2026

Student/Parent Handbook

"Excellence is the Expectation."

HAMPTON COUNTY SCHOOL DISTRICT
Hampton County High School
1585 Savannah Hwy.
Hampton, SC 29924
803-943-3568

2026-2027

Hampton County High School



Mrs. Cassandra B. Williams

Principal

Dr. Tyrone Blackburn

Assistant Principal

Mrs. LaSonya Bryson- Murdaugh

Assistant Principal

Mrs. Jeriah Greene

CTE Director

This student handbook belongs to:

Name _____

Address _____

City _____ Zip Code _____

Board of Education Members

Marsha Robinson, Board Chair

Kari Foy, Vice Chair

Debra Holmes, Secretary

Mary Wilson, Parliamentarian

Hannah Priester, Member

Doug Jarrell, Member

Richard Long, Jr, Member

MISSION

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

VISION

The vision of Hampton County School District is to empower students to achieve excellence and to positively impact the global community.

STUDENT CODE OF CONDUCT ACKNOWLEDGEMENT FORM

2026-2027

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

The signature form must be signed and returned within the first (5) days of school.

STATEMENT:

I have read, reviewed, and discussed the Student Behavior Code Handbook, with the understanding that if I request additional hard copies, the school will provide one.

Each student and parent will be provided a copy of the school discipline policy.

All policies, rules, and regulations of Hampton County School District will be strictly enforced.

When a student receives 7 referrals, or at the discretion of the administrator, a school level administrative hearing will be scheduled.

**Acknowledgement and receipt of this information will be signed for and verified on the Signature and Verification of School Forms (pg. 16)

STUDENT DRIVER RULES AND RESPONSIBILITIES

AND RELEASE
2026-2027

A student who desires to drive a private vehicle to or from school or a district-sponsored, off-campus event, parent(s) or legal guardian(s) must agree to abide by the rules and responsibilities below and must sign the release below. The option to drive a private vehicle is offered for the convenience of the student and his or her parent(s) or legal guardian(s).

Rules and Responsibilities

1. A student driver is permitted to park on school premises as a matter of privilege, not of right.

2. A student driver must have a valid South Carolina driver's license.

3. A student driver must have liability insurance as required by law.

4. A student driver must obey the school's rules regarding driving and parking vehicles on school property. Unsafe or illegal driving and unauthorized parking on school grounds is prohibited and may result in a revocation of the privilege to drive a private vehicle to off-campus events.

5. The School District retains authority to conduct searches of both the interior and exterior of a student driver's vehicle whenever a school official has reason to believe that there is a violation of Board of Education policies, school rules, or/and South Carolina law.

6. A student driver who fails to provide access to the interior of a private vehicle upon reasonable request by a school official, the student driver may be subject to school disciplinary action, including loss of all parking privileges and the vehicle may be towed at the student driver's expense.

7. A student driver who fails to display a School District parking permit in full view on each vehicle parked on school grounds, the vehicle may be towed at the student driver's expense.

8. A student driver who fails to arrive to school on time, driving privileges will be revoked for a semester after the second unexcused tardy.

9. A student driver that violates the parking rules will be issued a ticket.

    a. 1st Offense $15.00
    b. 2nd Offense $25.00
    c. 3rd Offense Vehicle towed at student's expense.

10. A student driver and his or her parent(s) or legal guardian(s) assume sole responsibility for the student driver driving to and from an off-campus event efficiently and safely. The school district has no duty to supervise the student driver's off-campus driving or to provide directions, driving advice, guidance, or vehicle maintenance/repairs.

11. Although the school district assumes no responsibility for policing or supervising a student driver's off-campus driving, a student driver should obey all traffic laws, rules, and regulations. A report to school district officials of unsafe or illegal driving by a student driver may result in a revocation of the privilege to drive private vehicle to off-campus events.

12. A student driver and his or her parent(s) or legal guardian(s) have read and fully understand these rules and responsibilities and agree to abide by them.

13. A student driver must pay for and successfully complete the Alive at 25 course.

14. Students are **only** eligible to leave campus early if they are on track to graduate and have met the college and career readiness requirements set forth by the state. College and Career Readiness can be met in one of the following ways: a CTE completer with National certification, complete two dual enrollment classes with a grade of C or better higher, earn a 31 or higher on ASVAB, score a 3 or higher on all parts of the WIN career readiness exam, score a 20 or higher on ACT, score a 1040 or higher on SAT, complete work-based learning, and/or earn a 3 or higher on an AP exam.

Signature Page for Student Driver and Responsibilities

_____	_____	_____
Student Name	Student Signature	Date
_____	_____	_____
Parent/Legal Guardian Name	Parent/Legal Guardian Signature	Date
_____	_____	_____
Parent/Legal Guardian Name	Parent/Legal Guardian Signature	Date

STUDENT DRIVER VEHICLE REGISTRATION FORM
2026-2027

Student Name: _____

Address: _____

_____

Name of Registered Owner: _____

Proof of Insurance #: ☐ Yes ☐ No

Insurance Company Name and Identification Number:

Address of Owner: _____

_____

Make of Vehicle:_____ VIN: _____

Color:_____ Tag Number: _____ State: _____

Signature of Student: _____

Signature of Parent/Guardian: _____

Each student that drives to Hampton County High School must register the vehicle(s); obtain a parking permit by showing proof of insurance and driver's license. A parking permit must be placed on the rearview mirror, so the number can be seen through the front of the windshield. All vehicles driven by the students must be registered. Parking permits must be properly displayed in any vehicle that is driven.

CAMPUS DRIVING AND STUDENT PARKING

2026-2027

Students who drive their cars to school must have a valid drivers' license. Drive at a safe rate of speed upon entering campus grounds and park in the students' parking lot. When parking on campus, students must leave their cars immediately. Since a person expects to return to find his/her car as they left it, students suspected of or caught tampering with cars will be suspended and reported to the sheriff's office. Students will not be allowed to sit in their cars or return to cars until the end of the school day. No students are to leave campus during the school day without permission.

All vehicles parked on campus are subject to search at any time. Speed limit on campus is 10 MPH. All students must drive on the pavement and not on the grass. Any infraction could result in loss of driving privilege and/or fined.

All students who drive to school must purchase a parking decal for $25.00 to register their vehicles. Please get registration form from the front office. The permit is valid for one school year. Students must display the parking permit in their vehicles at all times and park in the student parking lot. Driving vehicles on school property is a privilege. Misuse of a motor vehicle on school property may result in the loss of this privilege. **Any student driver arriving to school late without a valid excuse will have his or her driving privileges revoked for a period of one semester.**

STUDENT DRIVER RELEASE AND INDEMNITY AGREEMENT
2026-2027

Release and Indemnity Agreement:

I, the undersigned, understand that driving a motor vehicle involves health and safety risks, including but not limited to automobile accidents, which can result in death, serious injury, and/or property damage. I knowingly accept full and complete responsibility for any injury or accident that may occur involving the student driver below, and I assume all risks associated with any off-campus travel involving the student driver below. I hereby release and covenant to hold harmless Hampton County School District, its Board of Trustees, employees, former employees, agents, representatives, attorneys, and insurers from any and all actions, causes of action, claims, damages, costs, attorneys' fees, loss of services, expenses and compensation growing out of, in whole or in part, any off-campus travel involving the student driver below. I also hereby knowingly waive any such claims that I may have. I further promise to indemnify and repay Hampton County School District, its Board of Trustees, employees, former employees, agents, representatives, attorneys, and insurers any sum or money that they may be compelled to pay as a result of any claim arising out of or connected to the student driver's off-campus travel. These promises shall be binding on my heirs, legatees, administrators, and assigns. I have carefully read the foregoing Release and Indemnity Agreement, know the contents thereof, and sign the same as my own free act.

_____	_____	_____
Student Name	Student Signature	Date
_____	_____	_____
Parent/Legal Guardian Name	Parent/Legal Guardian Signature	Date
_____	_____	_____
Parent/Legal Guardian Name	Parent/Legal Guardian Signature	Date

MEDIA RELEASE FORM
2026-2027

372 Pine Street East,
Varnville, South Carolina 29924
Phone: 803-943-4576
Fax: 803-943-5943

HAMPTON COUNTY
School District

Marsha Robinson, Board Chair
Kari Foy, Vice-Chair
Debra Holmes, Secretary
Mary Wilson, Parliamentarian
Hannah Priester, Member
Doug Jarrell, Member
Richard Long, Jr., Member

Glenda Sheffield, Ed.D.,
Superintendent of Schools

Dear Parent/Guardian:

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

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

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

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

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

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

DO <u>NOT</u> RELEASE the following directory information:

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

<u>August 10, 2026</u>	**<u>Hampton County High School</u>**	**<u>Cassandra B. Williams</u>**
Date Notice Given to Student	School Name	Principal

_____	_____
Student's Full Name (PRINT)	Student's Home Telephone Number
_____	_____
Student's Full Address	Parent/Guardian's Full Name (PRINT)
_____	_____
Date Parent/Guardian/Student Signed	Parent/Guardian's or Student's Signature (If student is 18)

ATTENDANCE AGREEMENT

Students shall be expected to attend school regularly, including approved virtual classes, and shall present a written excuse, signed by parent/guardian in all cases of absence. Any student who fails to bring a valid excuse to school (within 3 days) will automatically receive an unexcused absence. A valid excuse must list the dates of absences, the reason, telephone number and signature of parent/guardian. False excuses shall be referred to the school administration for appropriate disciplinary action.

Attendance Credit/Seat Time

To receive credit for a 90-day course, students must attend at least 82 days; 45-day/1quarter course, students must attend at least 41 days of the course, as well as meet all minimum requirements for the course. Students who have excessive absences will have an opportunity to recover seat time by making it up after school or on Saturdays (when available). Students who have excessive absences and do not recover seat time will receive a grade of FA, Failure due to Absence, and will be required to retake the course. It is the student's and parent's responsibility to be aware of the seat time policy and ensure that the student is present enough to earn a credit in a course.

All lawful and unlawful absences WILL count against a student's seat time with the exception of: Principal Approved, School Activity, ISS, or Medical Homebound.

Suspensions do count as lost seat time.

A student must be in class for a minimum of 60 minutes in order to receive credit for attendance in the day's class. Students who **miss more than ten minutes of class** will be **considered cutting class** and written a referral.

90 day/semester course- No more than 8 days

45 day/quarter course- No more than 4 days

Students will be provided with after school and Saturday school seat time recovery options so they will not have to FA a course. However, students are not allowed to go over the following number of hours for seat time recovery.

21 hours per semester long class 11 hours per quarter long class

***Note:** Students enrolled in a whole credit semester long class can miss up to 8 days without penalty. Once the eight days are exceeded, seat time will be needed to keep the credit in that course. **Any student who has 21 absences will fail due to absence**.

Students enrolled in a half credit quarter class can miss up to 4 days without penalty. Once the four days are exceeded, seat time will be needed to keep the credit in that course. **Any student who has 15 absences will fail due to absence**.

Students enrolled in a **semester long double credit classes** can miss up to 15 days without penalty. Once the 15 days are exceeded, seat time will be needed to keep the credit in that course. **Any student who has 21 absences will fail due to absence**.

CAT-5 Courses

Students enrolled in a **whole credit semester long CAT-5 class** can miss up to 8 days per semester without penalty. Once the eight days are exceeded, seat time will be needed to keep the credit in that course. **Any student who has 21 absences will fail due to absence**.

Students enrolled in a **half credit semester long CAT-5 class** can miss up to 8 days without penalty. Once the eight days are exceeded, seat time will be needed to keep the credit in that course. **Any student who has 15 absences will fail due to absence**.

****Note**: Students enrolled in Career and Technology (CTE) classes must meet the attendance requirements for their program of study.

***Ultimately, it is the responsibility of the student and the parent to be monitor acquired absences. Both students and parents may discuss questions and concerns with guidance.

LAWFUL ABSENCES INCLUDE:

• Students who are ill and whose attendance in school would endanger their health or the health of others may be temporarily excused from attendance.

• Serious illness or death in student's immediate family (parents, legal guardians, siblings, children, grandparents).

• Recognized religious holidays of their faith.

• Medical, dental, mental health or other health services that must be scheduled during school hours.

Failure to comply with this plan will result in an attendance contract and a referral to Department of Social Services (DSS) for Educational Neglect.

TARDINESS

Please make sure the children are in school on time. Students who are late will be marked tardy. Tardiness is only excused when there is a valid excuse such as a late bus or medical appointment.

(A complete copy of the attendance policy is kept in the attendance office.)

**Acknowledgement and receipt of this information will be signed for and verified on the Signature and Verification of School Forms (pg. 15)

Hampton County School District
Internet Acceptable Use Agreement
2026-2027

School District Internet Use Agreement

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

**Acknowledgement and receipt of this information will be signed for and verified on the Signature and Verification of School Forms (pg. 15)

PARENTAL NOTICE OF PRIVACY LETTER FOR PARENTS OF ALL 9th – 12th GRADE STUDENTS

Dear Parent:

Federal law requires Local Education Agencies (LEAs) provide names, addresses, and telephone numbers of 11th and 12th grade high school students to military recruiters and institutions of higher education that request this information, except where the parent opts out by notifying the SCDE in writing that he/she does not consent to the release of this information (Written opt out notification will sent to the school then forwarded to SCDE by the school).

