

MACEDONIA ELEMENTARY-MIDDLE SCHOOL

2026-27

Student Handbook and Code of Conduct Elementary 3-5



Every Student Matters, Every Moment Counts!

A Message from the Principal

Dear Parents and Guardians,

Welcome to Macedonia Elementary/Middle School (K-8). The administration, faculty, and staff are excited for this 2026-27 school year. We have high expectations for a conducive learning environment, student achievement, and healthy home and school relations. At MEMS, it is our goal to create an atmosphere that allows students to SOAR to their highest potential! Therefore, we will provide:

Safe

Opportunities for

Academic achievement in a

Respectful environment

Please use this handbook as a guide to navigate and understand school policies and procedures.

If you have questions or concerns, feel free to stop by MEMS or call us at (803) 284-5801.

Macedonia Elementary/Middle School is a Title I school.

Respectfully yours,
Chelsea Calhoun, Principal

Barnwell County School District Vision Statement:

Every Student Matters, Every Moment Counts.

Barnwell County School District Mission Statement:

Our mission is to inspire and empower every student to succeed by providing an inclusive, innovative, and supportive learning environment. We believe that every child is valued, and their potential is limitless. By fostering meaningful relationships, promoting character development, and preparing students for college, career, and global citizenship, we ensure that all students are equipped to thrive in a rapidly changing world. Together, we create opportunities, nurture growth, and build the foundation for lifelong learning.

LIFE SKILLS AND LIFELONG GUIDELINES

We will use Life Skills and Lifelong Guidelines to guide us at Macedonia Elementary-Middle School. These are the expectations for student behaviors in our learning environment. Research has shown that consistently practicing Life Skills and Lifelong Guidelines aids in promoting optimal student learning, as a result of making the learning environment more conducive to learning.

LIFELONG GUIDELINES:

Trustworthiness Active Listening Personal Best
Truthfulness No Put-Downs

LIFE SKILLS:

Integrity	Effort	Curiosity
Initiative	Common Sense	Cooperation
Flexibility	Problem Solving	Caring
Perseverance	Responsibility	Courage
Organization	Patience	Pride
Sense of Humor	Friendship	Resourcefulness

SCHOOL HOURS

School will begin each day at 7:55 a.m. Students who eat breakfast at school may enter the building beginning at 7:15a.m. All students are to report directly to their classroom for breakfast. Students that arrive after 7:50 a.m. must report to the office and be signed in by a parent or guardian. All Students will be dismissed at 2:55 p.m. Parents are asked to drop off and pick up their child(ren) inside of the gate located in front of the school.

ANNOUNCEMENTS/UPDATES

At Macedonia Elementary-Middle School, we plan to ensure that parents and students are aware of school happenings via the following methods:

- Daily intercom announcements
- Weekly/monthly school and/or classroom newsletters
- Updated school website/ MEMS social media pages
- Utilization of REMIND app
- Class Dojo
- Parent Square notifications

ATTENDANCE

Regular attendance is necessary if students are to make the desired and expected academic and social progress. The school year consists of 180 school days. Students are expected to attend school regularly and will present a written excuse in all cases of absence. To explain an absence from school, a child must bring a written excuse the first day he or she returns to school following the absence. If a student is absent up to 3 consecutive days, without notification, the teacher will notify the attendance clerk. The attendance clerk will follow up with a phone call to the parent. All excuses shall be strictly confidential. In order to earn a perfect attendance certificate each nine weeks, he/she must not have any absences, tardiness, or early dismissals.

A valid excuse must list the date of the absence, the reason for the absence, and the signature of the parent/guardian or of a licensed medical doctor. Each absence beyond 10 days must be signed by a doctor for illness or contain documentation beyond the parent's signature for other lawful absence. In accordance with the S.C. Attendance Regulations, a student cannot exceed ten parent-excused absences and receive credit for the school year. If a student accumulates five unlawful absences, a referral is made to the district attendance officer and a family court proceeding may occur.

Note: Policies/consequences for tardiness, specific to elementary and middle school students, will be outlined in their teachers' beginning-of-the-year information packets.

NOTES REQUIRED FROM PARENTS OR GUARDIANS

The school requires notes from parents explaining the following:

- absences and tardiness
- request for early dismissal
- request to miss recess or physical education (may require a doctor's statement)
- permission for field trips
- permission to ride another bus or go home with another student
- prolonged absences requiring a medical excuse
- change in usual method of transportation home
- allergic reactions (insect, milk, foods)
- authorization to administer prescription medicine (medical form required)
- specific medical treatment of special health needs (medical form required)

- permission to walk home
- replies to a child's teacher or principal

COME TO SCHOOL PREPARED TO SUCCEED

All students are required to come to school each day, with the necessary materials, as outlined by their teachers, per each grade level and subject area. Students who are not prepared with the necessary materials in class cannot accomplish the goals outlined in the instruction.

PERMISSION TO LEAVE SCHOOL

If you must take your child from school before the close of the day, please send a note to the child's teacher the morning of the early dismissal. The note must state the reason for, and specify the time of the early dismissal. At the time of the dismissal, a parent or guardian must come and sign him/her out in the main office. We DO NOT allow students to leave the school grounds without being accompanied by a parent/guardian, or a designated adult listed on their registration form. Please, whenever possible, schedule medical and dental appointments after school hours.

Note: Policies/procedures for make-up work/tests, specific to elementary and middle school students, will be outlined in their teachers' beginning-of-the-year information packets.

EARLY DISMISSAL/EMERGENCY DISMISSAL

If your child is a car rider, please use the car rider path. Buses will complete normal routes delivering students to their usual destinations (bus stops) during emergency dismissal. It is our goal to keep traffic moving smoothly and safely. Please remember that in emergency situations, when schools close early, your child must know what you expect him/her to do. Be certain to discuss your plan of action, beforehand, so your child knows what to do. In the event of an emergency or severe weather, parents should watch for notifications via Parent Square and other methods of communication concerning Barnwell County School District.

SAFETY DRILLS

Each classroom teacher will review all safety drills with his/her classes on a regular basis. Students must remain as quiet and orderly as possible during all emergency situations and/or drills. Students and teachers are expected to stay with their assigned groups and in their assigned areas during all emergency drills, routines, and situations.

AGENDAS AND COMMUNICATION FOLDERS

Agendas will be sent home daily and will be used as communication between the teacher and parent for certain grade levels. All students will receive a communication folder for home/school communication.

Additional forms of communication, specific to elementary and middle school students will be outlined in their teachers' beginning-of-the-year information packets.

VISITATION IN SCHOOL

Parents are encouraged to visit the school. You are welcome to visit the school for observations, a conference, or as a volunteer. All visitors to our school must report to the office upon arrival, sign in, and obtain a visitor's pass. Visitors must receive approval before going to any other part of the building or school grounds. Please keep in mind that we have designated periods of time when teachers have uninterrupted blocks of instruction and blocks of time when testing occurs; therefore, there could be an instance when, if not scheduled beforehand, you may not be able to conference with or observe your child's classroom, upon arrival. We respectfully ask parents to make advanced arrangements with teachers to schedule classroom visits and conferences. Please comply with this regulation. Additionally, special visitation days will be announced throughout the year.

VOLUNTEERS

Each year many parent and community residents assist in the instructional and operational programs not only by volunteering their time to work in the school, but also by sharing their special areas of expertise in the classroom.

Please contact the school if you are interested in serving as a volunteer either regularly or on special occasions. We welcome and need your interest and support. Please remember that it takes all of us working together to provide our students with a quality education. For security reasons, all volunteers must stop by the office and obtain a visitor's badge. In addition, volunteers must complete required paperwork and attend our volunteer orientation program provided by our school counselor. All volunteers must submit to a SLED check before volunteering in the school.

