conduct themselves so as not to jeopardize the lives of their companions as well as to protect their own lives. The bus driver has a full-time job in the safe operation of the bus and must not have to direct his/her attention from this critical responsibility. Therefore, the following behaviors, along with those already addressed in the Student Code of Conduct, will not be tolerated:

EXAMPLES/DEFINITIONS	**1st OFFENSE**	**2nd OFFENSE**	**3rd OFFENSE**
Assigned Seat: Not sitting in assigned seat	1 day Seating Reassignment	Seating Reassignment + 4 hrs. Community Service	Seating Reassignment + 12 hrs. Community Service
Technology Use Violation: Playing audio, video or gaming equipment without headphones at disruptive levels	1 day Seating Reassignment	Seating Reassignment + 4 hrs. Community Service	Seating Reassignment + 12 hrs. Community Service
Out of Seat: Standing, kneeling, crouching or being in any position other than seated while the bus is moving	1-day Seating Reassignment	Seating Reassignment + 4 hrs. Community Service	Seating Reassignment + 12 hrs. Community Service
Insubordination: Refusal to follow the directions of the staff	1 day Seating Reassignment	Seating Reassignment + 4 hrs. Community Service	Seating Reassignment + 12 hrs. Community Service
Transportation Safety Violation: Any behavior that creates an unsafe environment on the bus or the intentional damage of the bus or its equipment (e.g., tampering with bus equipment, blocking exits, throwing objects out of / or within the bus, vandalism, sticking body extremities or objects out of the bus while it is moving)	4 weeks Seating Reassignment + 16 hrs. Community Service	Seating Reassignment + 24 hrs. Community Service 1 day ISS	3 Days ISS
Dangerous Behavior: Any behavior that represents serious danger to staff, students, or others on the highway	Refer to Criminal Conduct/ Dangerous Behavior Consequences	Refer to Criminal Conduct/Dangerous Behavior Consequences 3 days OSS	Refer to Criminal Conduct/ Dangerous Behavior Consequences

*** These are examples/options but are not all-inclusive.

At the discretion of the Executive Director of Education Programs, the Executive Director of Residential Life, Principals, or their designees, bus privileges may be suspended due to serious violations of the bus safety rules. All regulations regarding the transportation of Special Education students will be followed.

- Implementation of consequences should consider the age and cognitive level of the student
- In emergency situations, seating reassignment will be at the discretion of the driver and/or attendant
- Community Service assignments will be at the discretion of the Director of Transportation and/or Principals

Legal Rights

In the event of a criminal offense, neither staff nor students (who are victims) relinquish their rights to pursue legal recourse, regardless of the process or consequences implemented by SCSDB.

Threats To Self And/Or Others

The safety of all students and staff is our highest priority. We stress that all students and adults must be safe at all times. There are times when students may require physical restraint and/or seclusion to prevent them from harming themselves as well as others around them. Seclusion will only be used for the management of violent or self-destructive behavior that is an immediate threat to the student's physical safety or to the safety of others. Both seclusion and restraint will only be used when less restrictive interventions have been determined to be ineffective in protecting the student, staff, or others from harm. The type of seclusion or restraint used will be the least restrictive intervention possible to effectively protect the student, staff, or others from harm. Students will be released as soon as they are able to regain behavioral control. Parents are notified promptly of any incidents related to seclusion or restraint.

All personnel responsible for the supervision of students are trained in de-escalation techniques designed to assist students in regaining control of their emotions and behavior. Key personnel receive expanded training in the proper use of physical intervention to address dangerous behaviors when students are unable to respond to de-escalation techniques. Both de-escalation and physical intervention techniques are designed to ensure the care, welfare, security and safety of students. Staff are trained and certified to use these techniques annually.

Any indication that a student might wish to do harm to himself/herself is taken seriously. Parents are notified immediately. Parents may be asked to come to take the student to seek medical attention depending on the severity of the threat as assessed by trained school/residential personnel.

TRESPASSING: Unlawful Presence on SCSDB Property

Appropriate action will be taken against non-students who trespass on school grounds. Such action will include the right to call in the police and swear out warrants.

Search Of Persons And Effects On School Property

Students and parents should be aware that State Law provides that any person entering the premises of the school shall be deemed to have consented to a reasonable search, with or without probable cause, of such persons and their effects, including without limitation, lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets and satchels.

Parent and Student Acknowledgment

The SCSDB Parent/Student Handbook/Code of Conduct are distributed to all students at the beginning of the school year. In the case of new students, these students will receive the booklet as part of their orientation process. It is intended that students, parents, and designated school employees will read, discuss and develop an understanding of the discipline code.

The rules and procedures in the SCSDB Parent/Student Handbook/Code of Conduct help us to provide a safe and successful learning environment for all students.

After you and your child have reviewed this material, please sign this form and return it to your student's principal.

This is to verify that I have read and understood the Parent/Student Handbook/Code of Conduct Policy of the SC School for the Deaf and the Blind and the rules and regulations related to School Bus Transportation with the following student for whom I am responsible.

_____ _____

Parent/Guardian Signature **Date**

STUDENT EXPECTATIONS:

Expectation # 1: All students will obey the law
Expectation # 2: All students will respect the property of others
Expectation # 3: All students will respect others
Expectation # 4: All students will respect the privilege of education

I have read this Contract of Expectations and agree to be subject to its guidelines during school hours, while on campus, and during participation in any school activities. I further understand that I will be held responsible for my actions according to the expectations and consequences herein.

_____

Student Name

_____ _____

Student Signature **Date**

Please return to your student's principal by August 10, 2026.

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CULTURAL DIVERSITY

SCSDB promotes awareness of cultural diversity by providing events, programs, and festivals that enhance cultural awareness. The CLRC provides resources, books, and articles to staff and students to assist in educational learning and planning of the event. Annual events that support an awareness of cultural diversity include:

- International Festival (held every other year)
- Black History Assembly
- Deaf Awareness Week
- White Cane Day

CURRICULUM

SCSDB offers research-based curriculum aligned with the South Carolina State Department of Education Standards. Contact the principal in your child's school for information on specific coursework or to answer additional questions.

DRESS CODE

Appropriate and non-distracting attire shall be worn in the educational and residential setting. This includes off-campus activities such as field trips, performances, and school-sponsored events.

Students who come to school dressed in violation of the dress code will return to the dormitory accompanied by a staff member or contact parents to bring a change of appropriate attire.

Appropriate Attire

- Skirts, shorts, and pants must be at least mid-thigh, below fingertip length, whichever is longer, when standing
- Shirts with sleeves for young men
- Clothes must cover undergarments
- Pants, shorts, skirts, etc. must be worn at the waist and cover undergarments
- Straps on sleeveless tops must be the width of "three fingers" and not cut below the armpit to expose undergarments or excessive amount of skin
- Proper undergarments must be worn
- For formal school activities (banquets, graduation, etc.), appropriate dress for the occasion is required
- For pool activities, one-piece bathing suits, shorts, colored shirts, swim shorts