If you do not consent to the disclosure of this information, you must fill out the following form and return it to your child's school. If you choose not to return the form at this time, you may do so at any time during your child's school career and the request for non-disclosure will be honored. For parents of 9th and 10th grade students, the opt-out form can be completed and saved in advance.

Sincerely,

Principal

OPT-OUT OF RELEASE OF STUDENT INFORMATION FORM

Please complete the following if you do not consent to the release of your child's information - name, address, and telephone number - to military recruiters and/or institutions of higher education that request this information. Only sign this form if you DO NOT desire to have information about different colleges or military recruiters mailed to your child.

Student's Last Name:	
Student's First Name:	
Student's Official Class:	
Name of School:	

I am requesting that my child's name, address, and telephone number NOT be shared with:

(Please check appropriate box)

	Military Recruiters
	Institutions of Higher Education
	Both Military Recruiters and Institutions of Higher Education

Parent/Guardian/Student Aged 18 or older

Print Name _____

Signature _____

Date: _____

Hampton County High School 2026-2027
Signature/Verification of Receipt of District Forms

Student Name: Parent Name:

Address: Grade: Primary Phone #:

	STUDENT AND PARENT / GUARDIAN MUST SIGN AND RETURN TO SCHOOL
1.	☐ **STUDENT CODE OF CONDUCT ACKNOWLEDGEMENT FORM (Gr. 9-12)** • I have read, reviewed and discussed the Student Behavior Code and understand that students are expected to conduct themselves in an appropriate & civil manner, demonstrating positive & respectful behavior for self, adults and peers, including community members.
2.	☐ **MEDIA RELEASE** • I understand that pictures & interviews may be used on the District's website, is school district publications, external publications and electronic media. School/District: ☐ Agree ☐ Disagree News Media: ☐ Agree ☐ Disagree
3.	☐ **ATTENDANCE AGREEMENT** • I have reviewed and discussed Attendance Agreement with my student.
4.	☐ **HARASSMENT PROCEDURE (Appendix C)** • I have reviewed and discussed the Student Guide to Understanding and Avoiding Harassment with my student.
5.	☐ **COMPUTER / INTERNET SAFETY AND RESPONSIBLE USE** • I understand my child will use the learning platforms, access information through the Internet and utilize educationally relevant digital content. • I understand that access to the Internet is designed for educational purposes and has a secure and filtered Internet browser for students to eliminate controversial materials.
6.	☐ **STUDENT DRIVER RULES & RESPONSIBILITIES RELEASE FORM (Gr. 9-12)** • I have received a copy of the Rules & Responsibilities of Student Divers. I understand it is my responsibility to read and follow these rules.
7.	☐ **STUDENT DRIVER VEHICLE REGISTRATION FORM (Gr. 9-12)** • All vehicles driven by the students must be registered. Parking permits must be properly displayed in any vehicle that is driven.
8.	☐ **STUDENT DRIVER RELEASE AND INDEMNITY AGREEMENT (Gr. 9-12)** • I have carefully read the Release and Indemnity Agreement.
9.	☐ **STUDENT DRIVER PARKING VIOLATION NOTICE (Gr. 9-12)** • Parking violations will be subject to a fine.

I have read and discussed all forms available In the HCSD Student Code of Conduct with my student.

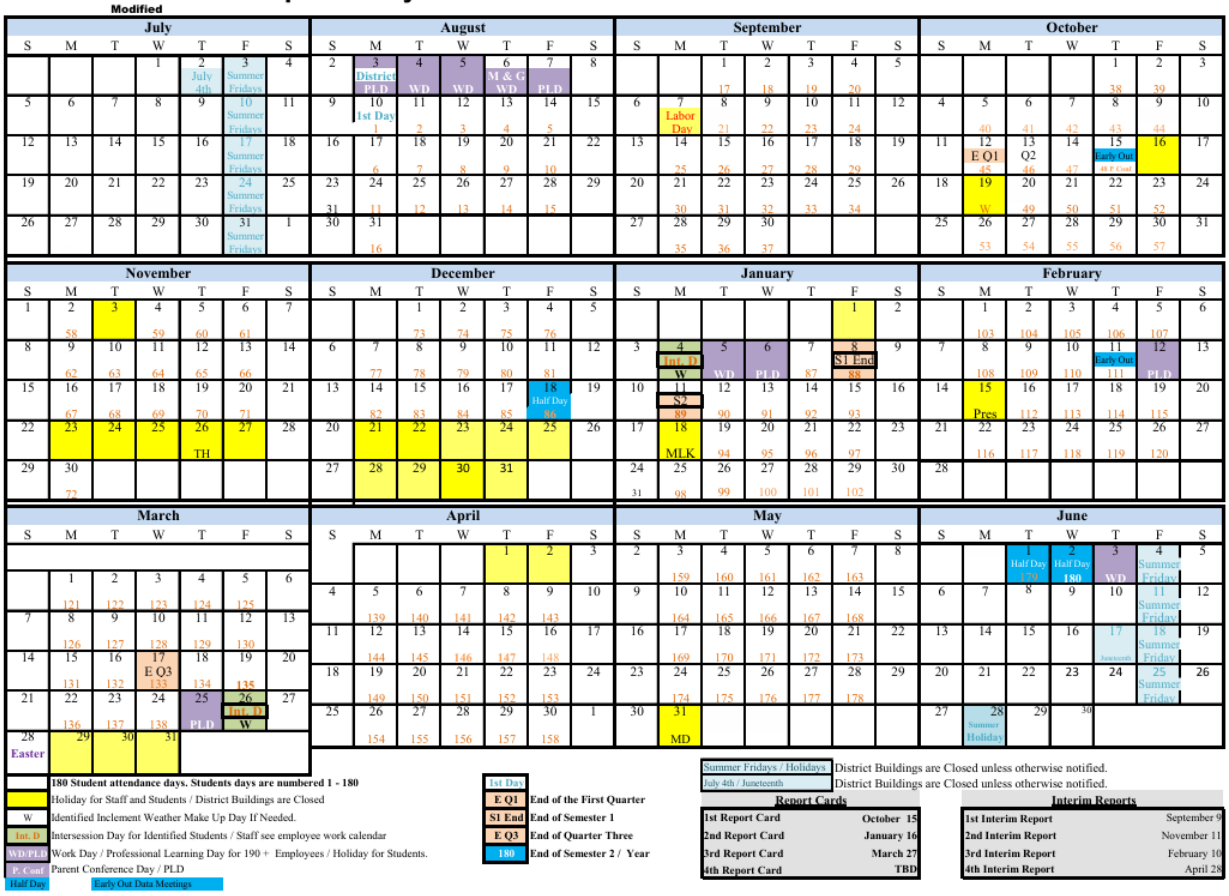
Student Signature (Grades 9-12) Date

Parent Signature Date

Revised November 18, 2025

Hampton County School District Modified School Calendar 2026 - 2027

Modified



Scan the QR code below to view the calendar on your device.

HAMPTON COUNTY SCHOOL DISTRICT

Hampton County High School

School Calendar

2026-2027

July 4, 2026.....Independence Day
August 3-7, 2026.....Work Days/Professional Learning Days
August 10, 2026.....Students' First Day
September 7, 2026 ..... Labor Day Holiday
September 9, 2026 .....Interim Report 1
October 12, 2026.....End of Quarter 1
October 15, 2026…...Early Out/Qtr 1 Report Card/Parent Conference/Professional Learning Day
October 16 - 19, 2026 .....Fall Break
November 3, 2026……..……....Election Day
November 11, 2026 .....Interim Report 1
November 23-27, 2026 .....Thanksgiving Break
December 18, 2026 .....Half Day
December 21, 2026-January 1, 2027 ..... Christmas & New Year's Break
January 4, 2027..... *Intersession Day Semester 1
January 5-6, 2027 .....Work Day/Professional Learning Day
January 8, 2027 .....End of Quarter 2/ Semester 1
January 11, 2027……..….Start of Quarter 3/Semester 2
January 15, 2027 .....Quarter 2 Report Card
January 18, 2027 .....Dr. Martin Luther King, Jr., Holiday
February 10, 2027 .....Interim Report 3
February 11, 2027……..……...…Early Out
February 12, 2027…….….Professional Learning Day
February 15, 2027 ..... Presidents' Day Holiday
March 17, 2027 .....End of Quarter 3
March 25, 2027 .....Report Card/Parent Conferences/Professional Learning Day
March 26, 2027……..... Intersession Day
March 29-April 2, 2027..... Spring Break
April 28, 2027……..……...…Interim Report 4
May 28, 2027 ..... Graduation
May 31, 2027 ..... Memorial Day Holiday
June 1-2, 2027 ..... Half Days for Students
June 3, 2027 .....Work Day for Staff

Intersession Days are by invitation only and are provided for students with academic or attendance makeup needs.

Weather Make-Up Days: Semester 1 – October 19 and January 4 **Semester 2** – March 26

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

Office of Federal Programs

Parent Information

Parents' Right- to- Know

Federal law requires that as a parent of a student in Hampton County School District, you have the right to know and may request information regarding the professional qualifications of your child's classroom teacher. Specifically, you have the right to know the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the license or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive any of this information, please make a written request to Mrs. Conchita G. Bostick, Director of Administrative Services; 372 E Pine St, Varnville, SC 29924.

Parent Communication

As communication tools, we will be utilizing telephone calls, student's email address, Parent Square, Facebook, and occasionally flyers as our means of communication. Communications from teacher to parent are required by the end of each week. Discussion will include but not limited to student work, behavior, etc. If the teacher is absent, he/she must contact the parent to inform him/her of their absence and intent to follow-up the communication as soon as he/she return from an absence and or professional learning.

Bell Schedule
2026-2027
Hampton County High School

Hampton County High School Weekly Schedule

****Students MUST be in the building by 8:10 AM. Students should not arrive on campus prior to 7:45 AM.**

8:00 AM-9:25 AM	**85 minutes**	**1st Block**
9:31 AM-10:56 AM	**85 minutes**	**2nd Block**

11:02 AM-12:57 PM	**135 minutes**		**3rd Block**
	1st Lunch 11:02-11:32 30 minutes	**Class 11:32-12:57 85 minutes**	**1st Lunch**
	Class 11:02-12:27 85 minutes	**2nd Lunch 12:27-12:57 30 minutes**	**2nd Lunch**
1:03 PM-2:28 PM	**85 Minutes**		**4th Block**
2:34 PM -3:20 PM	**45 minutes**		**5th Block "CAT 5" Collaborate-Accelerate—Thrive**

CAR RIDERS and DRIVERS

Please drive with care and patience. Students are to arrive between 7:30 a.m. – 7:55 a.m. NO child should arrive before 7:30 a.m. due to inadequate supervision. Students need to arrive by 7:30 a.m., which will allow adequate time for students to eat breakfast so that they can be prepared for instruction at 8:00 a.m. and ready to learn when school officially begins. Car riders are to be unloaded in the designated area only. If a student(s) have physical limitations (medical documentation on file) that require different accommodations, please speak with a member of administration.

CAR RIDER DISMISSAL
Dismissal for car rider students is 3:20 p.m. daily. In the afternoon, all car riders are to be picked up from the car rider designated pick-up and drop off area. All students are to leave the building by 3:20 p.m. Children are not allowed to be loaded or unloaded in the faculty parking area or in any area other than designated above. Due to these afternoon commitments, students who remain after 3:20 p.m. will report to the area designated for them by the adult in charge of them for their extracurricular activity.

BUS DISMISSAL

Students will be dismissed daily by the bell.

STANDARDIZED TESTS

PSAT	Given in October
SAT / ACT	Given in October, December, January, March, May and June. Students should contact Guidance Office one month prior to taking the tests.
ASVAB	October and February
STATE ACT / WIN / AP	March and May
EOC EXAM	Given at the end of the course
WIDA	January-March (Testing window)

***All testing dates will be announced.**

GRADING SYSTEM

All students will receive a numerical grade. To receive credit for a course for the year, a student must attain a score of 60 (D) or more on his/her final grading period and must have been in attendance for the equivalent of at least 170 days in a year course and at least 57 days in a semester course.

A	90-100	D	60-69
B	80-89	F	59-Below
C	70-79		

Please Note: 69-60 is considered passing for all students.

Below 60--- No credit received for the course; a grade of "F" will be recorded.

I (incomplete grade) --- Work must be completed by the next grading period.

Grading Weighted Scaled:

1. Formative Assessment: 40%
    a. Homework
    b. Participation
    c. Classwork
    d. Quiz
2. Summative Assessment: 60% Major Test
    a. Exam
    b. PBL

	Interim	Report Cards	Exam
1st Nine Weeks	**September 9**	**October 15**	**TBD**
2nd Nine Weeks	**November 11**	**January 15**	**TBD**
3rd Nine Weeks	**February 10**	**March 25**	**TBD**
4th Nine Weeks	**April 29**	**TBD**	**TBD**
End of Course Examinations			
English May	**Algebra May**	**Biology May**	**US History May**

****Make up exams can be administered daily by the instructor.**

Please Note: 69-60 is considered passing for students in grades 9-12.