EMERGENCY AND MEDICAL INFORMATION

Contact Information: It is very important that Macedonia Elementary-Middle School be able to contact you in the event of an emergency. We must have your CURRENT address and PHONE NUMBER at all times! **Please notify the school secretary if you change your address or phone number.** (This information will be kept confidential).

Medical Care: Children are sent to the Nurse's Station in case of an emergency or if the teacher thinks a child has need of seeing a nurse. A registered nurse is on duty in the district during school hours.

Medicine: Students are not allowed to bring any medicine to school, prescription or non-prescription drugs, unless a signed permission form from a physician is brought to the school. All medications are kept locked in the nurse's station. All medications must be in a bottle labeled with the child's name, medicine name, date, and doctor's name. All medication must be processed through the nurse's office/main office immediately upon arrival on campus. Failure to do so could result in student suspension. All medication receipt and administration

must comply with the school medication policy.

BREAKFAST AND LUNCH PROGRAMS

Breakfast and lunch are served each day. Breakfast is served in the classroom. Lunch will be served in the cafeteria. Both are offered to all students free of charge.

Students CANNOT have food delivered to school; however, students will be allowed to receive outside food from family members during their assigned lunch period. In order to ensure that food deliveries by family members do not interfere with instruction, we ask that you leave all food(s), labeled with the student's name on it, in the front office for students to retrieve at the appropriate time.

Additional Note: Food and/or drinks in the classroom may be allowed at the discretion of the teacher.

LUNCH EXPECTATIONS

When entering the cafeteria:

- WALK in an orderly fashion to the serving line and return to your assigned table.
- Wait patiently in your place in line; don't crowd or push.
- Don't attempt to go ahead of someone who has a right to be ahead of you.

After you have finished your lunch:

- Clean up your table!
- Dump your tray and any trash and uneaten food. Food should not be taken out of the cafeteria.

HALL EXPECTATIONS

No student should be in the hall without a pass bearing the date, the student's name, his/her destination, time of dismissal from class, and the signature of the teacher issuing the pass except at class change. A teacher's signature must be on the pass. Use of stamps for teacher signatures is not allowed. Students without a pass will be returned to class.

Class traffic in the hallways should not be congested. All students should maintain continual movement as they proceed to class. Students should always walk on the right side of the hall. "Hanging" on the hallway walls or stopping to socialize before school or during class change in the hallway will be considered loitering in an unauthorized area. Students must follow traffic patterns in hallways as directed. Students should refrain from standing in the middle of the hall or at intersections of halls. Running or talking loudly in the halls is not appropriate. Conversation inside of the building before and after school, changing of classes and lunch should be conducted in an acceptable manner.

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

Students will begin each school day by reciting the “Pledge of Allegiance” to the American Flag. All students are asked to stand, but any student who does not wish to participate in the recitation of the Pledge of Allegiance will not be required to do so. As mandated by state law, a moment of silence will be observed daily.

PERSONAL PROPERTY

Students and parents are advised that the school will exercise normal care in the safeguarding of student’s personal property. However, the student must assume the prime responsibility for keeping up with their own property. Please put your child’s name on all gloves, jackets, coats, etc. This identification will help us return lost belongings to the owner. The school cannot be held responsible for lost or stolen personal property.

LOST AND FOUND

Students who find lost articles are asked to take them to the Main Office where the owners can claim them.

TEXTBOOKS

Textbooks are owned by the State and are issued free of charge to all students. Each student is responsible for textbooks issued to him or her. Students must pay for lost books and pay a damage fee for any damage done to their textbooks. If a workbook is lost or damaged beyond use, the students will be required to buy another; this is also true of library books. Teachers cannot assume the responsibility of student’s books. By authority of Section 59-31-290 Code of Laws of South Carolina; The State Board of Education Regulations requires payment for the loss of or damage to any book, ordinary wear and tear are exempt. Schools may require students, parents, or guardians to pay for lost or damaged books. In the event of non-payment, further benefits of the Free Textbook Program may be denied by the school. Books are the responsibility of the students.

PRINCIPAL'S LIST AND HONOR ROLL

An Honor Roll and Principal's List will be prepared at the end of each nine weeks. To qualify for the Honor Roll or the Principal's List a student must have the following:

Principal's List - A grade of **A** in each subject area.

Honor Roll - A grade of **B** or above in each subject area.

HOMEBOUND INSTRUCTION

Homebound instruction is offered to students who have become ill or injured and will be out of school for a period of time. Homebound assignments may be provided by a teacher who will go to the student's home for one period each day with assignments. Parents and students must be aware that simply being on homebound status does not guarantee a passing grade in the subject area. The objective of homebound services is to provide minimal course work until the student can return to

school. Homebound services are meant to be temporary and cannot replace the instruction that the teacher of record can provide in the course each day. Information concerning homebound services starts with contact with the student's guidance counselor or principal, which will then be referred to the district liaison.

TRANSFERS

Students transferring to another school need to notify the Attendance Secretary several days before leaving and secure a completed transfer sheet. It is most important that all parents notify the school and complete a withdrawal form, even during the summer months, when moving from our attendance area. All textbooks and library books must be returned before students withdraw.

No student will be accepted for admission to Barnwell County School District who has been expelled from any other school, is up for disciplinary action, or who may not return to their previous school.

HOMEWORK

A certain amount of homework is necessary. Please provide your child with a time and place conducive to study. During the first week of school your child's teacher will provide you with the homework policy for his/her class. Good study habits should be started early.

Make-Up Work

If a student misses a class, it is the responsibility of the teacher and the student to confer about make-up work or missed assignments upon returning to school. Work made up due to absence does not count as a retake. The teacher may enter a grade of "0" for any missing assignments (indicated in the comments) until the work has been completed. In the event of a dispute over make-up rights, the principal will be the final authority.

Retake Policy

Every student at MEMS will have the opportunity to make-up and/or retake any test (**excluding benchmark assessments**), assignment, project, or quiz at the teacher's discretion for partial credit.

GRADING SYSTEM

The grading system is as follows for grades 1st-8th:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and Below

No grading floors. Districts and schools may not require teachers to assign a

minimum grade or score that exceeds a student's actual performance on required

assignments. This provision is intended to prevent grade inflation and ensure grades accurately reflect student achievement

Promotion/Retention

Barnwell County School District utilizes a comprehensive, districtwide promotion and retention rubric to ensure that every K-8 student is placed in the learning environment that best supports continued academic success. Promotion and retention decisions are based on multiple measures, including attendance, achievement, core classroom performance and demonstrating readiness for the next grade level.

The district is committed to identifying and supporting students who may be at risk of academic difficulty as early as possible. Parents are informed of concerns and invited to participate in conferences throughout the year. Retention decisions are made only after careful consideration of student data, interventions, and input from parents and school personnel, with the goal of ensuring long-term student success.”

PARENT PORTAL

The website location is:

www.bcsd.net

Call MEMS at 803-284-5801 if you need your child’s confidential ID and password.

Grades should be updated weekly.

ELECTRONIC DEVICES

CELL PHONES

Students are not allowed to use cell phones in school. They must be kept in a book bag or purse and stored away for the entire school day. Students may use cell phones prior to entering the building at 7:15 AM and after exiting the building at 2:55 PM. However, if students ride the bus, there may policies enforced on the bus, as well. Any infraction of this policy will result in the device being confiscated to be returned to the parent, suspension, or having privilege revoked for the remainder of the year.