Inappropriate Attire

- Headgear of any manner including, but not limited to, hats, visors, bandanas, baseball caps, caps of any type, hoodies (with hood pulled up) and sunglasses are not allowed to be worn in the building. Exception: Students with a visual impairment may exempt this rule if they have sunglasses prescribed by their doctor.
- Body piercing or earrings that are a distraction or present a safety concern
- Students are expected to refrain from hair styles/colors/tints that are distracting in the school setting.
- State health regulations require shoes and shirts must be worn at all times in public buildings
- Torn clothing or clothing with holes above the knees
- See-through garments
- Bare midriffs and backs
- Tank tops, tube tops, halter tops, tops with string straps, wide off-the-shoulder tops and plunging necklines that expose cleavage
- Sheer leggings and tights worn as pants
- "Sagging" pants (*defined as the wearing of trousers in such a way that makes underwear visible*), low rider jeans where the midriff is showing (approved if shirt is covering the midriff area), or jeans that are considered too tight
- Certain messages conveyed on clothing are inappropriate for a school setting. Clothing not permitted will include, but not be limited to, that which includes or promotes: guns, violence, gangs, sex, or disrespect to others; obscene/profane language or gestures; tobacco products; illegal drugs or alcohol; or anything pertaining to an individual's heritage, values, or morals which may be offensive to others.
- Beach/shower shoes, bedroom shoes, loungewear/pajamas, or blankets during the school day
- For pool activities, bikinis, speedos, bras or underwear worn as a swimsuit

School administration will determine the final judgment on appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to, or may foreseeably result in, the disruption of or interference with the school environment. In the event administration determines a student's clothing is inappropriate for school in accordance with this dress code, the student will be required to change immediately into appropriate clothing, or will be informed they must cover the inappropriate garment and not wear it to school again. Repeated violations of the Dress Code will be treated as disruptive behavior in violation of the school's Behavior Code.

THE STUDENT CODE OF CONDUCT WILL BE USED TO ADDRESS ANY VIOLATIONS OF THE DRESS CODE

For students staying in the dorm:
All items and clothing should be labeled with the student's name using a permanent marker. We suggest including a written inventory in the student's duffle bag that may be kept by the residential advisor. If a parent or student has special needs or requests regarding clothing or personal items, please contact the associate director in the student's residential dorm.

DRIVER'S EDUCATION

Two levels of driver's education are offered. The first is the Driver's Permit Preparation Course. This course is open to students whose capabilities give reasonable promise of their ability to fulfill the requirement for a driver's permit and license. Students will only be allowed to take this non-credit bearing course once. Students will work toward taking and passing the South Carolina Driver's Permit Test. For students who are unable to pass the permit test, a South Carolina Picture ID will be the outcome of the course.

To enroll in the permit preparation class, students must be 15 years of age or older. Parents/Guardians will be responsible for taking their student to the Department of Motor Vehicles to take and pass the prerequisite tests for a permit.

The second level of driver's education is the South Carolina Driver's Education Course. Each student entering this course is required to have and show proof of a valid driver's permit on the first day of class. Students not able to show a permit will be removed from Driver's Education. Students are required to participate in six or more hours of behind the wheel driving in order to qualify for license testing.

EDUCATIONAL DECISIONS

Schools must know who has the right to make educational decisions for each student. Generally, parents will be the primary decision makers for their children and have the right to receive all notices, provide consent for services, file formal complaints, and give or deny permission for release of records, etc.

In South Carolina, a parent is defined as:

1) a biological or adoptive parent of a child
2) a foster parent (unless state law, regulations or contractual obligations prohibit that foster parent from acting as a parent)
3) a guardian who has been authorized to act as the child's parent or authorized to make educational decisions for the child
4) an individual acting in place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare
5) a surrogate parent who has been appointed per IDEA regulations

Students do not always live with a biological or adoptive parent. If two or more people are qualified to act as a parent and they both attempt to act as the parent, the biological or adoptive parent has the right to make the final decision unless a court has taken away their legal right to do so.

SCSDB may appoint a surrogate parent for a student when:

1) no parent (as defined) can be identified
2) SCSDB or appropriate state agencies cannot locate a parent after reasonable efforts
3) the child is a ward of the state
4) the child is unaccompanied and/or homeless

The SCSDB guidelines for Appointment of Surrogate Parent are available in the office of the Executive Director of Education Programs. If you have any questions on the topic, you may call (864) 577-7530.

At the age of 18, all decision-making rights under IDEA transfer to the student unless the student has been determined incompetent by the courts. Recognizing some students with severe disabilities may not be able to participate in their educational process, South Carolina has enacted the Adult Students with Disabilities Educational Rights Consent Act as of June, 2016. This new Act provides several options when a student turns 18:

1) All Rights Transfer to the Student
   - Most students will be able to act independently and consent to their own educational programming.
2) Supported Decision Making
   - A student may decide to make decisions with support and assistance. This is an informal way to seek advice and assistance when making a decision, such as asking family and friends what they think about a course of action.
3) Delegation of Rights
   - If a student has the capacity to understand their action and the resulting consequences, they may sign a Power of Attorney and delegate their rights to an agent (such as a parent).
4) Certification of an Educational Representative
   - If a student is unable to communicate their own wishes, interests, or preferences in respect to an educational program, they may have an educational representative certified to act on their behalf following procedures noted in SC Code §§ 59-33-340.
5) Guardianship of the Student
   - If a student is incapacitated, the parents or other appropriate person may seek guardianship of the adult child through the Probate Court process. (The Consent Act does not apply if the student has a court appointed guardian.)

E-LEARNING DAYS

The SC School for the Deaf and the Blind is designated as an eLearning District. Those districts who meet the criteria for an eLearning District as determined by the Department of Education may use up to five eLearning days to allow for the make-up of short-term disruptions to in-person teaching and learning.

Planning for Potential Isolation Periods

Based on current health guidance in our state, it is possible that SCSDB students and staff could be required to leave campus to isolate and/or quarantine due to potential exposure to contagious illnesses. The need for isolation periods could result in changes to SCSDB's schedule and learning model.

E-Learning Model

During the first few weeks of school, teachers will introduce students to a virtual learning platform and will teach students how to access and navigate this system in the event that SCSDB must transition to an eLearning model. SCSDB will adhere to state guidance related to emergency closures.

Individual eLearning plans will be responsive to learning and accessibility needs.

In the event that SCSDB is required to close campus, the eLearning model will be implemented immediately and will continue until campus reopens.

Attendance will be tracked. Students should work on assignments daily. Teachers will provide office hours for academic support and direct instruction.

Canvas will be utilized for web based regular assignments. In advance, students should download materials to the school issued device if home internet is not reliable. Paper work may also be sent home to support students working at home, and the teacher will directly call the parents to notify of those specific assignments. For Cedar Springs Academy, the Unique Learning System may be used to meet students academic needs.

Students will have five (5) school days after the last school day cancellation to complete any assignments and submit them. Teachers will refer to the district grading policy to address any assignments not submitted.

E-Learning Delivery Model

K5-8th Grade students will be assigned a minimum of 200 minutes of daily instruction for all eLearning Days. These minutes may include, but are not limited to: reading, videos, listening/watching. These minutes are cumulative for all courses. Any remaining instructional time should be used for studying, review and/or independent work time. The combined time for each eLearning Day should not exceed 330 minutes.

9th- 2th Grade students will be assigned a minimum of 200 minutes of daily instruction for all eLearning Days. These minutes may include, but are not limited to: reading, videos, listening/watching. These minutes are cumulative for all courses. Any remaining instructional time should be used for studying, review and/or independent work time. The combined time for each eLearning Day should not exceed 360 minutes.

SCSDB will utilize BrightArrow to notify parents via email, text, and phone. Staff will be notified via email. Additionally, all updates will be posted on the SCSDB website.

Teachers will be available for further communication in Canvas and by email.

Transport of School Materials

SCSDB will deliver/pick-up instructional materials and resources to/from families, as needed.

Technology Assistance

Devices will continue to be provided to students. SCSDB is sensitive to the fact that not all students have access to internet in their residence or local area. Families should remember if internet access or power is unavailable, materials can be completed and submitted within five days of the last school closure.