EXAMINATION POLICY

All underclassmen are required to take final exams at the end of every course. Seniors may exempt with at least a 95 average. ***IMPORTANT***: Any student missing final examinations must have administrative approval to make them up. Acceptable reasons for makeup exams documented are (1) medical emergency, (2) death in the family, (3) religious holiday, and (4) court subpoena.

CHEATING/PLAGIARISM

During testing, students may not talk, and turn around in their seat, pass items, and have books or items on desks. Violations of this may be considered by a teacher as CHEATING. Students submitting research papers or projects must properly cite all sources. Students who cheat or plagiarize will be disciplined according to the discipline policy.

PRINCIPAL'S HONOR ROLL

To be named to the Principal's Honor Roll, a student must have an average of 90 or better with **no grade below** a 90.

A/B HONOR ROLL

To be named to the A/B Honor Roll, a student must have earned an average of 80 or better with **no grade below** an 80.

STUDENT SERVICES

GUIDANCE

Students are encouraged to visit with the counselors for personal guidance and for information on grades, study help, and testing programs. The counselors are available to discuss any home, school, or social concerns. Information regarding college exams including the SAT & ACT is available from guidance. Counselors are also available to discuss and review all standardized test scores. Important high school information is located on the guidance website. Students are highly encouraged to utilize this resource to better their educational success.

***Confidentiality is only breached when a student or another individual is in danger of harm.**

GUIDANCE REFERRALS

Students attending administrative hearings will be referred to guidance for counseling. Administrators or teachers may refer students for counseling who are experiencing discipline, academic, or attendance problems. Students may be scheduled individual as well as group counseling sessions. Parents may also request counseling services for their child. If the need for outside counseling arises, guidance counselors along with administration will make appropriate referrals.

Early Dismissal

All HCHS students are required to take at least one course on campus face to face. All students must be enrolled in a minimum of three credit bearing courses each semester to be considered a fulltime student.

DUAL ENROLLMENT

What is Dual Enrollment?

1. S.C. State Regulation No. R43-234 states that school districts may establish a policy allowing qualifying students to take college courses for units of credit toward the high school diploma offered by an institution of higher education through a cooperative agreement.

2. S.C. State Regulation requirements are as follows:

    1. A three-semester –hour college course transfers as one Carnegie unit of credit.

    2. Students enrolled in HCSD dual enrollment courses may take only courses that are applicable to baccalaureate degrees or to associate degrees offered by accredited institutions. (see Appendix A-HCSD Dual Enrollment Transferable Courses among and between Public Colleges and Universities in SC)

    3. Tuition costs and any other fees are the responsibility of the student/parent if HCSD dual enrollment tuition requirements/ criteria are not met.

3. Hampton County School District has established a cooperative agreement with the following institutions; Technical College of the Lowcountry (TCL) and University South Carolina -Salkehatchie (SALK).

Why is Dual Enrollment important?

4. The purpose of these courses is to allow high school students who are capable of college level work to earn simultaneously both high school credit toward graduation from high school and academic course credit toward either an associate or baccalaureate degree in an institution of higher education.

5. Students who receive college credit while still in high school have a higher likelihood of graduating from high school, are more likely to continue their education after high school, and have more success during their first official year of college.

6. Dual enrollment programs can significantly reduce the time and cost required to pursue postsecondary education, because students enroll early in courses that will be directly applied to their college transcripts.

Hampton County School District Dual Enrollment Student Eligibility Requirements
(Students must meet **ALL** the criteria listed below)

7. S.C. Commission of Higher Education requires for transferability purposes that students must have at least a 3.0 grade point average (on a 4.0 scale) based on the previous semester and as noted on the most current transcript to be considered for acceptance into dual enrollment classes in Hampton County School District 1.

8. Students must meet eligibility requirements on the ACCUPLACER, SAT or ACT in keeping with the HCSD Registration deadline. A copy of the qualifying test scores will be maintained in the student's record (A9). (Page 4- HCSD Eligibility Placement for dual enrollment Courses- Accuplacer test scores published by College Board)

9. Recommendation by the school counselor.

10. Students' parental consent to participate in the dual enrollment program.

11. Approval of high school principal.

Who pays for Dual Enrollment and what is covered?

Funds from the SC Lottery Tuition Assistance Program, TCL Foundation and the Hampton County School District are provided to pay for the following upon successful completion of dual enrollment courses:

1. Tuition (Students must take a minimum of 2 courses per semester due to Lottery Rate).* If a student drops or withdraws from a course without notifying the School Counselor the student/ parent will be responsible for all tuition and fees.

2. If the student drops or withdraws from a class leaving only one active class, the student/ parent is responsible for all tuition and fees for both courses originally paid by the school district at the time of registration for both classes.

3. Unless extenuating circumstances exist as determined and approved by your school principal, if a student desires to retake any course previously been registered for, regardless of the grade, it will be at student/family expense.

What are the requirements and procedures for a HCSD student to Register for Dual Enrollment courses?

Eligible students who wish to participate must:

1. Discuss with parent or guardian, and meet with a high school counselor to see if dual enrollment course(s) will benefit the students' long range academic plans through the Individual Graduation Plan (IGP) process.

2. Meet eligibility requirements on the approved placement test for the course(s) in which they wish to enroll.

3. After meeting ALL qualifications, the student must complete the HCSD dual enrollment Pre-Registration Student and Parent Agreement. The school counselor will review, sign and request principal review and approval.

4. Once meeting all the pre-requisites for the HCSD dual enrollment program the student will complete the TCL/SALK Application.

5. Students are not authorized to register online independently of the school counselor or at TCL/SALK. If student does not follow HCSD procedures, they will be responsible for the tuition and fees.

What are the requirements and procedures for a HCSD student to Drop or Withdraw from a dual enrollment class?

4. The student is required to talk with their high school counselor before dropping or withdrawing from a course. The school counselor will also contact the parent/guardian prior to any drop or withdrawal from any course. The school principal has the authority to withdraw a student from the Dual Enrollment program at any time based on poor academic performance, attendance and/ or behavior.

5. Students who swap or drop a dual enrollment course at TCL/SALK must do so prior to the TCL/SALK authorized date for each semester. A grade of W (not WP or WF), awarded to students that drop prior to the published mid-term date will be interpreted and recorded on the HCSD transcript as a WP. A grade of W, awarded to students that drop after the published mid-term date, will be interpreted and recorded on the HCSD transcript as a WF. The student/ parent will be responsible for all fees for courses dropped after the swap/ drop date. **Grades are reported on the high school transcript following the guidelines of the SC UGP: Letter grades are reflected as A: 95, B:85, C:75, D:65, and F:50.**

6. **If the student drops or withdraws from a class leaving only one active class, the student/ parent is responsible for all tuition and fees for both classes (including textbooks) originally paid by the school district at the time of registration.**

DECLARING EARLY GRADUATION

An application must be made in writing to the principal by the end of the 1st quarter of the school year in which the student plans to graduate. Parents and students must sign and return all appropriate forms to guidance to be approved by the principal by the designated time line in order to be marked as a senior. Students who fail to meet graduation criteria may still come to summer school to obtain a summer diploma or return the following school year.

FIRST SEMESTER GRADUATION

Seniors who will earn their 24 units required for graduation by the end of their 1st semester of their senior year can apply for 1st semester graduation. Seniors will need to meet with their guidance counselor to discuss all their options and complete any required paperwork prior to the end of the 1st quarter of their senior year. A separate graduation ceremony will NOT be held. These students will be allowed to participate in the June graduation ceremony. 1st semester graduation is by principal approval only.

GRADUATION REQUIREMENTS

Students **must earn** the following **24 units in order to graduate**: 4 English, 4 Math, 3 Science, 1 US History, 1 Gov't & Economics, 1 other Social Studies, 1 P.E. or ROTC, 1 Computer Science, a CATE or Foreign Language, and 7 other electives.

GRADING SYSTEM

A (90-100), B (80-89), C (70-79), D (60-69), Below 60 – Failure

SEMESTER EXAMS count as 20% of the semester grade.

END OF COURSE EXAMS count as 20% of the final grade.

Grade	Units	Required courses
9th to 10th	5	1 English, 1 Math
10th to 11th	11	2 English, 2 Math, 1 Social Studies, 1 Science
11th to 12th	17	3 English, 3 Math, 2 Social Studies, 2 Science

Grade Classifications

Grade classification is based on units earned, not years of attendance in high school. Students entering year one of high school for the first time will be classified as freshmen regardless of units earned prior to their first year in high school. Students are promoted to the next level of classification or retained in their current classification based on the following criteria:

To be classified as a sophomore, typically the second year of high school, a student must have earned a minimum of ***six*** units of credit with at least ***one*** credit in English, ***one*** in Math and ***four*** additional credits.

To be classified as a junior, typically the third year of high school, a student must have earned a minimum of ***twelve*** units, including ***two*** units of English, ***two*** units of Math.

To be classified as a senior, typically the fourth year of high school, a student must have earned a total of ***sixteen*** units of credit and have received ***three*** units in English, ***three*** units in Math, ***two*** units in Science, ***two*** units in Social Studies.

GPAs and Class Rankings

As required by law Hampton County School District will follow South Carolina's Uniform Grading Policy. All courses taken for high school graduation credit are included in the calculation of GPAs and class rank. The instructional level of each course, the student's grade in each course, and the total number of courses attempted are included in the computation of class rank. Under the Uniform Grading Policy all course grades are based on a state-defined grading scale with corresponding grade point values for each numerical grade. In addition, the policy specifies that only courses taught at the Honors, Advanced Placement, IB, and /or Dual Credit in college courses may be awarded additional weighting values (.5 quality points for Honors credits and 1.0 quality points for Advanced Placement, IB, and Dual Credit) to be used in computing grade point averages and class rank. Grade Point Average is calculated using the following formula:

$$GPA=\frac{\text{Sum of quality points x units}}{\text{Sum of units attempted}}$$

Based upon individual student's transcripts consisting of completed classes and the weighting of each, PowerSchool computes a GPA for every student. Hampton County School District personnel does not compute GPAs; their responsibility is to calculate to verify accuracy. Once a GPA has been computed for all students, all grade point averages are rank ordered numerically from highest to lowest and each student's class rank is determined by the position of his/her GPA relative to all other students in a given grade. In instances of equal GPAs for more than one student, the same class rank is given and the following value in sequence is omitted. Students are reminded that one's position in the class rank system is relative to the weighted rank of all other students in a particular grade. Therefore, as the numbers and performance of other students in a particular grade group changes, a student's class rank may change.

Seniors must take a minimum of two classes each semester to maintain full-time student status. They may choose to only take what is required for graduation or they may take additional courses above the graduation requirements. The number of classes and the weighting of the classes will impact GPAs and class rank. Refer again to the formula listed above. Therefore, if student A takes four classes, some at the college preparatory level and some at dual credit and student B takes seven classes of all honors and dual credit, it is possible for student A to make all As with high grades but to go down in class rank if student B is close in GPA and also makes high grades because the courses would be at a higher weighting and there would be more of them. Refer back to the formula mandated by the state of South Carolina.

10 Point Grading Scale

South Carolina Uniform Grading Scale Conversions

Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600

75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100
0-50	F	0.000	0.000	0.000
50	WF	0.000	0.000	0.000
50	FA	0.000	0.000	0.000
-	WP	0.000	0.000	0.000

-	P	0.000	0.000	0.000
-	NP	0.000	0.000	0.000
-	AU	0.000	0.000	0.000

Requesting GPA/Class Rank

Cumulative GPA and class rank are based upon completed courses only. Therefore, cumulative GPA and class rank are calculated at the end of semesters. So, if a student requests his/her cumulative GPA or class rank in February, he/she will be given his cumulative GPA and class rank from the end of first semester. He/she will not receive an updated GPA or class rank until the conclusion of 2nd semester because cumulative GPA and class rank are only based upon completed courses. Per South Carolina mandate, all cumulative grades are archived by June 15th of each year.

The GPA in PowerSchool Quick Lookup and Parent Portal will be the GPA that was last calculated. GPA is only calculated at the end of the first semester and at the end of the school year.

GRADUATION

Seniors not completing the specified 24 Carnegie High School units of credit will not graduate from HCHS. Once the graduation ceremony begins, visitors will not be allowed to enter the ceremony. Seniors disrupting or disregarding HCHS rules and regulations will have diploma and transcripts held and recommended to appear before the district school board for a hearing. All guests are asked to remain seated until ceremony has ended.

Latin Honor System

Summa Cum Laude	GPA of 4.25 or higher	Black stole awarded
Magna Cum Laude	GPA of 4.0 – 4.249	White stole awarded
Cum Laude	GPA of 3.75 – 3.99	Silver stole awarded

Valedictorian and Salutatorian

In order for a student to be eligible for competition for Valedictorian or Salutatorian, a student must have attended Hampton County High School continuously since the beginning of his/her junior year and must graduate with the class in which he/she began high school.