The school office phone is available for student use when emergencies arise. Cell phone regulations during extracurricular activities will be determined by each sponsor or coach. Students are responsible for securing cell phones to prevent theft or loss. **Students are expected to surrender any electronic device when requested by a staff member. Refusal to do so will result in a Level II offense as listed in the Barnwell County School District Student Discipline Code Book.** ***Macedonia Elementary-Middle School IS NOT RESPONSIBLE FOR THE THEFT/LOSS OF ANY EQUIPMENT, AND SEARCHES WILL NOT BE CONDUCTED FOR LOST OR STOLEN EQUIPMENT.***

Cellular devices continue to be a distraction for students and their learning. Students of all ages are bringing their cellular devices into the school building on a daily basis. A cellular device is a wireless

electronic communication device such as a telephone, personal digital assistant, paging device, text-messaging device, or other device similar in function that can be used to wirelessly communicate with another person. Cellphones and smart watches are the top two cellular devices found on campuses in Barnwell County School District.

Research has shown that cellphone usage at school distracts students from learning. In fact, a recent *Cell Phone Use in Schools* survey conducted in June of 2024 found that 95% of South Carolina teachers lose daily instructional time due to cell phone use or related distractions in the classroom. While disruption of the learning environment is the number one reason a cellular device policy has been put into place, other areas of concern exist, including but not limited to cheating on assessments, violating the privacy rights of students who are minors, and bullying.

Prior to a student entering the school building, his or her cellular device must be shut off and stored out of sight. Cellular devices are not allowed in the hallways, classrooms, gym, or library. In fact, students may only use their cellular devices before and after school. At the principal's discretion, students may use their cellular devices during non-instructional times (e.g., awards day, pep rally, lunch, etc.).

Age-appropriate consequences for students who violate the cellular device policy are listed in the student code of conduct.

If a student violates the cellular device policy, the following procedures will take place.

1. The cellular device will be confiscated and only returned to a parent or guardian.
2. The student will be disciplined according to the student code of conduct.
3. If a student refuses to submit their cellular device, he or she will receive out-of-school suspension.

While on school buses, cellular devices must be shut off and stored out of sight (i.e., in pockets, bags, backpacks, etc.). All cellular devices will be confiscated, including devices discovered during searches of reasonable suspicion.

If a student needs to contact their parent or guardian, he or she may ask for permission to go to the office to make emergency phone calls only. In cases of an emergency, parents or guardians are asked to call the school. School personnel are proficient at relaying messages from parents/guardians to students during the appropriate time.

COMPUTER USE

Computers are issued to every student for instructional use only. Students may not use school computers for music, games, personal e-mail or "surfing" the internet. Student internet use will be monitored by teachers and the district and limited to school assignments only! Violation of this policy will be considered a Level II offense and may result in loss of computer use. Students will be responsible for any damages caused to their computer.

CHEATING

It is the policy of Macedonia Elementary-Middle School that a student caught cheating on an assignment, test or exam will have his/her paper taken up, and be given a zero on that assignment, test or exam only. Retakes are not allowed for assignments where students have been caught cheating.

Parents/Guardians will be notified. No cell phones should be present during tests, quizzes or any other graded assignment or the phone will be confiscated and the student given a grade of zero.

CHILD FIND REQUIREMENTS

If you feel that your child has some type of disability and is in need of special education, related services, or accommodations, please let the school administration know as soon as possible so that the school can provide appropriate educational opportunities for your child.

COMMUNICATION FROM PARENTS

Faculty/Staff Messages: Office personnel will take messages for teachers and staff members, but may not be able to deliver them immediately. If you wish to speak with a teacher by phone, please leave a message with the office personnel. The person you are calling will return your call during a planning time or after school.

Student Telephone Usage: A student may use the office telephone to call home in the event of an urgent matter. However, no students will be permitted to receive telephone calls at school. Messages from a parent may be delivered at a time to avoid interruptions of instructional time.

SPECIAL PROGRAMS

Gifted and Talented: Barnwell County School District provides programs for Gifted and Talented students to challenge them with rigorous, complex class work and research. Gifted Students may demonstrate high performance ability or potential in academics and/ or artistic areas. Administrators, parents, teachers, and students may make referrals. Identification in academic areas will be made using multiple criteria. Students who meet the criteria in two of the three dimensions are eligible for placement.

BEHAVIOR INTERVENTION AND EXPECTATIONS

A positive school climate is a priority at Macedonia Elementary-Middle School. We have established a set of school-wide expectations which are taught, modeled, practiced, and reinforced. We will recognize positive behaviors of students doing what is expected of them, as well as support students who need extra assistance to reach our school wide expectations. Students are expected to behave properly while they are at Macedonia Elementary-Middle School. The general goal of our discipline plan is to maintain an atmosphere that maximizes learning throughout the building and develops students' attitudes and habits. Behavior that is disruptive to the instructional program of Macedonia Elementary-Middle School will not be tolerated.

A DESCRIPTION OF APPROPRIATE STUDENT BEHAVIOR

Macedonia Elementary-Middle School's first priority is the teaching and learning of the intended academic curriculum for all students. To enable the faculty and staff to fulfill this priority, appropriate behavior of all students is expected throughout the school day. All students are expected to:

- Keep hands and feet to oneself
- Follow directions and procedures (instructional and non- instructional)
- Speak respectfully
- Pay attention during instruction and remain actively engaged
- Refrain from running, playing or horseplay in the classroom and other locations throughout the building
- Be prepared for class
- Dress appropriately
- Take care of school property
- Keep personal belongings to yourself
- Refrain from use of abusive, profane, or obscene language, gestures, or materials
- Refrain from possession of dangerous/illegal objects or substances - guns, knives, cigarettes, vapes, lighters, matches, firecrackers, etc.
- Show respect to others at all time

The Hand Raise

Students should know that when a faculty/staff person raises their hand with a specific attention-seeking technique, everyone should stop what they are doing, be quiet, and give their attention to the speaker.

1. Look
2. Listen
3. Learn

MACEDONIA ELEMENTARY-MIDDLE BULLYING POLICY

Statement prohibiting bullying:

The goal of Macedonia Elementary-Middle School is to provide a safe and civil environment for students to learn and achieve high academic standards. Harassment, intimidation, and bullying, like other disruptive or violent behaviors that disrupt both a student's ability to learn and a school's ability to educate its students in a safe environment will not be tolerated. MEMS recognizes that students learn by example, therefore school administrators, faculty, staff and volunteers will demonstrate appropriate behavior by treating others with civility and respect, and refusing to tolerate bullying types of behavior.

MACEDONIA ELEMENTARY-MIDDLE'S DEFINITION OF BULLYING:

1. Harassment, intimidation, or bullying means an unwelcomed gesture, an electronic communication or a written, verbal, physical, or sexual act that is reasonably perceived to

- have the effect of: **A.** 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; or **B.** insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.
2. School means 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 child.
 3. A person may not engage in: **A.** harassment, intimidation, or bullying; or **B.** reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation, or bullying.

Social Media/Cyberbullying

Barnwell County School District respects the rights of its students to use social media and networking sites, message boards and forums, as well as personal websites and blogs, but it is important that a student's personal use of these sites does not damage the student's reputation or the reputation of other students or staff, pose a threat to their safety or the safety of others, and/or lead to criminal prosecution. Students should refrain from using social media to commit bullying, to post illegal activity or threatening messages, or to cheat or plagiarize. Students also should avoid posting confidential information. Parents and students should note that any such acts may lead to school disciplinary action. Parents are strongly encouraged to monitor their children's Internet presence closely, and parents should understand that students are ultimately responsible for any statements disseminated from their individual social media account

SCHOOL DRESS CODE

Students in all grades should dress appropriately for school. Shoes must be worn at all times. Shoes with cleats and bedroom shoes are not deemed appropriate for school. Cleats are allowed for designated sporting areas when authorized by a school official in connection with an athletic practice or event. All students are allowed to wear shorts; however, a rule of thumb is that when he/she is standing, arms at his/her side; the bottom of the shorts should reach the finger tips.

No short shorts, dresses, or skirts are allowed. The fingertip test is also applicable to dresses and skirts. Dresses or outfits with slits three inches from the knee would be considered inappropriate attire. Pants may not be worn below the waist. Pants should be worn at the normal waist. Undergarments are not to be visible. If they do not fit properly, a belt must be worn. Rip Jeans may not be worn if the holes are above the knee. Students may not wear hoods over their heads inside of the building. Students will be asked to remove the entire hoodie, if they do not comply.

Flip flops, slides, tank tops, see-through tops, or tops that expose the stomach are not considered appropriate for school. Any clothing items that contain vulgar, obscene, or offensive language, offensive pictures or messages, cigarette, drug, or alcoholic beverage slogans are inappropriate and may not be worn. Neither hats nor sunglasses are to be worn in the building. Any clothing that is considered

distracting or revealing may not be worn.

Any student whose "attire" is not considered appropriate for school will be asked to contact the parent to pick them up or called to bring appropriate clothing.

FUNDRAISING/SOLICITATIONS

No class, club, or other group may begin a campaign to raise money without approval in advance by the principal of MEMS. Students may not bring outside fund-raising items to school to sell. Fundraising approval forms must be completed and signed in advance.

Fund raising campaigns sponsored within the schools shall be kept to a minimum so as not to impair the efficiency and effectiveness of the education program. The following restrictions shall be observed:

- Fund-raising campaigns sponsored within the school must be in support of specific student activities or projects that will contribute to the improvement of the school's program. Each campaign shall be approved by the principal and be carried out under their supervision.
- Students shall not be permitted to participate in fund-raising activities during the school hours except with the specific approval of the principal and the superintendent or their designee.
- Personal contributions to meet the basic needs of the school will not be solicited by students.
- No services, written materials or items from private sources shall be sold, distributed or advertised on school premises or in the school or school district without the expressed permission of the principal of the school involved.
- Political materials may not be distributed on school grounds, except when related to the instructional program or a voluntary forum or seminar held by students.

SCHOOL SPONSORED ACTIVITIES

Students attending any and all school sponsored activities (athletic or otherwise) are reminded that they are representing Macedonia Elementary-Middle School and are responsible for their actions. Student behavior at these events should be in alignment with behavior that is acceptable in the classroom during school hours. If student actions are not appropriate, access to extra-curricular school and athletic events may be denied.

GUIDANCE SERVICES

Protocol for seeing our school's counselor:

- Students must have a pass from their teacher to miss class time when seeing a counselor. Counselors will not issue permits nor late passes unless students have been referred to guidance.
- Students must submit a request to see the counselor unless it is an emergency. Students should send an email or notify the teacher if they need to see the school counselor. Counselors will notify students of the scheduled meeting to minimize instructional loss.

MEDIA CENTER

The Media Center is a quiet place for reading, browsing, and studying whether individually or with a class. It houses books for assigned and pleasure reading, reference materials, current newspapers and magazines, and all audio-visual materials and equipment. It also offers access to the Internet, Online Periodical Databases, and other software programs.

Students requesting to use the library during class time must present a signed pass from the classroom teacher detailing the reason for being in the library. The district assigned email account is the only e-mail account for Barnwell County Consolidated School District student use. All correspondence, student-to-student or student-to-teacher, must be through this account.

PUBLIC DISPLAY OF AFFECTION

ABSOLUTELY NO public displays of affection are allowed. Public displays of affection are defined as, but are not limited to, hugging, kissing, sitting on laps, etc. Failure to comply will result in the consequences as listed in the Student Discipline Code Handbook.

LITTERING

The MEMS administration, faculty, and students wish to keep the school free of litter. Trash receptacles are conveniently placed throughout the school and on school grounds. Students who litter will be subject to disciplinary action. Failure to properly dispose of food and drink is considered littering.

TOBACCO PRODUCTS

Students may not possess any tobacco products or smoking paraphernalia. This includes, but is not limited to cigarettes, electronic cigarettes, vape pens, juuls, cigars, smokeless tobacco, lighters, matches, etc. Failure to comply with this expectation will result in disciplinary action as listed in the Barnwell County School District Student Discipline Code Book and/or a citation issued by the school resource officer.

UNAUTHORIZED AREAS

The following areas are considered "off limits".

- Any classroom to which a student is not assigned.
- Anywhere outside the campus during the school day unless a student has officially signed out to leave campus.
- Any area that is not in a direct path to the destination on a pass.
- Any gym area unless you are scheduled in a gym class.
- Front entrance to the gym.
- All parking lots during the school day without specific permission.
- Track during the school day, unless accompanied by a teacher.
- The bus parking lot during the school day.
- Teachers' lounge and workroom areas.
- Halls where classes are in progress or during lunch.

- Front of MEMS before 7:15 a.m.
- All construction areas are unauthorized areas

Health Information

Illness protocol

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

Immunization Requirements

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

Injuries

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

Medication

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

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

over-the-counter medication must be treated like a prescription medication as set forth in S.C. Code Ann. S 40-43-86 and prescription labeling requirements apply.

4. Any changes in dosage/directions for prescribed medications must be accompanied by signed physician's orders and signed parent consent.
5. Non-prescription medications must be in the original container and will be given only with a signed request by the parent/guardian. This should include the student's name, amount to be given, time it is to be given, and reason to be given.
6. Medication must be ordered at least four (4) times a day for it to be given at school. Exceptions will be made if the medicine is ordered for a specific time during the school day.
7. Any medication brought to school by a student must be turned in to the school nurse immediately upon arrival on school grounds. Failure to do so may result in suspension.
8. Parents are encouraged to give medicine outside of school hours whenever possible.
9. If there is a need for a parent to administer medication to their child at school, they must (1) show their ID prior to the student being removed from class and (2) administer the medication in the main office or nurse's office.
10. No Aspirin or Aspirin-containing products will be given at school without a doctor's order.
11. All controlled substances which include medicine for ADHD must be brought in by the parent/guardian and this person will be required to count the medication with the nurse or other designated employee and document the medicine count. The parent/guardian can not provide more than a 30 day supply of this medication. Controlled substances can not be transported to or from school by students.
12. BCSD and its employees reserve the right to refuse to honor medication requests that are not consistent with the professional standards and/or are deemed unsafe for the school setting.
13. Parent/guardian is responsible for picking up any unused medication/supplies/equipment within one week of transferring out to another school or by the last day of school.
14. The school district and its employees and agents are not liable for an injury/adverse drug reaction arising from administration of medication when medicine is administered as directed by the health care provider for prescription medications or as directed by the manufacturer label for over the counter medications. The parent/guardian shall indemnify and hold harmless the district and its employees and agents against a claim arising from administration of medication

when medicine is administered as directed by the health care provider for prescription medication or as directed by the manufacturer label for over the counter medications. No medication can be dispensed at school without written permission from a parent/guardian and/or physician orders. Due to the likelihood of improper use of medications in the teen years, any student who fails to turn medication into the nurse's office upon arrival to school or any student who carries medicine without proper approval could be treated as having an illegal substance at school. In rare situations, when the school nurse is not available, non-nursing personnel, designated by the principal, may administer medicine to your child. Those designated to administer medication, in the nurse's absence, are trained by the school nurse to handle such situations.

