



Barnwell County Career Center

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Welcome to the Career Center!

Our Philosophy of Education

The philosophy of the Barnwell County Career Center (BCCC) is to prepare students with the ability to compete in a global economy through life-long learning. BCCC provides the training and educational opportunities for students to qualify for entry level positions with business and industry and/or the knowledge to pursue post-secondary education in two or four year colleges. To assist in the students' transition to post-secondary institutions, Memoranda of Understanding have been established to allow students to obtain credit for some of their BCCC training.

The individualized, competency-based curriculum at BCCC offers a variety of instructional methods and learning materials and emphasizes responsibility. It also emphasizes the constant need for continuing education and the acquired skills to keep pace with the rapid changes taking place in today's world. The student organizations emphasize leadership skills and good citizenship.

Mission Statement

"The Mission of the Barnwell County Career Center is to prepare each student academically, technically, and socially to adapt and compete in an ever-changing economy.

Daily Bell Schedule

First Session:	Class begins	7:55 A.M.
	Tardy bell	8:01 A.M.
	Class ends	9:15 A.M.
Second Session:	Class begins	9:35 A.M.
	Tardy bell	9:41 A.M.
	Class ends	10:55 A.M.
Lunch:	11:00 A.M. – 11:35 A.M.	
Third Session:	Class begins	11:35 A.M.
	Tardy bell	11:46 A.M.
	Class ends	12:55 P.M.
Fourth Session:	Class ends	2:40 P.M.
Teacher Planning:	1:00 P.M. – 3:00 P.M.	

Course Offerings

Agriculture
Automobile Technology
Building Construction
Cosmetology
Cyber Security
Drafting
Health Science Technology
Law Enforcement
Marketing Education
Mechatronics
Welding

Grading Plan

Report cards from each feeder high school will be issued quarterly each year at the end of each nine weeks grading period. Each instructor will provide his/her students with detailed information outlining class objectives, assignments, and grading procedures when students arrive for class. The BCCC will adhere to the state uniform grading scale as follows:

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

Exams

Students enrolled at the BCCC will be given an examination at the end of each grading period on the material covered during that grading period, and comprehensive exams will be given at the end of each program year. Exams will count at least 20% of the quarter grade. STUDENTS MAY NOT EXEMPT EXAMS.

Interim Reports

Approximately four to five weeks into each grading period, each student will receive an interim report from their feeder school. Students may be expected to obtain a parent/guardian signature and return a copy of the interim to the BCCC instructor.

Cheating

While taking any tests or exams at the BCCC, students are expected to maintain principles of honesty and integrity. If any student is found to be cheating while taking a test or exam, he/she will receive a grade of zero (0) for the test, parents/guardians will be contacted, and he/she will be referred to the BCCC administration for action.

Advancement to Second Year

At the Career Center, a student moves from the first year of an occupational program to the second year of the same program through the perfecting of competencies, acceptable attendance and discipline, meeting the minimum grade set by the instructor, and recommendation from the instructor.

Attending BCCC for one year does not guarantee that a student will move to the second year of the program. For the successful completion of a program, a student will need to earn four (4) Carnegie units in that particular program or a combination of programs (cosmetology completers will earn eight (8) Carnegie units).

Homebound Instruction

Homebound instruction is available when a student is unable to attend the regular school program for a prolonged period of time because of illness or injury, and is directed by the feeder high school. Homebound instruction is also provided for IEP students who have been suspended for ten days or more. The instructor and guidance counselor at the BCCC will coordinate and cooperate with the homebound instructor. The student, however, is ultimately responsible for completing all assigned work for credit.

Class Interruptions

Under the Education Improvement Act, class interruptions must be limited to **emergency conditions**. Any outside interference with the continuous progress of teaching and learning shall be considered an interruption. Routine messages to students or teachers will NOT be delivered during instructional time. General announcements or announcements paging students shall not be considered as emergency interruptions unless emergency conditions exist.

Extra Instructional Trips

Activities and extra instructional trips related to classroom and lab instruction are permitted and encouraged by the Center. It is necessary for students to have the proper permission form accurately completed, and the teacher will turn in a list of the students participating to the main office at least two (2) days prior to the trip. Each extra instructional trip will require a separate form.

All students are expected to participate in the instructional trip that has been scheduled. There are only two (2) exceptions to this rule: 1) special permission is granted by the Director for the student to remain at the Center, and 2) the student is not in attendance at the BCCC on the day of the trip. (NOTE: This will be an **unexcused** absence unless the student brings a lawful excuse).

Dress Code

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

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

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

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

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

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

During the regular school day, students' athletic attire, such as tennis, track, cheerleading outfits, etc., must conform to all other regulations of the dress code.

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

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

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

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

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

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

Money and Valuables

A student is discouraged from bringing large sums of money to school. Money or other valuables (including purses) are not to be left at school, in restrooms, in cars, or in lockers during the school day. Although an attempt may be made by the faculty and staff to assist the student in finding the lost item(s), the Center will not accept any responsibility if any item(s) is lost or stolen.

Canteen Privileges

Students must have teacher permission **and** supervision for canteen privileges. There will be NO REFUNDS for money lost in the machines. Students must be responsible for providing their own correct change.

Hall Passes

Students are expected to be quiet and aware that classes are in session.

Students are expected to go directly to the areas indicated and return promptly to class.

Each instructor will determine the validity for issuing a hall pass.

Visitors

Parents: The faculty and staff of the BCCC welcome communication with parents and guardians. It is felt that increased parent involvement is needed, rather than just when a disciplinary matter needs discussion. Therefore, parents and guardians are invited and encouraged to make appointments to visit with the instructor regarding the progress or behavior of their child. The best times to confer with a teacher would be during the teacher's planning period, before school, or after school. Parents and guardians are also invited to tour the Center.

ALL VISITORS MUST REPORT TO THE MAIN OFFICE, SIGN IN, AND RECEIVE A "VISITOR'S PASS." VISITORS MUST ALSO REPORT TO THE OFFICE UPON DEPARTURE TO SIGN OUT.

NOTICE: Pursuant to state law, persons entering school property are deemed to have consented to search of their person and property (Act 373 of 1994). In addition, all visitors must comply with all laws relating to the prohibition of firearms, alcohol, drugs, and tobacco products.

Campus Sales

Students are not to bring items from outside the Career Center for sale without permission from the Director.

Suspended Student on Campus

Any student absent or under suspension is not to be on the school grounds without permission of the Director. If a person who is under suspension does appear without special permission, the sheriff's office will be called, and the person will be removed from campus. In certain circumstances, the parent of guardian may be called instead of the sheriff's office.

Transportation – Bus

Transportation of students from all feeder high schools is provided by regular school buses. Once a student arrives on campus, he/she is to go directly to his/her classroom. If a bus student enters a private vehicle or visits another classroom prior to going directly to his/her class, he/she will be subject to disciplinary action.

All buses will load and unload students at the front of the school building. Students who normally ride the bus but have missed the bus, **MUST NOT RIDE WITH ANYONE ELSE TO THE CENTER.** Instead, the student(s) shall report to the office at their feeder high school for proper action. Upon dismissal, students will immediately leave campus.

Transportation – Private Vehicle (Student Driving Policy)

Permission Form – Students and parents must complete the required Driver's Permission Form, which also requires the signature of the Principal from the student's high school. Vehicle tag numbers and a copy of each student's driver's license is required along with the information on the permission card.

Decal – The price of the first decal is \$5.00 and replacement decals are \$5.00 each. Students driving with no decal and/or no permission card will lose driving privileges for a specified length of time determined by the director.

Second year BCCC drivers – These students must complete a new permission form within the first two (2) weeks of school and pay the renewal fee of \$5.00.

Passengers – NO student is allowed to transport ANY passenger without prior authorization from the parents of BOTH the driving and riding students, their principal, and the BCCC director. **STUDENTS VIOLATING THIS POLICY WILL LOSE THEIR DRIVING PRIVILEGES FOR SEVERAL WEEKS.**

Traffic Citations – If a student receives a speeding ticket or any other traffic citation, his/her driving privileges can be suspended for up to one semester.

Make-up Work – A student who has either a **LAWFUL** or **UNLAWFUL** absence has the responsibility to make up any work missed within **TWO (2) days of the day that he/she returns to school**. Each instructor, however, has the discretion to extend the period of time required for a student to make up work. If a student fails to make up assignments in a timely manner, he/she will receive a grade of "0."

Missed Tests

When a student misses school on the day of a scheduled test, a make-up test will normally be given at the request of the student. The instructor has the discretion to determine whether the same or a different test will be given. The exact due date for the make-up test and the scheduled time will be at the discretion of the teacher. If a test is not made up, the student will receive a grade of zero.

Missing the Career Center Bus

If a student misses the bus to the Career Center, he/she must report to the Main Office of the feeder high school. Arrangements will be made by the Main Office personnel for the student to be transported to the BCCC, placed in a study hall, or placed in in-school suspension. **Please note: IT IS AN UNLAWFUL ABSENCE IF A STUDENT MISSES THE CAREER CENTER BUS AND DOES NOT ATTEND BCCC.** The only exception to this policy will be when the high school principal or his designated personnel calls and clears this absence with the BCCC Attendance Secretary.

Tardy Policy

1st – 6th Tardies- Warning and call parent on 5th and 6th tardy

7th tardy- ISS

8th tardy- ISS +

Dismissals

Early dismissals from school are discouraged under the Education Improvement Act, but there are times when a student needs to be dismissed early. In these cases, it is necessary that the student bring a WRITTEN REQUEST from the parent/guardian, including a telephone number where the parent/guardian may be reached. The dismissal request will be given to the classroom teacher at the beginning of the period on the day of dismissal. The teacher will send the student to the Main Office during the first ten minutes of class to receive a dismissal slip. The office personnel will contact the parent/guardian to verify the early dismissal request. There will be no other early dismissals allowed unless a parent/guardian comes to the school and signs the student out. **NO STUDENT WILL BE ALLOWED TO CALL A PARENT AND REQUEST AN EARLY DISMISSAL.**

At the time of dismissal, a student should report to the Main Office. Failure to sign out is a violation of school policy and will result in immediate notification of parent/guardian or sheriff and in suspension for the student. Classes missed due to early dismissals will count against the student's attendance record, unless covered under the provisions for a lawful absence (see "Attendance Regulations").

Sickness

In the event of the illness of a student, a parent/guardian will be called by the Main Office personnel and asked to come for the student. If, after a reasonable time, the parent/guardian does not come pick up the student, he/she may be sent back to class.

Safety Rules for All Lab Areas

1. Horseplay and/or fighting will not be tolerated in any lab areas.
2. Instruction must be given on using machines and power equipment before any students will be allowed to use them.

3. Protective equipment must be worn when using machines and/or power equipment (i.e. goggles, shields, gloves, aprons, coveralls, hearing protection, etc.).
4. Keep floors clean at all times.
5. Keep aisles clear.
6. Keep creepers, pipes, or any other items off the floors that would cause someone to have an accident.
7. Equipment guards should be attached at all times. Guards should not be removed for any reason.
8. Be certain that all electrical equipment is properly grounded before use.
9. Check the insulation on cables and cords before use. Do not use any cords with cracked or frayed insulation.
10. Know the location of all fire exits, fire extinguishers, and fire blankets.
11. Keep all hazardous materials in closed and clearly marked containers.
12. Use eye protection equipment with all grinders, sanders, drills, and welding equipment.
13. Get assistance when lifting heavy objects.
14. Obtain assistance when carrying objects over 4 feet long.
15. Maintain a safe distance and location from all moving/rolling objects.
16. Use breathing equipment where necessary.
17. Use compressed air safely (Do not use the air hose to remove dust or dirt off of yours' or another student's clothes or hair.)
18. Avoid wearing rings, bracelets, dangling chains, loose clothing, objects stuck in the hair, or long hair near the operation of machines or motors.
19. Get permission from your instructor and other instructors before visiting other lab areas.
20. Keep all metal objects away from electrical machines or outlets.
21. Obtain permission from your instructor before attempting to work on any machine.
22. Turn off the power switch and unplug any machines before repairing.
23. Report ALL injuries, regardless of how minor, to the instructor.
24. Immediately report to the instructor any equipment that is faulty or is not working properly.
25. Check equipment that is faulty or is not working properly before using it.
26. Always wear suitable clothing when working in the lab areas.
27. Always observe all lines, which guard the machine areas in the labs.
28. Maintain good balance when using tools.
29. Use common sense and protect yourself at all times from hazards.
30. Keep a perimeter of 30 inches surrounding all breaker/electrical boxes.
31. Follow the specific safety rules for each lab area in the Center.
32. When in doubt about a safety rule, ask your instructor.

Code of Conduct (Policy JICDA)

The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. This requirement refers to actions toward other students and staff, language, dress, and general behavior. The board believes instilling self-discipline in students is one important goal of public education.

Students have a responsibility to know and respect the policies, rules, and regulations of the school and district. Violations of such policies, rules, and regulations will result in disciplinary actions.

The district's Code of Conduct is established to achieve and maintain order in the schools. In administrative rule JICDA-R, the administration offers a list of offenses, along with the required or recommended dispositions, for the information of students, parents/legal guardians, and school staff.

Students against whom a disciplinary action is contemplated will be provided due process as required by law. The removal of a student from the learning environment will occur only for just cause and in accordance with due process of law. The board authorizes district administration to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy (see policies [JKD](#), *Suspension of Students*, and [JKE](#), *Expulsion of Students*). The administration will consider mitigating and aggravating factors when taking disciplinary action.

The administrative rule is effective during the following times and in the following places:

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

Consequences

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

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

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

Consequence Formula

Referral Count × Nature of Offense = Disciplinary Consequences

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

Classroom Managed Behaviors

Classroom managed behaviors are those which adversely affect a student's educational progress. Classroom/Teacher Managed infractions should be handled by the classroom teacher and are not processed through a formal referral for disciplinary actions from administration. However, these infractions are documented by the teacher. Cases of multiple or chronic offenses may require administrative/guidance action (assistance) and referral for interventions.

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

Level One – Disruptive Conduct

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

INFRACTION	CONSEQUENCES			
	OFFENSE 1	OFFENSE 2	OFFENSE 3	OFFENSE 3+
Cellular Device Violation – See Cellular Device Policy	ISS	ISS+	OSS	OSS+
Cheating	ISS	ISS+	OSS	OSS+
Cutting Activity/Class	ISS	ISS+	OSS	OSS+
Detention Violation	ISS	ISS+	ISS+	OSS
Dishonesty (Chronic)	ISS	ISS+	OSS	OSS+

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

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

Level Two – Disruptive Conduct

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

INFRACTION	CONSEQUENCES			
	OFFENSE 1	OFFENSE 2	OFFENSE 3	OFFENSE 3+
Bullying	OSS	OSS+	OSS+	OSS+ and RE
Computer Violation-Noncriminal	OSS	OSS+	OSS+	OSS+ and RE
Confrontation/Altercation	OSS+	OSS+	OSS+ or RE	OSS+ and RE
Contraband	OSS+	OSS+	OSS+	OSS+ and RE
Disrespect	OSS	OSS+	OSS+	OSS+ and RE
Fighting	OSS+	OSS+ or RE	OSS+ and RE	OSS+ and RE
Fireworks	OSS+	OSS+ or RE	OSS+ and RE	OSS+ and RE
Forgery	OSS	OSS+	OSS+	OSS+ and RE

Harassment	OSS	OSS+	OSS+	OSS+ and RE
Hick/Kick/Push	OSS	OSS+	OSS+	OSS+ and RE
Inciting a Fight	OSS+	OSS+ or RE	OSS+ and RE	OSS+ and RE
Major Disruption	OSS+	OSS+ or RE	OSS+ and RE	OSS+ and RE
Obscene Gesture (Direct)	OSS	OSS+	OSS+	OSS+ and RE
Pornography – Not Criminal	OSS	OSS+	OSS+ or RE	OSS+ and RE
Possession or Use of Unauthorized Substances	OSS	OSS+	OSS+	OSS+ and RE
Profanity	OSS	OSS+	OSS+	OSS+ and RE
Refusal to Obey	OSS	OSS+	OSS+	OSS+ and RE
Sexual Offense-Non Forced	OSS+	OSS+ or RE	OSS+ and RE	OSS+ and RE
Sexual Violation	OSS+	OSS+ or RE	OSS+ and RE	OSS+ and RE
Slap Boxing	OSS+	OSS+ or RE	OSS+ and RE	OSS+ and RE
Stolen Property	OSS	OSS+	OSS+	OSS+ and RE
Theft/Larceny	OSS	OSS+	OSS+	OSS+ and RE
Threat	OSS+	OSS+ or RE	OSS+ and RE	OSS+ and RE
Tobacco Violation (cigarettes, vapes, chewing tobacco, etc.)	OSS+	OSS+	OSS+ and RE	OSS+ and RE
Trespassing	OSS	OSS+	OSS+	OSS+ and RE
Vandalism	OSS	OSS+	OSS+	OSS+ and RE
Miscellaneous Weapons	OSS	OSS+	OSS+	OSS+ and RE

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

Level Three – Criminal Conduct

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

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

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

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

Dress Code (Policy JICA)

The board believes that a student dress policy is an essential aspect of creating a school environment that is safe, conducive to learning, and free from unnecessary disruption. During the school day, while riding in school district vehicles, and at all school-related activities or functions, students will be expected to adhere to a standard of dress and appearance that is appropriate. Principals and their designees have the final authority to decide what is appropriate attire for students in school or participating in school related activities.

A principal or her/his designee may authorize exceptions from the school dress code for specially designated days or for school-sponsored activities (e.g. pep rallies, prom, spirit days, etc.). Parents/Legal guardians of students requiring accommodation for religious beliefs, medical needs, or other good cause should contact their student's principal.

To ensure effective and equitable enforcement of this dress code, staff will enforce the dress code consistently and in a manner that does not take into consideration race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, disability, national origin, cultural observance, household income, or body type/size.

Prohibition of Personal Electronic Devices During the School Day (Policy JICJ)

The purpose of this policy is to create a phone-free school environment that fosters a positive learning experience free from electronic distractions. By prohibiting the use of personal electronic devices during the school day, this policy aims to provide an environment that enhances focus and engagement, allowing students to develop the college and career-ready skills outlined in the Profile of the South Carolina Graduate. Students will have more opportunities to engage in meaningful interactions, collaborate with peers, and cultivate the essential skills necessary for success in college, careers, and life.

This policy has been developed in compliance with the General Appropriations Bill, H. 5100 of 2024, Proviso 1.103 and is applicable to grades kindergarten through twelve for the 2024-2025 school year.

Proviso 1.103 (SDE: Anti-Bullying/School Safety) To receive state funds allocated for State Aid to Classrooms, a school district shall implement a policy adopted by the State Board of Education that prohibits access to personal electronic communication devices by students during the school day. For purposes of this provision, a personal electronic communication device is considered to be a device not authorized for classroom use by a student, utilized to access the Internet, wi-fi, or cellular telephone signals.

I. Definitions:

- A. "Personal electronic device," hereinafter referred to as "device," means any device utilized to access the internet, wi-fi, cellular telephone signals, or to capture images or video. This includes, but is not limited to, cell phones, smart watches, tablets, and gaming devices.
- B. "Personal Electronic Device accessories," hereinafter referred to as "device accessories," include any wired or wireless accessory or wearable technology that connects to a device and any other accessory commonly used in conjunction with a personal electronic device.
- C. "School day" is defined as the period of time that a student is present on the school campus from their arrival (i.e., tardy bell) until afternoon dismissal at the end of the instructional day. This policy may also apply to school buses, field trips, and athletic events. The applicability of this regulation to these activities will be determined by the school district.
- D. "Access" is defined as viewing, holding, wearing, or otherwise using a device for the purpose of communication, internet access, gaming, recording, or any other function commonly associated with devices. During the school day, devices should be powered off and stored as directed by the school district. Exceptions granted for medical necessity, authorized for classroom use, or other authorized reasons should be in writing and are not considered violations of this definition.
- E. "Authorized for Classroom Use" is defined as the use of a personal electronic device that is explicitly approved by the District Superintendent or his/her designee in writing. The approval must include alignment with a standards-aligned educational objective that cannot be reasonably achieved using district-owned devices. Students must be provided with clear instructions on the appropriate use of devices and ensure that their use aligns with the approved educational objectives. The District Superintendent or his/her designee may revoke approval at any time if it is determined that their use does not meet the intended educational objectives or is causing disruptions.

II. Policy Implementation and Enforcement:

- A. During the school day, students are prohibited from accessing their personal electronic devices, unless authorized for classroom use. Students may not wear or access device accessories during the school day. Students must store their devices and device accessories in lockers, backpacks, or otherwise as directed by the school district during the school day. Districts may forbid student possession of devices and device accessories on school property.
- B. If explicitly required by a student's IEP, Medical Plan, or 504 plan, the student shall be allowed to access their personal electronic device for medically or educationally necessary purposes described and required for administration of the IEP, Medical Plan or 504 plan.
- C. A student who is a member of a volunteer firefighting organization or emergency organization may be authorized to carry a device with written permission from the District Superintendent or his/her designee.

- D. If a student violates the preceding rules during the school day, the student will be subject to progressive consequences in the student code of conduct and disciplinary enforcement procedures.

Social Media and Electronic Communications (Policy JICJA)

The board recognizes that social media and other methods of digital communication are essential forms of interaction in modern society. The board believes that responsible use of these platforms is essential to student success, both in college and in their future careers.

For purposes of this policy, *digital communications* are defined as communications made via any online platform for purposes of collaboration, interaction, and/or active participation, whether accessed via the Internet or via cellular phone, and include, but are not limited to, email, social media, apps, blogs, chat rooms, instant messages, and gaming platforms.

While the district does not monitor digital communications/student social media accounts, it has the right to act on information provided by students, parents/legal guardians, and community members. Therefore, the district may investigate students' digital communications/social media accounts, including off-hours use, in the event of creditable allegations of conduct that violates student discipline policies, violates any law or regulation, or otherwise causes a material and substantial disruption to the school environment or constitutes a serious safety risk.

Examples of inappropriate digital communications that may result in disciplinary action include, but are not limited to, those that:

- contain verbal or physical conduct that threatens another with harm
- seek to coerce or compel someone to do something in violation of the law or district policy
- constitute cyberbullying, or otherwise exclude or promote the exclusion of individuals from peer groups for purposes of humiliation or isolation
- contain discriminatory statements or hostile acts based on a race, religion, sex, color, disability, national origin, immigrant status, English-speaking status, or any other applicable status protected by local, state, or federal law

The district will report violations of state or federal law to the appropriate authorities

Intimidation, Bullying, or Harassment (Policy JICFAA)

The board prohibits acts of intimidation, bullying, or harassment of a student by other students, staff, or third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus, or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For purposes of this policy, intimidation, bullying, or harassment is defined as a gesture, electronic communication, or a written, verbal, or physical act reasonably perceived to have the effect of either of the following:

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

Any student who feels he/she has been subjected to intimidation, bullying, or harassment is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly, and confidentially. All staff members are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or staff may be made anonymously.

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

The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students and staff have a responsibility to know and respect the policies, rules, and regulations of the school and district. Any student or staff member who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of a staff member. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

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

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

The superintendent will also ensure that a process is established for discussing the district policy with students.

Discrimination, Harassment, and Retaliation (Students) (Policy JIAB)

The district is committed to maintaining a learning environment free from discrimination and harassment that is based on a student's race, religion, sex, color, disability, national origin, immigrant status, English-speaking status, or any other applicable status protected by local, state, or federal law. In keeping with this commitment, the district will not tolerate discrimination or harassment of students by any person, including, but not limited to, other students, staff, volunteers, or visitors. Further, the district will not tolerate retaliation against a person who has made a report or filed a complaint alleging discrimination or harassment or who has participated as a witness in a discrimination or harassment investigation.

This policy applies to behavior that takes place:

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

It also applies to behavior communicated in writing or electronically through telephones, cell phones, computers, or other telecommunication devices and includes text messaging, instant messaging, and social media. In the situation that the behavior originated from a non-school computer or network but has been brought to the attention of school officials, the decision for the district to take action in accordance with this policy will be based on whether the conduct is determined to be reasonably expected to materially and substantially interfere with or disrupt educational environment of the school.

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

Reports of discrimination, harassment, or retaliation may be made anonymously, but formal disciplinary action will not be taken solely on the basis of an anonymous report. The district will investigate all discrimination, harassment, and retaliation reports impartially, thoroughly, and promptly and take immediate and proportionate corrective action to end the discrimination, harassment, and/or retaliation and prevent the reoccurrence of similar misconduct.

Investigations will occur even if the alleged victim does not file a complaint directly or wish to see action taken by district or school administration. On an individualized and appropriate basis, interim measures may be taken following receipt of a complaint to minimize the risk of harm to all parties and to prevent against continued discrimination, harassment, and/or retaliation.

Confidentiality

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

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

Discipline

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion consistent with policy [JICDA](#), *Code of Conduct*.

Staff members found in violation of this policy will be subject to disciplinary action, up to and including termination and may be referred to law enforcement officials, as appropriate.

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

Notification

Notice of this policy will be circulated to all district schools and departments and incorporated in student handbooks. At the beginning of each school year, the information in this policy and its associated administrative rule will be provided to staff members, students, parents/legal

guardians. Information provided to students will be presented in a manner appropriate to the student's age, grade, and comprehension level.

Sexual Harassment and Retaliation (Students) (Policy JIAA)

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

This policy applies to behavior that takes place:

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

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

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

Reports of sexual harassment may be made anonymously, but formal disciplinary action will not be taken solely on the basis of an anonymous report. The district will investigate all sexual harassment reports impartially, thoroughly, and promptly and will take immediate and

proportionate corrective action to end the sexual harassment and prevent the reoccurrence of similar misconduct. Investigations may occur even if the alleged victim does not file a complaint directly or does not wish to see action taken by district or school administration. On an individualized and appropriate basis, interim measures may be taken following receipt of a complaint to minimize the risk of harm to all parties and to prevent continued sexual harassment or retaliation.

Confidentiality

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

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

Discipline

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion, and may be referred to law enforcement officials, as appropriate, consistent with policy [JICDA](#), *Code of Conduct*.

Staff members found in violation of this policy will be subject to disciplinary action, up to and including termination and may be referred to law enforcement officials, as appropriate, consistent with district policy, including [GBEB](#), *Staff Conduct* and [GBEBB](#), *Staff Conduct with Students*.

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

Notification

Notice of this policy will be circulated to all district schools and departments and incorporated in student handbooks. At the beginning of each school year, the information in this policy and its associated administrative rule will be provided to staff members, students, and parents/legal guardians. Information provided to students will be presented in a manner appropriate to the student's age, grade, and comprehension level.

Tobacco Use by Students (Policy JICG)

The board affirms that tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings, especially children. Therefore, the board believes that it is essential to maintain a 100 percent tobacco-free environment in order to ensure students and staff have access to the healthiest, most productive learning environment possible.

For purposes of this policy:

Tobacco product means a substance that contains, is made of, or derived from tobacco or nicotine and is likely to be consumed or is intended for human consumption, that can be inhaled, absorbed, or ingested by any other means including, but not limited to, cigarettes, cigars, chewing tobacco, pipe tobacco, snus, or snuff.

Electronic smoking device means any device that may be used to deliver any vaporized or aerosolized substance including e-liquid, to the person inhaling from the device including, but not limited to e-cigarettes, e-cigars, e-pipe, vape pen, or e-hookah. Electronic smoking device also includes any component, part, or accessory of the device including any substance intended to be vaporized or aerosolized while using the device whether or not it contains nicotine.

The board commits to the following:

- maintaining a 100 percent tobacco-free, smoke-free environment for all students, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public within all district facilities, vehicles, and grounds. This includes any building, facility, and vehicle owned, operated, leased, rented, or chartered by the district and also applies to all school-sponsored or school-related events on or off school grounds.
- prohibiting the use of any tobacco product or electronic smoking device by persons attending a school-sponsored event when in the presence of students or staff or in an area where smoking or other tobacco use is otherwise prohibited by law
- prohibiting the possession of all tobacco products, electronic smoking devices, or associated paraphernalia
- utilizing a proven and effective science-based tobacco use prevention curriculum
- providing access to cessation counseling or referral services for all students and staff

Notice

This policy will be communicated through a variety of efforts to educate students. The policy will be posted on the school website and printed in staff and student handbooks on an annual basis.

Tobacco-free signs prohibiting the use of tobacco products and electronic smoking devices on district property will be posted in highly visible areas at facility entrances and throughout school and district grounds, including athletic facilities

Enforcement

Students are required to comply with this tobacco-free policy. The district will enforce this policy through appropriate disciplinary actions for violators, including but not limited to, the following:

Students

- parent/legal guardian/administrator conferences
- mandatory enrollment in a tobacco prevention education or cessation programs
- community service
- in-school suspension
- suspension from extracurricular activities
- out-of-school suspension

All staff members are expected to enforce the policy under the direction of the principal or district administrator. Any violation of this policy should be reported to the school or district administration.

Education and Assistance

The district will utilize a proven and effective tobacco use prevention curriculum to educate all students and will provide assistance and/or make appropriate cessation referrals. The district will collaborate with the South Carolina Department of Health and Environmental Control, the South Carolina Department of Alcohol and Other Drug Abuse Services, and the South Carolina Department of Education, as appropriate, to implement this policy.

Tobacco Industry Marketing or Sponsorship

The district will not accept any contributions, gifts, money, or materials from the tobacco industry. The district will not participate in any type of services that are funded by the tobacco industry. In addition, any gear, paraphernalia, clothing, etc., that advertises tobacco or electronic smoking devices, or tobacco or electronic smoking device use, will not be allowed on district grounds or in the possession of students on district property or at district-sponsored events.

Drug and Alcohol Use by Students (Policy JICH)

No student, regardless of age, will possess, use, sell, purchase, barter, distribute, or be under the influence of alcoholic beverages or controlled or unauthorized substances in the following circumstances:

- on school property (including buildings, grounds, vehicles)
- at any school-sponsored activity, function, or event whether on or off school grounds (including any location where an interscholastic athletic contest is taking place)
- en route to or from or during any field trip, or during any trip or activity sponsored by the board or under the supervision of the board or its authorized agents

No student will aid, abet, assist, or conceal the possession, consumption, purchase, or distribution of any alcoholic beverage or controlled or unauthorized substances by any other student or students in any of the circumstances listed above.

No student will market or distribute any substance which is represented to be or is substantially similar in color, shape, size, or markings to a controlled or unauthorized substance or to an alcoholic beverage in any of the circumstances listed above.

All principals will cooperate fully with law enforcement agencies and will report to them all information that would be considered pertinent or beneficial in their efforts to stop the sale, possession, and use of alcoholic beverages and controlled or unauthorized substances.

Principals will suspend students who violate this policy and may recommend them for expulsion. The board intends to expel all students who distribute any controlled or unauthorized substance on school grounds.

Weapons in School (Policy JICI)

Weapons

It is the policy of the board to ensure the safety and welfare of its students and staff. The presence of firearms, knives with a blade length of over two inches, blackjacks, dirks, razors, metal knuckles, slingshots, metal pipes, metal poles, or any other deadly instrument used for the infliction of bodily harm or death on school district property poses a severe threat of serious harm or injury to students and staff.

While on school grounds, in school buildings, on buses, or at school-related functions, students will not possess any item capable of inflicting injury or harm (hereinafter referred to as a weapon) to persons or property when that item is not used in relation to a normal school activity at a scheduled time for the student.

No vehicles parked on school property may contain firearms, knives, blackjacks, or other items which are generally considered to be weapons. In accordance with state law, this vehicle restriction applies to any enrolled student regardless of age.

Level of offense

It is a felony offense, punishable by a fine of up to \$1,000, or imprisonment for up to five years, or both, to carry firearms, knives with a blade length of over two inches, blackjacks, dirks, razors, metal knuckles, slingshots, metal pipes, metal poles, or any other deadly weapon, device, or object as referenced above on school property.

Expulsions relating to weapons (firearms)

The board will expel any student who brings a firearm to school. The term firearm is defined extensively in federal law, but generally means a weapon (gun) or destructive device (explosive, incendiary).

The period of expulsion will be no less than one year.

The superintendent will make recommendations for expulsion consistent with this policy except that the superintendent, on a case-by-case basis, may modify this expulsion requirement.

The district may provide educational services in an alternative setting to students expelled under this policy.

The district will refer each expelled student to the local county office of the Department of Juvenile Justice.

Use of Metal Detectors (Policy JIHC)

To ensure an effective learning environment through maintenance of a safe and secure campus, the superintendent is authorized to develop procedures for random metal detector searches at middle and high schools in the district and for district-sponsored events.

These searches should only be authorized when the administration has reason to believe that weapons are in the possession of unidentified students, when there has been a pattern of weapons found at schools, when violence involving weapons has occurred at the schools or at school-sponsored events, or when other circumstances indicate a security threat.

All such procedures should be designed to:

- Minimize inconvenience to students and interference with the educational process
- Maximize detection and deterrent value by regularly searching significant numbers of students

- Ensure that patterns are not established that would allow students to avoid searches by predicting the time and location of a search
- Avoid the appearance that a particular student or group of students is either being favored or targeted by adopting processes in advance of the search that leaves the operator of the metal detector(s) a minimum of discretion

To ensure that metal detector searches are conducted uniformly and equitably, administrators will conduct searches in a reasonable and nondiscriminatory manner and will not base such searches solely on physical appearance, manner of dress, association with any group, gender, race, ethnicity, or any other protected class.

The superintendent or his/her designee is responsible for scheduling training and re-training for all staff using metal detectors and coordinating metal detector tests in accordance with the requirements as outlined in the manufacturer's specifications.

Student Interrogations, Searches, and Arrests (Policy JIH)

The board seeks to maintain a climate in the schools which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school staff to search the person and/or the personal property of a student and to seize any property deemed injurious or detrimental to the safety and welfare of students and staff.

Students and their belongings are subject to reasonable searches and seizures when administrators have a belief considered to be reasonable under these circumstances:

- A student committed a crime or a violation of a school rule.
- Such a search may reveal contraband or evidence of a violation of a school rule or a criminal law.

Any search conducted must be reasonable in scope given the age and sex of the student and the nature of the alleged infraction.

Only the principal or his/her designee may conduct such searches within the Constitutional parameters outlined above unless exigent circumstances exist which require another staff member to take immediate action for safety reasons.

School Lockers and Desks

All lockers are the property of the district. School staff may conduct searches of lockers in accordance with publicized administrative rules.

Motor Vehicles

The privilege of bringing a student-operated motor vehicle onto school premises is conditioned on consent by the student driver to allow a search of that motor vehicle when there is reasonable suspicion for such a search. School officials may conduct searches of motor vehicles in accordance with publicized administrative rules.

Interrogations by School Staff

Teachers and principals may question students about any matter pertaining to the operation of a school and/or enforcement of its rules. The staff member will conduct the questioning discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student who answers falsely or evasively or who refuses to answer a proper question may be disciplined in accordance with the Code of Conduct.

Contacting Law Enforcement

School administrators will contact law enforcement authorities immediately upon notice that a student is engaging in, or has engaged in, certain activities on school property or at a school sanctioned or sponsored activity. Those activities are ones which may result, or do in fact result, in injury or serious threat of injury to the person or to another person or his/her property.

Interrogations by Police

When law enforcement officers find it necessary to question students during the school day, the school principal or his/her designee may be present. Officers will conduct the questioning discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. The principal or his/her designee will attempt to contact the parent/legal guardian and request his/her attendance.

Custody or Arrest

Law enforcement authorities have the right to enter the school to take a student into custody or to make a lawful arrest of a student provided that they act pursuant to lawful procedure. The principal will assist the law enforcement officer in assuring that all procedural safeguards as prescribed by law are observed. If a student is arrested or taken into custody at school, the principal or his/her designee will make a reasonable effort to notify the parents/legal guardians.

Attendance (Policy JH)

The board believes that regular attendance is of utmost importance for school engagement, social adjustment, and scholastic achievement. Continuity in the learning process is seriously disrupted by excessive absences. Further, regular attendance establishes a pattern of responsibility and commitment that will serve students throughout their lives, including during post-secondary education and in the workplace.

According to state law, it is the obligation of every parent/legal guardian to ensure that every child under their care and supervision, if of compulsory attendance age, attends school. However, the board recognizes that some absences are unavoidable. The board will take all reasonable, educationally sound, and corrective actions prior to resorting to the juvenile justice system.

The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. Each building principal is responsible for overseeing attendance procedures and for ensuring that:

- Attendance is accurately checked, recorded, and reported each day for each class.
- All excuses for student absences, both lawful and unlawful, are recorded for each absence.
- Medical homebound instruction for students experiencing a prolonged illness or injury requiring them to be absent from school is expeditiously initiated and consistently provided.
- When excessive absences and/or tardies become a pattern, the principal or his/her designee oversees the development and implementation of a written intervention plan designed to improve student attendance habits and to link students and their families to all appropriate school and community resources in furtherance of this goal.
- When truancy and/or repeated tardies continue following implementation of a written intervention plan, students are referred to the family court, and parents/legal guardians to the Department of Social Services, to address truancy issues as outlined in the administrative rule accompanying this policy.

Excuses

In order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours, per unit, regardless of the number of days missed. The board may grant approval of excessive absences in accordance with board policy.

Any student who misses school must present a written excuse, signed by his/her parent/legal guardian. The excuse will contain such other information as directed by the administration. The school administration will keep all excuses confidential.

If a student fails to submit a valid excuse, he/she will automatically receive an unexcused absence. If a student brings a false (or forged) excuse, the teacher will refer the student to the school administration for appropriate action.

The district will consider a student **lawfully** absent under the following circumstances:

- The student is ill and attendance in school would endanger his/her health or the health of others.
- There is a death or serious illness in his/her immediate family.
- There is a recognized religious holiday of the student's faith.
- Prearranged absences for other reasons and/or extreme hardships at the discretion of the principal.
- A child in foster care who must be absent due to a certified court appearance or related court-ordered activity including, but not limited to, court-ordered treatment services.

The district will consider a student unlawfully absent under the following circumstances:

- The student is willfully absent from school without the knowledge of their parent/legal guardian.
- The student is absent without acceptable cause with the knowledge of their parent/legal guardian.
- Suspension is not to be counted as an unlawful absence for truancy purposes.

Gavin's Law – Sexual Extortion (Policy JICFB)

The district is committed to maintaining a learning environment free from intimidating or harassing behavior of any kind, including sexual extortion. In keeping with this commitment, the district prohibits any student, staff, or third parties from engaging in any behavior that would satisfy the definition of sexual extortion or aggravated sexual extortion as described in state law. Further, the district will not tolerate retaliation against a person who has made a report or filed a complaint alleging sexual extortion or who has participated as a witness in an investigation.

Definitions

Adult means a person 18 years or older.

Minor means any person under 18 years of age at the time of the alleged offense.

Great bodily injury means bodily injury which causes a substantial risk of death, or which causes serious, permanent disfigurement or protracted loss or impairment of the function of a bodily member or organ.

Private image means an image depicting sexually explicit nudity, sexual activity, or sexual conduct as defined in state law.

Image means a photograph, film, videotape, recording, live transmission, digital or computer-generated visual depiction, or any other reproduction made by electronic, mechanical, or other means.

Disclose means exhibit, transfer, publicize, distribute, or reproduce.

Sexual extortion means intentionally and maliciously threatening to release, exhibit, or distribute a private image of another in order to compel or attempt to compel the victim to do any act or refrain from doing an act against his/her will, with the intent to obtain additional private images or anything else of value.

The following information provides descriptions of the different sexual extortion offenses and includes the applicable criminal penalties. The district's authority does not extend to enforcement of criminal penalties. However, the district will assist with the process by notifying the appropriate law enforcement agency of violations as is anticipated by state regulation governing minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

Felony Sexual Extortion

A person commits felony sexual extortion if the actor intentionally and maliciously threatens to release, exhibit, or distribute a private image of another in order to compel or attempt to compel the victim to do any act or refrain from doing any act against his/her will, with the intent to obtain additional private images or anything else of value.

A person convicted of felony sexual extortion is subject to the following:

- imprisonment for not more than five years for a first offense
- imprisonment for not more than ten years for a second offense; or
- imprisonment for not more than twenty years for a third or subsequent offense

Aggravated Felony Sexual Extortion

A person commits aggravated felony sexual extortion if the actor intentionally or maliciously threatens to release, exhibit, or distribute a private image of another in order to compel or attempt to compel the victim to do any act or refrain from doing any act against his/her will, with the intent to obtain additional private images or anything else of value and either: the victim is a minor or a vulnerable adult and the person convicted of sexual extortion is an adult; or the victim suffers great bodily injury or death and the finder of fact finds beyond a reasonable doubt that the sexual extortion of the victim was the proximate cause of the great bodily injury or death.

A person convicted of aggravated felony sexual extortion is subject to imprisonment for not more than twenty years.

Misdemeanor Sexual Extortion

A minor convicted of sexual extortion is guilty of a misdemeanor and must be sentenced by the family court. As a condition of sentencing the family court may order behavioral health counseling from an appropriate agency or provider.

Notification

This policy and information regarding Gavin's Law will be communicated through a variety of efforts to educate students, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public.

Reporting

Any student who feels he/she has been subjected to sexual extortion is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly, and confidentially. All staff members are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or staff may be made anonymously but formal disciplinary action by the district will not be taken solely on the basis of an anonymous report.

The district prohibits retaliation or reprisal in any form against a student or staff member who has filed a complaint or report of sexual extortion. The district also prohibits any person from falsely accusing another as a means of intimidation, bullying, or harassment.

District Level Discipline

Students, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public are required to comply with this policy. The district will enforce this policy through appropriate disciplinary actions for violators.

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion, and will be referred to law enforcement officials, as appropriate, consistent with policy [JICDA](#), *Code of Conduct*.

Staff members found in violation of this policy will be subject to disciplinary action, up to and including termination and will be referred to law enforcement officials, as appropriate, consistent with district policy, including [GBEB](#), *Staff Conduct* and [GBEBB](#), *Staff Conduct with Students*.