Junior Marshalls

To determine marshals at the graduation ceremony, the district will use students' cumulative grades through the 1st semester reporting period of their junior year. Students in the top ten percent of their class, based on GPA, will be selected to serve as a Junior Marshall.

GRADUATION PROGRAMS

Students must be in their fourth year of high school in order to have a special part (Invocation or Benediction) in the program. For students in grades 9 through 12, the district will utilize the South Carolina Uniform Grading Scale Conversions to determine each student's class rank. This system is based on a totally weighted format in which each course is awarded quality points according to the following difficulty levels, such as college prep, honors, AP, and Dual Credit. Transferring students will be included in the calculation for class rank. To determine honors, the district will use grades through the end of the senior year.

BETA CLUB

STANDARDS OF MEMBERSHIP

Standards for membership in the Hampton County High School Chapter of the National Beta Club must conform to the general features as laid down in the national constitution and in all cases must be approved by the executive head of the high school. The classes from which members may be drawn be ninth, tenth, eleventh, and twelfth, as well as transfer students in those grades. **The scholastic requirements for membership in this chapter of the National Beta Club shall be standard numerical average of 87.5 (GPA of 3.75 on South Carolina Uniform Grading scale).** In order to be considered for new memberships, a student can have at most two disciplinary offenses other than tardiness and at most 4 total offenses during the previous school year. These standards are also required for current members to maintain membership.

LOSS OF MEMBERSHIP

A member of this chapter of the Beta Club may be dropped from membership if they are absent without justifiable reason **from three regular consecutive meetings**. Attendance is determined by the signature of each member at each meeting. It is the duty of each member to sign in at the appropriate place. Attendance is expected and will be counted as soon as club invitations are delivered. If you are unable to attend a meeting you must come by the club sponsors room to obtain all documents and information provided at the meeting. It is the member's responsibility to obtain this information and members will be held accountable for all information discussed at club meetings.

A member of this chapter of the National Beta Club **may be dropped from membership if their scholastic record falls below a standard numerical average of 87.5 (GPA of 3.75 on South Carolina Uniform Grading scale).** However, no member may be dropped from membership for scholastic deficiency without being accorded a probationary period of one semester to raise his or her scholastic record to or above the minimum required for membership. At the end of this probationary period if the GPA is not in accordance with membership requirements the student will be dropped immediately.

If a student has more than 2 disciplinary offenses other than tardiness and at most 4 total disciplinary offenses (including 2 tardy offenses), they will be dropped from the club. If a member is dropped for disciplinary offenses and the student has more than 2 referrals of any kind after they are dropped, he/she will be dropped from membership permanently and ineligible for reinstatement. The executive head of Hampton County High School may drop members of this chapter of the National Beta Club from memberships for moral or disciplinary reasons that are deemed by him/her to be sufficient.

Any member suspended from school (OSS) shall be dropped from membership immediately. The membership shall be reconsidered at the end of one full semester of school after the infraction (90 days). The discipline record can have at most 4 discipline referrals (including 2 tardiness) during that time. **More than 2 discipline referrals during this time will result in permanent ineligibility for reinstatement**. A second OSS is an automatic drop from membership resulting in permanent ineligibility for reinstatement.

Any member accused of cheating will be brought before the executive committee for disciplinary action.

Any student who fails to earn the required service hours or pay dues on time will be dropped from membership but can be reconsidered for membership at a later date.

If and when a member is dropped from membership, a record of this action shall be relayed to the office of the National Beta Club immediately.

Unless otherwise stipulated in these by-laws, a student dropped from membership may be reinstated provided he/she meets the requirements laid down in the constitution and by-laws of this chapter of the National Beta Club. Members are only eligible for reinstatement one time. After this one-time reinstatement if a member is dropped from the club for any reason they are permanently ineligible for reinstatement. After being dropped members must wait one semester before they become eligible for reinstatement.

SERVICE PROJECTS

As soon as possible after its activation in the fall semester of the school year, this chapter of the National Beta Club will undertake programs of service which will be of benefit to Hampton County High School and the community. These programs will be decided upon only after consultation with and approval of the executive head of the high school.

SERVICE HOURS

Community service is deemed as unpaid, voluntary work that helps others.

Members must have sixteen (16) hours at the end of each school year. A minimum of six (6) hours must come from projects that require effort (time spent working) on the part of the student and a maximum of three (3) hours can be earned by items donated or funds raised (monetary points must be approved and signed off by sponsors).

All documentation for earned points must be turned in by 3:30 on the third Friday of May.

No documentation of hours will be accepted after this time.

SELECTION OF BOYS' AND GIRLS' STATE PARTICIPANTS

Boys' State and Girls' State

Boys' State and Girls' State members are selected by the American Legion Auxiliary Unit 108 who funds them.

COURSE LEVEL CHANGES

Changes in the schedule can only be made during the first 3 days for a quarter long course, 5 days for a semester long course or 10 days for a yearlong course. (EXCEPTION: students who changed to levels not recommended by their respective teachers must remain in their chosen level courses for a full nine weeks.) No level changes after the 1st semester in a year course or after the 1st nine weeks of a semester course will be approved. If a student drops a class after the designated drop/add days, then it will result in a grade of a 50 and no credit for the course.

ACADEMIC ALERT/PROBATION

"The South Carolina Education Accountability Act of 1998" requires all students meet rigorous academic standards and that parents, teachers, and students work together to ensure each student meets the grade level standards adopted by the state legislature. Therefore, any student who is failing two or more courses at the interim period of 1st nine weeks will be placed on academic probation. A hearing in which the parent will be required to attend will be scheduled for the purpose of developing a plan to improve academic performance. Students are expected to adhere to all terms of the academic improvement plan in order to earn a passing grade.

SCHOLASTIC APTITUDE TEST(SAT) GUIDELINES

In conjunction with the strategic plan of HCSD and the board of trustee's commitment to provide a rigorous relevant curriculum for all students, the following recommendations are hereby adopted:

- Students who have successfully completed Honors English and Math in the 9th and 10th grades are recommended to take the Scholastic Aptitude Test (SAT) in the fall of their junior year; PSAT scores will also be considered when making recommendations.

- College Prep students who have successfully completed Algebra I, Geometry, English I & II are recommended to take the SAT in the spring of their junior year. The American College Test (ACT) exam scores are accepted by colleges and universities (including Ivy League schools) for admission also. Whereas the SAT is considered a test to measure your possibilities, the ACT is an excellent test for students whose strengths are hard work and steady, dependable study.

•To be considered for National Merit Scholarship, you must take the PSAT in the fall of your junior year. The PSAT is offered in October at HCHS. It is the responsibility of the students to sign up and pay for testing.

SUMMER SCHOOL

Students may qualify for credit recovery if they receive a final grade of F (59-50) for a semester or year-long class. In order to gain credit for the course, students must complete coursework in the prescribed computer course by school administration. A fee to attend may be required and the credit recovery teacher's approval upon completion of the work. The original grade received will remain on the transcript and the credit recovery grade of P or NP will appear on the transcript.

10/10 RULE

All students should remain in class ten minutes before the dismissal bell and ten minutes after the tardy bell. This will allow administration to process tardies and keep the halls clear before the bell.

LOCKERS

The school will not be held responsible for items stolen from lockers that result in student misuse. **Lockers are the property of HCHS and are subject to search by school authorities or other officials with the consent of the principal.** Periodic locker checks will be conducted and the use of canines to conduct locker checks will be authorized by school officials. Students are allowed to go to the lockers before classes begin, between classes, and after school. To avoid unnecessary tardies, students should not attempt to go to their lockers between every class. Lockers are to remain locked at all times or locker privileges will be revoked. Students are responsible for cleaning out their lockers at the end of the school year. Any student who does not clean out their locker will be charged a $25 cleaning fee.

Discipline Hearings Procedures

The purpose of student hearings is to assist building administrators in maintaining an appropriate educational climate that is conducive to teaching and learning. There are two types of discipline hearings; School Level Administrative Conference (AIC & 3 DAYS), and a District Administrative Hearing (DAH & 3-5 DAYS). An AIC & 3 DAYS can consist of a Conference/Probation- mostly requires 3 days OSS and a school probation period of 45 days. During the 45-day period each infraction level two or above takes student to a DAH & 3-5 DAYS-District Hearing for extended school probation, district probation, alternative school placement, or expulsion hearing by school board depending upon severity of the infraction. Additionally, it could be a result of five "Level I" infractions and would place the student on school probation without having to serve OSS.

The Board expects all students to conduct themselves in an appropriate and civil manner, demonstrating positive and respectful behavior for self, adults and peers, including community members. All DAH & 3-5 DAYS sessions will be handled within 10 days of the incident. The Office of Student Services must be notified immediately of an incident requiring a

hearing. Completed hearing packet must be in the Office of Student Services within 2 days of the incident.

Student Discipline Packets must include the following:

1. Hearing notice signed by the parent and/or legal guardian
2. Current year student discipline record
3. Current report card
4. Current year attendance
5. The result of the manifestation hearing must be included, for children receiving special education services

School Resource Officers

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

Student Questioning by Officials School Administrators

- Principals and Assistant Principals have the responsibility and authority to question students for the purpose of maintaining a safe and orderly school environment. Though it is important to inform parents about issues of concern, parental consent is not required prior to the questioning of students.

- **Department of Social Services (DSS):** DSS officials investigating suspected child abuse are permitted to conduct reasonable interviews and inspections of children at school. Notice to parents is not required nor desirable when the object of that investigation may be the parents. If the investigation involves suspected child abuse by individuals other than those residing in the child's household, then law enforcement becomes the lead investigating agency.

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

Student Searches

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

Student Vehicle Searches

- To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search student vehicles at any time. As a condition of parking on premises owned by the district, students consent to a search of their vehicles. If school authorities have a reasonable belief that a student's vehicle, which is parked on school premises, contains an article or substance which is illegal, prohibited by school rules, or dangerous, school authorities may initiate a search of the vehicle. Failure of any student to comply with a school authorities' search of their vehicle may subject the student to disciplinary actions. If a search yields illegal or contraband materials, said contraband material shall be deemed to be constructively possessed by the student who owns, possesses, and parks the searched vehicle onto premises owned by the district, and said student will be subject to school disciplinary actions for violation of the Code of Conduct. Illegal or contraband items recovered from the search of a student vehicle shall be turned over to proper legal authorities for ultimate disposition. If recovered items are not illegal but are in violation of Board policies, the items will be held by the school until claimed by the student's parents or guardian.

Driving and Parking on School Campus

- Students who drive to school must have a valid drivers' license, pay for and successfully complete the Alive at 25 course, and purchase a parking permit from the front office. Students should take lunches, textbooks, paper, pencils, or other items needed for school when they initially park and leave the car. The student must request permission to return to their car later in the school day. Violation of the rules, regulations, and policies of the Board of Education and/or the school concerning driving or parking a vehicle on school campus can result in suspension or expulsion from school, revocation of parking privileges, and/or having the vehicle towed away at the driver's expense.

Insurance

- Parents are responsible for providing accident or medical insurance coverage for their child. The school insurance is a supplemental policy designed to assist families after claims have been processed by the family's primary health insurance. Parents are responsible for submitting the claim form to the insurance carrier, not the school, district

or physician. If an activity requires that a student maintain insurance and the student cannot provide proof, then the student will not be eligible to participate in the activity.

Lockers

- Lockers are property of the school and may be opened by a school official without the permission of the individual student. Students to whom lockers are assigned will be subject to disciplinary action and may be suspended or expelled if the locker contains weapons, drugs, or other unauthorized material.

Medicine

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

Parent–Teacher Conferences

- Parents are encouraged to contact the school to arrange a parent-teacher conference when the parent would like more information about their child's performance at school. Parent-teacher conferences can be effective ways of helping students improve their schoolwork. To schedule conferences, parents should contact the teacher. Teachers are not available for parent-teacher conferences during instructional time.

Pledge of Allegiance

- Students will be given the opportunity to recite the Pledge of Allegiance to the Flag of the United States of America during each school day. Parents should notify their child's teacher, in writing, if they do not wish for their child to participate in reciting the Pledge. Students who do not wish to participate may either stand or remain seated during the Pledge.

Silent Reflection

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

Supervision of Students at School

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

Telephone Use

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

Textbook and Instructional Materials (South Carolina Code 43-71 Free Textbooks Section 19 & 20)

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

- **Damaged Instructional Materials:** Schools are required to collect appropriate damages fees from any pupil, parent or guardian for abuse or improper care of instructional materials and the pupil, parent or guardian may be denied further benefits of the Free Instructional Materials Program until in compliance with this requirement. This requirement may be waived in instances where the judgement of the principal and /or responsible officials believe that the child is a victim of unusual circumstances. The school or district shall be responsible for the cost. The amount to be charged in such cases shall be determined by the agent in charge of materials.
  Textbooks that are lost, stolen, or damaged must be paid for by the student at the tiered replacement cost. If students lose or damage textbooks and/or media materials, parents will be charged the full tiered replacement cost. Replacement textbooks and media materials may not be issued until restitution is made. South Carolina law provides that grade reports, diplomas, or certificates of progress may be withheld for failure to pay for lost or damaged textbooks, or other instructional materials for which the student is responsible.