FAMILY SUPPORT SERVICES

The Family Support Specialist (FSS), along with school guidance counselors, promote the overall academic mission at SCSDB by providing assistance to help families coordinate home, school, and community partnerships as needed to provide a healthy, safe, and caring environment for students. The overall goal is to remove any outside barriers to student learning and achievement.

FIELD TRIPS

Field trips are a regular part of the SCSDB educational experience. Trips are planned to support classroom learning, to support fine arts, and to help students identify career interests or prepare for future jobs.

FINE ARTS

The Fine Arts Program is an important part of the overall academic program at SCSDB. Students across campus have numerous and varied opportunities to achieve through fine arts and performing arts. SCSDB is an arts integrated campus, recognized by South Carolina Artist Commission and the Arts in Basic Curriculum project (ABC project). SCSDB teachers utilize the arts campus-wide in their classrooms to teach content areas such as math, science, social studies, and language arts by using hands on activities, dramatic techniques, song, dance, etc.

Students attend general music, dance, and visual art classes during the school day. Curriculum within these courses includes, but is not limited to, painting, sculpture, 3D art, art history, photography, printmaking, tactile art, elements of music, music history, improvisation, choir, instrumental ensembles, solo and ensemble performing, dance, and choreography, all which incorporate collaborative and critical thinking skills. Guest artists also come to SCSDB to share their expertise and expand the students' learning opportunities. In an arts initiative with the Spartanburg Arts Partnership, visiting artists come to perform and provide workshops for students on the campus. These artists in residence provide new concepts that are used to enhance what is being studied in the classroom. Teachers regularly display student work created through arts-integrated lessons.

After-school enrichment classes provide an extra creative outlet for students to participate in courses that may not be offered during the school day. Theatrical production rehearsals are included in the after-school programs. Students may be offered the chance to lead a class of their own, supervised and mentored by a fine arts staff member if they have shown consistent responsibility, maturity, and a passion for their art. SCSDB proudly provides a well-rounded arts education for students, promoting and increasing student achievement.

FUNDRAISING

Students may only participate in campus fundraisers that are approved and sponsored by SCSDB in support of specific student activities or projects that will contribute to the improvement of the school's program. All fundraisers must obtain written approval by the school principal or program director. Principals or directors will supervise each fundraising campaign under their supervision.

GRADES

SCSDB uses the 10-point grading scale as approved by the South Carolina State Department of Education. Under the approved grading scale, grades will be determined as follows:

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

GRIEVANCE PROCEDURES FOR STUDENTS

SCSDB provides a grievance procedure as a formal method for the resolution of any grievance concerning the treatment of students. Grievances may arise from a student allegation that their legal rights or a school policy has been violated, or as a means for students to effectively express their concern for school improvement. Students with a grievance should first report to their teacher for discussion. If the issue remains unresolved, the student and/or parents may then contact the principal for consideration and action.

Every student of this school will have equal educational opportunities regardless of ethnic or racial background, religious beliefs, sex, disability, immigrant status or English-speaking status, and economic or social conditions. Any student who believes they have experienced discrimination in any of these areas should appeal directly to their principal. If the student is not satisfied with the resulting decision of the principal, they may appeal to the Director of Education Programs.

TITLE IX DISCRIMINATION AND/OR COMPLAINT

Discrimination of all persons is prohibited with regard to employment and any other program or activity on the basis of race, religion, sex, national origin, age, color, immigrant status, English speaking status, or disabling condition at the South Carolina School for the Deaf and the Blind as required by Title IX of the Educational Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Civil Rights Act of 1964 as amended. Title IX Coordinator: Valerie Feiling, Executive Director of Education Programs (vfeiling@scsdb.org)

HARASSMENT, INTIMIDATION OR BULLYING

SCSDB prohibits acts of harassment, intimidation, or bullying against any student. Other students, staff, or any third party, whose behavior interferes with or disrupts a student's ability to learn, is prohibited. The agency takes its responsibility seriously to educate students in a safe and orderly environment whether it is in a classroom, in other areas on campus, on a school bus, or at an agency-sponsored activity. SCSDB staff and students receive training during the school year on identifying, responding, and reporting bullying incidents.

Any student who feels they have been subjected to harassment, intimidation, or bullying is expected to report a complaint to their teacher, school principal, or an appropriate administrator. All complaints are to be investigated promptly, thoroughly, and confidentially by the administrator receiving the report. SCSDB prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint. The agency also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

Any student or employee found to be engaged in, or having been engaged in, these prohibited actions will be subject to disciplinary action. This may include disciplinary action up to expulsion in the case of a student, or up to termination in the case of an employee (these actions will be in accordance with the SCSDB Student Code of Conduct, the SCSDB Employee Guidebook, and SCSDB Board Policy Code GBAA and JIAA). Individuals may also be referred to law enforcement officials as appropriate, and other appropriate steps may be taken to correct or rectify the situation as necessary.

HEALTH CARE SERVICES

Immunizations are required by the State

- SCSDB is required to obtain a South Carolina Certificate of Immunization to verify that each student has received required vaccinations for school as directed by the Department of Public Health (DPH) A current Certificate is required upon enrollment and after receiving subsequent, scheduled vaccinations required by DPH. SCSDB is required to maintain the Certificates. The only exception is if the student presents one of the following:
    1) South Carolina Certificate of Medical Exemption
    2) South Carolina Certificate of Religious Exemption

Medical Care

- Nurses support students through a school Health Room, or the Health Center at Herbert Center.
- Nurses administer medications and provide limited treatments as ordered by a physician.
- Nurses are available to provide immediate care for students who have minor illnesses or injuries.
- A Medical Director and Nurse Practitioner are available for visits on a limited schedule, and/or consultation at any time for students who may require medical attention.
- Parents are required to pick up their student within a reasonable amount of time when a nurse calls the home or work place for pickup due to illness or injury. Students with illnesses or injuries may be monitored in a school Health Room, or the Health Center at Herbert Center until the family picks up the student. On Fridays, or days the weekend buses transport students' home, students must be picked up by 1:30 p.m.
- A sick student is not permitted to ride the bus.

Medication Administration

- Each medication to be administered requires an appropriate form be completed and signed by the doctor and parent/guardian. The forms can be found on the SCSDB website under "Current Students" and the link for "Medication Forms." These include:
    - A-Form: Authorization to Administer Prescription medication at school, ordered by physician (requires physician and parent signatures)
    - B-Form: Over-the-counter (OTC) medication(s) provided as needed from home or Health Center stock (requires parent signature). If a doctor prescribes an OTC for scheduled or daily use, an A Form is required. Nurses are only permitted to administer an OTC according to the manufacturer's instructions for use.
    - C-Form: EpiPen for severe allergic reactions (requires parent signature)

One form is required for each prescription or OTC medication ordered by the doctor before the nurse can give the medicine. A new form is required if a medication is changed. An order to discontinue a medication may be required.

Additional requirements for medications are as follows:

- Medications **must** be in the original container with a current date and prescription label. There are **no exceptions** to this requirement.
- Over the counter medications must be in the original, unopeneded container, with the student's name on it.
- All medication containers must be given to the bus driver or car attendant for safe keeping during transport, or given directly to a nurse by the parent or guardian. Students are not permitted to carry medicine in their bags or on their person, with the exception noted below.
  - Students who are old enough and have the appropriate documentation may carry rescue medications such as inhalers and epinephrine auto-injectors. This will require written approval from the doctor, signed permission of parent or guardian, and the successful demonstration of use by the student observed by an SCSDB nurse. This process will be initiated by SCSDB nursing staff.
- If a student has an emergency medication for seizures or a life-threatening allergy (ex. diazepam or epinephrine), it must accompany the student to and from school and must be available at all times. A student will not be transported by the school or permitted to stay at school if the medication is not provided.
- Previously prescribed medications will not be given for new injuries or illnesses without a doctor's order and new A-Form.
- School nurses are not permitted to administer the first dose of a new medication.

Routine Care Procedures

- It is very important that you provide your child with routine care such as annual checkups, immunizations, dental, and eye doctor appointments during the summer months or school breaks.

Extended Medical Absence

- Parents must notify the school nurse and/or the school office if their child is scheduled for, or has required an emergency medical procedure, emergency room visit, surgery, hospitalization or an extended medical absence.
- In order to facilitate a child's safe return, the child's physician must complete a Medical Release to Return to School form. The school nurse or secretary can provide this form or parents may print the form from the SCSDB website. The completed form may be faxed to the Health Center or to the school.
- The information provided will be reviewed by school and medical staff to determine and plan for any special needs or services required for the child upon their return. If medical records are required, school nursing staff will request them from the child's physician.
- Based on the student's needs, it may be necessary for parents to meet with appropriate staff prior to the child's anticipated return to ensure the student's need can be met.
- Information must be received by the school a *minimum* of three days prior to the student's return.

Health Care Plans / Emergency Action Plans (EAP)

- Students may have an Individual Health Care Plan (IHP). The IHP will outline the student's need for health monitoring and care during the school day or at school-sponsored events. The IHP may change as a student's medical status or needs change.
- IHPs must be reviewed annually by a registered nurse, and signed by the parent/guardian.
- Some students will also have an Emergency Action Plan (EAP). An EAP assists non-medical personnel to care for your child's special needs in the event of an emergency. The EAP is shared with staff who provide direct supervision of the student. Some examples of conditions that require an EAP are: severe allergic reaction, asthma, seizures, cochlear implant, shunt, adrenocrisis, or diabetes.
- Annually, parents/guardians are provided a letter regarding available services and rights.
- Medication administration, nursing services and health care plans may be discussed as needed on the day of the IEP meeting or as requested.

HOMEBOUND INSTRUCTION (MEDICAL HOMEBOUND)

If a student has an acute or chronic medical condition that prevents them from temporarily attending classes, they may qualify for temporary medical homebound services. A licensed physician must certify the student cannot attend school for a specified amount of time as a result of an accident, illness, or other medical condition despite the aid of transportation. The physician must also certify the student would benefit from instruction given while in the home or hospital. The parent is responsible for coordinating the necessary paperwork with their family physician and providing the needed forms to the school. The Director of Special Education must approve the physician's recommendation before coordination of homebound instruction can begin. Homebound services can only be offered under the conditions allowed by the State Board of Education. The severity of the student's illness or injury, the length of time the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school will all be considered during the determination for approval of medical homebound services.

The IEP Team will determine the appropriate services to be delivered based on the student's individual needs. The purpose of homebound instruction is to provide students who are medically unable to attend classes with the opportunity to continue accessing and progressing in the general curriculum, to advance toward the individual goals in their IEPs, and to earn Carnegie units as required. The ultimate goal is to smoothly transition the student back into their regular education environment as soon as possible. Instructional curriculum will be coordinated through the student's regular classroom teacher and students are still expected to complete all required district and statewide assessment tests.

Note: Home-based Instruction
Special education home-based instruction is another type of placement, not to be confused with medical homebound instruction. In rare occurrences, an IEP team may determine a student's home setting constitutes the least restrictive environment and an appropriate educational setting in consideration of specific circumstances.

IDENTIFICATION CARDS FOR STUDENTS

The Human Resources Department makes identification (ID) cards for students. When having a student ID card made, a teacher must accompany the student to the picture making session. IDs are used on field trips, for admission to team events, for security, and for safety purposes. Parents may inquire at the school office if they have questions regarding student IDs.

INDIVIDUAL EDUCATION PROGRAM (IEP)

Individual Education Programs (IEPs) are written specifically to meet the individual needs of each student. IEP teams conduct annual review meetings to discuss the student's educational progress, to identify their current levels of performance, and to create an individualized program for the upcoming year. Every three years, the IEP team conducts a re-evaluation review to consider whether the student continues to have a disability according to IDEA definitions, and whether they continue to need special education programming and related services. The IEP team determines whether any new evaluations are needed to make those determinations, or in order to plan an appropriate program for the student.

Parents are considered a vital part of the IEP team, and they are provided with several options to participate in each meeting. Parents are encouraged to suggest alternate dates and/or times for meetings if needed, and they may participate in the meetings in person, by phone, or through video conferencing.

IN-SCHOOL SUSPENSION (ISS)

In-school suspension is one of several behavioral consequences that may be given for violations listed in the SCSDB Code of Conduct. At SCSDB, in-school suspensions allow a student to be temporarily removed from the classroom while still providing students with an opportunity to complete required schoolwork and receive related services noted in their IEP.

INSURANCE AND MEDICAID BILLING

Under the Individuals with Disabilities Education Act (IDEA), schools are permitted to bill Medicaid and/or third-party insurance and receive payment for services as set forth in a student's Individualized Education Program (IEP). The school may bill for diagnostic and psychological evaluation services, behavioral health services, nursing services, and other health-related screenings and treatment services provided by the school with or without the requirement of an IEP. Regulations require SCSDB to provide parents/guardians/adult students with the following documentation prior to billing:

1) General Consent Form
   - This form is a one-time consent to provide services to your child and to release and exchange information, as necessary, to the SC Department of Health and Human Services (DHHS) in order to bill and receive payment from Medicaid and/or third-party insurance.
   - This consent will not affect any other Medicaid medical services or medical insurance benefits for which a student is eligible.
   - Consent is voluntary and may be revoked at any time.
2) Annual Notification
   - This form provides a routine notification of SCSDB's intent to bill Medicaid and/or third-party insurance and receive payment for approved school-based services provided.

LAUNDRY

Residential students are expected to wash their clothes when they go home and return with clean clothes. However, washers and dryers are available in each residential hall in the event of emergency situations. Students must supply their own laundry detergent when using the residential hall washers.

LOCKERS

Upper grade students are generally assigned lockers to store books and coats. Students are permitted to go to their lockers only during assigned times of the school day. They are expected to keep their own lockers, spaces, and cubbies straightened and safe, and they are expected to show consideration and respect to other students' areas.
All lockers are the property of the school. Illegal items, tobacco products, and contraband are not allowed in the lockers. Students should keep their lockers locked at all times and they should not give other students access to their lockers. Students are responsible for what is kept or found inside their locker. School administrators may search a student's locker if they have a ***reasonable suspicion*** that the locker holds items that are illegal, against school rules, or items that pose a hazard to the safety of either students or the school.

OFF-CAMPUS PERMISSION

Students needing to leave campus during the school day must be with a responsible adult. Older students with cars may drive themselves to approved appointments after bringing a written note from a parent or guardian. Students are expected to go straight to their appointment and return directly to school or parent/guardian supervision when their appointment is finished.

Residential students are required to receive parent permission to leave campus after school hours. Any time residential students leave campus, they are required to return to SCSDB Residential Halls before 9:00 p.m. each evening unless with staff for special school activities.

Current students are not permitted to leave campus with visiting friends no matter their age. While under SCSDB supervision, all students enrolled at SCSDB will only be permitted to leave campus with a parent/guardian or while under the supervision of an SCSDB staff member.

