



VARNVILLE ELEMENTARY SCHOOL

"We do our best at VES! Read to Succeed"

2026-2027

Student Discipline and Behavior Code Handbook



"Home of the Bear Cubs"

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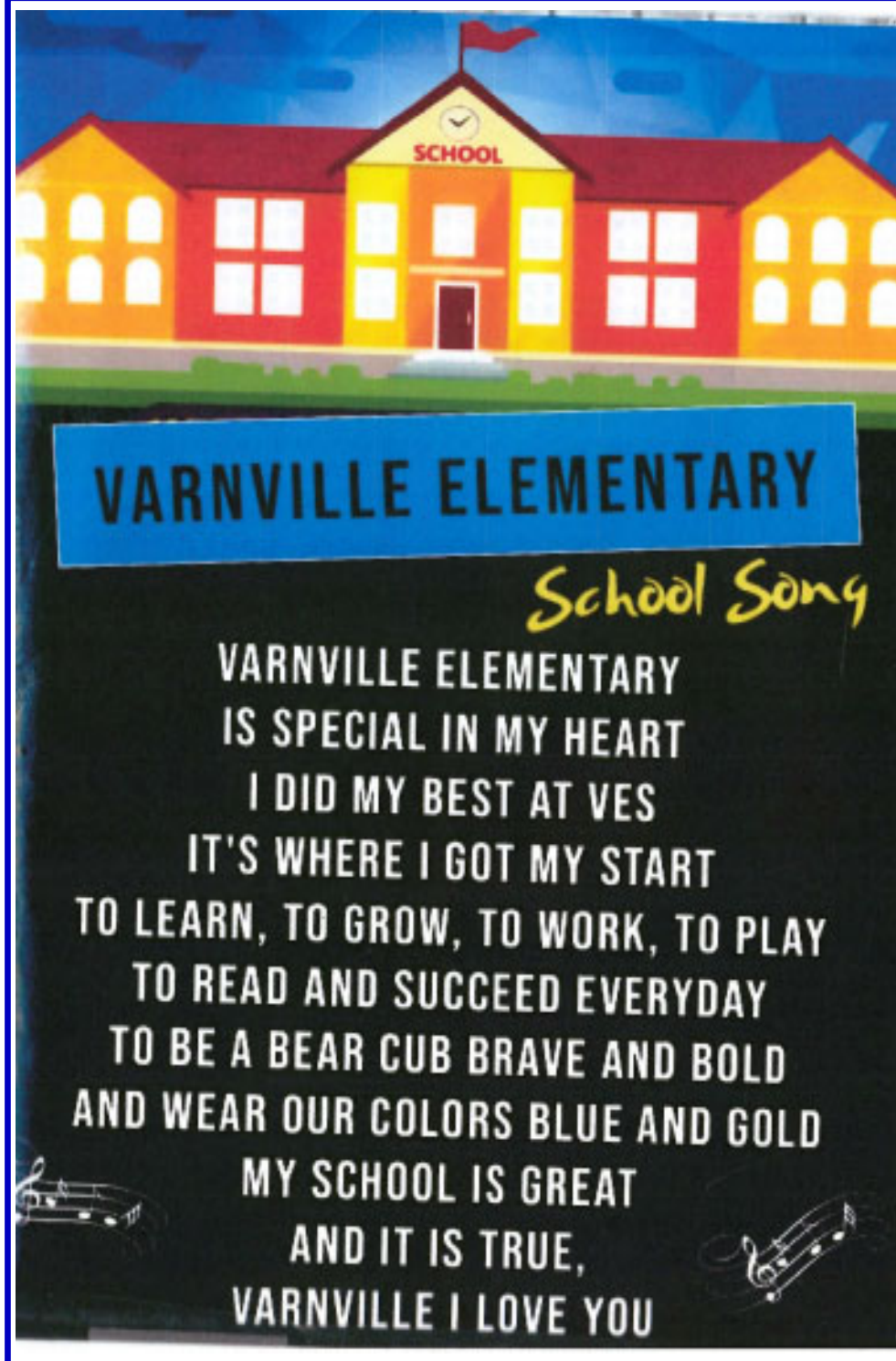
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MISSION

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



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 SCHOOL BOARD OF TRUSTEES



Marsha Robinson
School Board Chair



Kari Foy
School Board Vice Chair



Debra Holmes
Secretary



Mary Wilson
Parliamentarian



Doug Jarrell
Member



Richard Long
Member



Hannah Priestler
Member



Julia Farmer
School Board Secretary

The seven (7) member Board of Trustees governs Hampton County School District. The Board meets on the first (1st) and third (3rd) Tuesday of each month at 6:00 P.M. in the Multipurpose Room at North District Middle School. Meetings are open to the public, except during executive sessions which are held to discuss legal personnel or student issues where confidentiality is a concern.

The Board is responsible for determining the operating policies and approval of the annual budget for the school district. The Board appoints the superintendent, and upon recommendation of the superintendent, approves administrative, supervisory, teaching, and support personnel.



2026 – 2027



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ADMINISTRATIVE DISCRETION

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

DECISION PROCESS

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

DISTRICT LEVEL ADMINISTRATIVE HEARING OFFICER:

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

BOARD EXPULSION HEARING:

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

PROBATION:

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

STUDENT BEHAVIOR CODE

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

If applicable, students will comply with the health and Safety Protocols (COVID-19) for Maintaining Healthy Spaces as outlined in the district's Return to School Guidance - (Health Screening Responsibilities for Students, p.48) to include:

- Social Distancing
- Face Covering
- Hand Washing

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

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

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

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

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

Legend:

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

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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 2 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 2 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 2's Technology Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to internet.

VANDALISM

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

SCHOOL DISTRICT INTERNET USE AGREEMENT

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

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

NOTE: This form is in the beginning of the year packet for you to fill out.

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

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

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

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

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

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

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

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

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

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 OSS 4th – DAH & 3-5 DAYS OSS

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

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

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

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

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

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

NOTE: See Offense code 122 for refusal to turn in cell phone when requested.

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

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

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

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

111. 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

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

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

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

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

114. 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.

OFF-CAMPUS CONDUCT

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

PROTECTION OF STUDENT CONFIDENTIALITY AND PRIVACY

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

ACCESSING INAPPROPRIATE SITES

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

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

- 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.

115. 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.

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

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

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

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

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

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

119. Littering school grounds. (PS Code 370)

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

120. Dress code violations. (PS Code 280)

See dress code policy section of handbook

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

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

122. 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 OSS 4TH – DAH & 3-5 DAYS OSS

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

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

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

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

125. 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 OSS 4TH – DAH & 3-5 DAYS OSS

126. 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.

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

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

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

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

129. 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.

130. 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.

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

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

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

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

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

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

134. **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

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 2. 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 2 staff member pertaining to the proper use of the network.) If a Hampton County School District 2 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:

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

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

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

CONSEQUENCES

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

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

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

Refer to Policy JICJ

135. 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 OSS 4th – DAH & 3-5 DAYS OSS

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

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

137. 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 OSS

SRO INVOLVEMENT

Some acts may also result in the involvement of SRO. These acts are denoted with asterisks and indicate the following:

2 or 3 stars *** = SRO will be contacted and charges may be filed.

All fights will be reported to SRO regardless of denotation.

CATEGORY II OFFENSES: DISRUPTIVE CONDUCT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CELL PHONES / COMMUNICATION DEVICES

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

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

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

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

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

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

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

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 2 Board of Trustees. In establishing such standards, the Board prohibits the presence and activities of gangs on or near school property and at school-sponsored events.

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

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

Appendix D mirrors Policy JICF

216. Persistent disobedience. (PS Code 270)

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

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

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

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

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

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

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

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

1st – DAH & 3-5 DAYS OSS/LA

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

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

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

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

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

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

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

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

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

1st – 3-5 OSS/DAH 2nd – DAH 5 DAYS/LA

****Severity of threat may incur different consequences***

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

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

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

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

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

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

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

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

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

3rd Offense – 5 Days and DAH recommendation for expulsion

NOTE: Probation will be administered at the school level.

SRO INVOLVEMENT

Some acts may also result in the involvement of SRO. These acts are denoted with asterisks and indicate the following:

2 or 3 stars *** = SRO will be contacted and charges may be filed.

All fights will be reported to SRO regardless of denotation.

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

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

Signature

Date

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

- ☐ On school property
- ☐ At a school-sponsored activity or event off school property
- ☐ On a school bus
- ☐ The way to/from school*
- ☐ Electronically

*Will be collected unless specifically excluded by local board policy

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

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

7. Did a physical injury result from this incident?

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

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

☐ Yes ☐ No

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

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

Did a psychological injury result from this incident?

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

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 OSS/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 OSS/LA

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

1st – DAH & 5 DAYS OSS/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 OSS/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 OSS/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 OSS/LA
310. ***Unauthorized tampering with security, fire, access control or surveillance system or alarms. (PS Code 350)
1st – DAH & 5 DAYS OSS/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 OSS/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 OSS/LA
313. ***Vandalism or theft of personal or school district property where value is \$100.00 or more. (See Glossary), (PS Code 760/670)
1st – RP/DAH & 5 DAYS OSS/LA
314. ***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 OSS/LA
315. ***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 OSS/LA
316. ***Physical assault of a student. (See Glossary) (PS Code 520)
1st – DAH & 5 DAYS/LA (possibly)
317. ***Possession or use of a knife with a blade two inches or more, starter pistol, replica weapon/device, paint ball gun, bat or any item not generally considered as a weapon but USED as a weapon to inflict bodily harm. The blade will be measured from tip to base. This does not include a baseball bat that has been approved for recreational purposes in the school. (See Glossary), (PS Code 390/789)
1st – DAH & 5 DAYS/LA

Bullying, Harassment, or Intimidation Reporting Form

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

Was the behavior intentional, repeated over time, intended to harm involving a power differential, and creating a hostile educational environment?				☐ Yes	☐ No
Date (mm/dd/yyyy)		School		School System	
Today's Date:					
Person Reporting Incident: Check one: ☐ Student ☐ Student (Witness, Bystander) ☐ Parent/guardian ☐ Close adult relative ☐ School Staff					
Name:		Telephone:		E-Mail:	
1. Name of Student/Victim					
					Age
Name(s) of Alleged Offender(s) if Known		Age	School (if know)	Is he/she a student?	
				☐ Yes ☐ No	
				☐ Yes ☐ No	
				☐ Yes ☐ No	
				☐ Yes ☐ No	
2. Date(s) of Incident(s) (mm/dd/yyyy)					

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

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

☐ Other (specify)

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.

NOTE: You may report bullying/harassment by either requesting a copy of the bullying from the front office or by going to the district website (hcsdsc.org) under the Resource tab and clicking on the STOP It app link and filling the form out there or you can click on the link below.

[STOPit website for anonymous reporting](#)

Refer to Policy JICFFA

318. ***Possession or use of a knife with a blade two inches or less, starter pistol, replica weapon/device, paint ball gun, bat or any item not generally considered as a weapon but USED as a weapon to inflict bodily harm. The blade will be measured from tip to base. This does not include a baseball bat that has been approved for recreational purposes in the school. (See Glossary), (PS Code 390/786)
1st – DAH & 5 DAYS OSS
319. ***Possession of any item of drug paraphernalia. (See Glossary), (PS Code 004)
1st – DAH & 5 DAYS OSS/LA
320. **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 OSS/LA
321. Harassment. (See Glossary), (PS Code 012/ 650)
1st– DAH & 5 DAYS OSS/LA
322. 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 OSS/LA
323. * **Unauthorized entry to school building or property (this includes school sponsored events). (PS Code 750)
1st– DAH & 5 DAYS OSS/RP/LA
324. 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 OSS/RP/LA
325. 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 OSS 3rd– DAH & 3-5 DAYS OSS
326. **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
327. ***Detonating (in any way causing to go off) fireworks, incendiary devices, smoke and/or stink bombs or other noxious gas devices. (PS Code 010)
1st– DAH & 3-5 DAYS/LA

328. Pattern of threatening, bullying, or intimidating other students. (PS Code 650/651) (See bullying policy)
329. Distribution of pornographic or obscene material. (PS Code 018/710)
1st – DAH & 5 DAYS OSS/LA (possibly)
330. ***Fraudulent requests for emergency services. (PS Code 620)
1st – DAH & 5 DAYS OSS/LA
331. Health code violation, such as deliberately urinating or defecating on someone or doing this in a public or an inappropriate place. (See Glossary) (PS Code 017)
1st – DAH & 5 DAYS OSS/LA
332. Intentionally throwing any object at or in the direction of a staff member. (PS Code 028)
1st – DAH & 5 DAYS OSS/LA
333. ***Possession, transfer, or use of vapes (e-cigarettes), vape cartridges, any paraphernalia related to a vape (e-cigarette), or dab pens that contains marijuana, THC, or any other substance that is considered illegal, etc. (004/230) Since the purchase of a vape (e-cigarette) is illegal by minors, possession will constitute a violation of this section. This includes being present on district/school property or at any school-sponsored event after using, possessing, or transferring any of the aforementioned items. (See Note 2), (See Glossary), (PS Code 004/230)

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

2nd Offense — 5 Days and DAH recommendation for expulsion

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

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

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

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

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

APPENDIX C: HARASSMENT, INTIMIDATION OR BULLYING

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

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

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

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

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

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

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

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

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

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 Depart-

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.

SRO INVOLVEMENT

Some acts may also result in the involvement of SRO. These acts are denoted with asterisks and indicate the following:

2 or 3 stars *** = SRO will be contacted and charges may be filed.

SCHOOL BUS SAFETY RULES AND APPEALS



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

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

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

TRANSPORTATION CHANGES

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

SAFETY PROTOCOLS FOR TRANSPORTATION

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

STATE GUIDELINES

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

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.

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

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

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

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

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

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

59-63-220 Any district board may confer upon any administrator the authority to suspend a pupil from a teacher's class or from the school not in excess of ten days for any one offense and for not more than thirty days in any one school year but no such administrator may suspend a pupil from school during the last ten days of a year if the suspension will make the pupil ineligible to receive credit for the school year without the approval of the school board unless the presence of the pupil constitutes an actual threat to a class or a school or a hearing is granted within twenty-four hours of the suspension.

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

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

16-3-1040 Unlawful for any person to knowingly and willfully deliver or convey to a teacher, principal or public official any letter, writing, print, electronic communication or verbal communication which contain any threat to take the life of or inflict bodily harm upon them or their immediate families. If convicted, the penalty may be imprisonment of not more than 5 years. Simple assault and battery (common law), intentionally inflicting actual bodily harm to another. The fine not to exceed \$200 or 30 days in jail.

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

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

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

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

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

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

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

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

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

20-7-8925 Unlawful for anyone under 21 to purchase or possess liquor. Any possession is 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.

44-53-1110 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.

44-53-1110 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.

BUS REGISTRATION

- In order to ride a school bus for the 2023-2024 school year, a registration form must be completed prior to the first day the child is expected to ride the bus. A bus registration form is available for parents to complete by visiting the district's website (<https://hcsdsc.org>).

BUS SAFETY RULES

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

STUDENT BEHAVIOR ON THE BUS

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

GENERAL PROCEDURES FOR TRANSPORTATION SUSPENSION

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

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

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

The jurisdiction for the school begins at the bus stop.

BUS VIOLATIONS (CODE 340)

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

Level I: Failure to follow directions/bus rules

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

2nd OFFENSE – 1 day bus suspension

3rd OFFENSE – 3 days' bus suspension

4th OFFENSE – 5 days' bus suspension

5th OFFENSE – 10 days' bus suspension

6th OFFENSE – Removal from bus for remainder of school year

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

GENERAL PROCEDURES FOR SCHOOL SUSPENSION

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

After the second suspension, the parent/guardian may be called in for a Student Behavior Intervention meeting before the student can return to school/class. These meetings may also be held for each student that has accumulated at least two Category II level offense and any time during three-five Category III level offenses. The purpose of the meetings will be to discuss individual student's school behavior plans, academic progress and achievement, and social awareness. These meetings may be held with the following members present: Parents, students, school administration, school counselor/social worker. Although the school counselor and social worker will serve as an advocate for the parent and student, parents are free to have additional support personnel present. In addition, a behavior contract will be signed by a parent/guardian and child after the second out of school suspension.

GENERAL PROCEDURES FOR SCHOOL SUSPENSION OF STUDENTS WITH DISABILITIES:

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

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

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

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

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

Our policies are still under review, as they are updated we will inform our parent

APPENDICES

APPENDIX A: SCHOOL BOARD POLICIES

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

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

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