Transportation Changes

- Students may not make changes in the way they usually go home unless they have a note signed by their parent. Parents should give specific dates and instructions to explain any change to the way their child should be transported home. The principal or assistant principal must approve the note. Last minute requests for transportation changes can confuse and upset students. To avoid such confusion and disruption of the school during dismissal time, parents are asked to notify the school as early as possible if it becomes necessary to make an unanticipated change in the way their child should be transported home.

<u>Failure Due to Attendance Policy</u>

The South Carolina Attendance Law states that a student must attend each class a minimum number of days during each instructional period in order to be considered eligible to earn credit for the class. A student may not miss more than ten days in a year course and five days in a semester course. Specific rules for application of this attendance requirement are printed in the student handbook. (*If a student fails a course due to excessive absences, an FA will be recorded on his or her transcript. The grade of FA will carry no Carnegie units but will be factored into the student's GPA as a 50.)*

ATTENDANCE GUIDELINES

1. Students are required to bring written documentation for absences as soon as they return to school.

2. All requests for a lawful absence must be submitted within three (3) school days from the day of absence to be considered.

3. Parent's notes will be accepted, but limited to five (5) days per semester. Thereafter, doctors' notes will be required. **This is in reference to truancy. It does not pertain to seat time.**

4. Absences with no documentation will be considered unlawful.

5. Students enrolled in half credit courses may lose credit for absences for more than four (4) days.

6. Students enrolled in whole credit courses may lose credit for absences for more than eight (8) days.

7. Student attendance is taken each class period. Students **must** be in class for an hour to be counted present.

Truancy

WHAT DOES TRUANCY MEAN

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

1. **Truant –** A student up to 17 years old meets the definition of a truant when the student has three consecutive unlawful absences or a total of five unlawful absences. A Student Attendance Intervention Plan will be developed in a meeting with the administrative staff, parent/ guardian, and student.

2. **Habitual Truant** – A "habitual" truant is a student up to 17 years old, who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two or more additional unlawful absences. This child may need court intervention and an initial truancy petition may be filed. The written intervention plan, and documentation of non-compliance, must be attached to the truancy petition asking for court intervention.

3. **Chronic Truant** – A "chronic" truant is a student up to 17 years old who has been through the school intervention process, has reached the level of a "habitual" truant, has been referred to Family Court and placed on an order to attend school, and continues to accumulate unlawful absences. Should other community alternatives and referrals fail to remedy the attendance problem, the "chronic" truant may be referred to the Family Court for violation of a previous court order. All school intervention plans existing to this point for this child and family must accompany the Contempt of Court petition as well as a written recommendation from the school for the court on action the court should take.

Section 59-65-10A. Responsibility of Parent or Guardian.

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

Section 59-65-20 of the Code of Laws of South Carolina allows a penalty for failure to enroll or cause a child to attend school. The law reads as follows: Any parent or guardian who neglects to enroll his child or ward or refuses to make such child or ward attend school shall, upon conviction, be fined not more than FIFTY DOLLARS ($50.00) or be imprisoned not more than THIRTY DAYS; each day's absence shall constitute a separate offense; provided, the court may in its discretion suspend the sentence of anyone convicted of the provisions of this article.

Truancy Intervention Plan

- An intervention plan will be initiated after a student has three consecutive unlawful absences or a total of five unlawful absences.
- Written intervention plans will be led by the Principal or his/her designee.
- Intervention plans will list the reasons for the unlawful absences, actions to be taken by the parents or guardians and student to resolve the cause of the unlawful absences. The plan should also include actions to be taken by the school to help resolve the cause of the unlawful absences.

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

ATTENDANCE

TARDINESS POLICY (per semester): Arrival to school

If a student arrives to school late, he/she must have a tardy pass from the attendance clerk/main office before entering the classroom. The parent should check in at the office, sign tardy notebook, and receive a pass for the student. Students are tardy after 8:00 AM The tardy policy is listed below:

Remember: Only five (5) parent notes are accepted each semester.

Any student **arriving** to school after the first period tardy bell rings will follow one of these procedures:

- Parent and student should report directly to the main office. Parents are obligated to sign-in students. Students will receive a tardy pass from the attendance clerk.
- Tardy because of late bus arrival – Students will be admitted to class by an administrator or office staff member.
- Tardy other than late bus arrival – Report directly to the Attendance Clerk. Students will not be admitted to a classroom without a pass from the Attendance Clerk.
- Arrival to school tardy on a consistent basis results in calculation of missed seat time from the class, which will convert into absences.

TARDINESS POLICY (per semester): After initial arrival to school

1st – (4-6 tardies) 1 Day ISS

2nd- (7-10 tardies) 2 Day ISS/AIC/Intervention

3rd- (11 or more tardies) 2 Days OSS and referral to the District Office for truancy

4th –(16 or more) 3-5 days OSS & DAH

**Refusal to attend ISS will result in OSS.

ATTENDANCE IS TAKEN AND CREDIT IS RECEIVED PERIOD BY PERIOD. EXCESSIVE TARDIES AND DISMISSALS WILL CAUSE YOU TO LOSE CREDIT IN PERIODS MISSED.

Please Note:

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

DISMISSAL PROCEDURE (Leaving school early)

- **STUDENTS ARE DISMISSED ONLY AT CLASS CHANGE.**
- Students are permitted to leave school before their regular dismissal only at the written request of a parent or guardian, for a legitimate reason of which the principal shall be the judge. Emergency dismissals must be obtained through the attendance office secretary. A student must have a dismissal slip to leave the school building.
- Students bringing a written request for dismissal must present it to the attendance office secretary when they arrive at school. If approved, the student's name and time of dismissal will appear on the daily attendance bulletin.
- In all cases, students are officially dismissed only when they sign out in the attendance office after receiving permission. If they are returning to school, they must also sign in in the attendance office.
- Each request for dismissal must contain the following information: (a) name of student as it appears on the permanent record, (b) the date, (c) time to be excused, (d) reason, (e) signature of parent or guardian, (f) telephone number where parent/guardian may be contacted.
- Parents are requested to contact the main office 24 hours in advance to notify us of appointments set for student dismissal.
- The cut off time for student dismissal via parent pick-up is 2**:50 PM**.
- The cut off time to approve student dismissals is **2:35 PM daily**.
- **DISMISSALS COUNT AS ABSENCES FOR THE CLASSES THAT ARE MISSED AND WILL BE PROCESSED IN THE SAME MANNER AS ABSENCES.**
- **LEAVING SCHOOL WITHOUT PERMISSION WILL RESULT IN OSS.**

ATTENDANCE AND GRADES

- In order to receive one (1) Carnegie unit of credit, a student must be in attendance at least 120 hours per unit regardless of the number of days missed.

- Students' grades will be supported by artifacts of students' work and/or rubric or check list. Grades must represent mastery of the standards taught per/content.
- For the Board of Trustees to consider student absentee forgiveness, the student must have an extenuating circumstance and must demonstrate proficiency in each course work. For the purpose of this policy proficiency is defined as a grade of 77 or higher in each course work.
- Students who fail to meet attendance requirements will receive a grade of FA (Failure due to Attendance) until the credit has been recovered.

MAKE UP PROCEDURE

- It is the individual students' responsibility to request missed assignments upon returning to school from an absence. Students will have 3 days to make up the missing assignments upon their return to school. In the event of extenuating circumstances, the situation must be reviewed by the building principal.

STUDENT CODE OF CONDUCT

Goal

The Code of Conduct reflects the ethics and values of the Hampton County community. It is designed to promote a healthy and safe school environment that encourages the academic, social, and emotional development of all students**.** A disciplined environment is essential to achieving these ends.

Objective

To communicate to all stakeholders the behavioral expectations, guidelines, and regulations that have been established for every student that attends a middle or high school in The Hampton County School System. Additionally, we wish to inform all stakeholders of sanctions that may be imposed if a student fails to follow the established regulations.

Rationale

In order to maintain an appropriate and safe educational climate that is conducive to teaching and learning, the Board expects all students to conduct themselves in an appropriate and civil manner, demonstrating positive and respectful behavior for self, adults and peers, including community members. This includes appropriate language, appropriate dress and care for facilities and equipment. Disciplinary sanctions may be imposed on students, including their removal from the learning environment, if they do not adhere to the regulations as set forth. These sanctions will occur only for good cause and in accordance with applicable state and federal law.

The following regulations are designed to protect all members of the educational community in the exercising of their rights and responsibilities. These regulations are effective during the following times and places:

- On school grounds before, during or after school hours.
- On school grounds at any other time when the school is being used by a school group.
- Off the school grounds at any school and/or school-related activity, function, or event.
- On a school bus or other school vehicle (including school bus safety rules).
- At any time or in any place (including off school grounds and during non-school hours) where student conduct has a direct effect on the school's ability to maintain an orderly and safe learning environment.

Students and parents are encouraged to become familiar with the rules and regulations contained in this booklet. Students and parents should also be mindful of the following State Statue:

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

(A) Any district board of trustee may authorize or order the expulsion, suspension or transfer of any pupil for the commission of any crime, gross immorality, gross misbehavior, persistent disobedience or for violation of written rules and promulgated regulations established by the district board, county board or the State Board of Education, or when the presence of the pupil is detrimental to the best interest of the school. Each expelled

pupil has the right to petition for readmission for the succeeding school year. Expulsion or suspension must be construed to prohibit a pupil from entering the school grounds, except for a prearranged conference with an administrator, attending any day or night school functions, or riding a school bus. The provisions of this section do not preclude enrollment and attendance in any adult or night school.

(B) A district board of trustees shall not authorize or order the expulsion, suspension or transfer of any pupil for a violation of Section 59-150-250(B).

If you have any questions, please talk with your building level administrator.

In determining whether a student has violated the Discipline Code, the principal or his/her designee will consider all the facts and circumstances of the particular situation and may consider, but will not be limited to, verbal and/or written statements of admission; witness statements from others; video surveillance, et al.

**All behavior codes apply to all students enrolled in Hampton County School District under traditional, and virtual enrollment on all electronic platforms.

**All behavior codes and consequences apply to any HCSD student that travels to any partnered instructional institution, including those that travel to HCHS for instruction.

Discipline LEGEND

AC: Administrative Conference – Administrator meets with student without parent
AIC: School Level Admin. Conference /Probation- mostly requires 3 days OSS and a school probation period of 45 days. During the 45-day period each infraction level two or above takes student to a DAH & 3-5 DAYS-District Hearing for extended school probation, district probation, alternative school placement, or expulsion hearing by school board depending upon severity of the infraction. Additionally, it could be a result of ten "Level I" infractions and would place the student on school probation without having to serve OSS.
BUS: Bus Suspension
DAH: District Administrative Hearing- mostly requires 3-5 days OSS
EH: Expulsion Hearing
ISS: In-school Suspension
LA: Legal Action
LD: Lunch Detention
ONS: Overnight suspension requiring parent to bring student back to school
OSS: Out of School Suspension
PAC: Parent Administrative Conference
PN: Parent Notification
RFE: Recommendation for Expulsion
RL: Restricted List – student not allowed to attend in any extracurricular activities for a specified period of time
RP: Restitution of Property
SL: Silent Lunch
WD: Work Detail
WP: Withdrawal of Privileges – specific to school

In-School Suspension Center - The assignment of students to the **In-School Suspension Center** (ISS) is reserved for the administration. The duration of a student's time in ISS is determined by the referring administrator. There is not a minimum amount of time that a student may serve in (ISS), however if a student is assigned to (ISS) on numerous occasions, another consequence will result to better assist in deterring inappropriate conduct.

Restricted List - Students placed on the Restricted List will have their privileges at ***NDMS and EMS*** revoked. These privileges include but, are not limited to, leaving the cafeteria during lunch, field trips, attending after school events including sports (***HCHS Sports***), and special school held activities. Any student placed on school or district probation is also placed on the restricted list for the duration of their probation. Students will also be placed on the restricted list for accumulating 5 or more days of OSS, excessive tardy/dress code violations, or being a willing participant in a fight.

DECISION PROCESS-The building administrators will make decisions regarding discipline infractions after considering all facts and circumstances of a particular matter. If a student receives out of school suspension or is assigned to the ISS, a parent will be notified and an administrative conference may be required. Additionally, the student will be given a copy of the referral to take home to give to his/her parent for a signature and the signed referral must be given to the administration when the student returns to school. In a case where the suspension warrants immediate removal from the school, the parent or whoever picks up the child will sign the referral and will be informed if a district hearing is going to be held. **The administrator has the discretion to re-classify an offense based on the severity of the offense or the number of occasions in which the student has engaged in the behavior or has a record of other student conduct violations during the current school year or if there are extenuating circumstances.**

INFRACTIONS –

- If there is a * preceding the infraction, the * indicates that a series of repeated infractions will result in a recommendation for expulsion or AIC & 3 DAYS.
- If there are ** preceding the infraction, this indicates that law enforcement may be called for legal actions.
- If there are *** preceding the infraction, this indicates that law enforcement will be called for legal actions.
- Having legal action taken does not eliminate neither preclude the school's responsibility to take appropriate measures as outlined in the Discipline Code of Conduct.