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

Erin's Law

The Barnwell County School District is committed to promoting student safety and well-being. In accordance with South Carolina's Erin's Law, students receive age-appropriate instruction designed to help them recognize, avoid, and report sexual abuse and exploitation.

The purpose of this instruction is to provide students with the knowledge and skills needed to protect themselves and seek help when necessary.

Instruction May Include

Students may receive age-appropriate lessons on:

- Personal body safety;
- Healthy boundaries and personal space;
- Recognizing unsafe or inappropriate behaviors;
- The difference between appropriate and inappropriate physical contact;
- How to respond to situations that make them feel uncomfortable or unsafe;
- Identifying trusted adults who can provide help and support; and
- How to report suspected abuse, neglect, or exploitation.
-

Student Safety and Support

Students are encouraged to speak with a trusted adult if they feel unsafe, have concerns about inappropriate behavior, or believe they or another person may be experiencing abuse or exploitation.

Trusted adults may include:

- Parents or guardians;
- Teachers;
- School counselors;
- School administrators;
- School nurses; or
- School Resource Officers.
-

Reporting Concerns

School employees are required by law to report suspected child abuse or neglect to the appropriate authorities. Reports will be handled in accordance with state law and district procedures.

The district will work with families, law enforcement agencies, and child protection professionals to help ensure student safety and well-being.

Commitment to a Safe Learning Environment

The Barnwell County School District is dedicated to providing a safe and supportive educational environment where students are respected, protected, and empowered to seek help when needed.

Health Information

Illness protocol

To help protect well children from unnecessary exposure to contagious or infectious diseases, South Carolina requires that children and staff with certain diseases and conditions stay home from school while contagious. The SC Department of Public Health publishes the school and childcare exclusion list every year and students have to be excluded from school according to this exclusion list.

Immunization Requirements

South Carolina law requires that all students have a valid South Carolina Certificate of Immunization Form on file at school. This is required in order to remain at school. Any absences due to lack of immunization compliance will be unexcused.

Injuries

All injuries incurred at school must be reported to a teacher or the school nurse or another staff member.

Medication

Listed below are the procedures for dispensing medication in accordance with the guidelines from the South Carolina Board of Nursing. All medications that must be taken during school hours must be registered with and administered by the school nurse or her designee.

1. No prescription medication will be given without signed physician's orders and signed permission from the parent/guardian.
2. All prescription medication must be in the original container with a pharmacy label that contains the student's name and directions for administration and must be accompanied by written orders from the health care provider who prescribed the medication.
3. Health Care Provider Authorization/Written orders are REQUIRED for all prescription medications and are required for over-the-counter medications and herbal/alternative medicinal products when request differs from instructions as stated on the original manufacturer's label. If the over-the-counter medication is prescribed by an authorized licensed provider, the over-the-counter medication must be treated like a prescription

medication as set forth in S.C. Code Ann. S 40-43-86 and prescription labeling requirements apply.

4. Any changes in dosage/directions for prescribed medications must be accompanied by signed physician's orders and signed parent consent.

5. Non-prescription medications must be in the original container and will be given only with a signed request by the parent/guardian. This should include the student's name, amount to be given, time it is to be given, and reason to be given.

6. Medication must be ordered at least four (4) times a day for it to be given at school. Exceptions will be made if the medicine is ordered for a specific time during the school day.

7. All controlled substances which include medicine for ADHD must be brought in by the parent/guardian and this person will be required to count the medication with the nurse or other designated employee and document the medicine count. The parent/guardian cannot provide more than a 30 day supply of this medication. Controlled substances cannot be transported to or from school by students.

8. Any medication brought to school by a student must be turned in to the school nurse immediately upon arrival on school grounds. Failure to do so may result in suspension. Controlled substances cannot be transported to or from school by students.

9. Parents are encouraged to give medicine outside of school hours whenever possible.

10. If there is a need for a parent to administer medication to their child at school, they must (1) show their ID prior to the student being removed from class and (2) administer the medication in the main office or nurse's office.

11. No Aspirin or Aspirin-containing products will be given at school without a doctor's order.

12. BCSD and its employees reserve the right to refuse to honor medication requests that are not consistent with the professional standards and/or are deemed unsafe for the school setting.

13. Parent/guardian is responsible for picking up any unused medication/supplies/equipment within one week of transferring out to another school or by the last day of school.

14. The school district and its employees and agents are not liable for an injury/adverse drug reaction arising from administration of medication when medicine is administered as directed by the health care provider for prescription medications or as directed by the manufacturer label for over the counter medications. The parent/guardian shall indemnify and hold harmless the district and its employees and agents against a claim arising from administration of medication when medicine is administered as directed by the health care provider for

prescription medication or as directed by the manufacturer label for over the counter medications.

No medication can be dispensed at school without written permission from a parent/guardian and/or physician orders. Due to the likelihood of improper use of medications in the teen years, any student who fails to turn medication into the nurse's office upon arrival to school or any student who carries medicine without proper approval could be treated as having an illegal substance at school.

In rare situations, when the school nurse is not available, non-nursing personnel, designated by the principal, may administer medicine to your child. Those designated to administer medication, in the nurse's absence, are trained by the school nurse to handle such situations.

Medical Procedures

Medical procedures require written consent from parent/guardian and require health care provider order. Parent/guardian is responsible for providing all necessary supplies/equipment for medical procedures and must submit completed medical order to the school nurse.

Parent/guardian must inform the school nurse of any changes in orders and must submit new orders for these changes. The school district and its employees and agents are not liable for an injury/adverse reaction arising from a medical procedure when the medical procedure is carried out as directed by the health care provider and standards of care are followed. The parent/guardian shall indemnify and hold harmless the district and its employees and agents against a claim arising from an injury or adverse reaction arising from a medical procedure when the medical procedure is carried out as directed by the health care provider and standards of care are followed.

Self-medicating / Self-monitoring

Students with asthma, life threatening allergies, or diabetes are allowed to carry inhaled or injected medications with them or keep them in their lockers. The student must have written permission from the parent/guardian and the physician that prescribed the medication in order to keep the medication with them. The school district and its employees and agents are not liable for an injury arising from a student's self-monitoring or self-administration of medication.

The parent/guardian shall indemnify and hold harmless the district and its employees and agents against a claim arising from a student's self-monitoring or self-administration of medication.

School policy requires that students with serious medical conditions have an Emergency Action Plan (EAP) completed by their doctor. An Individualized Healthcare Plan (IHP) may also be required if your child needs regular medical attention in the school health office or self-medicates and/or self-monitors. The school district and its employees and agents are not liable

for an injury arising from administration of medication authorized by an IHP. The parent/guardian shall indemnify and hold harmless the district and its employees and agents

against a claim arising from administration of medication authorized by an IHP. New EAP/IHP forms are required every school year.

SC Healthy Connections Kids is a new health insurance program for children ages 1-18 whose family income falls at or below 200% of the Federal Poverty Level. Benefits of this program include a full range of medical services that many children desperately need, including dental care, vision care and prescription drug coverage. It is estimated that as many as 88,000 uninsured children across the state may qualify for this new program. To apply, families can contact their local Medicaid eligibility offices, or call 1-877-552- 4642, or visit www.scdhhs.gov.

Digital Device Guide

Introduction

Barnwell County School District believes technology is an important part of learning. We want all students to have access to digital tools and the internet for learning anywhere, anytime. Our goal is to help students become creative and responsible lifelong learners by using technology in smart and safe ways.

Use of Technology

This guide provides students and their parents/guardians with information about the general use of technology, “ownership”, rights and responsibilities for possession of the digital device, and care of the digital device. Devices are for learning and should be used responsibly. All students and their respective parents/guardians must agree to all policies listed in this guide in order to receive and utilize a digital device, school network, and all other district owned technology-related items.

Ownership

BCSD retains sole right of possession and lends the device to the student only for educational purposes during the academic year. Failure to follow the terms of the policies will result in disciplinary action, including but not limited to, confiscation of any and all devices and accessories loaned to the student and revocation of student access to BCSD technology, as well as any other disciplinary action deemed appropriate by BCSD policy. BCSD reserves the right to monitor and log users’ (students’) use of the district’s technology and network and to examine user (student) files and materials as necessary. Moreover, BCSD administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using BCSD computers, networks, or technology.

Warranty

Devices are covered under accidental damage protection based from the date of purchase. This protection **ONLY** covers the Chromebook; power cords and protective cases are not included in this coverage. This covers normal wear and tear, mechanical breaks and accidental damage. This coverage does not apply to loss, theft, negligence, fire, or intentional damage.

Lost or Stolen Equipment

Lost devices should be reported to the school by the student or a parent/guardian within 48 hours. If the equipment is stolen, a police report must be filed and a copy of the report that lists the stolen device must be provided to the school by the student or parent/guardian in a timely manner. The student and parent/guardian will be responsible for the full cost of replacement. Please refer to the User Misuse and Abuse section for replacement costs.

User Misuse and Abuse

Incidents of loss, misuse, intentional neglect, and/or repeated incidents of digital devices and accessories become the financial responsibility of the student and parent/guardian. Replacement costs listed below will be applied:

Replacement Cost for Digital Devices

- Chromebook \$250
- Protective Case Cover \$50
- Power Adapter \$25

Note:

1. Only BCSD issued chargers should be used with devices. Replacements are available at the noted fee. Please refrain from purchasing replacements from outside sources.
2. Protective cases should NOT be defaced in any manner. Inappropriate depictions, language, or misplaced/unusable cases will be subject to the noted replacement fee.

Distribution of the Device

Students will be issued a Chromebook with a protective case cover and power adapter after both the student and parent/guardian sign the agreement located in Appendix A of this guide: BCSD Digital Device Agreement.

Collection of the Device

Devices must be returned during device check-in days set by each school prior to summer break, or at the time of departure from the BCSD district should the student leave prior to the end of the school term. The student must return all issued materials (Chromebook, protective case cover, and power adapter) in working order with only normal wear. Unreturned items will be considered lost and replacement fees will be assigned.

Student Responsibilities

The guidance provided here is to make students and parents/guardians aware of the responsibilities students accept when they use a district-owned device.

- Respect and protect their privacy and the privacy of others
 - Use only assigned accounts
 - Do not share personal information online such as: name, address, phone number, etc.
 - Do not share passwords
 - Have permission to photograph or videotape other individuals and to subsequently post these images or videos to the Internet
- Respect and protect the integrity, availability, and security of all electronic resources
 - Observe all network security practices
 - Conserve, protect, and share these resources with other students and Internet users.
 - Treat digital technologies with care, report any damages, security risks, or violations to a teacher or administrator
- Respect and protect copyrighted/ intellectual property of others
 - Cite all sources appropriately
 - Follow all copyright laws
 - Use electronic communication devices appropriately to ensure academic integrity
- Respect and practice the principles of community
 - Communicate only in ways that are kind, responsible, respectful, and lawful
 - Use electronic communication devices for school work only
 - BCSD email should only be used for school related email and projects
 - Report threatening or offensive materials to a teacher or administrator
 - Devices should be used respectfully and only for schoolwork. Inappropriate content is not allowed. Inappropriate media may not be used as backgrounds or themes on devices. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, tobacco, drugs, gang-related symbols, or any other content deemed inappropriate by administration will result in disciplinary action.

Students should bring their assigned device to school charged every day. The device should only be used by the student to whom it is assigned.

Student Accessibility

Students log in with their BCSD issued account. The majority of all student work will be stored in secure, cloud-based applications such as Google Drive.

Google Workspace for Education

BCSD uses Google Workspace for Education tools for learning. Students can access them at school and at home. Teachers will use Google apps for lessons and assignments. Google Workspace is available anywhere there is Internet access. The domain is owned by the school district and is intended for educational purposes only.

Discipline/Violations

Misuse of devices can result in losing privileges and disciplinary action. Students are expected to use technology in accordance with classroom rules, guidance from this document, and any applicable local, state, and federal laws. Illegal actions will be reported to law enforcement.

Parent/Guardian Responsibilities

The following guidelines are provided to equip parents/guardians with information to ensure safe use of the devices in the home and community. These responsibilities, assumed by the parent/guardian, are outlined below:

- A student and his/her respective parent/guardian must sign the Student and Parent/Guardian Digital Device Guide Agreement in order for the student to be issued a Chromebook.
- Monitor student use
- Support Internet Safety and Etiquette
- Accept Liability
 - The parent/guardian and student are responsible for the cost of repair or replacement at the date of loss if the property is any of the following:
 - Not returned
 - Intentionally damaged
 - Stolen, but not reported to the school and or police in a timely manner
 - Lost because of negligence

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

The center provides a grievance procedure as a formal method for the resolution of any grievances concerning the treatment of students by personnel. These grievances may arise from allegations of violations of student legal rights or center policy.

In addition, the board recognizes there may be conditions in the center that the center could improve and that students should have some means by which they can effectively express their concerns.

The center will resolve student complaints and grievances through orderly processes and at the lowest possible level.

An instructor or guidance counselor will provide any student or his/her parent/legal guardian the opportunity to discuss a decision or situation that the student considers unjust or unfair.

If the incident remains unresolved, the student, his/her parent/legal guardian or the teacher may bring the matter to the director's attention for consideration and action.

The director will attempt to resolve the issue at that point. If the issue is not resolved, the student will have the right to appeal the decision to the Center's Board of Trustees. The board's decision will be final.

If the grievance is against the director, the direction will appoint a designee and the matter will be decided upon in the aforementioned process.

Title IX complaints

Students who believe that they have been discriminated against on the basis of their sex have the right to appeal to the Title IX coordinator. If the student is not satisfied with the decision of the director, he/she may appeal to the hearing officer. If the issue is still unresolved, the student may appeal to the Career Center's School Board of Trustees.

Section 504 Complaints

Students who believe that they have been discriminated against on the basis of their disabling condition have the right to appeal to the director. If the student is not satisfied with the decision of the director, he/she may appeal to the feeder school's Title IX coordinator. If the issue is still unresolved, the student may appeal to the Superintendent

Barnwell County Career Center is an Equal Opportunity High School Training Center

Barnwell County Career Center does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

For more information about your rights or grievance procedures, contact Mr. David Augustine at (803) 259-5512.