



E

ESTILL

ELEMENTARY SCHOOL

STUDENT/PARENT HANDBOOK

INSPIRE. | EMPOWER. | EDUCATE.

Together, We Grow Gators.



STUDENT
FOCUSED



RELATIONSHIPS
MATTER



TEACH.
LEARN.
GROW.



RESPECT.
INTEGRITY.
TEAMWORK.



EXCELLENCE
IN ALL WE DO

ONE VISION. ONE MISSION. ONE TEAM.

Estill Elementary School
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Estill, SC 29918

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

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Principal's Message

Dear EES Baby Gator Parents and Students,

Welcome back to the 2026-2027 school year! As your principal, I am ecstatic about our future together and anticipate great things as we embark on this new journey. Myself alongside the faculty and staff of Estill Elementary are excited to work with each and every one of you! We are thrilled to have a few new faces and some changes to positions, and we are especially enthused about the growth that our students have made!!

This year we stand firm on the shoulders of our new vision and mission:

Estill Elementary's vision is to become a School of Excellence where every child is empowered to achieve academic success, develop strong character, and cultivate social-emotional well-being in a safe and engaging learning environment.

Our work is guided by our mission:

Estill Elementary's mission is to provide high-quality instruction and interventions that support our students academically and behaviorally.

At Estill Elementary, we believe our vision and mission will:

Allow our students to demonstrate their **BEST**

B – Behave Responsibly

E – Exceed Expectations

S – Scholarship First

T – Teamwork Always

The goal is for our students to develop world-class skills that prepare them to thrive in an ever-changing global society and become world-class South Carolina graduates who are equipped to lead, serve, and succeed in college, careers, and life.

All of this cannot be accomplished without your help. Parent involvement is crucial to a child's education, alongside a working relationship to assist in meeting our common goal. Please take advantage of the opportunity by way of joining our PTA (Parent Teacher Association), SIC (School Improvement Council), or simply by paying us a visit.

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

Sincerely,

Synetria L. Mitchell

Principal

Superintendent and Board Members

Dr. Glenda Sheffield, Superintendent

Marsha Robinson, Chairman

Kari Foy, Vice Chairman

Debra Holmes, Secretary

Mary Wilson, Parliamentarian

Douglas Jarrell, Member

Richard Long, Jr, Member

Hannah Priester, Member

DISTRICT MISSION

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

DISTRICT VISION

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

Belief Statements

We believe that

- Stakeholder involvement is important to a successful district
- Teamwork is necessary for accomplishing goals
- A positive school culture promotes student growth
- A safe respectful environment is necessary for student learning
- We must focus on the total child
- Every employee serves a vital role
- Early childhood education is critical
- Parents play a vital role in their child's education
- Maintaining a student-centered approach to instruction is essential
- Students must be career, college, and/or work ready
- Students need technology training for academics and vocational skills

STRATEGIC GOALS

School Climate

- Create a safe, orderly and supportive environment by increasing respondents' perception of school climate, safety, and satisfaction with the learning environment by 3% per year on state and local surveys and decreasing by 3% the number of Out-of-School (OSS) suspensions.

Student Achievement

- By 2026, HCSD will improve attendance rates through an annual 3% decrease in Chronic Absenteeism rates.
- By 2026, HCSD will decrease the percentage of students scoring Not Met on SC READY state assessment by 3 percentage points in grade 3 and HCSD will increase the percentage of students in grades 3-8 scoring "Meets or Exceeds" in ELA on SC READY by 3 percentage points in order to be on-track to meet state target goal in 2026.
- By 2026, HCSD will decrease the percentage of at-risk students in grades K-8 scoring in Tier 3 as evidenced by iReady Reading and Math data by 3 percentage points yearly.
- Expand Academic and Vocational opportunities.
- By 2026, HCSD will increase the percentage of students scoring a C or higher on the state End of Course (EOC) assessment by 3% points in English 2 and by 5% points in Algebra 1.

Teacher/Administrator Quality

- Leadership Capacity By 2026, HCSD will provide ongoing professional development for progress monitoring and intensive targeted intervention in both Reading and Math in grades K-12 to improve outcomes for at-risk students and increase by 3 percentage points the percentage of Tier 1 on grade level students by increasing teacher / administrator knowledge of data driven instruction, targeted intervention support, and to increase teacher / administrator quality.
- Resource Capacity – Enhance instructional pedagogy by hiring highly qualified teachers and decreasing by 3% the percentage of teachers teaching with an out of field permit and decreasing by 3% the percentage of inexperienced teachers.
- To increase teacher / administrator quality, HCSD is participating in LETRS training for all PreK – Third grade teachers, interventionists, instructional coaches, and principals to provide intensive two- year professional development to increase their knowledge of best practices as evidenced by an increase in student achievement in Phonological Awareness and Phonics with a 3-percentage point increase in student scoring on grade level or above on diagnostic tests in iReady in grades K and 1.

Forms

**STUDENT CODE OF CONDUCT ACKNOWLEDGEMENT FORM
2026-2027**

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

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

I have received information on how to access the Student Behavior Code Handbook. I will review the handbook with my child. However, I do understand that if I can request a hard copy and one will be provided.

Name of Student:

Grade

School

Signature of Student

Date

Signature of Parent

Date

Signature of Teacher

Date

FERPA MEDIA RELEASE FORM 2026-2027



Dr. Glenda Sheffield, *Superintendent*

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

Dear Parent/Guardian:

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

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

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

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

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

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

DO NOT RELEASE the following directory information: (check all that apply)

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

Date Given Notice to Student

School Name

Principal

Student's Full Name (Print)

Student's Home Telephone Number

Student's Full Address

Parent/Guardian's Full Name (PRINT)

Date Parent/Guardian Signed

Parent/Guardian's or Student's (if student is 18) Signature

Modified

Hampton County School District Modified School Calendar 2026 - 2027

July							August							September							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	2	3	4	5	6	7	8	6	7	8	9	10	11	12	13	14	15	16	17	18	19
			July 4th	5	Summer Fridays	10	9	10	WD	WD	WD	PTD	15	7	7	8	9	10	11	12	13	14	15	16	17	18	19
5	6	7	8	9	10	11	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
			Summer Fridays	Summer Fridays	Summer Fridays	Summer Fridays	1st Day	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
12	13	14	15	16	17	18	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6
			Summer Fridays	Summer Fridays	Summer Fridays	Summer Fridays	1st Day	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
19	20	21	22	23	24	25	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13
			Summer Fridays	Summer Fridays	Summer Fridays	Summer Fridays	1st Day	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
26	27	28	29	30	31	1	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
			Summer Fridays	Summer Fridays	Summer Fridays	Summer Fridays	1st Day	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

[illegible]

March							April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	4	5	6	7	8	9	10	11	12	13	11	12	13	14	15	16	17	18	19	20	21
7	131	132	133	134	135	13	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
	156	157	158	159	160		12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
14	15	16	17	18	19	20	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
21	131	132	133	134	135		10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
28	136	137	138	139	140		17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
Calendar	29	30	31				154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	
							174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	
				</																							

Early Onset Drug Use

Interim Reports	
1st Interim Report	September 8
2nd Interim Report	November 11
3rd Interim Report	February 10
4th Interim Report	April 25

Dates	Events
July 4 th	Independence Day
August 3 rd	District's Personalized Learning Day
August 4 th -6 th	Teachers' Work Days
August 10 th	Students' First Day
September 7 th	Labor Day Holiday
September 9 th	Interim Report 1
October 12 th	End of First Quarter
October 15 th	Early Out/Quarter 1 Report Card/Parent-Teacher Conference
October 16 th – 19 th	Fall Break
November 3 rd	Election Day No School
November 11 th	Interim Report 2
November 23 rd - 27 th	Thanksgiving Holiday Break (No School)
December 18 th	Students' Half Day
December 21 st - January 1 st	Winter Break (No School)
January 4 th	*Intersession Day
January 5 th – 6 th	Teachers' Personalized Learning Days
January 7 th	Students Return to School
January 8 th	End of Quarter 2/ Semester One
January 15 th	Quarter 2 Report Cards Sent Home
January 18 th	Dr. Martin Luther King, Jr. Holiday (No School)
February 10 th	Interim Report 3
February 11 th	Early Out
February 12 th	Teachers' Personalized Learning Day
February 15 th	President's Holiday (No School)
March 17 th	End of Quarter 3
March 24 th	Quarter 3 Report Cards
March 25 th	Teachers' Personalized Learning Day
March 26 th	*Intersession Day Quarter 3
March 29 th – April 2 nd	Spring Break (No School)
April 28 th	Interim Report 4
May 31 st	Memorial Day (No School)
June 1 st	Students' Half Day
June 2 nd	Students' Half Day & Last Day/End of Quarter 4/Semester 2
June 3 rd	Teachers' Work Day
Intersession Days by invitation only: January 4th; March 26th	
Weather Make-Up Days: Semester 1 – October 19th Semester 2 – January 4th; March 26th	

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

**DAILY CLASS SCHEDULE
2026-2027**

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

Early Release School Day			
Bus Arrival	Breakfast/Morning Announcements	Instructional Time	Car/Bus Departure
7:00 am	7:00 am – 7:30 am	7:30 am – 2:30 pm	11:15 am

Arrival and Dismissal

BUS and CAR RIDERS' ARRIVAL

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

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

BUS DISMISSAL

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

CAR DISMISSAL

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

PLEASE NOTE: Teachers and staff members have staff meetings, parent conferences, etc. beginning at 2:45 pm.

Due to these afternoon commitments, students who remain after 2:45 pm will be taken to the main office, signed in on the late dismissal notebook, and asked to sit quietly while parents are contacted.

We now take online payments!

The logo for Edlio, featuring the word "edlio" in a lowercase, sans-serif font.

OSP by Edlio online payment system makes it easier for families to pay for school items like fees, shirts, and events. Here's how to get started!

Follow these simple steps:

1. Visit the Payments Portal

- You can find this on the school website or use this link:
<https://osp.osmsinc.com/hamptonsc>

2. Create or Log in to your Account

- Click the person icon in the top right corner on a computer or by the shopping cart on a phone.
- If you're a new user, create an account.
- If you already have an account, just log in.

3. Add Your Student (Required)

- From the person icon, click "Student/Employee Profile" (on a phone, this will be a drop down menu).
- Click on the "Add Student/Employee Profile" button
- Complete your student's information, including Student ID.
- Click Save and repeat if you need to add other students.

4. Make a Payment:

- On a computer, select your school from the menu above. On a phone, click the three red lines in the top left corner, select your school.
- Click on what you want to purchase.
- Adjust the quantity or enter the amount, then click "Add to Cart".
- When you're ready, click "Checkout" and follow the steps to complete payment.

5. Check Past Payments Anytime:

- Click the person icon and select "Order History" to review receipts.

ACADEMICS

Important Things to Know About Grades, PowerSchool, and the End of a Reporting Term

The official grade for any student is the grade that is stored in PowerSchool under Historical grades. Grades are moved to Historical grades from the teacher's gradebook through a grade store process. In a normal situation, grades should not be changed by anyone other than the teacher. All grades must be stored from the teacher's gradebook.

Grades are stored at the end of each grading period **BEFORE** report cards are run.

Teachers (with two exceptions see note) will use two categories for all grades as follows:

Formative "forming"	Formative assessment is ongoing, low-stakes assessments to check student understanding and can include daily grades, daily quizzes, rubrics, exit slips, etc. Elementary – Minimum of 6 Per 9 Week Grading Period Middle / High – Minimum of 10 Per 9 Week Grading Period
Summative "sum"	Summative assessment evaluates a student's learning at the end of an instructional unit or an instructional sequence and can include tests, culminating quizzes, formal writing, Problem Based Learning, Inquiry Projects, Benchmark Tests, etc. Elementary – Minimum of 3 Per 9 Week Grading Period Middle / High – Minimum of 6 Per 9 Week Grading Period

Grades should be added weekly according to the two grading categories. These categories create the quarter grades.

Grades should be entered according to the category using an assignment date that is within the term dates for each term.

NOTE:

Exception 1: 1st Grade only during Semester 1 Science and Social Studies will only require Formative Assessments. Exception 2: Physical Education and Health will use the Formative category only and will enter at least one Formative grade per week.

Semester and Final Grades are calculated according to the term grading formulas.

Elementary Grading Formulas

F1	Term Weights	S1 = 50%	S2 = 50%
Q1	Category Weights	Formative = 60%	Summative = 40%
Q2	Category Weights	Formative = 60%	Summative = 40%
S1	Term Weights	Q1 = 50%	Q2 = 50%
Q3	Category Weights	Formative = 60%	Summative = 40%
Q4	Category Weights	Formative = 60%	Summative = 40%
S2	Term Weights	Q3 = 50%	Q4 = 50%

DISTRICT GRADING POLICY ADDENDUM

All students will receive numerical and letter grades. No student should fail with a **60 average**. To receive credit for a class for the year, a student must obtain a **minimum score of 60** on his/her final grade and must have been in attendance for **at least 170 days**. **Regular Education Teachers** will use the grading scale below:

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

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

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

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

Teachers are to enter grades into PowerSchool within **7 days** of administering the assessment and **3 days** of any other assignment.

Grading Weighted Scaled:

1. Summative Assessment – 40%

Examples: Tests, Projects, Unit Exams, etc.

2. Formative Assessment – 60%

Examples: Classwork, Quizzes, Homework, Checklists, etc.

MAKE-UP PROCEDURES

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

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

HOMEWORK

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

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

The purposes of homework include:

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

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

EXAMINATION POLICY

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

CHEATING/PLAGIARISM

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

PROMOTION AND RETENTION

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

Criteria's:

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

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

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

INTERIM REPORT AND REPORT CARD DATES:

Quarter	Date
1 st Quarter (Interim)	9/9/26
1 st Quarter (Report Card)	10/15/26
2 nd Quarter (Interim)	11/11/26
2 nd Quarter (Report Card)	1/15/27
3 rd Quarter (Interim)	2/10/27
3 rd Quarter (Report Card)	3/24/27
4 th Quarter (Interim)	4/28/27
4 th Quarter (Report Card)	TBD

MULTI-TIERED SYSTEMS OF SUPPORT

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

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

ACADEMIC PROGRES MONITORING MEASURES:

- STEP 1 – Administer the Universal Screener (i-Ready) and analyze the data for trends
- STEP 2 – Assign students to tiers within the classroom using the (**Screening Report + Additional Data Points**)
- STEP 3 – Inform parents about student data through parent contact meetings (**Student Support Team**)
- STEP 4 – Use Universal Screener data and other classroom data to progress monitor the interventions used inside/outside the classroom.
- STEP 5 – Keep track of student progress through state designated database.
- STEP 6 – Repeat steps to determine support for student learning.

DISCIPLINE HEARINGS PROCEDURES

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

Student Discipline Packets must include the following:

1. Hearing notice form
2. Current year student discipline record
3. Current report card
4. Current year attendance
5. The result of the manifestation hearing must be included, for children receiving special education services

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

SCHOOL RESOURCE OFFICER

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

STUDENT QUESTIONING BY OFFICIALS: SCHOOL ADMINISTRATORS

- Principals and/or Assistant Principals have the responsibility and authority to question students for the purpose of maintaining a safe and orderly school environment. Though it is important to inform parents about issues of concern, parental consent is not required prior to the questioning of students.
- **Department of Social Services (DSS):** DSS officials investigating suspected child abuse are permitted to conduct reasonable interviews and inspections of children at school. Notice to parents is not required nor desirable when the object of that investigation may be the parents. If the investigation involves suspected child abuse by individuals other than those residing in the child's household, then law enforcement becomes the lead investigating agency.

- **Guardian Ad Litem:** The Guardian Ad Litem is a trained professional appointed by the court to represent the best interests of minor children in court cases. Any request to interview a student or to inspect the student's school record should be submitted, in writing, along with court documentation establishing the Guardian Ad Litem relationship with the child.
- **Law Enforcement:** School Resource Officers, as well as Probation Officers of the Juvenile Court, are permitted to question students at school without prior parental approval. Law enforcement officers from other agencies investigating non-school-related matters may question students with the consent of the parent/guardian. Law enforcement officers who have a detention order or warrant for arrest, or states that the situation involves pursuit of a suspect linked to a felony crime may question students without parental consent.

STUDENT SEARCHES

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

GENERAL GUIDANCE

PARENT COMMUNICATION

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

PARENT-TEACHER CONFERENCES

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

PLEDGE OF ALLEGIANCE AND PLEDGE TO THE STATE FLAG

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

SILENT REFLECTION

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

SUPERVISION OF STUDENTS AT SCHOOL

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

MEDICINE

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

TELEPHONE USE

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

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

- **Lost Instructional Materials:** Schools may require pupils, parents or guardians to pay for instructional materials lost and the pupil, parent or guardian may be denied further benefits of the Free Instructional Materials Program until in compliance with this requirement. This requirement may be waived in instances where judgement of the principal and /or responsible officials believe that the child is a victim of unusual circumstances. The school district shall be responsible for the cost.

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

LOST AND FOUND

- Articles of clothing and other items that are found should be will be taken to the main office.

CHARACTER EDUCATION QUALITIES

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

PBIS AND UNIVERSAL CLASSROOM MANAGEMENT SYSTEM

PBIS MATRIX							
	 ESTILL ELEMENTARY		 ESTILL ELEMENTARY				
	 CLASSROOM	 HALLWAY	 CAFETERIA	 RECESS	 RESTROOM	 BUS	 CAR RIDER
B Behave Responsibly	- Follow teacher instructions - Eyes on speaker - One speaker at a time - Use technology devices in the proper manner.	- Voices off - Walk on right side - Keep hands and feet to yourself	- Face Forward - Stay in your space - Use table manners	- Follow playground rules - Respect Others - Stop at designated areas	- Walk in the restroom - Take care of your business - Take only the tissue you need	- Keep your hands inside the window - Remain seated at all times - Keep feet out of the aisle	- Use inside voice - Listen to the adult in charge
E Exceed Expectations	- Return materials to proper place - Have all necessary materials - Keep area clean/organized	Have your agenda	- Place trays neatly in window - Use trash can - Stop to scan cards	Keep up with all belongings	- Throw trash in trash can - Keep walls clean	- Use inside voices - Keep objects out of the aisle	Keep hands and feet to self
S Scholarship First	- Stay on task - Complete all work - Participate in learning	Respect hallway displays	- Talk quietly - Only eat what is on your plate - Clean up behind yourselves	Use equipment properly	- Wash your hands - Respect the privacy of others	- Listen to bus driver - Stay seated	Keep bookbags packed
T Teamwork Always	- Honor privacy of others - Use inside voices - Be a friend	- Respect school property - Respect personal space - Report problems to an adult	- Be polite - Respect cafeteria staff - Take only the napkins you need	- Take turn and share equipment - Report problems to an adult	- Turn off water to sink when finished - Flush after yourself - Report problems to an adult	- Be nice and share seats - Follow bus safety rules	- Listen for your name - Remain seated until called

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

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

Color Coded Behavior Management System

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

Green- Student exhibited the expected behavior for the day in class.

Purple- 1st Warning-Redirect

Yellow- 2nd Warning

Blue- No PBIS Incentive

Orange- Loss of privilege

Red- Parent Contact

STUDENT ATTENDANCE

STUDENT ATTENDANCE (REGULAR)

RESPONSIBILITY OF PARENT OR GUARDIAN.

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

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

- **Section 59-65-20**

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

TARDY

Any student arriving to school after 7:20 am will follow one of these procedures:

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

Tardy Consequence

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

- 1st Tardy: Parent and Student Verbal Warning
- 2nd Tardy: Parent phone call
- 3rd Tardy: Attendance alert letter
- 4th Tardy: Parent Conference
- 5th Tardy: Overnight school suspension
- 6th Tardy: 1- day ISS
- 7th Tardy: District level conference (automatic 1-day out of school suspension, if parent is a no show at District office)
- 8th Tardy: 1-day OSS
- 9th Tardy: 2-day OSS
- 10th Tardy: 3-day OSS

11th Tardy: Board Referral and pursue assistance from the Department of Social Services

Please Note:

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

WHAT DOES TRUANCY MEAN?

- Truancy is any intentional unauthorized absences from compulsory schooling. The term typically described absences caused by students of their own free will, and usually does not refer to legitimate “excused” absences, such as ones related to medical conditions. It may also refer to students who attend school but do not go to classes. Under State Board of Education Regulation 274, all state schools are required to establish uniform management information and reporting system on truancy. The State Board of Education recognizes that truancy is primarily an educational issue and that all reasonable, educationally sound, corrective actions should be undertaken by the school district prior to resorting to the juvenile justice system.

1. **Truant** – A student up to 17 years old meets the definition of a truant when the student has three consecutive unlawful absences or a total of five unlawful absences. A Student Attendance Intervention Plan will be developed in a meeting with the administrative staff, parent/ guardian, and student.
2. **Habitual Truant** – A “habitual” truant is a student up to 17 years old, who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two or more additional unlawful absences. This child may need court intervention and an initial truancy petition may be filed. The written intervention plan, and documentation of non-compliance, must be attached to the truancy petition asking for court intervention.
3. **Chronic Truant** – A “chronic” truant is a student up to 17 years’ old who has been through the school intervention process, has reached the level of a “habitual” truant, has been referred to Family Court and placed on an order to attend school, and continues to accumulate unlawful absences. Should other community alternatives and referrals fail to remedy the attendance problem, the “chronic” truant may be referred to the Family Court for violation of a previous court order. All school intervention plans existing to this point for this child and family must accompany the Contempt of Court petition as well as a written recommendation from the school for the court on action the court should take.

- **Truancy**

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

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

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

TRUANCY INTERVENTION PLAN

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

ADMINISTRATIVE DISCRETION

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

DECISION PROCESS

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

DISTRICT LEVEL ADMINISTRATIVE HEARING OFFICER:

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

BOARD EXPULSION HEARING:

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

PROBATION:

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

STUDENT BEHAVIOR CODE

- In order to maintain an appropriate educational climate that is conducive to teaching and learning, the Board expects all students to conduct themselves in an appropriate and civil manner, demonstrating positive and respectful behavior for self, adults and peers, including community members. This includes appropriate language, appropriate dress and care for facilities and equipment. It may be necessary to apply disciplinary sanctions to students, including their removal from the learning environment. These sanctions will occur only for good cause and in accordance with applicable state and federal law.

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

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

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

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

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

Legend:

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

CATEGORY I OFFENSES: BEHAVIORAL MISCONDUCT

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

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

101. Lying or giving false information either verbally or in writing to a teacher, administrator, or school staff member. Examples: Deliberate forgery of parent/educator signatures or changing/deleting information sent home by the school to the parent. Making false accusations about a staff member also falls within this section. (PS Code 006/011)

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

102. Failure to properly identify self or present school identification when requested to do so. Failure to properly display a school ID also falls within this category including while on school bus. (PS Code 006/360)

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

103. Class disruption or disruption of school activities or environment, including school bus. (PS Code 007/340/400)

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

104. Extortion or attempting to extort through threat of force. (See Bullying Policy) (PS Code 600)

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

105. Inappropriate physical contact, including, but not limited to, pushing, shoving, or horse playing. (PS Code 022/014/405)

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

106. Possession of fireworks, live ammunition, or other incendiary devices. (This includes stink/smoke bombs and vials of noxious gases/liquids.) (PS Code 004/010)

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

107. Unauthorized or inappropriate use of school equipment, including, but not limited to computers. (PS Code 023/020)

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

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

1st – Student’s phone will be confiscated, and the student’s parent/guardian will be required to attend a conference before the phone will be returned.

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

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

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

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

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

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

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

110. Violation of health room rules. All medication (to include over the counter drugs such as Benadryl, Tylenol, etc. or personal prescriptions brought to school by a student must be in the original container, labeled appropriately and administered by the school nurse. Exceptions under a physician’s order are managed by the school nurse. (PS Code 004/700)

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

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

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

111. Inappropriate display of affection between students. (PS Code 015)

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

112. Cheating. (PS Code 190)

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

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

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

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

2nd - ISS – device confiscated & Fine

3rd- 1 OSS & Fine

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

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

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

114. Possession/use of annoyances at school such as laser lights, water pistols, water balloons, whistles, etc. (PS Code 390)

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

115. Possession of or use of skateboards, rollerblades, skates or scooters. Skating is not allowed on any school campus at any time including during school hours or in any prohibited area, during an after-school activity or in the immediate proximity of parked vehicles. (PS Code 390)

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

116. Unauthorized card playing or possession of dice. (PS Code 390)

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

117. Littering school grounds. (PS Code 370)

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

118. Dress code violations. (PS Code 280) See dress code policy section of handbook

119. Violation of safety rules. This includes propelling objects i.e., rocks, spitballs, or food items and science lab rule violations, etc. (PS Code 017/028)

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

120. Profanity/obscene gesture directed toward another student or directed toward no one in particular. (PS Code 210/290/016)

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

121. Possession of a lighter or matches. (PS Code 390)

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

122. Failure to obey a staff member. (PS Code 270)

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

123. Disrespect to others, i.e., verbal ridicule, that does not border on harassment or bullying. (PS Code 017)

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

124. Aiding and/or abetting another student(s) who is committing any rule violation. (See Glossary) (PS Code 001)

Consequences can range from conference to DAH & 3-5 DAYS, depends upon severity and consistent with level of infraction committed.

125. *Violation of a behavior contract. (See Note 1) (PS Code 430)

Consequences can range from conference to DAH & 3-5 DAYS, depends upon severity

126. Property misuse including minor vandalism such as writing on property or damaging school or personal property with a replacement value at \$99 or less. (PS Code 023/670/760)

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

127. Planning or creating a situation that may lead to rule violation but is not a crime. (PS Code 017)

Consequences can range from conference to DAH & 3-5 DAYS, depends upon severity, consistent with level of infraction committed.

128. Any behavior or act that interferes with the safe operation of a school bus, including violation of school bus safety rules. (PS Code 340)

See school bus section.

129. Provoking or simulating a fight. (PS Code 001)

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

130. **Unauthorized storage and/or loading of a computer program, system or data file. This may also be a copyright violation and as such is subject to copyright laws. (PS Code 220) (VPNs)

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

131. **Unauthorized access or duplication of computer programs, systems or data files. (PS Code 220)

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

132. **Use of any computer access accounts other than those assigned to the individual. (PS Code 220)

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

133. Inappropriate sexual gesture(s) and/or behavior. (Example: Sexually suggestive language, movements, writings, drawings; this includes sexting) (PS Code 017/) (See Section A)

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

134. Walking out of a class, unless under extreme emergency (without teacher approval). (PS Code 320)

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

135. Throwing objects such as paper or tissue that does not inflict physical injury. (PS Code 028)

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

CATEGORY II OFFENSES: DISRUPTIVE CONDUCT

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property, and the consequences of which tend to endanger the health or safety of oneself or others in the school. Some instances of disruptive conduct may overlap certain offenses, justifying both administrative sanctions and court proceedings. Behavior misconduct (Level 1) may be reclassified as disruptive conduct (Level II) if it occurs three or more times.

The provisions of this regulation apply not only to within-school activities, but also to student conduct on school transportation vehicles, and during other school-sponsored activities. Acts considered as Disruptive Conduct include, but are not limited to the following.

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

201. ***Fighting. (See Glossary) (PS Code 009)

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

202. ***Possession or transfer of stolen property (school or personal. (PS Code 740)

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

203. **Planning and/or organizing and/or instigating and/or participation in an activity that causes substantial disruption to the education program. (PS Code 560/700)

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

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

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

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

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

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

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

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

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

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

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

209. Leaving or attempting to leave school grounds without permission, whether or not the school day has actually begun. This includes unauthorized driving/riding to an off-campus class. (PS Code 310)

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

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

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

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

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

212. Possession/distribution of pornographic or obscene material. (PS Code 018)

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

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

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

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

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

215. Profanity/obscenity, racial or ethnic slurs directed to a staff member or to any adult authorized by the school to supervise students, including volunteers. (PS Code 210/290/016/017) (See Section A)

1st – 3 OSS/AIC

2nd – DAH & 3-5 DAYS

3rd – DAH & 3-5 DAYS

216. Persistent disobedience. (PS Code 270)

1st – 2 OSS

2nd – AIC & 3 DAYS

3rd – DAH & 3-5 DAYS

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

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

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

1st – 3 OSS

2nd – DAH & 3-5 DAYS

3rd - DAH & 3-5 DAYS

219. ***Possession or use of mace or pepper gas or spray. (PS Code 390) 1st– 2 OSS

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

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

1st – DAH & 3-5 DAYS/LA

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

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

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

1st – 1 OSS

2nd – 3 OSS

3rd– AIC & 3 DAYS/LA

4th– DAH & 3-5 DAYS/LA

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

1st– 3 OSS/AIC /LA

2nd – DAH & 3-5 DAYS/LA

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

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

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

1st– 3-5 OSS/DAH 2nd– DAH 5 DAYS/LA

*Severity of threat may incur different consequences

226. Throwing objects that are sharp or heavy that may cause physical injury. (PS Code 028) 1st– 3 OSS

2nd– 5 OSS/DAH 3rd- DAH & 3-5 DAYS

227. Recording a video of a disturbance or fight on a phone, camera, or any other device. Posting comments, threats, videos, or any communication that constitutes a threat. *Severe cases will be referred for a District Administrative Hearing. (WPE)

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

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

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

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

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

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

3rd Offense – 5 Days and DAH recommendation for expulsion

NOTE: Probation will be administered at the school level.

CATEGORY III OFFENSES: CRIMINAL CONDUCT

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

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

1st –DAH & 5 DAYS/LA

302. ***Possession, transfer, distribution, use in any amount, or being under the influence of alcohol, marijuana (including marijuana seeds), hallucinogenic drugs, inhalants, or any other controlled or illegal substance. Since alcohol consumption is illegal by minors, consumption of any amount of alcohol will constitute a violation of this section. This includes being present on district/school property or at any school-sponsored event after using any amount of these substances. (See Note 2), (See Glossary), (PS Code 570/580/680)

1st – DAH & 5 DAYS/LA

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

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

303. ***Possession, transfer or use of a prohibited weapon other than a firearm including a knife with a blade over two inches, BB gun, paint ball gun, pellet gun, air-soft pistol, razor, razor blade, martial arts throwing star and metal knuckles. Box cutters and utility or X-Acto knives containing any size blades are also considered a violation of this section. (SC 16-23430), (See Glossary), (PS Code 789)

1st – DAH & 5 DAYS/LA

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

1st – DAH & 5 DAYS/LA

305. ***Assault of a staff member or any other adult designated by the school to supervise students,

including volunteers. (See Glossary), (PS Code 520)

1st– DAH & 5 DAYS/LA

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

1st – DAH & 5 DAYS/LA

307. ***Communicating a Threat of a Destructive Device or Weapon: Communicating, writing, threatening, or transmitting to a person or school facility that there is, or will be, a destructive device, bomb, shooting, or dangerous event, with the intent of intimidating, threatening, or interfering with government functions or school activities; or, harboring one who is guilty of this offense. (PS Code 260)

1st– DAH & 5 DAYS/LA

308. ***Possession or transfer of dangerous explosives, plastic explosives, or chemical reaction type and pipe bomb materials including, but not limited to, Molotov cocktails and dynamite. (PS Code 390)

1st -DAH & 5 DAYS/LA

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

1st– DAH & 5 DAYS/LA

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

1st– DAH & 5 DAYS/LA

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

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

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

313. 1st -DAH & 5 DAYS/LA

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

1st – RP/DAH & 5 DAYS/LA

315. ***Selling illegal, controlled substances, prescription drugs, tobacco, or over the counter drugs without

regard to amount. (See Glossary), (PS Code 004)

1st - DAH & 5 DAYS/LA

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

1st –DAH & 5 DAYS/LA

317. ***Physical assault of a student. (See Glossary) (PS Code 520) 1st – DAH & 5

DAYS/LA (possibly)

318. ***Possession or use of a knife with a blade two inches or more, starter pistol, replica weapon/device, paint ball gun, bat or any item not generally considered as a weapon but USED as a weapon to inflict bodily harm. The blade will be measured from tip to base. This does not include a baseball bat that has been approved for recreational purposes in the school. (See Glossary), (PS Code 390/789)

1st – DAH & 5 DAYS/LA

319. ***Possession or use of a knife with a blade two inches or less, starter pistol, replica weapon/device, paint ball gun, bat or any item not generally considered as a weapon but USED as a weapon to inflict bodily harm. The blade will be measured from tip to base. This does not include a baseball bat that has been approved for recreational purposes in the school. (See Glossary), (PS Code 390/786)

1st – DAH & 5 DAYS

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

1st – DAH & 5 DAYS/LA

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

1st – DAH & 5 DAYS/LA

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

1st– DAH & 5 DAYS/LA

323. Participation in gangs/gang-related activity to include but not limited to initiation rituals, hazing, causing

bodily harm or danger. (PS Code 250)

1st– DAH & 5 DAYS/LA

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

1st- DAH & 5 DAYS/RP/LA

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

1st- DAH & 5 DAYS/RP/LA

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

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

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

1st – DAH & 5 DAYS/LA

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

1st– DAH & 3-5 DAYS/LA

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

330. Distribution of pornographic or obscene material. (PS Code 018/710) 1st– DAH & 5

DAYS/LA (possibly)

331. ***Fraudulent requests for emergency services. (PS Code 620) 1st – DAH & 5

DAYS/LA

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

1st – DAH & 5 DAYS/LA

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

1st – DAH & 5 DAYS/LA

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

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

2nd Offense — 5 Days and DAH recommendation for expulsion

NOTE: If there are less than 30 days left in the school year when the incident occurs, the student will serve the remaining 45 days of the next school year in Alternative School.

Graduating seniors will serve whatever time is left in the school year and forfeit the right to all senior privileges including graduation.

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

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

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

CONSEQUENCES FOR STUDENTS WHO COMMIT A CATEGORY III OFFENSE ON THE BUS OR IN A SCHOOL VEHICLE WILL BE AS FOLLOWS:

Immediate and indefinite suspension from the school bus or other school vehicles including activity buses.

SCHOOL BUS SAFETY RULES AND APPEALS



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

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

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

TRANSPORTATION CHANGES

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

SAFETY PROTOCOLS FOR TRANSPORTATION

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

STATE GUIDELINES

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

BUS REGISTRATION

- In order to ride a school bus for the 2026-2027 school year, a registration form must be completed prior to the first day the child is expected to ride the bus. A bus registration form is available for parents to complete by visiting the district's website (<https://hcsd.k12.sc.us>).

BUS SAFETY RULES

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

STUDENT BEHAVIOR ON THE BUS

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

GENERAL PROCEDURES FOR TRANSPORTATION SUSPENSION

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

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

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

The jurisdiction for the school begins at the bus stop.

BUS VIOLATIONS (CODE 340)

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

Level I: Failure to follow directions/bus rules

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

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

GENERAL PROCEDURES FOR SCHOOL SUSPENSION

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

After the second suspension, the parent/guardian may be called in for a Student Behavior Intervention meeting before the student can return to school/class. These meetings may also be held for each student that has accumulated at least two Category II level offense and any time during three-five Category III level offenses. The purpose of the meetings will be to discuss individual student's school behavior plans, academic progress and achievement, and social awareness. These meetings may be

held with the following members present: Parents, students, school administration, school counselor/social worker. Although the school counselor and social worker will serve as an advocate for the parent and student, parents are free to have additional support personnel present. In addition, a behavior contract will be signed by a parent/guardian and child after the second out of school suspension.

GENERAL PROCEDURES FOR SCHOOL SUSPENSION OF STUDENTS WITH DISABILITIES:

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

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

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

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

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

APPENDICES

APPENDIX A: SCHOOL BOARD POLICIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

44-53-110 Possession of drug paraphernalia.