Categorization of Infractions

Infractions have been classified into three categories dependent upon the severity of the infraction and a range of consequences have been assigned for each category. ***Category I*** are actions coded as ***Behavioral Misconduct***, ***Category II*** are actions that are coded as ***Disruptive Conduct***, and ***Category III*** are actions that are coded as ***Criminal Conduct*** and will always involve law enforcement.

- Level I- Students committing Category I offenses (other than gang related offenses) will be subject to the following disciplinary measures:
  a. Conference, detention, in-school suspension, out of school suspension, overnight suspension with parent conference at school, work detail, withdrawal of privileges, Administrative/School Level Conference/Probation/Contract, and if severe enough, a district administrative hearing.
  b. Students suspended three times for a Category I offense must be placed on a behavior contract by the administration and will be referred for Behavior Management Counseling with school counselor.
  c. If a Category I offense occurs when the student is on a school bus, a range of consequences can occur and will be imposed by the school administration, from immediate counseling to indefinite suspension from riding the bus. Any behavior/disturbance on the bus that endangers the safety of the driver and/or passengers will result in the student's bus riding privileges revoked immediately for a specified period of time and possible suspension from school. (Pursuant to State regulations for school buses)
  d. Gang/ gang-related activity will be handled as follows:
     1) Less severe such as display of gang signs, gang colors, wearing of bandanas, etc. will result in "ONS" for the first time/parent conference and progress to Out of School Suspension. Purpose is to make sure student is aware that it is gang-related and is willfully participating in gang-activity.

- Level II-Students committing Category II offenses will be subject to the following disciplinary measures:
  a. Most include out of school suspensions, school probation, and 3 days out of school suspension/DAH & 3-5 DAYS. Law enforcement may be involved in Level II infractions and students may be subject to a citation as applicable. Occasionally, a level II infraction may involve in-school suspension because of the level of severity.
  b. If a Category II offense occurs when the student is on a school bus, a range of consequences can occur and will be imposed by the school administration, from immediate removal from the bus to an indefinite suspension from riding the bus. Any behavior/disturbance on the bus that endangers the safety of the driver and/or passengers will result in the student's bus riding privileges revoked immediately for a specified period of time and possible suspension from school. (Pursuant to State regulations for school buses)
  c. Any Level II infraction that takes place while a student is on either school/district probation will require that the student have another district hearing which could lead to extending the probation, removing student from school, or a recommendation for expulsion.
- Level III- All Level III infractions require a district administrative hearing and for law enforcement to be involved for possible citations/criminal charges (if applicable) and

referral to the legal system via DJJ.

a. Law enforcement's decision not to press criminal charges for weapons or drugs does not eliminate or preclude the school administrator's responsibility to file an incident report, contact law enforcement, and report all findings to the district hearing officer.
b. Students who are expelled for possession of a firearm will be subject to the 1995 Federal and State laws that mandate a one-year (365days) expulsion term, unless the Superintendent determines to reduce the term of expulsion. (See South Carolina Code 59-63-235)

CATEGORY I OFFENSES: BEHAVIORAL MISCONDUCT

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

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

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

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

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

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

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

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

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

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

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

106. Possession of fireworks, live ammunition, or other incendiary devices. (This includes stink/smoke bombs and vials of noxious gases/liquids.) (PS Code 004/010)
    1st – 1 OSS 2nd – 2 OSS 3rd– AIC & 3 DAYS 4th – DAH & 3-5 DAYS

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

1st – 1 OSS 2nd – 2 OSS 3rd– AIC & 3 DAYS 4th – DAH & 3-5 DAYS (Internet privileges revoked/PAC-1st)

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

1st – 1 OSS

2nd – 3 days OSS/DAH

3rd- 3 OSS and alternative school for the remainder of the school year.

NOTE: Refusal to turn in the phone when asked will result in a three-day suspension.

NOTE: A $25 fee will be assessed for each cellphone violation.

109. Excessive tardiness or early dismissals. (PS Code 180)

1st – (4-6 tardies) 1 Day ISS

2nd- (7-10 tardies) 2 Day ISS/AIC/Intervention

3rd- (11 or more tardies) 3 Days OSS and referral to the District Office for truancy

4th –(16 or more) 3-5 days OSS & DAH

110. Missing After-school detention. (PS Code 005/271)

1st – 1 OSS 2nd – 2 OSS 3rd – 3 OSS 4th – 3 OSS & DAH

111. Hazing. (See Glossary), (PS Code 650/700)

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

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

1st – 1 OSS 2nd – 2 OSS 3rd – 3 OSS 4th – 3 OSS & DAH

113. Violation of parking and driving regulations. (PS Code 300/305)

1st – driving privileges revoked for 4 weeks

2nd - driving privileges revoked for 9 weeks

3rd – driving privileges revoked for year

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

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

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

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

116. Failure to sign in or sign out from school in the office when required. (PS Code 270)

1st – 1 ISS 2nd – 2 ISS 3rd – 1 OSS

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

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

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

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

119. Unauthorized use of locker i.e. candy bars, food items, or radios. (PS Code 023)

1st-1 ISS 2nd-2 ISS 3rd- 1 OSS

120. Cheating. (PS Code 190)

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

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

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

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

2nd - ISS – device confiscated & Fine

3rd- 1 OSS & Fine

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

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

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

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

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

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

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

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

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

125. Littering school grounds. (PS Code 370)

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

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

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

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

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

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

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

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

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

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

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

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

132. Wearing items or clothing that could pose a safety threat to self or others (heavy chains not made as jewelry, studded bracelets/collars, nose/lip-to-ear chains, etc.), (PS Code 280)

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

133. Failure to attend/complete detention or In-School Suspension. (PS Code 005/271)

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

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

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

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

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

136. Property misuse including minor vandalism such as writing on property or damaging property with a replacement value at $50 or less. (PS Code 023)

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

137. Planning or creating a situation that may lead to rule violation but is not a crime. (PS Code 017) Consequences can range from conference to DAH & 3-5 DAYS, depends upon severity, consistent with level of infraction committed.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CATEGORY II OFFENSES: DISRUPTIVE CONDUCT

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property, and the consequences of which tend to endanger the health or safety of oneself or others in the school. Some instances of disruptive conduct may overlap certain offenses, justifying both administrative sanctions and court proceedings. Behavior misconduct (Level 1) may be reclassified as disruptive conduct (Level II) if it occurs three or more times. The provisions of this regulation apply not only to within-school activities, but also to student conduct on school transportation vehicles, and during other school-sponsored activities. Acts considered as Disruptive Conduct include, but are not limited to the following.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

210. Possession of pornographic or obscene material. (PS Code 018)

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

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

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

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

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

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

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

214. Persistent disobedience. (PS Code 270)

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

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

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

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

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

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

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

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

1st – DAH & 3-5 DAYS/LA

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

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

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

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

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

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

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

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

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

1st– 3-5 OSS/DAH 2nd– DAH 5 DAYS/LA
*Severity of threat may incur different consequences

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

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

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

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

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

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

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

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

2nd Offense —3 Days OSS and Alternative school for the remainder of the school year. If the student is not already in alternative school, they will be assigned 45 Days in the alternative setting.
3rd Offense – 5 Days and DAH recommendation for expulsion

NOTE: Probation will be administered at the school level.

CATEGORY III OFFENSES: CRIMINAL CONDUCT

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

conduct on school transportation vehicles, and during other school-sponsored activities. Category III Offenses include, but are not limited to, the following:

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

1st –DAH & 5 DAYS/LA

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

1st– DAH & 5 DAYS/LA

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

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

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

1st– DAH & 5 DAYS/LA

304. ***Sexual assault. (See Glossary), (PS Code 610)
1st- DAH & 5 DAYS/LA

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

1st– DAH & 5 DAYS/LA

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

1st – DAH & 5 DAYS/LA

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

1st– DAH & 5 DAYS/LA

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

1st -DAH & 5 DAYS/LA

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

1st– DAH & 5 DAYS/LA

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

1st– DAH & 5 DAYS/LA

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

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

312. *** Burglary to a school, portable classroom, school district building, or any structure on school district property. (PS Code 540) 1st -DAH & 5 DAYS/LA

313. ***Auto breaking or unlawful entry into a motor vehicle on school property or into a school district vehicle at any location. (PS Code 700)
1st- DAH & 5 DAYS/LA

314. ***Vandalism or theft of personal or school district property where value is $50.00 or more. (See Glossary), (PS Code 760/670)

1st – RP/DAH & 5 DAYS/LA

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

1st - DAH & 5 DAYS/LA

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

1st –DAH & 5 DAYS/LA

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

1st – DAH & 5 DAYS/LA (possibly)

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

1st – DAH & 5 DAYS/LA

319. ***Possession or use of a knife with a blade two inches or less. (See Glossary), (PS Code 786)

1st – DAH & 5 DAYS

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

1st – DAH & 5 DAYS/LA

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

1st – DAH & 5 DAYS/LA

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

1st– DAH & 5 DAYS/LA

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

1st– DAH & 5 DAYS/LA

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

1st- DAH & 5 DAYS/RP/LA

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

1st- DAH & 5 DAYS/RP/LA

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

1st- DAH & 5 DAYS/RP/LA

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

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

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

1st – DAH & 5 DAYS/LA

329. **Unauthorized and deliberate tampering, deletion, OR destruction of any computer programs, systems or data files and deliberately introducing a virus, etc. (PS Code 220)

1st– DAH & 5 DAYS

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

1st– 5 OSS/LA 2nd– DAH & 3-5 DAYS/LA

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

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

1st– DAH & 5 DAYS/LA (possibly)

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

1st – DAH & 5 DAYS/LA

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

1st – DAH & 5 DAYS/LA

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

1st– DAH & 5 DAYS/LA

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

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

2nd Offense —— 5 Days and DAH recommendation for expulsion

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

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

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

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

1st Offense—3 days suspension and will be placed in alternative school for up to 45 days.

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

NOTE: **A district hearing may be requested; however, it must be done in writing clearly stating the grounds for the request. Upon receiving the request, the district hearing officer will review the incident and all the evidence gathered to determine if a hearing will be granted.

2nd Offense —Student will be assigned to alternative school for the remainder of the year.

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

3rd Offense -- Recommendation for expulsion

NOTE: ***The principal or his/her designee has the right to administer consequences that are adjusted for any student involved. Adjustments will be made based on the consideration of all the facts and circumstances of the particular situation and may consider, but will not be limited to, verbal and/or written statements of admission; witness statements from others; video surveillance, et al.

NOTE: (For 7th-12th Grade) At the SRO's discretion, the student may be escorted off of campus to the Sheriff's Office or Department of Juvenile Justice- Hampton Office. Parents will be contacted by Law Enforcement or DJJ.

NOTE: **Depending upon circumstances, the student could be assigned to district approved program to complete his/her assignments.

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

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

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

School Bus Safety Rules and Appeals



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

SCHOOL BUS SAFETY RULES

- No glass containers on the bus.
- No spitting, eating, chewing gum or drinking on the bus.
- No profanity, verbal abuse, harassment, teasing, obscene or sexual gestures.
- No standing while the bus is in motion (including while making a stop).
- No hanging any part(s) of your anatomy out a window.
- No throwing or shooting any type of objects.
- No play fighting or horse playing.
- Do not ride any bus that you are not assigned to.
- Do not ride any bus during a suspension of bus privileges.
- Do not vandalize the bus or ignite any flammable object while on the bus.
- Do not hold onto the bus from the outside or pass items in or out the bus window.
- Do not make excessive noise or other disruptive behavior.
- Keep your feet, body, and bags out of the aisle.
- Do not block the aisle with band instruments or book bags.
- Students must follow the directions of the driver.
- Students may not exhibit any behavior that disturbs the students or driver.
- Talk quietly, but avoid loud, boisterous behavior, including singing, clapping, stomping, or yelling.
- No spraying of cologne, deodorant, body spray or any other type chemicals or aerosols, pump spray, or lotion while on the bus.
- Never tamper with the emergency exits or any other part of the bus equipment, including fire extinguishers and first aid equipment unless there are reasonable grounds to believe that an actual emergency situation exits.
- Students must board and exit the bus at their designated stop or school.
- Students must be at the bus stop 5 minutes prior to scheduled pick-up time.
- Students must wear ID while on the bus.