Medical Procedures

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

Self-medicating / Self-monitoring

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

School policy requires that students with serious medical conditions have an Emergency Action Plan (EAP) completed by their doctor. An Individualized Healthcare Plan (IHP) may also be required if your child needs regular medical attention in the school health office or self-medicates and/or self-monitors. The school district and its employees and agents are not liable for an injury arising from administration of medication authorized by an IHP. The parent/guardian shall indemnify and hold harmless the district and its employees and agents against a claim arising from administration of medication authorized by an IHP. New EAP/IHP forms are required every school year.

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

Student Code of Conduct

Elementary School (3rd – 5th)

Pursuant to district policy JICDA-R, the student code of conduct is a list of disciplinary infractions and the consequences for students who violate these infractions. Disciplinary actions will include appropriate hearings and review, and the removal of a student from the learning environment will occur only for just cause and in accordance with due process of law. The following rules, regulations, and due process procedures are designed to protect all members of the educational community in the exercise of their rights and responsibilities. These rules apply to any student under the following conditions:

- On the school or district property;
- Who is in attendance at school or any school-sponsored activity whether on or off school grounds;
- Who is en-route to and from school on a school bus or other district vehicle;
- Whose conduct at any time or in any place has a direct effect on maintaining order and discipline in the schools and school district.

The following code of conduct will be applied to school and school-related activities. *School administration reserves the right to modify any consequence of a rule violation when the change is deemed appropriate and necessary.* The principal or designee may reduce the penalty where there is a finding of mitigating circumstances.

Consequences

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

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

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

Consequence Formula

Referral Count × Nature of Offense = Disciplinary Consequences

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

Classroom Managed Behaviors

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

INFRACTION		
Cheating	Horseplay	Inappropriate Behavior
Dishonesty	ID Violation	Inappropriate Language
Disrupting Class	Improper Use of Technology	Inappropriate Materials
Dress Code Violation	Inappropriate Affection	Unauthorized Area Violation
Failure to Complete Work		

Level One – Disruptive Conduct

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

INFRACTION	CONSEQUENCES			
	OFFENSE 1	OFFENSE 2	OFFENSE 3	OFFENSE 3+
Cellular Device Violation – See Cellular Device Policy	CONF / D	CONF / ISS	CONF / ISS+	CONF / OSS
Cheating (Chronic)	CONF / D	CP / D+	CP / ISS	CP / ISS+
Computer Violation-Noncriminal	CONF / D	CP / D+	CP / ISS	CP / ISS+
Confrontation/Altercation	CONF / D	CP / ISS	CP / ISS+	CP / OSS
Contraband	CONF / D	CP / ISS	CP / ISS+	CP / OSS
Cutting Activity/Class	CONF	CP / D	CP / D+	CP / ISS
Detention Violation	CONF / D	CP / ISS	CP / ISS+	CP / ISS+

Dishonesty (Chronic)	CONF / D	CP / D+	CP / ISS	CP / ISS+
Disrespect	CONF / D	CP / ISS	CP / ISS+	CP / OSS
Disrupting Class (Chronic)	CONF / D	CP / ISS	CP / ISS+	CP / OSS
Dress Code Violation	CP / W	CONF / D	CONF / D+	CONF / ISS
Electronic Device Violation	CP / W	CONF / D	CONF / ISS	CONF / D+
Gambling	CONF	CP / D	CP / D+	CP / ISS
Horseplay (Chronic)	CONF	CP / D	CP / D+	CP / ISS
Inappropriate Physical Contact	CONF / D	CP / ISS	CP / ISS+	CP / OSS
Leaving Class	CONF / D	CP / ISS	CP / ISS+	CP / OSS
Loitering	CONF / D	CP / D+	CP / ISS	CP / ISS+
Obscene Gesture (Indirect)	CONF / D	CP / D+	CP / ISS	CP / ISS+
Profanity (Indirect)	CONF / D	CP / D+	CP / ISS	CP / ISS+
Property Misuse	CONF	CP / D	CP / D+	CP / ISS
Refusal to Obey	CONF / D	CP / ISS	CP / ISS+	CP / OSS
Slap Boxing	CONF / ISS	CP / ISS+	CP / OSS	CP / OSS+
Truant	See Truancy Policy			

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

Level Two – Disruptive Conduct

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

INFRACTION	CONSEQUENCES			
	OFFENSE 1	OFFENSE 2	OFFENSE 3	OFFENSE 3+
Bite/Pinch/Spit	CONF / ISS	CP / ISS+	CP / OSS	CP / OSS+
Bullying	CONF / ISS	CP / ISS+	CP / OSS	CP / OSS+
Disrespect	CONF / ISS	CP / ISS+	CP / OSS	CP / OSS+
Fighting	CONF / OSS+	CONF / OSS+	CONF / OSS+	CONF / OSS+
Fire Alarm	CONF / ISS	CP / ISS+	CP / OSS	CP / OSS+
Fireworks	CONF / ISS	CP / ISS+	CP / OSS	CP / OSS+
Harassment	CONF / ISS	CP / ISS+	CP / OSS	CP / OSS+
Hit/Kick/Push	CONF / ISS	CP / ISS+	CP / OSS	CP / OSS+
Inciting a Fight	CONF / ISS	CP / ISS+	CP / OSS	CP / OSS+
Indecent Exposure	CONF / ISS	CP / ISS+	CP / OSS	CP / OSS+
Major Disruption	CONF / ISS	CP / ISS+	CP / OSS	CP / OSS+
Obscene Gesture (Direct)	CONF / ISS	CP / ISS+	CP / OSS	CP / OSS+
Pornography – Not Criminal	CONF / ISS	CP / ISS+	CP / OSS	CP / OSS+
Possession or Use of Unauthorized Substances	CONF / ISS	CP / ISS+	CP / OSS	CP / OSS+
Profanity (Direct)	CONF / ISS+	CP / OSS	CP / OSS+	CP / OSS+
Refusal to Obey	CONF / ISS	CP / ISS+	CP / OSS	CP / OSS+
Sexual Offense-Non Forced	CONF / ISS	CP / ISS+	CP / OSS	CP / OSS+
Sexual Violation	CONF / ISS	CP / ISS+	CP / OSS	CP / OSS+

Stolen Property	CONF / ISS	CP / ISS+	CP / OSS	CP / OSS+
Theft/Larceny	CONF / ISS	CP / ISS+	CP / OSS	CP / OSS+
Threat	CONF / ISS	CP / ISS+	CP / OSS	CP / OSS+
Tobacco Violation (cigarettes, vapes, chewing tobacco, etc.)	CONF / ISS	CP / ISS+	CP / OSS	CP / OSS+
Trespassing	CONF / ISS	CP / ISS+	CP / OSS	CP / OSS+
Vandalism	CONF / ISS	CP / ISS+	CP / OSS	CP / OSS+
Miscellaneous Weapons	CONF / ISS	CP / ISS+	CP / OSS	CP / OSS+

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

Level Three – Criminal Conduct

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

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

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

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

- Use of community service/work may be utilized by school personnel when dealing with Level One and Two violations. Community service/work may be used in conjunction with discipline consequences or used to reduce discipline consequences.