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

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

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

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

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

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

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

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

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

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

pupil from school during the last ten days of a year if the suspension will make the pupil ineligible to receive credit for the school year

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

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

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

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

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

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

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

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

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

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

59-67-245 No person shall willfully and wrongfully interfere with the operation of a school bus, either public or private, by boarding, restricting movement, or using threats, either physical or verbal, to the driver or any passenger while the bus is engaged in the transportation of pupils to and from school or any lawful school activity or while passengers are entering or leaving the bus nor shall any person willfully fail or refuse to obey a lawful order of school bus. The use of threatening, obscene or profane language addressed to the driver or any passenger entering, leaving or waiting for a school bus is disorderly conduct and any person convicted for the use of

such language shall be punished as provided in 16-17-530. Nothing contained herein shall be interpreted to infringe upon the powers and duties of duly constituted authorities.

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

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

APPENDIX C: HARASSMENT, INTIMIDATION OR BULLYING

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

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

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

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

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

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

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

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

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

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

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

Refer to Policy JICFFA

Bullying, Harassment, or Intimidation Reporting Form

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

Was the behavior intentional, repeated over time, intended to harm involving a power differential, and creating a hostile educational environment?

☐ Yes

☐ No

Date (mm/dd/yyyy)

School

School System

Today's
Date:

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

Name:

Telephone:

E-Mail:

1. Name of Student/Victim

Age

Name(s) of Alleged Offender(s) if known

Age

School (if know)

Is he/she a student?

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

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

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

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

☐	Other
(specify) _____	
4. Where did the incident happen (choose all that apply)?	
☐ On school property ☐ At a school-sponsored activity or event off school property ☐ On a school bus ☐ The way to/from school* ☐ Electronically	
*Will be collected unless specifically excluded by local board policy	
5. What did the alleged offender(s) say or do? (Attach a separate sheet if necessary)	
_____ _____ _____	
6. Why did the bullying, harassment or intimidation occur? (Attach a separate sheet if necessary)	
_____ _____ _____	
7. Did a physical injury result from this incident?	
☐ No ☐ Yes, but it did not require medical attention ☐ Yes, and it required medical attention	

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

☐ Yes ☐ No

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

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

10. Did a psychological injury result from this incident?

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

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

Signature

Date

APPENDIX D: SECRET SOCIETIES/GANG ACTIVITY

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

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

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

Appendix D mirrors Policy JICF

APPENDIX E: Student Uniform

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

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

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

Refer to Policy JICA

APPENDIX F: CELL PHONES / COMMUNICATION DEVICES

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

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

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

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

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

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

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

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

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

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

CONSEQUENCES

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

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

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

Refer to Policy JICJ

APPENDIX G: Internet Acceptable Use Agreement

INTERNET-TERMS AND CONDITIONS OF USE

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

Reporting

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

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

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

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

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

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

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

NETWORK ETIQUETTE

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

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

ONLINE BEHAVIOR

Appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms is to be only conducted for instructional purposes only.

Cyberbullying is a criminal offense. Cyber bullying of any kind will result in a suspension of privileges as stated below:

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

OFF-CAMPUS CONDUCT

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

PROTECTION OF STUDENT CONFIDENTIALITY AND PRIVACY

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

ACCESSING INAPPROPRIATE SITES

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

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

DISCLAIMER OF LIABILITY

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

SECURITY

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

VANDALISM

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

SCHOOL DISTRICT INTERNET USE AGREEMENT

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

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

APPENDIX H: GLOSSARY

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

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

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

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

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

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

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

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

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

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

FIREARM: Any device designed, made or adapted to expel a projectile through a barrel by using the energy generated by explosion or burning substance or any device readily convertible to that use.

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

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

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

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

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

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

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

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

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

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

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

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

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

When a weapon is found in a student's possession, it is up to the school principal to determine if the student's possession was knowing or intentional. If the student maintains that he or she did

not knowingly have possession, and the explanation is credible to the administrator, the student will not be suspended.

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

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

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

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

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

SEXTING: The act of sending sexually explicit messages or photos electronically, primarily between cell phones or internet.

SEXUAL ASSAULT: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. This definition includes forcible rape, forcible sodomy or forcible rape with an object.

SEXUAL HARASSMENT: Unwelcome sexual advances, sexual gestures, requests for sexual favors, and other verbal or physical conduct of a sexual nature where there is a pattern of harassing behavior or a single significant incident. Such conduct interferes with the student's education or creates an intimidating, hostile, offensive school environment. Sexual harassment may include but is not limited to: verbal harassment, including sexually offensive comments or slurs; physical harassment, physical interference with movement or work; or visual harassment such as sexually offensive cartoons, drawings, or posters. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.

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

TRESPASSING: Being on any district property or school campus at an unreasonable hour when not involved in a school activity, when school is out, or presence on the campus of a school not enrolled in without school administration or district level authorization. Unreasonable hours in this context include, but are not limited to, after 11:00 p.m. when the school facility is not in use

for an approved activity, at any time on school holidays, during summer break, and weekends or at any time someone is found inside a fenced in area that is posted with no trespassing signs. Students who are on suspended or expelled status may also be considered as trespassers if they do not have prior express school administration or district level authorization to be on school grounds.

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

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