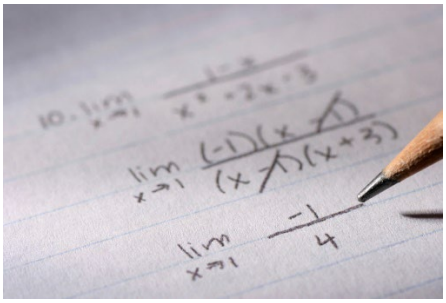
- The usage of cell phones, airpods, Beats, Smart glasses, iPod, MP3, Gameboy or other devices that devices that are not issued by the school are not allowed.
- Emergency exits and aisles must not be blocked. All book bags, equipment, instruments, etc., must be properly stored in the student's seat or on the floor.
- Students may not sell candy or other fundraising items on the bus.
- Students may not sit on their book bag, luggage, or legs because the design of the seats is such that a serious injury could occur if the child rises above the height of the seat.
- Students may not touch or hang on to the bus in any manner before boarding or after discharge.
- Students who inappropriately use video cameras, video phones or other recording devices while on the school bus are subject to violation of the Privacy Act and can be assigned school and bus consequences.

GENERAL PROCEDURES FOR TRANSPORTATION SUSPENSION

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

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

General Procedures for School Suspension of Students with Disabilities



GENERAL PROCEDURES FOR SCHOOL SUSPENSION OF STUDENTS WITH DISABILITIES:

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

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

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

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

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

SCHOOL BUS VIOLATIONS (CODE 340)

Prior to submitting a referral, the drivers must document the steps they have take to correct the behavior. This documentation will be housed in the transportation department.

Level I: Failure to follow directions/bus rules

1st OFFENSE—Parent, Student, and Bus Driver Conference

2nd OFFENSE—1 day bus suspension

3rd OFFENSE—3 day bus suspension

4th OFFENSE—5 day bus suspension

5th OFFENSE—10 day bus suspension

6th OFFENSE—Removal from the bus for the remainder of the school year

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

Appendix A

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

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

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

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

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

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

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

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

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

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

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

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

20-7-8925 Unlawful for anyone under 21 to purchase or possess liquor. Any possession is a prima facie evidence that is knowingly possessed. This is a misdemeanor, with a fine of $100 to

$200, plus court costs or 30 days in jail. It is also unlawful to falsely represent age for the purpose of procuring alcoholic liquors.

44-53-110 Possession of drug paraphernalia.

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

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

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

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

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

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

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

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

(B) A district board of trustees shall not authorize or order the expulsion, suspension or transfer of any pupil for a violation of Section 59-150-250(B).

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

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

59-63-235 The district board of trustees must expel for no less than one year for a student who is determined to have brought a firearm to a school or any setting under jurisdiction of a local board of trustees. The one-year expulsion is subject to modification by the district superintendent of education on

a case-by-case basis. Student expelled pursuant to this section are not precluded from receiving educational services in an alternative setting.

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

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

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

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

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

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

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

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

59-67-245 No person shall willfully and wrongfully interfere with the operation of a school bus, either public or private, by boarding, restricting movement, or using threats, either physical or

verbal, to the driver or any passenger while the bus is engaged in the transportation of pupils to and from school or any lawful school activity or while passengers are entering or leaving the bus nor shall any person willfully fail or refuse to obey a lawful order of school bus. The use of threatening, obscene or profane language addressed to the driver or any passenger entering, leaving or waiting for a school bus is disorderly conduct and any person convicted for the use of such language shall be punished as provided in 16-17-530. Nothing contained herein shall be interpreted to infringe upon the powers and duties of duly constituted authorities.

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

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

APPENDIX B

HARASSMENT, INTIMIDATION OR BULLYING

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

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

- Harming a student physically or emotionally or damaging a student's property or placing a student in reasonable fear of personal harm or property damage

- Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

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

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

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

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

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

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

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

1. Any student or parent/guardian of a student who believes that the student has been bullied, harassed or intimidated in violation of District policy should immediately report the incident. The report must be completed in writing using the bullying, harassment or intimidation reporting form and submitted to school level administration.
    - Students in grades Pre-K through 2 will be provided with assistance in completing the reporting form

2. Any school official who observes an incident of bullying, harassment or intimidation of a student shall immediately report the incident to an administrator. The report must be completed in writing using the bullying, harassment or intimidation reporting form and submitted to school level administration.

3. A school official who receives a report of bullying, harassment or intimidation should immediately forward the report to the appropriate building administrator. (Principal, Assistant Principal, etc.)

4. The administrator will promptly and thoroughly investigate all such reports and upon completion of that investigation, will notify the parents/legal guardians of all affected students that corrective action has been taken by the school.

5. Corrective action may include the student perpetrator being disciplined in accordance with the Student Code of Conduct, as well as being required to complete program(s) regarding conflict resolution, anger management, and/or social interaction skills.

6. In any disciplinary incidents involving bullying, harassment or intimidation that may occur on the bus a student may be temporarily suspended from the bus pending the result of an investigation.

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

8. Investigations will normally be completed within 3 school days. If circumstances prevent the completion of the investigation within 3 days, the administration will ensure that the investigation is completed as soon as reasonably practicable thereafter. No student will be removed from the bus until a school level administration has made direct contact with the student's parent/guardian.

APPENDIX C

SECRET SOCIETIES/GANG ACTIVITY

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

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

- Gangs which initiate or advocate activities which threaten the safety and well-being of persons or their possessions anywhere on or near school property or at school-sponsored events are harmful to the educational purposes of the district.

- Gang incidents involving recruitment, initiation, hazing, wearing of colors or other gang indicators, threats and intimidation, fighting or establishment of "turf or territory" on school property or at any school-sponsored event are likely to cause intimidation or fear, bodily danger, physical harm, or personal degradation or disgrace resulting in physical and mental harm to students.

- The use of hand signals and the presence of any apparel, jewelry, accessory, book or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute, denotes membership in a gang creates a clear and present danger of the commission of unlawful acts on school premises, the violation of school regulations, or the substantial disruption of the orderly operation of the school and is prohibited. In determining whether or not a student is in violation of the prohibition on the wearing/display of a gang-related item, school administration will provide professional learning to staff, students and parents in the identification of gang related indicators, symbols, hand signals, graffiti clothing/accessories, etc.

- If district administration determines that a student has initiated or participated in a gang or a secret society as stipulated above, that student will be disciplined in a manner which may include, but will not be limited to, detention, removal from extracurricular activities, suspension and/or expulsion, and referral to law enforcement, dependent upon the circumstances of the particular offense. The district also reserves the right to prohibit any student from wearing/displaying any article of clothing or accessory which the district has determined to be a gang indicator.

APPENDIX D

Student Uniform Policy

Student dress code policy is in effect for both face to face and virtual learning.

The HCSD Board Policy states the board reserves the right to ban from school those students whose personal appearance is disruptive to the educational process and orderly operation of the school.

Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the district to the community. Clothing/hair/accessories should not be so extreme or inappropriate to the school setting as to disrupt the educational process. Therefore, any items deemed distracting, revealing, overly suggestive or otherwise disruptive shall not be permitted. Neither parents nor students will place the burden of enforcing the uniform policy solely on the school. Parents and students are expected to comply to ensure that a comfortable, safe, and non-confrontational environment is provided for all students. **Students are expected to be dressed according to the uniform standards at all times when school is in session.**

Shirts

• All shirts must be polo or collared with the exception of school spirit shirts. **Shirts** are to be in HCHS approved colors: **royal blue, Carolina blue (light blue), gray, white, or black** collared shirts. Students may wear school spirit t-shirts that represent school clubs, teams, and related activities. School spirit shirts have to be approved HCHS shirts.
• Tops must be modest (provide appropriate coverage, not tight, not revealing)
• No tank tops, spaghetti straps, crop tops, cold shoulder, or other styles that reveal any part of the mid-section will be permitted.
• JROTC students may wear) apparel issued through the JROTC unit. Other HCHS clubs must have principal approval to wear non-HCHS apparel.
• Only logos or insignia with school-appropriate images and words (No images or words indicating weapons, illegal items, profane or degrading subjects, illegal drugs, racial slurs, political slogans or candidate endorsements, gang affiliation, no drug or gang references.)
• Students may wear sweaters or sweatshirts that comply with school colors. HOODs are not to be worn inside the building.
• Team uniform tops must be worn with dress code bottoms and may only be worn on game days during the season.
• Shirts may not exceed one size larger or smaller than necessary as determined by school administration.
• Shirts must be tucked in at all times.

Pants, Skirts, and Shorts (Bottoms)
• **Bottoms** are to be solid **khaki, black, navy blue pants, or black jeans, skirts, or shorts**. Black jeans (solid in color) are permitted to be worn as part of the uniform.
• Jeans are only permitted on Fridays for a cost of $2 but may not have any holes, rips or tears. Students must wear a school spirit shirt or uniform shirt.
• Skirts and shorts must be no higher than 2 ½ inches above the knee or the width of a dollar bill when standing.

• No cargo (exterior pockets on the legs), jogger (elastic around the ankles), or sweat pants or shorts.
• No baggy or sagging pants or shorts. Pants must be worn at the natural waistline.
• No rolled up pants legs.
• Belts, sashes, and straps must be appropriately fastened.
• Jeggings, leggings, spandex, tights, biker shorts or bottoms of any other stretch material are only permitted when worn under an appropriate-length skirt. (Must be a solid color in one of the approved school colors)
• Bottoms must be free of graphics and embroidery (no insignias, words, or graphics larger than a quarter).
• Bottoms should not have any holes, rips, or tears in them.

Coats, Jackets, and Hoodies (Outerwear)

• Students may wear hoodies, jackets, and coats over school uniforms. Outerwear (coats, jackets, and hoodies) **cannot have drug paraphernalia, inappropriate wording or gestures, political content, racial slurs, or derogatory wording**. Hoods can only be worn on the outside of the building. Hoods are NOT to be worn in the building.
• Outerwear must stay unzipped inside buildings.
• Only solid color jackets may be worn.

Shoes, Sneakers, and Boots (Footwear)

• Footwear must be worn at all times and must conform to special requirements, such as PE.
• Laces on footwear must be tied.
• No flip-flops, slides, sandals, Crocs of any kind, Yeezey slides, moccasins, Heelies (shoes with wheels), house shoes, or other slide-on shoes or slippers. Shoes must enclose the foot. Heels should be less than 1 1/2 inch.

Other Clothing Items or Accessories

• Belts must be worn if pants, skirts, skorts and shorts have belt loops (exception may be warranted by school administration). Belt buckles must not be oversized or have any writing that is considered offensive.
• No large pendants or medallions.
• No adornments that could be perceived as or used as a weapon, such as chains, spikes, etc.
• No gang, sexual, profane, drug-related, or otherwise degrading symbols or words on clothing or accessories (includes book bags, notebooks, or any other item brought to school), as identified by local law enforcement agencies and administrators.
• No head coverings of any kind, including, but not limited to: hoods, hats, caps, bandanas, curlers, bonnets, headbands, masks, visors, kerchiefs, athletic sweatbands (on head or elsewhere), earmuffs, headphones, earbuds, Beats, Bluetooth devices, sunglasses, or hoods. Head coverings may not be worn, carried, hung on belts, or worn around the neck at any time in school buildings.
• No hats are allowed to be worn or carried on campus.
• Girls' hair accessories (barrettes) must be no wider than 1 inch.
• HEADBANDS and wraps must be no wider than ¼ an inch.
• No combs, picks, or hair curlers may be worn in hair (Grooming tools may not be used outside of the bathrooms.) Metal picks and combs with sharp ends are not allowed on campus.
• Eyewear is prohibited to be worn on campus with the exception of prescription glasses or contacts.

• Other items of clothing or accessories such as blankets, pajamas, sunglasses, ski goggles, hats with earbuds included, wave caps, durags are not permissible.

Other Dress Code Requirements

• Students may be required/allowed to dress out for particular classes/activities, according to teachers' standards (PE clothes, JROTC uniforms, automotive/wood shop work clothes, health science scrubs, professional wear for presentations, etc. JROTC uniforms and health science scrubs worn on days of clinical may be worn all day; all others can only be changed into and worn only during the specified class period.)

•Senior paraphernalia may be worn on specific days that will be indicated by the building principal.

•Game day attire may only be worn on the days of a game and during the season of that particular sport.

Consequences

*Uniform policy infractions will be resolved using the following consequences:

1st Offense: A 1st infraction of the policy will require the student to call home for a change of clothes or serve ISS for the remainder of the day.

2nd Offense/Additional Offenses: A 2nd infraction of the policy will require the student to serve ISS for the remainder of the day.

3rd Offense: A 3rd infraction of the policy will require the student to serve ISS for the remainder of the day and the next school day.

4th Offense: A 4th infraction of the policy will be categorized as a Level 2 offense as outlined in the student handbook, subject to the consequences of "Refusal to obey school or District Administrator," including out of school suspension. The student will also lose his/her parking privilege.

5th Offense: A 5th infraction of the policy will be categorized as a Level 2 offense as outlined in the student handbook, subject to the consequences of "Refusal to obey school or District Administrator," including 2 days of out of school suspension and a school level administration hearing (AIC & 3 DAYS).

6th Offense: The 6th infraction of the policy will result in a district level administrative hearing.