OUT-OF-SCHOOL SUSPENSION (OSS)

Students will be given out-of-school suspension only under the guidance of the Code of Conduct. Students are not allowed on campus during an OSS suspension for any classes, parties, sports events, or other activities. Additionally,

students are not allowed to participate in off-campus school related events during an OSS suspension. The only reason a student will be permitted to return to campus during an OSS suspension will be to attend a conference with parents and a school administrator. The school resource officer or security personnel will remove the student from the area if they attempt to rejoin campus activities while under OSS suspension.
A grievance procedure is available to students regarding suspensions or expulsions that result from violation of the SCSDB Code of Conduct. A written notification will be sent to the parent and/or student at the time of suspension or expulsion explaining the process and their right to appeal an unfavorable decision to the Executive Director of Education Programs. Parents and/or students will have 48 hours from the time of notification to contact the principal and request a meeting with the Director. After the principal receives a request, they will contact the Director and a parent conference will be promptly scheduled. Students are required to follow the behavior consequence until the matter is resolved.

PARKING PERSONAL VEHICLES ON CAMPUS

SCSDB students who possess a legal driver's license are permitted to have a vehicle on campus. The following guidelines apply:

- Students must provide a copy of their valid SC Driver's License and automobile insurance card
- Only students approved by the Executive Director of Education Programs are allowed to drive vehicles on campus
- Students must register their vehicle with the IT Department and display their parking permit at all times
- Students must obey all campus driving regulations
- Students must park their vehicles in the parking lot assigned by the Executive Director of Residential Life
- Students are only permitted to drive their vehicle between school and home, unless a written note is provided by the parent/guardian indicating permission for the student to drive him/herself to an approved appointment
- Students are not allowed to drive their vehicles from one building to another on campus
- Students cannot transport another student in their vehicle
- Students are not permitted to loan their vehicles to other students
- Students are responsible for notifying the Security Department if there is any change of information on their registration form
- All student vehicles on campus are subject to being searched
- Students in the residential program who drive to school must be in their residential hall by 9:00 p.m. on Sunday nights

Consequences for Violations of Parking/Driving Guidelines

First offense: Two-week suspension of driving privileges
Second offense: One-month suspension of driving privileges
Third offense: Suspension of privileges for one year from date of the incident

In the event of a serious violation of any rule, driving privileges may be suspended indefinitely at the discretion of administration.

PHONE CALLS

Students are not permitted to use personal cell phones during the school day (7:15 a.m. – 3:15 p.m.). If a student needs to make a phone call during the school day to their home, place of business regarding school business, or in the case of an emergency, they may get a pass and go to the school office to make their call. Students are encouraged to wait until the end of the school day to make phone calls.

PLEDGE OF ALLEGIANCE

State law requires that all students say the Pledge of Allegiance at a specific time during each day. Therefore, students and staff may participate in the Pledge of Allegiance every morning during a morning meeting or during homeroom period. Any person who does not wish to say the Pledge of Allegiance is not required to participate. The school will not penalize a student for failing to participate. Any person who does not wish to participate may walk into the hallway or remain in their seat. The person may express non-participation in any form that does not infringe upon the rights of others and disrupt school activities.

POSTIVE BEHAVIORAL SUPPORTS

Positive behavioral support strategies are important tools that help reduce disruptions, increase instructional time, and improve students' social behavior and academic success. These practices are grounded in the belief that all students are capable of learning and demonstrating positive behaviors and can benefit from supportive environments that encourage growth and success. Effective behavioral support practices focus on: (1) teaching positive and appropriate behaviors to all students, (2) providing early interventions to prevent problem behaviors, (3) monitoring student progress to determine whether supports are effective, and (4) using data to make informed decisions about behavioral interventions and future planning. The goal of positive behavioral support strategies is to improve both student behavior and academic outcomes, helping all students succeed in school.

PROGRESS REPORTS

Progress reports for IEP goals will be issued at the end of each nine-week grading period. The SCSDB Annual Calendar is found in the front of this handbook. The actual dates for reports to be sent home are noted on the school calendar.

PROMOTION POLICY

Promotion to the next grade is based on fulfillment of curricular requirements, mastery of IEP goals, and state-required attendance. Students in the high school diploma program must complete all State Department of Education course and testing requirements to graduate with a South Carolina high school diploma. Students in special education are permitted to attend school until they receive a high school diploma or until the end of the school year in which they turn 21 years old.

PUBLIC DISPLAYS OF AFFECTION

A public display of affection is the physical demonstration of affection for another person while in view of others. Students should remember that the school campus is a public environment and a public facility. Students are to refrain from public displays of affection to maintain behavior appropriate for a school environment.

Students may sit beside each other, walk together to classes, and dance together at proper activities. High school students are permitted to hold hands in appropriate settings. However, students are not permitted to touch another person in a manner considered inappropriate for the school environment at any time. Examples of inappropriate displays of affection would include kissing, sitting in another person's lap, hugging or holding another person, touching private parts of the body, fondling, etc. Students are permitted to briefly hug each other in an appropriate manner when leaving for the weekend, or upon arriving back on campus. Appropriate behavior is expected at all times when on campus, at school-related activities off campus, and on the bus.

PUBLIC SAFETY

SCSDB considers the health, safety, and welfare of every student to be a top priority; therefore, security is provided on campus 24 hours a day, 7 days a week. SCSDB also has a public safety team, including school resource officers on campus. Safety and security trainings are offered to both staff and students as part of the protection program. Safety personnel are located at the main entrance Welcome Center 7 days per week. In case of an emergency, you may contact campus safety directly by calling the Welcome Center at (864) 577-1111.
Educational and residential staff are trained in de-escalation techniques. This focus on de-escalation and co-management techniques allow staff to follow the guiding principles of care, welfare, safety, and security for every

student on our campus. Positive behavior support is partnered with the de-escalation training to ensure a well-rounded program further establishing the safety of all students.

REPORTING A THEFT

Students should inform a staff member if they find an item missing. The staff member and the student should inform the school office staff immediately. The office staff will call the School Resource Officer if appropriate, and a formal report will be filed if the missing item is worth $25 or more.

Students are requested to leave all valuable items at home. Items that should be left at home include: expensive jewelry such as rings or watches, expensive jackets or other expensive clothing, large amounts of cash, laptops, iPods, iPads, DVD players, digital cameras of various types, smart phones, and electronic games. The school cannot assume responsible for loss, theft or breakage of items brought to school.

RESIDENTIAL STATUS

If a student lives within the areas served by SCSDB day buses, the student will be considered a day student. In order to provide responsible supervision and safety for all students by residential staff, all requests for exceptions will be addressed on a case-by-case basis.

All students staying in residential facilities will be expected to keep their room clean to the best of their ability. Residential rooms are subject to be inspected for cleanliness at any time.

SAFE SCHOOL CONCEPT

Our students are our most precious resource. Safe schools are everyone's concern and responsibility. SCSDB has a safety committee that meets regularly to discuss campus safety concerns, training, incidents, prevention measures, and to coordinate drills across campus. Safety procedures are outlined in the Emergency Procedures Handbook located in each building on campus. In addition, a number of the procedures are practiced on a periodic basis as required by law to ensure students and staff are familiar with the procedures.

Safety personnel help with emergency measures, parking, traffic flow, foot traffic, deliveries, and visitor directions. Safety officers provide a timely response, early warning for weather emergencies, campus lockdowns, and assist the school resource officers (SROs) with safety drills, practices, and security measures. The school resource officers provide information to students about laws, drug awareness, use of cars on campus, and safe school practices. The SRO will arrest an individual in the event of a criminal act on campus, provide crowd control, and follow the Safe School Act of 1998. SCSDB prohibits students from having guns, knives, lighters, illegal drugs, alcohol, cigarettes, or tobacco on campus or at school sponsored events.

SCHOOL IMPROVEMENT COUNCIL

School Improvement Council (SIC) is mandated by law to exist in every public school in South Carolina. SIC plays a key role in the education of students by bringing together parents, educators, students, and community representatives. SIC is intended to advise the principal and school, and is focused on helping to achieve school improvement. SICs are advisory only. SICs do not have any of the powers and duties reserved for the local school board, district, or school administrators, teachers, and staff. Principals may utilize SIC for feedback on the school renewal plan, for student incentives ideas, or concerning upcoming implementation of school improvement activity.

SEARCH AND SEIZURE

According to South Carolina law, "any person entering the premises of any school in this State shall be deemed to have consented to a reasonable search of his person and effects. School administrators or officials may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels with or without probable cause. Principals or their designees may conduct reasonable

searches of the person and property of visitors on school premises. No school administrator or official may conduct a strip search." (SC Code of Laws, Section 59-63-1110 through Section 59-63-1140)

SERVICES ON CAMPUS

Audiological Services

Services provided by Audiological Services include:

- **Hearing Screening** – A puretone air conduction "sweep-check" to indicate the presence of a hearing loss
- **Impedance Screening** – A graphic representation of the mobility of the eardrum, length of the ear canal, and acoustic reflexes
- **Audiological Evaluation** – Otoscopic evaluation, puretone threshold testing and speech reception and discrimination testing to determine the type, nature, and degree of hearing impairment
- **Hearing Aid Evaluation** – Determines the need and benefits of auditory amplification through the use of a hearing aid, auditory trainer, or other assistive listening device
- **Hearing Aid Services** – Order, repair and conduct listening checks for hearing aids; make earmold impressions for hearing aids; assist with accessories for hearing aids and cochlear implants; and work with Children's Rehabilitative Services (CRS) to provide hearing instruments and other services as available.

School Counseling

Counseling services are available to all students on campus. School counselors help students adjust to a new school environment, develop problem-solving skills, make responsible decisions, improve social skills, and build friendships. Students may receive counseling in both individual and group settings. Students may be referred for counseling by parents or staff, or they may choose to refer themselves. Additionally, school counselors also assist students in grades 8–12 with planning for life after graduation. This planning takes place through an Individual Graduation Plan (IGP) process. The student's academic progress is reviewed and goals are discussed. The student, a parent/guardian, teacher and the school counselor develop a personalized plan to guide course selection and prepare the student for graduation and life after SCSDB.

Occupational Therapy (OT)

Occupational therapy helps students benefit from their educational program by identifying and addressing areas of weakness in fine motor, visual motor/perceptual, sensory, and self-help skills. For example, occupational therapists may treat deficits that interfere with the development of academic skills such as drawing, writing, and using scissors. Occupational therapists use a variety of direct and indirect methods to address delays including the use of sensory supports; environmental adaptations; assistive technology; and student, teacher, and/or caregiver training. As students' progress to middle and high school, occupational therapists may also address pre-vocational and home management skills.

Orientation and Mobility (O&M)

Orientation is the process of using sensory information to establish and maintain one's position in the environment. Mobility is the process of moving safely, efficiently, and gracefully within one's environment. Sensory skill development, concept development, motor development, and environmental community awareness are all important components of the orientation and mobility learning process. Instruction may include teaching skills such as movement with a sighted guide, protective techniques, indoor cane skills, outdoor cane skills, street crossings, and use of public transportation systems.

Orientation and mobility services are offered as a related service for students with various degrees of vision loss. The ultimate goal of O&M instruction is for persons with visual impairments to be able to travel in all environments as independently as possible. Students receiving O&M services will have individual goals written to increase each student's level of independence.

Physical Therapy (PT)

Physical therapists help students increase their level of independence as it relates to their school program. They may work to gain mobility, master gross motor skills, or manage medical rehabilitative equipment. Physical therapists may teach students how to walk between classes, use assistive devices, transfer on and off school furniture or playground equipment, use stairways, and travel over various terrains safely. They may also help students improve gross motor developmental milestones to a level similar to their same-age peers. Therapists help families and students select and learn how to safely operate a variety of assistive devices including, but not limited to, manual and power wheelchairs, walkers, gait trainers, shower chairs, transfer benches, standers, prosthetics, and orthotics.

School-Based Mental Health Counseling
SCSDB recognizes that all students have different strengths and needs and is committed to providing support that helps students succeed while maintaining a positive learning environment. Students may be referred to counseling services by a parent or guardian, school staff, or through self-referral. Counseling services may include individual or small group sessions, depending on the student's needs and recommendations from the counselor, family, and school staff. During counseling, students work with the counselor through activities such as therapeutic games, art, books, role-play, and other age-appropriate strategies to better understand their strengths, challenges, and goals. Counseling focuses on supporting students' social, emotional, and behavioral development and helping them build skills for success at school and in daily life.

School Psychology
School psychologists work with families, teachers, and other staff to help create safe, healthy, and supportive learning environments for students. At the SCSDB, school psychologists provide a variety of services to support students' learning, behavior, and emotional well-being. They may assess students to better understand learning, behavioral, or social-emotional needs. They may also provide short-term individual or group counseling to help students build important skills, such as coping, problem-solving, and self-regulation. School psychologists help prevent and respond to crises and support families in understanding their child's unique strengths and needs. In addition, they work with teachers and staff to adjust instruction and supports so all students have the opportunity to succeed.

Speech-Language-Communication Therapy
Speech-Language-Communication therapy offers services in remediation of moderate to profound delays in the areas of receptive-expressive language development, articulation disorders, fluency disorders, voice disorders, and aural habilitation. Therapy is provided through individual or small group therapy settings and/or classroom interventions. Speech-language pathologists at times co-treat with occupational or physical therapists to assist with successful transition and carry-over between the related therapy services. All speech-language pathologists are clinically certified by the American Speech and Hearing Association.

In speech-language therapy, students work on improving their pragmatic communication skills to better communicate with friends, teachers, family members, and the community at large. In turn, this helps students improve their educational program, independent living skills, and career skills. Areas of communication that may be addressed are speaking, signing, listening, and writing.

SKATES, BICYCLES & ROLLER BLADES

Students are *not* permitted to bring roller-blades, roller-skates, skateboards, scooters, or bicycles to school. Students are allowed to use bicycles furnished by the school under staff supervision. Students must wear helmets when riding bicycles.

STATE-WIDE / DISTRICT TESTING

South Carolina School for the Deaf and the Blind participates in statewide testing in accordance to South Carolina law and State Board of Education regulations. For more information about statewide assessments, please visit http://www.ed.sc.gov/tests/assessment-information/ .

SCSDB also uses Brigance Testing for state accountability reporting and other formative assessments to set student learning goals and guide instructional practices.

STUDENT ACCOUNTS

A personal account may be set up for each student. The money in the account can be used for field trips, class or club dues, purchase of a yearbook, personal needs, expenses for graduation, etc. Students are not permitted to borrow money from other students or staff. Parents who wish to add money to their student's account may send a check or money order payable to SCSDB to the school office. Please make a note of the student's name and any comments necessary to explain if you have specific instructions for the use of that money. Please do not send cash.

STUDENT COUNCIL

The role of the student council is to provide opportunities in governance, leadership, and a voice for the student body. The councils meet regularly and are comprised of a president, a vice-president, a secretary, and a treasurer. Each homeroom also has a representative on the council. Each student body conducts an election in the fall to choose student council members. Students involved in student councils are expected to show leadership, good behavior, and to be good role models for other students.

STUDENT RECORDS

SCSDB maintains educational information on each student as part of the educational process. The Family Education Rights and Privacy Act (FERPA) is a federal law that affords parents, guardians, and adult students the right to give consent before disclosure of personally identifiable information; the right to have access to their educational records; the right to request amendments to those records; and the right to file a complaint regarding an alleged failure by the school to comply with FERPA regulations. “School officials” at SCSDB (defined as educational administrators, principals, educational staff, health staff, counselors, related service staff, and educational contract staff) are permitted to access information within educational records provided they have a “legitimate educational interest” (defined as a need to know in order to fulfill their professional responsibility). [FERPA General Guidance for Students]

FERPA requires that SCSDB, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student’s educational records. However, SCSDB may disclose "directory information" without written consent, unless a parent, guardian, or adult student has denied permission to SCSDB in writing according to the guidelines below. Directory information is generally considered to be information not harmful or invasive if released. As such, directory information can be disclosed in certain school publications or to outside organizations without a parent's prior written consent. Such information may contain:

- Student's name
- City or County of Residence
- Dates of attendance
- Grade level
- Photographs
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

Publications which may use directory information could include, but not be limited to:

- A playbill, showing a student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets showing weight and height of team members
- School reports and publications
- The SCSDB Foundation publications (An independent 501(c)3 fundraising partner)
- Information to legislators who serve the student’s home county

If you do not want SCSDB to disclose **directory information** from your child's education records without your prior written consent, you must notify the District in writing by **September 1, 2026**.

To Request Inspection and Review of Records

If you have a need to review your student’s records, please contact the school principal or the Records Department to request a date and time for review of your student’s records. The school will set up a convenient time within 45 days of receiving your request. If a legal proceeding is in process, every effort will be made to accommodate the request as soon as possible to allow adequate time for records review.

No fees will be charged to search or retrieve a student’s educational records for review. However, a reasonable fee may be charged for copies.

To Request an Amendment to Records

- If the parent or student believes the education records are inaccurate, misleading, or in violation of the student's rights of privacy, they may send a request in writing to the SCSDB Executive Director of Special Education Programs and request an amendment be made to the record.
- The school shall decide whether to amend the record as requested within a reasonable time after the school receives the written request.
- If the school decides not to amend the record as requested, it shall inform the parent or student of its decision and of the parent/student right to a hearing under §99.21 of the Federal Code of Regulations.

TECHNOLOGY ACCEPTABLE USE POLICY / COMPUTERS

Student Acceptable Use Policy Agreement

SCSDB provides computer, network and Internet access to students as part of the learning environment. While these systems have the power to deliver a huge number of resources to classrooms, their ability to serve students depends on responsible and ethical use by every student.

Acceptable use of these systems means use consistent with the instructional goals of the agency. If a student breaks acceptable use rules, they may lose the privilege to use both classroom computers and/or the Internet without one-on-one guided supervision. Further disciplinary and/or legal action may be taken as appropriate at the discretion of school administration.

SCSDB takes reasonable precautions by using filtering software to keep inappropriate Internet sites out of the classroom. Please note that parents may choose for their child not to have access to the Internet at school; however, students who do not have access to the Internet will not be able to access web-based programs used by teachers in class.

Student Technology Agreement Terms

- Treat computer equipment with care and respect – willful destruction of any computer equipment or software will be considered vandalism and may warrant the involvement of local law officials.
- Any written text, graphics, or executable files created, downloaded, displayed, or exchanged with another student or teacher must be for education-related purposes only.
- Do not use school computers for illegal activities such as planting viruses, hacking, or attempted unauthorized access to any system.
- Do not bypass or attempt to bypass any of the school's security or content filtering safeguards.
- Do not use school computers for commercial purposes.
- Follow copyright laws at all times – If a student has questions about the legality of using software, text, graphics, or music they find online, they are expected to ask the teacher or media specialist for guidance.
- Keep passwords secret – each student will be held responsible for all computer activities associated with their password. For example, if a student shares their password with a friend, the friend could sign on as the student and break any of the rules outlined above. In that instance, the student who shared their password (not the friend) may be held responsible.
- Students should never give out personal information on the Internet: a phone number, social security number, full name, age, home address, or any other personal information.

On-line Technology Profiles

Students should understand that material posted on Facebook, MySpace, YouTube, Twitter, or similar public online sources may be viewed by virtually anyone, including school officials, parents, potential employers, and people with harmful intentions.

Care should be taken to avoid posting inappropriate information, or other information that reveals too many personal details. SCSDB reserves the right to bring disciplinary action against students for photos or other content that violates SCSDB standards of conduct.

All students have agreed to the terms and conditions of this policy upon acceptance of the school handbook. Violation of any of the terms or conditions will result in disciplinary action and/or involvement of law enforcement.

Please contact the school principal if you do not want your child to have access to the Internet.

Technology Legal Requirements
SCSDB is committed to complying with applicable information security legislation and relevant information security standards and requirements. These include, but are not limited to, the following:

- The Family Educational Rights and Privacy Act (FERPA)
- Children's Internet Protection Act (CIPA)
- Health Insurance Portability and Accountability Act (HIPAA)
- Individuals with Disabilities Education Act (IDEA)

Users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of SCSDB information systems may result in litigation against the offender by the proper authorities. If such an event should occur, SCSDB will fully cooperate with the appropriate authorities to provide any information necessary for the civil and/or criminal litigation process.

One-to-One Technology
In a continued effort to be the statewide leader in education and accessibility, the South Carolina School for the Deaf and the Blind is providing one-to-one technology throughout our educational programs to all students.

All equipment is the property of SCSDB and is being loaned to the student only for educational purposes during the academic school year. It is the student's responsibility to ensure the devices remain in a safe and secure environment.

Assigned equipment may include but is not limited to:

- iPad
- iPad case & accessories
- MacBook
- MacBook case & accessories

Upon receiving the equipment, students understand and agree to the following:

- Inappropriate material on the device may result in disciplinary action and a student losing their right to access technology.
- The equipment is to be returned to the school on a date determined by SCSDB.
- If the student graduates, is suspended, expelled, or withdraws from SCSDB, the equipment is to be immediately turned in to the school office. Failure to return the equipment could result in criminal prosecution.
- Students may also be required to turn in their equipment for violation of the Acceptable Use Policy.
- The student agrees that in the event the device is out of the student's possession for a period of 48 hours or if the student believes the device has been stolen, the student will immediately notify school administration.
- For current students, failure to turn in the device when requested may result in disciplinary action.

TEXTBOOKS

State Approved Textbooks
Textbook depositories are located in each school. Each year, textbooks will be electronically scanned and individually assigned to students. Teachers will place the student's name inside the textbook. Teachers will monitor the textbooks throughout the school year to ensure students keep correct textbooks in their possession. At the end of the school year, all textbooks will be returned and scanned back into inventory. Students will be charged for any lost or damaged textbooks.

Students are expected to take good care of the books issued to them. They may cover the book with a purchased book cover or any other cover as long as the cover is removable and appropriate for a school setting.

Lost Books / Damaged Books

- **Lost Books**: It is the student's responsibility to report a lost book to his/her teacher and check with the school textbook coordinator to see if the lost book was forwarded to the school office. If a book is considered to be lost, the student will be charged a fee equal to the full price of the book and then issued another textbook.
- **Damaged Books**: Students are responsible for taking good care of their books. Students must pay for damages incurred. Damaged books cannot be reissued; therefore, full replacement cost will be charged.
- **Unattended Books**: Books that are left unattended are returned to the school office. The principal or teacher will return the book to the student and discuss the issue of responsibility in taking care of textbooks.
- **Late Returned Books:** A book return day will be announced for books each year. Books not returned at the end of the year will be treated as a lost textbook and the student will be charged the full price for the textbook.

Payment for Lost / Damaged / Late Returned Books

- Payment should be made within 10 days after determination is made that the textbook is lost or damaged. Checks should be made payable to SCSDB with "textbook" written in the explanation line. Payment should be sent to the school textbook coordinator. If the book is found after payment has been made, a refund will be issued if both the receipt and the textbook are returned to the school textbook coordinator on or before the closing of the school year. NO REFUNDS will be issued after the closing of the school year.

TOBACCO PRODUCTS

SCSDB is a Tobacco-Free Campus. Students are not allowed to use or possess tobacco or tobacco products, including vape pens, Juuls, or any other type of e-cigarette, at any time while on school property, at school functions, or while under supervision of the school. Tobacco products of any kind are prohibited on campus for all students, staff, or visitors.

TRANSCRIPT / TRANSFER FORMS

School transcripts may be ordered by calling the SCSDB Records Department at 864-256-4220, or by sending a fax request to 864-577-7561.

Parents or adult students are required to sign a consent form before SCSDB can send educational records to outside persons or agencies. However, the Family Education Rights and Privacy Act (FERPA) **does** allow schools to disclose educational records without consent in very limited circumstances. Examples may be found below and in the STUDENT RECORDS section:

- Directory information (defined in the STUDENT RECORDS section)
- Another school in which the student seeks or intends to enroll
- Schools or agencies determining financial aid requirements (*continued on next page*)
- Parents of an adult "dependent student" (student over the age of 18, yet claimed as a dependent on the parent's most recent year's income tax statement)

TRANSPORTATION

Safety Rules for Bus Riders

Special Note: Students determined to be at risk to themselves or others may not be allowed to ride the bus. Parents will be contacted and expected to assist in making arrangements for the child's safe transport home.

At the bus stop:

- Be on time
- Stay off the road while you are waiting for the bus
- Do not move toward the bus door until the bus has come to a complete stop and the driver has signaled you to approach the bus

On the bus:

- Follow the SCSDB Code of Conduct

- Duffle bags are the only approved luggage for transportation on the bus - suitcases are not permitted
- Safety issues prohibit any food or drinks being brought onto the bus by students – only snacks provided by transportation services will be permitted on the bus
- Follow the bus driver's directions
- Never distract the driver from performing his or her duties
- Inappropriate use of cell phones or texting will result in the confiscation of the equipment being used
- Do not tamper with emergency exits or any other bus equipment
- Stay in your seat while you are on the bus
- Keep aisles clear at all times
- Keep hands, feet, arms, legs, and all objects to yourself and inside the bus
- Do not wave or make rude gestures to pedestrians or occupants of other vehicles
- Keep the bus clean and undamaged. Intentional damage will be billed to the student and their family.
- Exit only at your own bus stop unless you have written permission approved by the principal to get off at another bus stop

After leaving the bus:

- Stay at least 10 feet away from the bus at all times (designated stop)
- When crossing in front of the bus follow these precautions:
    - Stay 10 feet away from the bus and wait at the side of the road before crossing
    - Wait for the bus driver's signal
    - Check for moving traffic
    - Cross in front of the bus
- Go home immediately, staying clear of traffic
- Help look after the safety of small children

Changes in transportation:
Requests for changes to your student's transportation must be submitted to your student's school **by noon** on Monday through Thursday, and **by 8:30 am** on Friday.

***Parents/Guardians are expected to pick-up students at the bus stops at the designated times. Repeated failure to pick up students in a timely manner may result in referral to the admissions team to consider whether or not the student meets criteria for continued enrollment.**

VIDEO / TV / MOVIE (ELECTRONIC MEDIA) GUIDELINES

The following rating policy is for all employees and students, whether the movie is being shown for recreational or educational purposes.

- **G or PG –** May be shown to all audiences without prior written parental permission
- **PG-13 –** Must have prior parental permission to be shown if the student is under the age of 13
- **Movies with a rating of R or higher will not be shown**

VISITATIONS ON CAMPUS

Students are to be in class from 7:45 a.m. to 3:15 p.m. Monday through Thursday, and until the buses depart on Friday without interruptions to their schedule.

Former students, retired teachers, and staff members are asked to make arrangements to visit after school hours. If a parent needs to visit, take their child to the doctor, or see the student for any other reason during the school day, the parent must go to the office to sign the student out. Office staff will locate the student and bring the student to the parent in the school office.

Classroom observation during the school day:

- A request for a classroom observation must be made *in writing* to building or district administration in advance of the proposed observation, unless otherwise specified in these procedures.

- Upon receipt, the building administrator will contact the observer to schedule a mutually agreed upon time that provides timely access to the classroom/program, while also ensuring that classroom operations and instruction are not disrupted to the extent practicable.
- Same-day requests for student or classroom specific observations will be granted only in extremely limited circumstances at the discretion of administration.
- Parents are permitted to join their student for lunch only after notifying the front office. The lunch visitation will be approved for the lunchroom area only and for the time period specifically designated as meal time. Visitation to the classroom will need additional approval as noted in this procedure.

Visitors, or friends of the family, wishing to visit with SCSDB students, require written permission from the parent and approval of the principal prior to their visit. Representatives from organizations serving to protect a child do not require parental permission.

SCSDB reserves the right to limit visitations to protect the safety and well-being of students. Any person who wishes to visit must observe the following procedures:

- Immediate family members are encouraged to visit after school hours. Advance notice may be required to make security measures flow in a smooth manner.
- Visitors are required to contact the principal or residential associate director in the area that will be visited
- Visitors are required to register at the front security gate and display a guest pass
- Visitors must follow all school and traffic rules and regulations while on campus
- After school visitors are also required to sign in at the dormitory they are visiting upon arrival
- Overnight visitations are not permitted in the residential halls
- Visitors are not permitted to take a student off campus without prior written permission from the student's parents/guardians
- The principal or residential associate director reserves the right to refuse any request if the safety or well-being of a student is in question
- Violation of rules or disruption of the school environment may result in the denial of future visitation requests, and the privilege to attend school sponsored events open to the public

WEATHER INFORMATION

In case of hazardous weather, please refer to the following resources for information.

SCSDB Website: www.scsdb.org
SCSDB Weather Information Phone Line: 864-577-7654
SCSDB Facebook Page: www.facebook.com/SCSDB/

WEBSITE INFORMATION

The school website is a great source of useful information including school menus, calendars, athletic schedules, and more. Special events and weather-related notices are also posted to the website. The address is www.scsdb.org.

To share your comments, please email info@scsdb.org. Your feedback is always important.

You can also join us or message us on Facebook at www.facebook.com/SCSDB/ .

WEEKEND HOME VISITS

Students may visit friends or classmates for weekend visits under the following guidelines:

- The school must receive written permission from both sets of parents prior to the date for visitation
- Forms must be completed and given to the principal for both students at least two weeks before the visit. (Forms may be obtained from building secretaries or dorm staff.)
- No visits are permitted before October 1st or after May 1st
- No visits over long weekends or school vacations such as Thanksgiving, Christmas, or Spring Break

- Students must be close to the same age, and visits may only occur with same genders (boys may only visit with another boy's family, and girls only with another girl's family)
- Visits must be approved by the school principal and the director of transportation

YEARBOOK / SCHOOL PICTURES

Yearbook

The school yearbook is produced and edited by the students with staff guidance at SCSDB. The project is coordinated by the Applied Academic Center, and yearbooks are distributed free of cost to students annually in the late spring. An order form, including cost and availability for staff, alumni, and families will be available through the Applied Academic Center and through the school website.

School Pictures

School pictures are made in the fall of each year. While there is no cost to students for pictures used in the yearbook, each student is offered an opportunity to purchase a package of school pictures. Notices are sent home announcing picture day, and proofs are sent home with each student offering a selection of picture packages from which to choose. If you have any questions or would like further information, please contact your school's principal.