FERPA (Policy JRA)

The principal of each school is the legal custodian of all student records for that school. Students and parents/legal guardians will have access to student education records as defined by the Family Educational Rights and Privacy Act (FERPA). The schools will notify parents/legal guardians and adult students of the following:

- type of records kept
- procedure for inspecting and copying these records
- right for interpretation
- right to challenge data thought to be erroneous, the procedures for expunging such data, or inserting a rebuttal statement
- right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented

Cumulative record folders for all students will be kept in each school office. The educational records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his/her own use, and which are not available to others, are exempted from this definition. The school will require prior written consent before information may be divulged to third parties. Exceptions to this rule exist for district employees who have legitimate educational interests in viewing the records, officials in other schools in which the student seeks to enroll, and military recruiters who seek student contact information. State and national educational organizations that require student data for confidential research and statistical purposes are also exempted from the parental consent prerequisite. An exemption also exists for material under court order, although parents/legal guardians must be notified of the order, and for personally identifiable information if, taking into account the totality of the circumstances, it is determined that there is an articulable and significant threat to the health or safety of the student or other individuals and knowledge of the information is necessary to protect the health or safety of the student or other individuals. The district, with certain exceptions, may disclose directory information, which may include names, addresses, telephone listings, and dates of birth, without first obtaining written parental permission. However, the district must define directory information to the public before disclosures. The superintendent will establish administrative regulations for compliance with the FERPA and other applicable acts and regulations.

The principal will maintain juvenile criminal records and information provided by the Department of Juvenile Justice in accordance with this policy and applicable district procedures. The principal will notify classroom teachers when their students are convicted of certain crimes. The principal will destroy such juvenile criminal records upon the juvenile's completion of secondary school, or when the juvenile reaches 21 years of age, whichever occurs earlier.

Policy JIAA Sexual Harassment and Retaliation (Students)

Issued 10/24

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

This policy applies to behavior that takes place:

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

It also applies to behavior communicated in writing or electronically through mail, telephones, cell phones, computers, or other telecommunication devices and includes text messaging, instant messaging, and social media. In the situation that the behavior originated from a non-school computer or network, but has been brought to the attention of school officials, the decision for the district to take action in accordance with this policy will be based on whether the conduct is determined to be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the school. While the behavior may not be considered a violation of Title IX, it should be treated as a violation of district policy and the applicable code of conduct. All students and staff members are responsible for helping to ensure that sexual harassment does not occur. If a student or staff member feels that he/she has experienced or witnessed sexual harassment directed towards a student, he/she will immediately notify a teacher, supervisor, or building-level principal, and/or file a formal complaint with the district's Title IX coordinator as outlined in the administrative rule associated with this policy. A staff member who does not promptly report what he/she reasonably believes to be sexual harassment may be subject to disciplinary action. Reports of sexual harassment may be made anonymously, but formal disciplinary action will not be taken solely on the basis of an anonymous report. The district will investigate all sexual harassment reports impartially, thoroughly, and promptly and will take immediate and proportionate corrective action to end the sexual harassment and prevent the reoccurrence of similar misconduct. Investigations may occur even if the alleged victim does not file a complaint directly or does not wish to see action taken by district or school administration. On an individualized and appropriate basis, interim measures may be

taken following receipt of a complaint to minimize the risk of harm to all parties and to prevent continued sexual harassment or retaliation.

Confidentiality

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

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

Discipline

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

Staff members found in violation of this policy will be subject to disciplinary action, up to and including termination and may be referred to law enforcement officials, as appropriate, consistent with district policy, including GBEB, *Staff Conduct* and GBEBB, *Staff Conduct with Students*. Visitors or volunteers found in violation of this policy will be subject to appropriate sanctions and may be referred to law enforcement officials, as appropriate.

Notification

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

Policy JIAB Discrimination, Harassment, and Retaliation (Students)

Issued 10/24

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

This policy applies to behavior that takes place:

- in any school or district building or on any school or district premises before, during, or after school
- on any bus or other vehicle as part of a school activity

- during any school or district-sponsored activity or extracurricular activity
- at any time or place when the student is under the care of district staff
- at any time or place when the behavior can be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the school

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

All students and staff members are responsible for helping to ensure that discrimination, harassment, and/or retaliation does not occur. If a student or staff member feels that he/she has experienced or witnessed discrimination, harassment, or retaliation directed towards a student, he/she is immediately to notify his/her teacher, a supervisor or building-level principal, or file a formal complaint with the district's compliance officer as outlined in the administrative rule associated with this policy. A staff member who does not promptly report what he/she reasonably believes to be discrimination, harassment, or retaliation may be subject to disciplinary action. Reports of discrimination, harassment, or retaliation may be made anonymously, but formal disciplinary action will not be taken solely on the basis of an anonymous report. The district will investigate all discrimination, harassment, and retaliation reports impartially, thoroughly, and promptly and take immediate and proportionate corrective action to end the discrimination, harassment, and/or retaliation and prevent the reoccurrence of similar misconduct. Investigations will occur even if the alleged victim does not file a complaint directly or wish to see action taken by district or school administration. On an individualized and appropriate basis, interim measures may be taken following receipt of a complaint to minimize the risk of harm to all parties and to prevent against continued discrimination, harassment, and/or retaliation.

Confidentiality

To the fullest extent practicable, while ensuring a thorough and impartial investigation, the district will keep reports and the terms of their resolution confidential, including the names of individuals who submit reports, witnesses who provide information regarding reports, and the targets of such reports. All records generated under the terms of this policy and related administrative procedures will be maintained with utmost confidentiality to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All complainants proceeding through the complaint process will be advised that their identities may be disclosed to the party being accused of inappropriate conduct. Parents/Legal guardians of any student making a complaint or against whom any complaint is made will be notified as soon as possible following the filing of the complaint.

Discipline

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion consistent with policy JICDA, *Code of Conduct*. Staff members found in violation of this policy will be subject to disciplinary action, up to and including termination and may be referred to law enforcement officials, as appropriate. Visitors or volunteers found in violation of this policy will be subject

to appropriate sanctions as imposed by the superintendent or board and may be referred to law enforcement officials, as appropriate.

Notification

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

Policy JICG Tobacco Use by Students

Issued 10/24

The board affirms that tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings, especially children.

Therefore, the board believes that it is essential to maintain a 100 percent tobacco-free environment in order to ensure students and staff have access to the healthiest, most productive learning environment possible.

For purposes of this policy:

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

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

The board commits to the following:

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

- providing access to cessation counseling or referral services for all students and staff

Notice

This policy will be communicated through a variety of efforts to educate students. The policy will be posted on the school website and printed in staff and student handbooks on an annual basis. Tobacco-free signs prohibiting the use of tobacco products and electronic smoking devices on district property will be posted in highly visible areas at facility entrances and throughout school and district grounds, including athletic facilities.

Enforcement

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

Students

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

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

Education and Assistance

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

Tobacco Industry Marketing or Sponsorship

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

Policy JICH Drug and Alcohol Use by Students

Issued 10/24

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

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

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

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

All principals will cooperate fully with law enforcement agencies and will report to them all information that would be considered pertinent or beneficial in their efforts to stop the sale, possession, and use of alcoholic beverages and controlled or unauthorized substances. Principals will suspend students who violate this policy and may recommend them for expulsion. The board intends to expel all students who distribute any controlled or unauthorized substance on school grounds.

Policy JICI Weapons in School

Issued 10/24

Weapons

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

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

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

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

Expulsions relating to weapons (firearms)

The board will expel any student who brings a firearm to school. The term firearm is defined extensively in federal law, but generally means a weapon (gun) or destructive device (explosive, incendiary). The period of expulsion will be no less than one year.

The superintendent will make recommendations for expulsion consistent with this policy except that the superintendent, on a case-by-case basis, may modify this expulsion requirement. The district may provide educational services in an alternative setting to students expelled under this policy. The district will refer each expelled student to the local county office of the Department of Juvenile Justice.

Regulation JIHC-R Use of Metal Detectors

Issued 10/24

The purpose of these procedures is to prevent and deter students from bringing weapons to school. School administrators who have been properly trained are authorized to conduct metal detector screenings of students and searches of their personal effects.

Administrative Searches

Students at all middle and high school campuses are subject to random, suspicionless, administrative searches for weapons.

Building-level administration is authorized to conduct a search through the use of metal detectors in circumstances including, but not limited to:

- When it has reasonable suspicion that weapons are in the possession of unidentified students
- When weapons have been found on district property, on school buses, or in vehicles transporting district students or at school functions
- When violence involving weapons is occurring or has occurred on district property
- In the event of a bomb threat or other emergency
- On days when special events such as athletic competitions or dignitary visits are held

Consistent scanning techniques will be used for each student. When a search is conducted using a handheld wand, the district staff member conducting the metal detector search will make every effort to avoid contact to the student's body. Staff members of the same sex as the student(s) being scanned will be utilized whenever possible.

During all scans, a building-level administrator and the school resource officer (SRO) or other peace officer will be present. The officer will not actively participate in random, suspicionless searches of students unless permitted or required by law or as otherwise deemed appropriate. Searches may occur at any time, and students must comply with instructions and directives from school officials during this process.

Administrative screenings do not preclude taking action on a particular student, class, or group of individuals should their actions give rise to reasonable suspicion.

As-needed screenings

Building administrators may conduct as-needed metal detector screenings using school staff to operate the metal detectors available to their school (any combination of walk-through units and/or handheld wands) when the building administrator determines that such screenings are necessary to address articulable safety concerns.

Campus administrators will select random groups of students for screening (i.e. students entering through a particular door, students in a specific hallway after the tardy bell, etc.). A predetermined number will be selected prior to the beginning of the screening process. For example, if the number five is chosen, every fifth student will be screened. Staff may not deviate from the search pattern during the course of a particular search.

As each student enters the scanning area, he/she will be required to place all bags/personal items capable of concealing a weapon on a table for visual screening and search. Students will empty their pockets and place items contained therein on a tray or in a basket. The student will be instructed to walk through the metal detector. If a walk-through metal detector

is unavailable, then a metal scanner will be passed over the outside of their person and clothing. If a student activates a metal detector, if safely feasible, staff will attempt to determine the source of the alarm by asking the student to confirm he or she has removed all metal objects. If the source of the alarm cannot be determined quickly, the student will be escorted to a private area for additional screening to determine the source of the alarm. In this private area, an administrator and/or a properly trained staff member of the same sex as the student will conduct a pat-down search. This search will be conducted in the presence of a second staff member. If during the pat-down search, the party conducting the pat-down search feels any object that gives rise to reasonable suspicion on the part of the party conducting the search that the object may constitute a weapon or other prohibited contraband, the student will be instructed to remove the object, while being closely monitored by staff. Should circumstances be such that in the reasonable judgment of the district staff that a threat exists to the district's students or staff, the student will be detained by the SRO who, in collaboration with local authorities as appropriate, will be called to finish the search activity. A good faith effort will be made by the school to contact and notify the student's parents/legal guardians upon involvement of the SRO, however, where circumstances warrant prompt or immediate action, the district will not be under any obligation to do so in advance of taking those actions reasonably necessary to secure and stabilize the situation.

Reasonable-Suspicion Searches

If a school official has individualized reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized object or weapon, building-level administration may conduct a search of the student and his/her personal effects. Searches should be reasonable at their inception, reasonable in scope, and comport with established search procedures.

Individualized reasonable suspicion means a belief based on the totality of the circumstances which, when taken together in the context of the school building or activity in which they occur, make the student or property searched more likely than a student or property selected at random to contain or possess evidence of a violation of state or federal law, a violation of school rule, or a condition that endangers the safety or health of the students or others. Information provided by other persons may be considered by an administrator as a part of the administrator's individualized reasonable suspicion where the administrator has reason to believe the information is credible.

Avoidance/Refusal of Detection Process

When a metal detector is in use at a particular location and a student attempts to avoid using that location or otherwise refuses to cooperate with scanning procedures, appropriate disciplinary action will be taken in accordance with the student Code of Conduct. Dependent on the circumstances, such attempt at avoidance/refusal may constitute sufficient cause to immediately detain and search the student. Such search will be conducted in a private location by a staff member of the same sex as the student and in accordance with policy JIH, *Student Interrogations, Searches, and Arrests*.

Security Screenings at School and District Events

All parties seeking admission/entrance to schools, school facilities, and/or other school events may be subject to scanning by trained district staff. Refusal, or attempts at avoidance, by any party to submit to the screening process will result in the individual being

denied access to the school building/facilities/event and any such party will be required to leave school property immediately.

Students and Visitors with Disabilities

District staff will be instructed to ensure that people with disabilities will be thoroughly screened while being sensitive to each person's condition. Service animals will be visually inspected.

Notice

Parents/Legal guardians and students will be notified in writing at the beginning of each school year, and/or at the time of enrollment, that metal detectors may be utilized. Signs providing notice that metal detection searches may be conducted will be posted in conspicuous locations throughout each school building or district facility.

Documentation

Schools are to keep a record of their metal detector searches. A logbook of all searches will be kept by the building-level administrator and be readily available for review if requested by district administration. These logs must be kept on file in accordance with state regulations regarding records retention.

Policy JIH Student Interrogations, Searches, and Arrests

Issued 11/24

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

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

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

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

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

School Lockers and Desks

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

Motor Vehicles

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

Interrogations by School Staff

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

Contacting Law Enforcement

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

Interrogations by Police

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

Custody or Arrest

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

Policy JICJ Prohibition of Personal Electronic Devices During the School Day

Issued 10/24

The purpose of this policy is to create a phone-free school environment that fosters a positive learning experience free from electronic distractions. By prohibiting the use of personal electronic devices during the school day, this policy aims to provide an environment that enhances focus and engagement, allowing students to develop the college and career-ready skills outlined in the Profile of the South Carolina Graduate. Students will have more opportunities to engage in meaningful interactions, collaborate with peers, and cultivate the essential skills necessary for success in college, careers, and life. This policy has been developed in compliance with the General Appropriations Bill, H. 5100 of 2024, Proviso 1.103 and is applicable to grades kindergarten through twelve for the 2024-2025 school year.

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

I. Definitions:

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

II. Policy Implementation and Enforcement:

- A. During the school day, students are prohibited from accessing their personal electronic devices, unless authorized for classroom use. Students may not wear or access device accessories during the school day. Students must store their devices and device accessories in lockers, backpacks, or otherwise as directed by the school district during the school day. Districts may forbid student possession of devices and device accessories on school property.
- B. If explicitly required by a student's IEP, Medical Plan, or 504 plan, the student shall be allowed to access their personal electronic device for medically or educationally necessary purposes described and required for administration of the IEP, Medical Plan or 504 plan.

- C. A student who is a member of a volunteer firefighting organization or emergency organization may be authorized to carry a device with written permission from the District Superintendent or his/her designee.
- D. If a student violates the preceding rules during the school day, the student will be subject to progressive consequences in the student code of conduct and disciplinary enforcement procedures.

Policy JICJA Social Media and Electronic Communications

Issued 10/24

The board recognizes that social media and other methods of digital communication are essential forms of interaction in modern society. The board believes that responsible use of these platforms is essential to student success, both in college and in their future careers. For purposes of this policy, *digital communications* are defined as communications made via any online platform for purposes of collaboration, interaction, and/or active participation, whether accessed via the Internet or via cellular phone, and include, but are not limited to, email, social media, apps, blogs, chat rooms, instant messages, and gaming platforms. While the district does not monitor digital communications/student social media accounts, it has the right to act on information provided by students, parents/legal guardians, and community members. Therefore, the district may investigate students' digital communications/social media accounts, including off-hours use, in the event of creditable allegations of conduct that violates student discipline policies, violates any law or regulation, or otherwise causes a material and substantial disruption to the school environment or constitutes a serious safety risk.

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

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

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

Policy JICA Student Dress

Issued 10/24

The board believes that a student dress policy is an essential aspect of creating a school environment that is safe, conducive to learning, and free from unnecessary disruption. During the school day, while riding in school district vehicles, and at all school-related activities or functions, students will be expected to adhere to a standard of dress and appearance that is appropriate. Principals and their designees have the final authority to decide what is appropriate attire for students in school or participating in school related activities. A principal or her/his designee may authorize exceptions from the school dress code for specially designated days or for school-sponsored activities (e.g. pep rallies, prom,

spirit days, etc.). Parents/Legal guardians of students requiring accommodation for religious beliefs, medical needs, or other good cause should contact their student's principal.

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

Policy JE Student Attendance

Issued 10/24

State law requires all children between the ages of five and 17 to attend a public or private school or kindergarten approved by the State Board of Education, the South Carolina Independent Schools Association, or approved by the district for home schooling. A parent/legal guardian whose child or ward is not six years old on or before September 1st of the school year may waive kindergarten attendance for his/her child.

The board expects children to attend school regularly. Regular attendance is necessary if students are to make the desired and expected academic and social progress.

In order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours, per unit, regardless of the number of days missed. On a case-by-case basis, the district may award proficiency-based credit for specific courses in accordance with policy IHC, *Proficiency-Based Credit Courses*.

Policy JICFB Gavin's Law (Sexual Extortion) (Student)

Issued 10/24

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

Definitions

Adult means a person 18 years or older.

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

Great bodily injury means bodily injury which causes a substantial risk of death, or which causes serious, permanent disfigurement or protracted loss or impairment of the function of a bodily member or organ. *Private image* means an image depicting sexually explicit nudity, sexual activity, or sexual conduct as defined in state law. *Image* means a photograph, film, videotape, recording, live transmission, digital or computer-generated visual depiction, or any other reproduction made by electronic, mechanical, or other means. *Disclose* means exhibit, transfer, publicize, distribute, or reproduce. *Sexual extortion* means intentionally and maliciously threatening to release, exhibit, or distribute a private image of another in order to compel or attempt to compel the victim to do any act or refrain from doing an act against his/her will, with the intent to obtain additional private images or anything else of value. The following information provides descriptions of the different sexual extortion offenses and includes the applicable criminal penalties. The district's authority does not extend to enforcement of criminal penalties. However, the district will assist with the process by notifying the appropriate law enforcement agency of violations as is anticipated by state

regulation governing minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

Felony Sexual Extortion

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

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

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

Aggravated Felony Sexual Extortion

A person commits aggravated felony sexual extortion if the actor intentionally or maliciously threatens to release, exhibit, or distribute a private image of another in order to compel or attempt to compel the victim to do any act or refrain from doing any act against his/her will, with the intent to obtain additional private images or anything else of value and either: the victim is a minor or a vulnerable adult and the person convicted of sexual extortion is an adult; or the victim suffers great bodily injury or death and the finder of fact finds beyond a reasonable doubt that the sexual extortion of the victim was the proximate cause of the great bodily injury or death. A person convicted of aggravated felony sexual extortion is subject to imprisonment for not more than twenty years.

Misdemeanor Sexual Extortion

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

Notification

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

Reporting

Any student who feels he/she has been subjected to sexual extortion is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly, and confidentially. All staff members are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or staff may be made anonymously but formal disciplinary action by the district will not be taken solely on the basis of an anonymous report. The district prohibits retaliation or reprisal in any form against a student or staff member who has filed a complaint or report of sexual extortion. The district also prohibits any person from falsely accusing another as a means of intimidation, bullying, or harassment.

District Level Discipline

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

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

Staff members found in violation of this policy will be subject to disciplinary action, up to and including termination and will be referred to law enforcement officials, as appropriate, consistent with district policy, including GBEB, *Staff Conduct* and GBEBB, *Staff Conduct with Students*. Visitors or volunteers found in violation of this policy will be subject to appropriate sanctions and will be referred to law enforcement officials, as appropriate

Erin's Law(Policy IHAM)

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

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

Instruction May Include

Students may receive age-appropriate lessons on:

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

Student Safety and Support

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

Trusted adults may include:

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

Reporting Concerns

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

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

Commitment to a Safe Learning Environment

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

Barnwell County School District

Digital Device Guide

Introduction

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

Use of Technology

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

Ownership

BCSD retains sole right of possession and lends the device to the student only for educational purposes during the academic year. Failure to follow the terms of the policies will result in disciplinary action, including but not limited to, confiscation of any and all devices and accessories loaned to the student and revocation of student access to BCSD technology, as well as any other disciplinary action deemed appropriate by BCSD policy. BCSD reserves the right to monitor and log users’ (students’) use of the district’s technology and network and to examine user (student) files and materials as necessary. Moreover, BCSD administrative staff retains the right to collect and/or inspect the device at any time,

including via electronic remote access; and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using BCSD computers, networks, or technology.

Warranty

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

Lost or Stolen Equipment

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

User Misuse and Abuse

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

Replacement Cost for Digital Devices

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

NOTE:

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

Distribution of the Device

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

Collection of the Device

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

Student Responsibilities

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

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

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

Student Accessibility

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

Google Workspace for Education

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

Discipline/Violations

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

Parent/Guardian Responsibilities

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

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

Appendix A
BCSD Student and Parent/Guardian
Digital Device Agreement & Signature Page

Student Agreement:

1. I will take proper care of my digital device.
2. I will not loan my digital device or charger and cords to others.
3. I will be accountable for my digital device at all times and maintain it being charged for use.
4. I will not leave my digital device in an unsecured location.
5. I will keep food and beverages away from my digital device.
6. I will not disassemble any part of my digital device nor attempt repairs.
7. I will not remove district-required applications.
8. I will not change any district settings or try to bypass content filtering.
9. I will protect my digital device by carrying it in the case provided.
10. I will not stack objects on top of my digital device.
11. I will not leave my digital device outside, or use it near water.
12. I will save school-related data to the district-assigned storage. (Google Drive)
13. I will not write, draw, or place decorations (such as stickers, markings, sharpie, etc.) on my digital device or case.
14. I will not deface the serial number, manufacturer labels or district labels on any digital device.
15. I will follow district policies outlined in the Device Guide and the District's Acceptable Use Policy.
16. I will be responsible for all damage or loss caused by negligence or abuse.
17. I agree to return my digital device and power cords in good working order on the designated date.

Parent/Guardian Agreement:

1. I will be responsible for the repair or replacement costs in the event of loss or damage of the digital device, accessories or case if damage or loss is due to negligence or deliberate.
2. I will be responsible for monitoring my child's use of the Internet when he/she is not at school.
3. I will file a police report in case of theft, vandalism or other violation within 48 hours. I will also notify the school within 48 hours.
4. I agree to immediately return the device and accessories in good working condition upon request.
5. I acknowledge that my student and I are to follow the expectations outlined in this guide and that my student is subject to discipline for violation of the outlined expectations.

I have read, understand, and agree to the stipulations set forth in the Digital Device Guide. I understand devices are subject to inspection at any time without notice and remain the property of BCSD schools.

Student Name (print)

Grade Level

Student (signature)

Date

Parent/Guardian
Name (print)

Parent/Guardian
(signature)

Date

Revision History	
05/02/2025	New issuance of digital device guide for BCSD.

I have read, understand, and agree to the stipulations set forth in the Macedonia Elementary Middle School Student Handbook. I understand that I am responsible for adhering to the guidelines specified in this handbook.

Student Name (print)

Grade Level

Parent/Guardian
Name (print)

Parent/Guardian
(signature)

Date