APPENDIX E

CELL PHONES / COMMUNICATION DEVICES/ ELECTRONIC DEVICES

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

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

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

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

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

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

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

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

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

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

Consequences:

1st Offense– 1 OSS

2nd Offense– 3 days OSS/DAH

3rd Offense- 3 OSS and alternative school for the remainder of the school year.

NOTE: Refusal to turn in the phone when asked will result in a three-day suspension.

NOTE: A $25 fee will be assessed for each cellphone violation.

**Refusal to comply will result in consequence for disobedience and the $25 fee. Fee will be applied to PowerSchool account if it is not paid before end of school year.

APPENDIX F

Internet Acceptable Use Agreement

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Code **IJNDB**

(Please read this document carefully before signing.)

Hampton County School District is pleased to provide internet access and believe that the internet offers vast, diverse, and unique resources to students and district employees. Our goal in providing this service to district employees and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The purpose of this network is to assist in preparing our students for success in life and in the workforce by providing them with access to a wide range of electronic information and the ability to communicate with people throughout the world to enhance their educational experiences.

The internet is an electronic highway that connects thousands of computers all over the world with millions of individual subscribing users. It is traditionally used by educational institutions, businesses, government, the military, non-profit organizations, commercial enterprises, and private citizens. Students will use the internet to gather information needed for their instructional and personal needs. They will be able to participate in distance learning activities such as virtual online learning schools. They will be able to ask questions, consult with experts, and communicate with other students and professionals.

Access to electronic and web-based resources is available in classrooms, media centers, computer labs, and with home computers. Through active learning experiences, students are expected to develop appropriate information literacy skills to ensure effective use of the wide variety of tools available through the network. Users will broaden their global horizons and discover a wealth of knowledge that otherwise would not be available in our community. The Board of Trustees expects the instructional staff to blend the use of electronic information throughout the curriculum and provide guidance and instruction to students as to the appropriate use of such resources.

It is the policy of Hampton County School District that computers and the internet are used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the district's policy and guidelines will result in the loss of access privileges. If the district incurs any cost due to student, or employee negligence or misuse, the student, or employee will be responsible for that cost.

This policy governs the use of all electronic systems owned, provided, or subscribed to by the District, including computers and computer-like devices, mobile devices, voice and data communication systems, networks, software, services. It applies to all users (students and adults) of these systems, on or off District property, at all times.

District employees, contractors, and vendors will sign this policy prior to account access. Students are bound by an opt out mechanism: parents not wishing for their child to be allowed access to computer networks, Internet, or other communication services must so indicate in writing to the school's Principal.

Under certain circumstances, the use of personally – owned computing and communication devices may be allowed on District property. These non-District-owned devices access District services, networks, data, and services, and as such are bound by this policy. Such devices are the sole responsibility of the owners.

Students and employees will have access to:

1) Electronic district assigned mail (e-mail) with people all over the world. Accessing personal email accounts is not allowed.

2) Public domain software and graphics of all types for school use.

3) Graphical access to the World Wide Web, the newest and most exciting access tool on the internet.

Access to computers and people all over the world brings the availability of material that may not be of educational value in the context of the school setting. Hampton County School District has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. Hampton County School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is in consistent with the educational goals of the district.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided to make you are aware of the responsibilities you are about to acquire. Compliance with this policy is mandatory and includes access and use of the district's information system and all peripheral devices for printing, storing, archiving and duplicating information regardless of location. Be aware that personal files are discoverable under the State of South Carolina Freedom of Information Act. Hampton County School District has the right to place restrictions on the material accessed or posted through the system.

Guest user access can be arranged for lecturers, program presenters, or other event- based needs by arrangement with Technology Services. The Technology Services can provide credentials for such users who are bound by this policy. Guest access is limited in terms of Internet and file access.

The signature at the end of this document is legally binding and indicates that party who signed has read the terms and conditions carefully and understands their significance.

Internet--Terms and Conditions of Use

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

Reporting

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

 Applying penalties in accordance with the Discipline Code

 Application of civil or criminal liability under other applicable laws

 Report to the superintendent and Board of Trustees

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

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

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

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

 Applying penalties in accordance with the Discipline Code
 Levying fines and payment for damages, repairs and hardware replacement

 Application of civil or criminal liability under other applicable laws
 Expulsion
 Violations of this policy and these standards by employees may be cause for revocation of use privileges and for disciplinary action.

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

Online behavior

Appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms is to be only conducted for instructional purposes only.
Cyberbullying is a criminal offense. Cyber bullying of any kind will result in a suspension of privileges as stated below:

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

District Issued Mobile Device Agreement Form

PLEASE RETURN THIS FORM TO YOUR SCHOOL. This form and the Acceptable Use Agreement Form MUST BE SIGNED AND RETURNED by BOTH PARENT and STUDENT FOR THE STUDENT TO RECEIVE A DISTRICT ISSUED MOBILE DEVICE.

PLEASE PRINT CLEARLY
Student Last Name: _____ First: _____ Middle: _____
Grade_____

District Issued Mobile Device Insurance Agreement
District Issued Mobile Device Insurance for School Year 2026-2027
A non-refundable $50 insurance plan is **required** for District Issued Mobile Devices. Students and parents **must** purchase this insurance plan prior to taking possession of the device.

Hampton County School District recognizes that with the implementation of the District Issued Mobile Device Initiative, the priority is to protect the investment by both the District and the Student/Parent/Guardian.

Not Covered by Insurance Plan
Students will be responsible for the entire cost of replacement or repair for any District Issued Mobile Device and/or accessory damaged through loss, misuse, abuse or intentional damage. See pages 10-11 of the Mobile Device Guide for detailed information.

By signing below, parent and student have agreed to the following:
● I would like to receive a District Issued Mobile Device and agree to pay the insurance plan cost of $50.00.
● I agree to pay the school/district cost to repair or replace the device or accessory if the item becomes lost, misused, abused or deemed not covered by the insurance plan.
● I agree to follow all HCSD mobile device usage rules as stated in the Mobile Device Guide and the Acceptable Use Agreement.
● I agree that I understand and consent to the responsibilities outlined in the HCSD Mobile Device Guide.

Student Name (Please Print):
_____

Student Signature:
_____Date:_____

Parent/Guardian Name (Please Print):
_____

Parent/Guardian Signature: _____Date:_____

Office Use Only:
Amount Paid: _____ Balance: _____Cash: _____ Check: _____
Credit Card: _____Exp: _____ Accepted by: _____
Date: _____ Device #_____

Off-campus Conduct

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

Protection of Student Confidentiality and Privacy

The district or school may establish password-protected web sites that will restrict access to staff, students, and their parents. Parents must approve any disclosure of student information and posting of student created material.

1) Elementary and middle school level – group pictures without identification of individual students are permitted. Student work may be posted with either student first name only or other school developed identifier (such as an alias or number).

2) High school level – students may be identified by their full name with parental approval. Group or individual pictures of students with student identification are permitted with parental approval. Parents may elect to have their child assigned to the elementary/middle school level of use.

3) Material placed on student web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.

4) Material (graphics, text, sound, etc.) that belongs to someone other than the student may not be used on Web sites unless formal permission has been obtained from the owner.

5) For students in elementary and middle school, the following standards apply to any material posted on a publicly accessible site:

i) Students will use a username that will disguise their full name.
ii) Group pictures without identification of individual students are permitted.
iii) Student work may be posted with limited student identification.
iv) All student posted work will contain the student's copyright notice, using the student's username.

Accessing Inappropriate Sites

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

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

Disclaimer of Liability

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

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

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

School District Internet Use Agreement

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

User's Full Name: _____

User Signature: _____

Date: _____

APPENDIX G

GLOSSARY

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

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

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

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

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

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

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

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

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

FIGHTING: Mutual combat. This may include pre-meditated attacks or assaults initiated by oral disagreements.

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

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

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

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

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

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

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

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

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

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

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

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

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

PROHIBITED WEAPON: Knife with a blade over two inches long, a blackjack, a dirk (a stabbing knife such as a switchblade), a metal pipe or pole, metal knuckles, razor, razor blade, martial arts throwing star, BB gun, pellet gun, or any other deadly weapon usually used to inflict personal injury. To determine the length of a knife blade, it will be measured from the tip to where

the blade and handle (casing) meet. Box cutters and utility knives containing blades are also prohibited on school/district property.

When a weapon is found in a student's possession, it is up to the school principal to determine if the student's possession was knowing or intentional. If the student maintains that he or she did not knowingly have possession, and the explanation is credible to the administrator, the student will not be suspended.

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

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

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

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

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

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

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

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

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

TRESPASSING: Being on any district property or school campus at an unreasonable hour when not involved in a school activity, when school is out, or present on the campus of a school not enrolled in without school administration or district level authorization. Unreasonable hours in this context include, but are not limited to, after 11:00 p.m. when the school facility is not in use for an approved activity, at any time on school holidays, during summer break, and weekends or at any time someone is found inside a fenced in area that is posted with no trespassing signs. Students who are on suspended or expelled status may also be considered as trespassers if they do not have prior express school administration or district level authorization to be on school grounds.

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

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

HAMPTON COUNTY HIGH SCHOOL 115 Airport Rd, Varnville, SC 29944		**PARKING VIOLATION NOTICE**
STATE & LICENSE NO.	TIME: ☐ AM ☐ PM	DATE:
VEHICLE MAKE:	LOCATION:	
DECAL NO.	TIME: ☐ AM☐ PM	
LOCATION:		
SCHOOL RESOURCE OFFICER SIGNATURE:		

THIS VEHICLE IS IN VIOLATION OF THE PARKING REGULATION OF HAMPTON COUNTY HIGH SCHOOL AS INDICATED BELOW. THE FINE FOR THE HIGHEST VIOLATION SHALL BE IMPOSED WHEN MORE THAN ONE VIOLATION IS INDICATED. REPORT AT ONCE TO THE MAIN OFFICE OR MAIL THE AMOUNT OF YOUR VIOLATION BOND WITHIN FIVE WORKING DAYS OF VIOILATION. 115 Airport Rd, Varnville SC 29944

CODE	VIOLATION	FINE
1	PARKING IMPROPERLY	$ 5.00
2	PARKING ON LAWN	$ 5.00
3	PARKING IN RESERVED AREA STUDENT _____ STAFF_____	$ 10.00
4	PARKING IN "NO PARKING" AREA	$ 5.00
5	PARKING IN HANDICAPPED AREA	$ 20.00
6	PARKING ALONG YELLOW LINE	$ 5.00
7	FAILURE TO STOP AT STOP SIGN	$ 5.00
8	OBSTRUCTING TRAFFIC	$ 5.00
9	(FAILURE) (IMPROPER) REGISTRATION OF VEHICLE	$ 10.00

OTHER: No Parking Decal
WILLFUL DISREGARD OF OUTSTANDING FINES WILL SUBJECT VIOLATORS TO APPEAR IN MAGISTRATE COURT AS PROVIDED BY SOUTH CAROLINA CODE OF LAW 56-21-10 THROUGH 56-21-60. ADDITIONALLY, STUDENTS, FACULTY, AND STAFF WILL BE SUBJECTED TO DISCIPLINARY ACTIONS.
IMPORTANT: ***APPEALS MUST BE BROUGHT TO THE ATTENTION OF THE SCHOOL RESOURCE OFFICER WITHIN 72 HOURS.***

Bullying, Harassment, or Intimidation Reporting Form

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

Was the behavior intentional, repeated over time, intended to harm involving a power differential, and creating a hostile educational environment?	□ Yes	□ No

Date (mm/dd/yyyy)	**School**	**School System**
Today's Date:		

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

□ School Staff

Name:	Telephone:	E-Mail:

1. Name of Student/Victim	**Age**

2. Name(s) of Alleged Offender(s) if Known	**Age**	**School (if known)**	**Is he/she a student?**
			□ Yes □ No
			□ Yes □ No
			□ Yes □ No
			□ Yes □ No

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

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

□ Any bullying, harassment, or intimidation that involves making the victim of jokes

□ Demeaning and

physical aggression

□ Making rude and/or threatening gestures

□ Getting another person to hit or harm the student

□ Excluding or rejecting the student

□ Teasing, name-calling, making critical remarks, or threatening, (bullying), extorting, or exploring

□ Intimidating

person or by other means

□ Spreading harmful rumors or gossip

□ Electronic Communication
(specify)_____

□ Other
(specify)_____
_____

5. Where did the incident happen (choose all that apply)?

□ On school property

□ At a school-sponsored activity or event off school property

□ On a school bus

□ The way to/from school*

□ Electronically

***Will be collected unless specifically excluded by local board policy**

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

_____
_____
_____
_____

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

_____
_____
_____
_____

8. **Did a physical injury result from this incident?**

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

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

□ Yes □ No

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

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

11. **Did a psychological injury result from this incident?**

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

□ Yes, and psychological services have been sought

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

_____
_____
_____
_____
_____
_____

Signature **Date**

Harassment, intimidation or bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following:

- **harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage;**

- **insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.**

Definition of Bullying, Harassment, and Intimidation

NOTES: