

CODE OF STUDENT CONDUCT FOR ELEMENTARY GRADES

IMPORTANT: PARENTS AND STUDENTS SHOULD READ THIS DOCUMENT CAREFULLY AND PROVIDE THE REQUIRED SIGNATURES ON PAGE 28. PLEASE TEAR OUT PAGE 28 AND RETURN IT TO THE SCHOOL.

The policies set forth in the following Code, as adopted by the Aiken County Board of Education, apply to all Pre-K through 5th grade students of The Consolidated School District of Aiken County. (**Elementary Principals have broad discretion in the application of this Code due to the early developmental nature of many of their students.**) This Code applies to summer school students, students who have an Individual Education Plan (IEP) or 504 Plan.

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INTRODUCTORY MATTERS

- I. ***Philosophy:*** The Aiken County Board of Education believes that citizens desire the best possible education for their children. A positive learning environment is safe, drug free, and without disruption. Good student conduct is essential to the achievement of the school's goals and objectives. This Code of Student Conduct for Pre-K-5th grade establishes guidelines for students, parents, teachers, and administrators to maintain an appropriate school environment. The provisions in this Code of Student Conduct provide for firm but fair administration of disciplinary measures with an appropriate range of discretion for the application of consequences for behavioral needs, based upon individual assessments of every case, and in compliance with the philosophy set forth below.

Disciplinary action is best resolved among teacher, student, and parent in a calm, reasonable manner. However, serious violations of the Code must be handled quickly and effectively by the Administration. The objective of disciplinary action is to encourage good choices and acceptable behavior by the students with every reasonable effort being made to keep students within the school's influence, to rehabilitate and re-direct inappropriate behaviors and to offer effective strategies for changing such behaviors and opportunities to do so except in very serious circumstances. To insure the welfare of the greatest number of students can, in certain circumstances, and in accordance with state law, result in the dismissal of ~~any~~ students who consistently fail to observe the required standards, or become involved in criminal or other egregious misconduct. Although this Code of Student Conduct provides for an initial recommendation of expulsion for any certain Level 3 offenses listed in this Code, the Executive Director and the Tribunal or Hearing Officer, as well as the Board, reserves discretion to consider the merits of each case presented – in particular with regard to extenuating, mitigating, or aggravating circumstances. Whenever alternatives to expulsion are under consideration, such matters including (but not limited to) prior conduct [disciplinary record], academic achievement, citizenship, and contributions to the regular and extra-curricular school programs by the student may be considered. Deferential treatment for the purpose of maintaining athletic or extra-curricular eligibility is not allowed. This District's disciplinary code is not considered, nor is it to be interpreted as, a *zero tolerance* policy, even though certain misconduct may be serious or disruptive enough to warrant dismissal from school.

- II. ***Legal Authority for Discipline in South Carolina:*** The regulation of student conduct and discipline in South Carolina schools is derived from the Code of Laws of South Carolina, 1976, as amended; from Regulations of the South Carolina State Department of Education; and by specific precedent and opinion. (For a more detailed reference to legal authority see Appendix (A).)
- III. ***General provisions:*** Notice of Regulations and Distribution: Copies of this Code of Student Conduct for High School Grades Levels are distributed at the beginning of the school year and to those entering after the beginning of the school year. Signed acknowledgments are required. This Code of Student Conduct is a part of District Policy and is updated yearly pursuant to Policy JICDA. Policies may also be found online at the Aiken County Public Schools website (www.aiken.k12.sc.us).

IV. DISCIPLINARY PROCEDURES – PROCESS FOR HEARING AND APPEALS

- A. ***Minor Infractions:*** Typical minor disciplinary actions consist of restriction of privileges, work assignments (such as picking up paper, washing desk tops, sweeping floors, etc.), detention, in-school suspension, and out-of-school suspension. It is recognized, however, that situations serious enough to warrant immediate suspension may arise. In such cases, a warning conference prior to suspension is not required. **See Consequences in the Matrix for Level 1**
- B. ***Serious Infractions: Typically starting at Level 2 offenses:*** For any of the offenses listed in Level 2, a student may be suspended (and/or recommended for expulsion in limited instances) by the principal. In

making such recommendation the principal will follow the matrix of consequences and will include information as to any extenuating, mitigating, or aggravating circumstances. For recommendations of suspension (or expulsion, if applicable), and for any offenses in which a student is to be suspended from a class or a school, the student's parent or guardian will be notified in writing and informed of the right to discuss the principal's action. This written notice will include the reason for the suspension (and/or recommendation for expulsion) and will set a time and place when the administrator will be available for a conference with the parent or guardian. Such conference will be set within three (3) school days of the date of the disciplinary action. After this conference, and prior to (or as part of) any due process hearing, the student – with written parental permission – may be offered voluntary participation in collaborative agency programs, or other interventions in lieu of, or in conjunction with, the continuation of discipline. **See Consequences in the Matrix for Level II**

- C. ***Major Infractions:*** For any of the offenses listed in **Level 3**, a student may be suspended and recommended for expulsion by the principal. In making such recommendation the principal will include information as to any extenuating, mitigating, or aggravating circumstances. For expulsion offenses, and for any offenses in which a student is to be suspended from a class or a school, the student's parent or guardian will be notified in writing and informed of the right to discuss the principal's action. This written notice will include the reason for the suspension and/or recommendation for expulsion and will set a time and place when the administrator will be available for a conference with the parent or guardian. Such conference will be set within three (3) school days of the date of the disciplinary action. After this conference and prior to (or as part of) any due process hearing, the student – with written parental permission – may be offered voluntary participation in collaborative agency programs, or other interventions in lieu of, or in conjunction with, the continuation of discipline. **See Consequences in the Matrix for Level III**

Corporal punishment is not permitted by the District.

Staff members will exercise alternative means of discipline that reflect respect for the dignity of the individual student. However, incidental contact with a student or the use of reasonable force to restrain a student who is fighting with another student, or who is threatening a student or staff member, committing assault against another person, or otherwise displaying aggressive or excessive misbehavior does not constitute corporal punishment.

1) **Procedures, Hearings, and Appeals of Suspensions**

A parents or guardian has a right to one level of appeal above the administrator giving the suspension: The student is entitled to remain in school while the appeal of a suspension recommendation is pending, unless the exclusion of the student for his safety or the safety of others is indicated. FOR VIOLATIONS IN WHICH THE PRINCIPAL'S RECOMMENDATION IS SUSPENSION, THE DECISION OF THE PRINCIPAL AS SET FORTH ABOVE, IS FINAL. FOR VIOLATIONS IN WHICH THE RECOMMENDATION IS EXPULSION AND THE TRIBUNAL OR HEARING OFFICER PROVIDES PUNISHMENT IN LIEU OF EXPULSION, THE DECISION OF THE TRIBUNAL OR HEARING OFFICER IS FINAL

If suspension is necessary, it should be in accordance with the matrix. (If so warranted, in the judgment of the principal, longer suspensions for first offenses of a serious nature may be utilized.) At the discretion of the principal, a student who has been suspended may not be allowed to return to school until a conference has occurred between the principal and parent, or guardian. Following a suspension, other forms of punishment may be in order before another suspension is administered.

A student cannot attend any school-related function within or outside the School District while under suspension. Alternative sanctions may be used by the school administrator such as in-school suspension or Saturday school instead of out-of-school suspension, **if such programs are available**. A parent or guardian may be required to come to school and take the student home. In addition to the discipline procedures listed within this code, schools are permitted to impose other restrictions which may impact athletic and/or other extracurricular activities as described in the written school procedures.

2) Procedures, Hearings, and Appeals of Expulsions

A recommendation for expulsion will be confirmed by the school level Executive Director. The Executive Director may require an additional conference with the parent or guardian before confirming a recommendation for expulsion.

A parent or guardian will be advised of the date and time for a hearing before the Tribunal or Hearing Officer or the Aiken County Board of Education, as provided below. **The student and his/her parent or guardian will attend the appeal hearing before the Tribunal or Hearing Officer.** Such initial hearing shall take place within fifteen (15) days of the date of the written notification of expulsion, unless waived in writing by the parent or student, either completely or for a later date. (If the parent or guardian refuses to appeal or fails to attend the hearing designated, the expulsion recommendation will be forwarded to the Board of Education for ratification. In any appeal, the Tribunal or Hearing Officer, after reviewing the student's previous record, and in light of extenuating circumstances, may consider punishment other than expulsion and impose various conditions. **In such instances the Tribunal's or Hearing Officer's decision will be final.**

Written notice of the Tribunal's or Hearing Officer's decision shall be given the parent or guardian. All requests for appeal of an expulsion recommendation that has been upheld by the Tribunal or Hearing Officer must be in writing. If no written request for appeal to the Board is made within ten (10) days of the date of the Tribunal's or Hearing Officer's written decision notice to the parent or guardian, the action of the Tribunal or Hearing Officer upholding the expulsion will be presented to the Board for ratification. In any expulsion case which is appealed by, or on behalf of, the student to the Board of Education and in which the recommendation for expulsion is upheld by the Board of Education, the parent or guardian has the right to appeal to the courts.

The School Board supplies legal services to school employees who may be required to appear in court as a result of carrying out the policies of the School Board. The Board is not responsible for a Parent's legal expenses.

The hearing will be conducted in an informal manner, but full opportunity will be afforded to the student to be heard and to present such relevant matters as he/she may wish. Such hearings will be private and not open to the public, unless a public hearing is requested in writing by the parent or guardian. At any hearing, the parents or legal guardian have the right to legal counsel and to all other regular rights, including the right to question all witnesses who appear. However, the cost of such counsel will not be paid by the School District. The parent or guardian shall have the right to appeal decision of the Tribunal or Hearing Officer upholding an expulsion to the Board of Education. **The student and his/her parent or guardian will attend the appeal hearing before the Board.** A hearing shall take place at the next Board meeting immediately following receipt of written request to appeal (but in no event more than fifteen (15) days after the decision being appealed) at a time and place designated by the Board, and a decision shall be rendered within ten (10) days of the hearing. The student may be suspended

from school and all school activities while the expulsion procedures are pending. An expelled student is not allowed upon any school property (except for appeal procedures, or by prior permission) and may not attend any school related function or athletic event involving Aiken School District students, whether occurring within the School District or at another location.

Any student recommended for expulsion who, as a result of an appeal of such recommendation to the Tribunal or Hearing Officer or Board of Education, is allowed to return to school on probation will receive a decision letter in which the consequences of the status of *probation* or *strict probation* are set forth. In either case such student will be considered to have violated that probationary status on the occasion of a subsequent suspension or expulsion level offense, or a less than suspension offense if the same violates the terms of the imposed strict probation. Such violation of probation will result in immediate suspension from school and reinstatement of the expulsion recommendation. An appeal of this action may be made to the Tribunal or Hearing Officer or Board of Education, whichever imposed the probation.

3) Petition for Readmission for School Year Following Expulsion:

Any student expelled for the remainder of a school year, except for one who has been permanently expelled, has to petition for readmission for the following school year. The parent or legal guardian of any student seeking to be re-enrolled will schedule a conference with the Hearing Officer for readmission (assuming the readmission itself is not an issue). The Hearing Officer may, where he/she deems it necessary impose certain conditions or restrictions to the student applying for readmission.

Jurisdiction of Student Conduct:

The provisions of this Code of Student Conduct apply to all school sponsored activities and are likewise fully applicable when students are off campus on field trips; engaged in, or attending, athletic events and other school related activities; while at, or in the immediate vicinity of, school bus stops and while utilizing school bus transportation for any purpose; and otherwise coming to or going home from school.

D. School Searches and Retention of Control Over School Property: South Carolina statutes provide that any person entering any school premises in this state is deemed to have consented to a reasonable search of his person or effects. (Strip searches by school administrators or officials are prohibited.)

In order to help provide for the safety of the school population and to prevent weapons, illegal substances, and other contraband items from being brought upon school premises, notice is given that occasional school-wide or random, large scale searches of student areas may be conducted. Such searches may include the use of sniffer dogs around lockers or other school spaces utilized by students including automobiles parked on school premises, or on public right of ways immediately adjacent to school premises and ordinarily utilized for student parking when the school is in session. State law authorizes personal belongings such as purses, bookbags, wallets, and satchels reasonably to be searched by administrators or their designees. The Administration may use electronic detection devices as an aid for finding possible weapons on school premises and/or preventing the same from being brought. The administration, or its designee, may conduct a review of data or images displayed or stored in any cell phone or other personal electronic device being used by a student in violation of this code or the cell phone policy JICJ. Any searches conducted pursuant to these provisions will be implemented in a non-discriminatory manner. There is no expectation of privacy regarding live or recorded video images recorded by equipment in the commons areas of any school building or grounds or upon any school bus.

Any lockers, storage or similar spaces on school premises assigned to, or regularly used by, individual students remain the property of the School District in all respects. Such use by, or availability to, students is a privilege and the schools reserve a right of control and access to such spaces. School commons areas, including but not limited to hallways, cafeterias, and outside grounds and traffic or parking areas are subject to video or photographic surveillance for security purposes.

E. Confiscation of Weapons and/or Other Illegal, Dangerous, or Unauthorized Items or Devices:

Any weapon or contraband item found on a student, or on property under the possession or control of the student while on school grounds or at any school sponsored event, will be confiscated immediately from the student by the appropriate administrator, school personnel, or adult in charge. Thereafter, if required by law to be turned over to law enforcement authorities, such weapon or contraband item will be surrendered to law enforcement officials. Some weapons (including all handguns) are mandated by law to be forfeited upon such confiscation and surrendered to law enforcement personnel. Any item reasonably considered a weapon or dangerous instrumentality by school administration and confiscated, if not required by law to be surrendered to law enforcement personnel, may be held in the discretion of the school administration (with the exception of cell phones) until the end of the then existing school term and turned over to the student's parent after written request. Other unauthorized devices found in use by a student during instructional time or otherwise displayed or utilized in a distracting manner may be taken up by a teacher or administrator to be turned over to the student's parent or legal guardian. (The schools cannot be responsible for lost or stolen personal items brought to school by students.)

F. Possession/Use of Paging Devices and Cell Phones: South Carolina law and School District policy define a *paging device* as “a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor”. This definition includes cell phones. The law provides that each school district shall have a policy which addresses possession of such devices by any student.

The policy of this District, as set forth in Policy JICJ and/or amended in this Code may be summarized as follows:

- 1) Cell phones, pagers, or other communication devices may not be used or activated during the school day. [Note: Students attending a school piloting a BYOD project are waived from certain prohibitions otherwise set forth in policy JICJ and this Code, but use as a phone or unauthorized camera remains strictly prohibited, as for all students.] Devices described in this policy shall not be activated, used, or displayed by students while in school buildings or on school grounds during “school day hours” and while attending school-day activities, whether on or off school property.
- 2) Cell phones and pagers are permitted at athletic contests or other events occurring during non-school hours.
- 3) Other personal electronic devices which have wireless or cellular interface capability to the internet and/or which have the capability of capturing, storing, or transferring text, numeric, or visual images (including digital or conventional cameras) are subject to all rules relating to cell phones unless otherwise authorized by prior permission of a teacher or administrator.

A student needing a cell phone, pager or any device may be exempted from the prohibitions of the policy for documented medical needs, physical or academic accommodations or other legitimate reasons as approved in writing by the school.

Violations during the instructional day are described as: Any intentional manipulation or **use of the device** by a student. Any violations involving other violations of the Code of Conduct may result in more severe consequences. **[Note: Utilization of such device in a restroom, even on first offense, will be subject to loss of privileges for the remainder of the year and at least a three-day suspension.]** Phones confiscated for violations of policy must be made available to parent(s) as soon as the device is no longer required as evidence.

Discipline consequences are as follow:

Activation and/or any use during school hours (without permission) is still a violation of the Code of Conduct.

Any unauthorized activation or use gives staff a reasonable basis to take the phone for the balance of the day (at a minimum) and to view the last activity including texts or browser visits to see if there has been a related disciplinary violation [such as cheating; taking pictures; inappropriate website visits; etc.] with reference being made to Item III (D) of this Code.

Unauthorized activation with no related infraction would result in staff confiscating the phone for the remainder of the day and a warning being issued.

Second unauthorized activation with no related infraction would result in loss of privilege for ten school days and further warning.

Third unauthorized activation with no related infraction would result in loss of privilege for twenty school days, or remainder of the year, whichever is shorter and at least one day of suspension (ISS or OSS).

Unauthorized use with related disciplinary infraction would result in three days minimum OSS up to an expulsion recommendation, depending on the nature of the related violation.

- G. Non-Students on Grounds: The principal is empowered to take appropriate action against non-students who enter any school building or grounds without permission. Such action includes the right to request assistance from law enforcement authorities to remove such persons and if necessary to swear out arrest warrants (in consultation with the appropriate school level Executive Director).
- H. Referral to School District Approved Counseling Programs: At the discretion of the Tribunal or the Board of Education, a student may be referred to an approved counseling program in addition to, or as an alternative to, other disciplinary action. The student must complete such program successfully and provide documentation to the principal. Such referrals impose no funding liability upon the School District.
- V. ***Student Conduct Requirements***: While under school jurisdiction, students are required to conduct themselves at all times in a manner that is in the best interest of the school and community. It is expected that students will:
 - A. Conform to reasonable standards of speech, conduct, and dress and refrain from vulgar, obscene, and disrespectful conduct directed toward staff and other students.
 - B. Refrain from violating or impairing the rights of others, including physical abuse, sexual harassment, hazing, and conduct considered “bullying” as defined in state law and prohibited under School District policy.
 - C. Avoid conduct that deprives other students of an orderly atmosphere for learning.

- D. Refrain from knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon.
- E. Refrain from the use, transmission, or possession of alcoholic beverages, hallucinogens, narcotics, chemical inhalant substances, or drugs not prescribed by an appropriately licensed physician or medical professional; nor be on school premises when school is in session or at any school related activity or event after having used or consumed or utilizing any quantity of the same.
- F. Refrain from the use, transmission, or possession of tobacco products, including matches, lighters, or any incendiary device, or electronic type smoking devices on school premises or at any school related activity or event.
- G. Refrain from malicious and willful damage, destruction, or theft of school or private property.
- H. Remain at school, or at other officially designated places, upon coming under the school's jurisdiction, and follow daily schedules as prescribed by school officials.
- I. Comply with the directions of principals, teachers, or other authorized school personnel during any period of time when under the authority of school personnel.
- J. Refrain from any inappropriate physical display of affection while at school, on school property, or at any school related activity or event. Serious violations, including fondling, indecent exposure, and other sexual activity will result in disciplinary action.
- K. Attend school regularly and be on time for all classes and scheduled activities and comply with all state attendance requirements.

Conduct by a student in any manner which interferes with classwork or involves substantial disorder, or invasion of the rights of others, is a basis for disciplinary action including suspension or expulsion of the student. In addition, certain other violations of the Code may result in suspension or expulsion.

ADMINISTRATIVE ACTION (INVESTIGATION) IN THE DISCIPLINE PROCESS – BASIC DUE PROCESS

- VI. **Administrative Actions:** Before disciplining a student, the principal, or the principal's designated administrator, will conduct an investigation, gather the facts, and develop a written report where necessary. The student will be advised of the alleged violation of the Code and the proposed punishment such as restriction of privileges; work assignment (e.g. such picking up paper, washing desk tops, or sweeping floors); detention; in-school suspension; out-of-school suspension; expulsion, and/or referral to alternative programs, other agencies, and/or Family Court. If the student admits the charges, no further investigation is required. If the student denies the charges, the administrator will explain the evidence known to school authorities and permit the student a reasonable opportunity to state his/her version of the facts. The administrator may conduct further investigation if necessary. The administrator need not call witnesses, either to sustain or oppose the charges, although he/she may do so. Where the conduct of the student requires that he/she be suspended, written notice to the student and to the parent or other person *in loco parentis* must be given. This written notice will include the reason for the suspension and/or recommendation for expulsion and will set a time and place when the administrator will be available for a conference with the parent or guardian. Referrals for consideration of voluntary participation in certain agencies and/or other interventions in lieu of, or in conjunction with, discipline may be recommended. Parents will be notified at least one day in advance if a student is assigned to detention hall. If a student has been injured, parents or guardians of the student should be notified. **Parents or guardians will be notified expeditiously concerning the arrest or incarceration of a student.**

DRESS CODE

ELEMENTARY SCHOOL

APPROPRIATE AND NON-DISTRACTING ATTIRE SHALL BE WORN IN THE EDUCATIONAL SETTING. THIS INCLUDES OFF-CAMPUS ACTIVITIES SUCH AS FIELD TRIPS, PERFORMANCES AND SCHOOL-SPONSORED EVENTS.

1. APPROPRIATE ATTIRE

- Skirts, shorts and skorts must be at least two inches below fingertip length or longer when standing (leggings or tights do not substitute for length)
- Clothing must cover undergarments
- Pants, shorts, skirts, and skorts must be worn at the waist
- Shoes, shirts and pants must be worn at all times

2. INAPPROPRIATE ATTIRE FOR ALL STUDENTS

- Hats, head scarves, bandanas, and sunglasses should not be worn inside the building (this does not apply to designated spirit days assigned by the administration)
- Tank tops, tube tops, halter tops and tops with string straps, unless covered by a shirt or blouse
- Bare midriffs and backs
- See-through garments
- Garments that have open holes higher than the knee
- Leggings/jeggings and tights worn as pants
- “Sagging” pants, shorts worn below the waist-line
- Clothing/jewelry may not display alcohol, tobacco, or controlled substance advertisements. Clothing may not display vulgar writing or symbols that are sexual in nature or which illustrate violence. Also, while the displayed message may not be obscene or profane, the message conveyed may still be deemed inappropriate and students will be asked not to wear the clothing/jewelry.
- Flip Flops (refrain from wearing because of safety concerns)

3. HAIR STYLES AND COLORS

- All students are asked to refrain from hair styles/colors that are potentially distracting in a school setting (any action related to hair styles/colors is at the discretion of administration).

NOTE: The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or result in the disruption of or interference with the school environment and student safety. In the event the administration determines a student’s dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the Dress Code will be addressed as outlined in the District’s Behavior Code.

**CATEGORIES OF OFFENSES
AND DISCIPLINARY PROCEDURES**

ELEMENTARY SCHOOL BEHAVIOR CONSEQUENCES

Though not specifically mentioned in the list of behaviors, students may be suspended or recommended for expulsion for first-time offenses or any act which is detrimental to the good order, best interest, and physical safety of the school. The student may be punished according to the nature and degree of the offense or act at the discretion of the administration.

Level One Infractions (PK-2nd grade)

Level One offenses for PK-2nd grade will be dealt with by the teacher until they reach chronic level (a minimum of three offenses) then violations can be moved to level two. **If moved to Level Two, all consequences should be modified so they are age or developmentally appropriate.**

EXAMPLES *	Power School Code
1. Inappropriate behavior – behavior which disrupts the orderly educational process of school (loud talking, yelling, out of line, etc.)	017
2. Throwing objects – items which disrupt the orderly educational process	028
3. Disrespectful towards students, words or gestures	420
4. Tardiness – arriving late for an assigned class or related activity	180
5. Refusal to obey/defiant – failure to comply/attitude of defiance	270
6. Hit/Kick/Punch	014
7. Inappropriate language	210
8. Bite/Pinch/Spit	003

Recommended Disciplinary Options *

- Parent contact (mandatory)
- Student and parent conference
- Guidance Referral
- Seek restitution or restoration
- Other School Intervention
- Confiscation of items not permitted in school

Level One Infractions (3rd grade- 5th grade)

Disorderly conduct is defined as those activities engaged in by a student which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturb 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 other school sponsored activities.

War Warning	GR Guidance Referral
CP Contact Parent	ISS In School Suspension
CONF Conference	SIT Referral
DET Detention	* Chronic and severe violations on Level one may
REST Restitution	move to the next level.
OSA Other School Action (*can replace ISS)	

EXAMPLES *	Power School Code	OPTIONS FOR CONSEQUENCES (based on age and severity of offense)		
		1st	2nd	3rd
1. Loitering – unauthorized presence on grounds or transportation	240	CP/and/or ISS	CP/ISS (2-3)	CP/OSS (1)
2. Possession or distribution of obscene literature, pictures, or devices	018	CP/ISS/ (1) or OSS (1)	CP/ISS (2-3) or OSS (2)	CP/ISS/OSS (3-5)
3. Forgery/tampering – changing, signing or altering records or documents of the school by any method	011	CP/ISS (1)	CP/ISS (2)	CP/ISS (3)
4. Cutting class – an unauthorized absence from an assigned class or related activity	160	CP/Warning and/or ISS (1)	CP/ISS (2)	CP/ISS (3)
5. Gambling – participation in games of chance for money and/other things of value	630	CP/Warning Rest.	CP/ISS (1)	CP/ISS (3)
6. Truancy – 3 consecutive unlawful, 5 unlawful absences	151			
7. Smoking/Tobacco – use or possession of tobacco products on school premises	230	CP/ISS and/or OSS (1) Conf.	CP/OSS (2-3)	CP/OSS (3-5) Referral to Counselor
8. Leaving class without permission	320	CP/Warning/ISS (1)	CP/ISS (2)	CP/ISS (1-2)
9. Dishonesty – the intentional giving of false information, either verbally or in writing to a school employee	006	CP/ISS (1)	CP/ISS (2)	CP/ISS (1)
10. Profanity – directing profanity, vulgar language, ethnic/racial slurs, or obscene gestures toward other students, school personnel or visitors	016/210	CP/ISS (1)	CP/ISS (2-3) OSS (1)	CP/ISS/OSS (2-3)
11. Use of or display of electronic devices and/or cell phones	018/390	CP/Conf. Parent pick up	CP/Conf./ISS (1) Parent pick Up	CP/Conf. ISS (2-3)
12. Disrespectful towards adults with words or gestures	420	CP/Conf. Parent pick up	CP/Conf./ISS (1) Parent pick Up	CP/Conf. ISS (2-3)
13. Hit/Kick/Push	014/520	CP/and/or ISS	CP/ISS (1-3)	CP/OSS (1-3)

Level Two Infractions

Disruptive conduct is defined as those activities engaged in by a student 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 criminal offenses, justifying both administrative sanctions and court proceedings. Disorderly conduct (Level One) may be reclassified as disruptive conduct (Level Two) 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 bus transportation vehicles and other school-sponsored activities.

ISS	In School Suspension or	OSA	Other School Action	REST	Restitution
CP	Contact Parent			CONF	Conference
OSS	Out-of-School Suspension				
RE	Recommended Expulsion				
EXAMPLES *	Power School Code	CONSEQUENCES			
		1st	2nd	3rd	
1. Threatening students – written/verbal assault to other students	027	CP/ISS/OSS (1)	OSS (2)	OSS (3-5)	
2. Threatening adults – written/verbal assault to school personnel or visitors	027	Up to 5 days OSS	Up to 10 days OSS	L3-RE	
3. Vandalism – cutting, defacing, or in any way damaging property	760	CP/ISS/OSS (1) Rest.	OSS (1-3) Rest.	OSS (3-5) Rest.	
4. Stealing/Inappropriate behavior	017	OSS (1)	OSS (2)	OSS (3-5)	
5. Possession of stolen goods	017	OSS (1) Rest.	OSS (2) Rest.	OSS (3-5) Rest.	
6. Possession of/or use of fireworks	010	CP/ISS/OSS (1)	OSS (3-5)	L3-RE	
7. Possession of/or use of alcohol or other dangerous or controlled substances	230-Tobacco 580-Drugs 680-Alcohol	OSS (3)	OSS (3-5)	L3-RE	
8. Leaving school without permission	310	CP (Mandatory Conference) ISS (1-3)	CP/ISS (3-5)	CP/Counseling (Parent/Child) ISS/OSS (1-3)	
9. Fighting, instigating a fight or physical abuse	009	CP/ISS/OSS (1-3)	ISS/OSS (3-5)	OSS (up to 10)	
10. Sexual harassment (verbal/written/physical) using sexual comments and suggestive physical contact to torment another person	013	ISS/OSS (1-3) Counsel	ISS/OSS (3-5)	OSS (up to 10)	
11. Indecent exposure	019	CP/ISS (1) OSS (1-3)	ISS/OSS (3-5)	OSS (up to 10) 34-RE	
12. Possession of toy guns or representation of weapons	004/018 789	CP/OSS (1-3) Conf.	OSS (2-4) Conf.	OSS (3-5) Conf.	

EXAMPLES *	Power School Code	CONSEQUENCES		
		1st	2nd	3rd
13. Defiance/Insubordination – refusal to comply with a request from school personnel	270	ISS/OSS (1)	OSS (2-3)	OSS (3-5)
14. Bullying, retaliation for direct, indirect, and cyber bullying/false accusations of bullying	650, 651, 652	OSS (1-3)	OSS (3-5)	RE
15. Severe disrespect towards adults with gestures or words	420	OSS (1-3)	OSS (3-5)	RE
16. Possession of/or use alcohol or other dangerous over the counter drugs or controlled substances	230-Tobacco 580-Drugs 680-Alcohol	OSS (3)	OSS (3-5)	L3-RE

Level Three Infractions

Offenses which involve threats or acts against a person or property of another which seriously endanger the health and safety of others. Level Three offenses shall be dealt with by the administration.

EXAMPLES *	Power School Code
1. Extortion/Coercion/Blackmail – obtaining money or other things of value from an unwilling person, or forcing an individual to act through the use of force or threat of force	600
2. Bomb Threat/Intentional false fire alarm	260/350
3. Possession/Use transfer of dangerous weapons – any weapon, knife, gun, BB gun, pellet gun, mace, box cutters, instrument or article that might be injurious to a person or property	789 Must select subject
4. Major vandalism exceeding \$100.00 in damage	760
5. Assault – an intentional, unlawful act to do violence to another person	510/520
6. Arson	500
7. Sale of or possession of illegal drugs or other dangerous or controlled substances	018/580

Recommended Disciplinary Options *

- Parent contact (mandatory)
- Student and parent conference
- Referral to police agency for appropriate legal action
- Seek restitution or restoration
- Referral to Board for recommendation of expulsion/or removal to an alternative placement
- Confiscation

Level Three Offenses shall be dealt with by the administration.

DEFINITIONS

Bullying	(Per state law 59-63-120) A gesture, an electronic communication, or a written, verbal, physical, or sexual act that takes place on school property, at any school-sponsored function where the school is responsible for the child, or on a school bus or other school-related vehicle, at an official school bus stop and that: a) a reasonable person should know, under the circumstances, the act(s) will have the effect of harming a student, physically or emotionally, or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or b) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.
Cutting class	An unauthorized absence from an assigned class or related activity.
Defiance	Refusal to comply with a request from school staff/personnel.
DH	Detention Hall
Disrespect	Lack of courteous regard for another person.
Disturbing class	Behavior which disrupts the orderly educational process of school.
Electronic device	Device such as: cell phone, iPod, Beats head phones, hand held video game devices, etc.
Extortion	Attempting to obtain/obtaining money or other item(s) of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
Fighting	A physical conflict between two individuals.
Forcible sex offense	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.
Forgery	Signing someone else's name or using a signature which is not authentic.
Gambling	Participation in games of chance for money and/or other things of value.
Ganging/Gang-related activities	Group activity which involves intimidating, threatening, lynching, or physical violence.
Harassing	Repeated annoyance of students/staff.
Intimidating	To frighten/inhibit another person.
Intoxicating substance	Any substance which, when used in sufficient quantities, ordinarily or commonly disturbs a person's mental or physical capacities, including but not limited to alcoholic beverages, drugs, controlled substances as defined by state law, certain prescription medications when not used in accordance with physician's orders, glue, paint or other substances.
ISS	In School Suspension
Laser pointer	If used to inflict harm, will be considered a weapon.
Loitering	To stand idly by without legitimate reason or business.
Lynching	Group activity involving physical violence.
Misconduct	Behavior not conforming to school rules/regulations.
Non-forcible sex offense	Unlawful, non-forcible sexual intercourse; or unlawful sexual exposure
Obscene/Profane	Offensive or degrading
OSS	Out of school suspension
Pornography	Printed or visual material containing the explicit description or display of sexual organs or activity, intended to stimulate erotic rather than aesthetic or emotional feelings.
Paging device	(Per state law 59-63-280/Safe Schools Act) electronic summoning device will be confiscated.

Public Display of Affection	Kissing, cuddling, necking or petting in public
Threatening	To assault or commit any act which would cause a reasonable person to be put in fear of danger or harm.
Tobacco/Paraphernalia	Use/Possession of tobacco products, including cigarettes, chewing tobacco, snuff, rolling papers, lighters, matches, e-cigarettes, vapors etc.
Victimizing	Harming/Taking advantage of another person.

Elementary School Attendance

1. Students are required to bring written documentation for absences within 5 days from the day they return from an absence. Parents who anticipate a student's absence of more than five consecutive days should apply immediately for homebound instruction.
2. The principal shall approve or disapprove absences in excess of 10 (5 for semester classes). A medical note or other documentation will be required after a student accumulates 10 absences (5 for semester) in order to assist the principal in making that decision.
3. Absences with no documentation are automatically considered unlawful.
4. Students who accumulate 3 consecutive unlawful absences or a total of 5 unlawful absences will be considered truant. Parents/guardians and students (12 years and older) will be contacted to develop a written Attendance Intervention Plan. Failure to participate and/or adhere to the plan will result in a referral to the District Attendance Office and/or Family Court.

Lawful Absence(s)

5. The student is ill and attendance at the school would endanger the student's health or the health of others.
6. There is a death in the student's immediate family. Three absences per occurrence.
7. There is a serious illness in the student's immediate family. Absences of this nature should not exceed three per year.
8. Recognized religious holiday of the student's faith.
9. Emergencies and/or extreme hardships at the discretion of the principal.

Unlawful Absence(s)

1. The student is willfully absent from school without the knowledge of his/her parents.
2. The student is absent without acceptable reason with the knowledge of his/her parents.
3. The student is absent and fails to turn in an acceptable note within 5 days of the student's return from an illness.
4. The student accumulates more than 10 absences and a medical note is not received.

Truancy

1. Truant: A child from age five until age seventeen years meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences.
2. Habitual Truant: A child, ages 12 to 17, who accumulates two or more additional unlawful absences after an intervention plan has been developed by the school, parent/guardian and the child.
3. Chronic Truant: A child, ages 12 to 17, who has been through the intervention process and who has reached the level of habitual truant, has been referred to Family Court and placed under a school attendance order, and continues to accumulate unlawful absences.

Section 59-65-10A Responsibility of parent or guardian. All parents or guardians shall require their children or wards to attend regularly a public or private school or kindergarten of this State which has been approved by the State Board of Education, a member school of the South Carolina Independent Schools' Association, a member school of the South Carolina Association of Christian Schools, or some similar organization, or a parochial, denominational, or church-related school, or other programs which have been approved by the State Board of Education from the school year in which the child or ward is five years of age on or before September first until child or ward attains his seventeenth birthday or graduates from high school.

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

Tardiness

Unexcused/Unlawful tardies are considered a violation of the CSAL (Compulsory School Attendance Law) in that instruction time is missed. Unexcused tardies will be addressed in an Attendance Intervention Plan and may result in a referral to the District Attendance Office and/or Family Court.

Lawful Tardies: In order for a tardy to be excused written documentation must be provided.

1. Illness on part of the student with written medical excuse
2. Emergency and/or hardships at the discretion of the principal
3. Doctor or Dentist appointment
4. Late bus arrival
5. Teacher, Guidance or Administrator Conference

Unlawful Tardies: Three written parent excuses for any reason or combination of reasons will be accepted per semester. Any additional excuses must be official written medical excuses etc. or will be considered unlawful.

1. Illness on part of the student without a written medical excuse
2. Oversleeping, traffic, carpool trouble or other “personal reasons”
3. Missed Bus
4. Car trouble

To support the goal of the Compulsory School Attendance Law and decrease a possible referral to the District Attendance Office and/or Family Court schools may implement the following actions:

Tardies	Actions
1-3	Verbal and/or written warning by school personnel (Level 1)
4-6	Verbal and written offer to connect parent with support services (Level 2)
7-9	Verbal and written letter for an Unlawful Tardy Intervention Plan (School Level) (Level 3)
10-15	Verbal and written letter for an Unlawful Tardy Intervention Plan (School Level) (Level 4)

Level 1: Warning Level

Level 2: Support Services Letter: (i.e. Student Services Worker, Guidance, Transportation, etc.)

Level 3: Unlawful Tardy Intervention Plan (School Level)

Level 4: Unlawful Tardy Intervention Plan (School Level)

*All referrals to District Attendance Office will be dependent upon amount of loss instructional time.

SCHOOL BUS TRANSPORTATION DISCIPLINE CODE ELEMENTARY

LEVEL I – DISORDERLY CONDUCT

Disorderly conduct is defined as those activities which tend to impede the orderly operation of a school vehicle. Repeated violations may lead to more serious disciplinary actions including suspension from the bus for an extended period of time including the remainder of the school year. Discipline records of violations are cumulative. Acts of disorderly conduct with enforcement procedures or sanctions to be applied shall include but are not limited to the following violations – **depending upon severity**. **All final disciplinary actions are left to the discretion of the administration.**

Level I - Disorderly Conduct

- Disorderly conduct on the bus
- Getting on or off the bus at other than the designated stop
- Eating and/or drinking on the bus
- Littering on the bus
- Minor violation of any safety procedures (standing, sitting improperly, etc.)
- Making loud noises (yelling, etc.)
- Pushing, tripping, or general horseplay
- Encouraging misbehavior
- Inappropriate use of electronic device (example: listening to electronic device without earbuds/headphones, etc.)

Consequences

- 1st referral – warning and contact parents
- 2nd referral – suspended from the bus up to three days and contact parents
- 3rd referral – suspended from the bus up to five days and contact parents
- 4th referral – suspended from the bus up to ten days and contact parents
- 5th referral or more – suspended from the bus for ten or more days

Level II - Disruptive Conduct

Disruptive conduct is defined as those activities directed against persons or property, which tend to endanger the health or safety of oneself or others on a school vehicle. Disruptive records of violations are cumulative. Acts of disruptive conduct with enforcement procedures or sanctions to be applied shall include but are not limited to the following violations. **All final disciplinary actions are left to the discretion of the administration.**

Violations

- Possession and/or using any tobacco products (electronic cigarettes, vapors, etc.) on the bus
- Throwing objects on or out of the bus
- Refusing to sit in an assigned seat
- Using profanity, abusive language or obscene gestures
- Severe violation of safety procedures (having head, arms, hands, extended from the bus etc.)
- Defacing property (writing or marking on seats, etc.)
- Disrespect/refusal to obey the bus driver (depending on severity)
- Harassing, threatening, intimidating, or physically abusing another person on the bus
- Pushing, tripping, or general horseplay (depending on severity)
- Spraying/Use of scented products

Consequences

- 1st referral – suspended from the bus up to three days and contact parents
- 2nd referral – suspended from the bus for up to five days and contact parents
- 3rd referral – suspended from the bus for up to ten days and contact parents
- 4th referral – suspended from the bus for up to thirty days and parent conference
- 5th referral – suspended from the bus for the remainder of the school year and parent conference
- *Transportation Supervisor must be involved in conference for bus suspensions of 30 days or longer
- ***Level II violations may also result in out-of-school suspensions and/or restitution of property.**

Level III - Criminal Conduct

Criminal Conduct is defined as those activities that result in violence to oneself, another person, or destruction of property. These actions pose a direct and serious threat to the safety of oneself or others on a school vehicle. Criminal conduct usually requires administrative actions, which could result in the immediate removal of the student from school, the intervention of law enforcement authorities, and/or action by the Board of Trustees. Level III violations may lead to a student's immediate removal from the bus at the school or bus transportation office. Acts of criminal conduct may include, but are not limited to the following violations.

Violations

- Fighting on the bus
- Physically abusing or hitting another passenger
- Possessing, using, or distributing explosives and/or fireworks
- Carrying a weapon or any object that might be used as a weapon
- Persistent uncontrollable conduct
- Possessing, using, or distributing alcohol, drugs, paraphernalia and/or look-alike drugs on the bus
- Pushing or tripping that leads to injury
- Harassing, threatening, intimidating, physically abusing persons on the bus (depending on severity)
- Vandalism – destruction of any part of the bus (seats, interior and/or exterior)
- Sexual misconduct

Consequences

Any Referral – suspended from bus for the remainder of the school year and conference with parents

*Transportation Supervisor must be involved in conference for bus suspensions of 30 days or longer

**Level III violations may also result in out-of-school suspension, recommendation of expulsion, notification of law enforcement authorities and/or restitution of property.*

If a student is removed from the bus for the remainder of the school year for a combination of Level I and/or Level II offences, the student must remain off the bus for at least 45 school days. If parents wish to appeal the removal after 45 school days have been served, the parents should contact the principal to request reinstatement of bus privileges. The principal will contact the transportation director and the bus supervisor regarding reinstatement and inform the parents of the decision. If a student does have bus privileges reinstated, any further referral of any nature will result in removal from the bus for the remainder of the year with no further appeal under this code. If a student is removed from the bus for the remainder of the school year for a Level III offense, the student must remain off of the bus with no appeal under this code.

***Students in grades kindergarten – second grade must have an adult at the bus stop to receive the student. If no one is present, the child will be returned to school and parents will be responsible for picking the student up. Multiple cases can result in further discipline action by administration.**

SECTION 21-816

A PUPIL MAY BE SUSPENDED FROM RIDING THE BUS FOR ONE WEEK FOR THE FIRST OFFENSE, TWO WEEKS FOR THE SECOND OFFENSE, THREE WEEKS FOR THE THIRD OFFENSE. IF, AFTER A THIRD OFFENSE, A PUPIL PERSISTS IN UNCONTROLLABLE CONDUCT WHILE RIDING A SCHOOL BUS, HE/SHE SHALL BE SUSPENDED FROM RIDING SAID BUS FOR THE REMAINDER OF THE SCHOOL SESSION THEN IN PROGRESS.

APPENDIX (A)

Legal Authority for Discipline in South Carolina:

- A. The Code of Laws of South Carolina, 1976, Section 59-19-90, outlines the general powers and duties of school trustees and states that the Board of Trustees shall also (3) Promulgate rules prescribing scholastic standards of achievement and standards of conduct and behavior that must be met by all pupils as a condition to the right of such pupils to attend the public schools of such district. See, also, Opinions of the Attorney General, Number 2051, page 134, 1965-66 as to authority of school superintendents to regulate discipline.
- B. Title 59, Chapter 63, Article 3, Discipline (Section 59-63-210, et seq., Code of Laws for South Carolina, 1976).
Note: Under authority of state law, certain violations set forth in the Code of Student Conduct may lead to expulsion for the remainder of the school year or even to permanent expulsion.
- C. Section 59-5-65 of the South Carolina Code of Laws, 1976 (as amended) includes power and responsibility of the State Board of Education to prescribe minimum standards of conduct and behavior and to promulgate a uniform system of minimum enforcement of rules of conduct.
- D. State Board of Education Regulations establishing minimum standards of student conduct and disciplinary enforcement procedures (R 43-279).
- E. *Kowalski v. Berkeley County Schools*, 652 F.3d 565 (4th Cir, 2011)

Student Records Notice: Under the Family Educational Rights and Privacy Act parents or eligible students have the right to 1) inspect and review a student's educational records; 2) request an amendment to incorrect or misleading records, or records otherwise in violation of a student's privacy rights; 3) consent to disclosures of personally identifiable information (except as allowed without consent by law); and 4) file with the U. S. Dept. of Education a complaint for any alleged failure by this School District to comply with the Act. A more detailed explanation of rights and procedures may be found in the Policy Manual located at any school, area office, or the District office (Policy JRA and Administrative Rule JRA-R). Policies may also be found online at the Aiken County Public Schools website (www.aiken.k12.sc.us). A copy of this policy will be mailed to any parent upon request. **Parents or eligible students who have limited or no visual acuity, who have a primary home language other than English, or who may be disabled in some other way which effectively impairs their ability to see, comprehend, or become aware of this notice will be accommodated upon discovery of such limitations by the District. Patrons who may be aware of others with such limitations are requested to notify the District of these circumstances.**

APPENDIX (B)

Policy IJNDB Use of Technology Resources

Issued 5/12

Purpose: to establish the basic structure for the use of technology resources in the district.

The use of technology to support the curriculum and the instructional process must be selected on the basis of its potential to enhance the direct implementation of district and state academic achievement standards. Technology must not be used to substitute for teaching, except when it is used as a delivery medium such as distance learning, web-based educational approaches, etc.

Internet acceptable use policy (Internet and other electronic media and on-line connections)

Technology is a vital part of education and the curriculum of the district and the district's operations. In an effort to promote learning and expand educational resources for students, the district has made arrangements to provide worldwide electronic on-line connection access to students and staff. While the Internet will be a primary on-line source, this policy and any implementing administrative rule are intended to cover the use of the district's computer-related electronic on-line connections, generally, as well as the district's computer hardware and software. Reference to "Internet" as used herein will be construed as a term of convenience to cover the intended scope of this policy. The district's goal in providing this service is to promote educational excellence by communication, innovation and facilitation in sharing of teaching and learning resources. Access to such "electronic highways" connecting millions of computer users all over the world will allow district students and staff the opportunity to communicate with others on a global level and access educational materials worldwide. It will also enhance professional development for staff.

The internet can provide a vast collection of educational resources for students and employees. It is a global network that makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that is not of educational value.

Access to the Internet is a privilege, not a right. With this privilege, there also is a responsibility to use the Internet solely for educational purposes and not to access inappropriate materials not suitable for students. To that end, the district administration is directed to develop appropriate guidelines governing the use of district computers to access the Internet.

As part of the implementation of the administration's guidelines, students and staff must be instructed on the appropriate use of the Internet. In addition, parents must sign a permission form to allow students to access the Internet. Students also must sign a form in the Code of Student Conduct acknowledging that they have read and understand the acceptable use policy and administrative rule, that they will comply with this policy and rule, and that they understand the consequences of violating this policy or rule. District staff must sign a similar acknowledgment form [IJNDB-E](#) before they will be allowed to access the Internet. Inappropriate use by any person will not be tolerated.

Adopted 11/12/96; Revised 1/8/02, 5/22/12

Administrative Rule IJNDB-R Use of Technology Resources

Issued 5/12

Purpose and scope

This administrative rule is adopted to implement the district's Internet acceptable use policy. While the rule primarily addresses utilization of the Internet and other electronic on-line connection services, it also applies, where appropriate, to the general use of district-owned computer hardware and software.

Terms and conditions of use

Acceptable use

The purpose of the district's decision to provide Internet access is to allow an expanded opportunity for education, research and professional development by providing access to unique resources and the opportunity for collaborative work. All use of the Internet must be in support of education and research and consistent with the educational and staff development objectives of the district. Use of any organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state laws or regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Violations will result in appropriate disciplinary action against the staff member or student involved.

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 uses CIPA approved technology protection measures to protect students from inappropriate access in addition to monitoring.

The district will provide reasonable notice of and at least one public hearing or meeting to address and communicate its Internet safety measures.

Reporting

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.

Online behavior

The district will educate minors about appropriate, safe, and secure online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The superintendent or his/her designee will develop a program to educate students on these issues in accordance with Internet Safety Standards and grade bands published on the State Department of Education website.

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.

Procedures for use

Employees may access the Internet for educational or work-related purposes at any time that is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members.

Students will be allowed to access the Internet only under the supervision of designated staff. No students may access the Internet without permission.

Rules governing use

The following guidelines for acceptable use will be applicable.

- Users are expected to employ appropriate net etiquette; profanity, vulgarity or abusive, inappropriate language is prohibited. Illegal activities are forbidden, including unauthorized access or “hacking” by any users.
- Users are not to reveal their personal address or phone number or that of other individuals, students or colleagues.
- Users are not to use another school's or individual's account without written permission from that individual.
- Vandalism will not be tolerated. Vandalism includes, but is not limited to, malicious damage to hardware, harm or destruction of software or the data of another user, and creating, uploading or downloading computer viruses.
- Users should consider all communications and information accessible via the network to be private property. All quotes, references and sources should be cited.
- Users are not to access inappropriate or restricted information or other information not directly related to the educational or staff use purposes for which access is being provided. Restricted information includes obscene, libelous, indecent, vulgar, profane or lewd materials; advertisements for products or services not permitted to minors by law; insulting, fighting and harassing words; and other materials which may cause a substantial disruption of the academic environment.
- Users should remain on the system only as long as necessary to complete their work so that other individuals will have equal opportunities to access the Internet. Users are not to disrupt, harass or annoy other users.
- The system is not to be utilized for financial or commercial gain or for personal use other than professional activities.

Penalties for improper use

An employee who violates the terms of this administrative rule will be subject to disciplinary action consistent with the nature of the offense, including cancellation of Internet privileges, suspension, or termination if circumstances so warrant. Students who violate the terms of this administrative rule or who otherwise misuse their access to the Internet also will be subject to disciplinary action in accordance with the district's Code of Student Conduct to include suspension or expulsion if circumstances so warrant. Violations of the laws of the United States or the State of South Carolina also may subject the user to criminal prosecution. If a user incurs unauthorized costs, the user, as well as the user's parents (if the user is a student), will be responsible for all such costs.

Issued 11/12/96; Revised 5/26/98, 1/8/02, 5/22/12

Legal references:

A. Federal law:

1. 47 USC Section 254(h) - Children's Internet Protection Act.
2. The Digital Millennium Copyright Act of 1998, Section 512 - Limitations on liability relating to material online.

B. S.C. Code of Laws, 1976, as amended:

1. Section 10-1-205 - Computers in public libraries; regulation of Internet access.
2. Section 16-3-850 - Encountering child pornography while processing film or working on a computer.
3. Section 16-15-305 - Disseminating, procuring or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.
4. Section 59-19-90 - General powers and duties of school trustees.

C. Court cases:

1. *Purdham v. Fairfax Co. Sch. Bd.*, 637 F.3d 421, 427 (4th Cir. 2011).

APPENDIX (C)

Policy JICFAA Harassment, Intimidation or Bullying

Issued 9/11

Purpose: To establish the basic structure for promoting the health and welfare of the district's students by maintaining a safe, positive learning environment for students and teaching environment for staff that is free from harassment, intimidation or bullying.

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

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

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

Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint with the principal or his/her designee in accordance with procedures established by the superintendent. 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, but formal disciplinary action must not be taken 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 as a means of harassment, intimidation or bullying, and any student or staff member knowingly violating this prohibition will be subject to disciplinary action as described in this policy.

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 or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student. Individuals may also be referred to law enforcement officials. The district will take all other appropriate measures reasonably calculated to correct or rectify the situation. (Employees engaged in harassment, intimidation or bullying may be disciplined or recommended for termination, as provided elsewhere in district policy, for unprofessional or unlawful 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 environment, work and/or discipline of the schools, including discipline for student harassment and bullying.

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

The superintendent will also ensure that an age-appropriate process is established for discussing the district policy with students, as with other aspects of the code of conduct currently utilized during the beginning of each school year.

The superintendent will ensure that information regarding this policy is incorporated into the school district's training program and that volunteers who have frequent contact with students are likewise informed of the policy.

Information concerning this policy, upon adoption, will be included in the district's code of student conduct for the next year and will be circulated to all administrators. Immediate information will be provided to students by building administrators and to parent groups through reasonable communication methods currently utilized by the various schools.

Cf. [GBEB](#), [JIC](#), [JICDA](#)

Adopted 12/12/06, Revised 9/27/11

Legal references:

[Section 16-3-510](#) - Organizations and entities revised (hazing unlawful; definitions).

[Section 59-19-90](#) - General powers and duties of school trustees. [Sections 59-63-210](#) through 270 - Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and parent conferences; expulsion for remainder of year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities.

[Section 59-63-275](#) - Student hazing prohibited.

[Section 59-67-240](#) - Other duties of bus driver; discipline of students for misconduct.

[Section 59-63-110](#), [et. seq.](#) - Safe School Climate Act.

State Board of Education Regulations:

[R-43-279](#) - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

IMPORTANT - DUPLICATE OF SIGNATURE PAGE
THIS PAGE REMAINS IN BOOK FOR FUTURE REFERENCE

PARENT AND STUDENT ACKNOWLEDGMENT

IMPORTANT NOTICE TO PARENTS AND GUARDIANS:

Maintaining discipline and appropriate student behavior is necessary for the operation of our schools. Invoking disciplinary procedures may at times be stressful and emotional for parents and the students involved. Nevertheless, the Board of Education expects communications and meetings between school personnel and parents to be conducted reasonably, even if there are differences of opinion.

THE BOARD DOES NOT EXPECT STAFF MEMBERS TO BE SUBJECTED TO VERBAL OR PHYSICAL ABUSE. ADULTS WHO ABUSE STAFF MEMBERS CAN EXPECT TO HAVE APPROPRIATE LAW ENFORCEMENT OFFICIALS SUMMONED AND LEGAL RECOURSE PURSUED, IF NECESSARY.

We, parent/guardian and student, have read the conduct regulations (Code of Student Conduct) which are in effect in the schools of The Consolidated School District of Aiken County during the school year 2016 – 2017.

We understand, as set forth in greater detail in this Code of Student Conduct, that students may be expelled for the remainder of the year, even permanently, for violations including, but not limited to:

- | | |
|---|---|
| 1) firearms or other weapons | 5) arson/damage to property |
| 2) drugs | 6) major disruptions |
| 3) alcohol | 7) conduct involving sexual activity or offenses and/or offenses against common decency |
| 4) violent acts, or threats thereof, committed against school staff or other students | |

The undersigned further acknowledge having read and understood the School District's Internet Acceptable Use policy (Policy IJNDB and Administrative Rule IJNDB-R), which are set forth in their entirety in this pamphlet, and which require student and parental consent and include potential disciplinary infractions covered within the Rule and within this Code of Student Conduct.

<hr/> <small>PRINTED NAME OF PARENT (GUARDIAN)</small>	<hr/> <small>PRINTED NAME OF STUDENT</small>	<hr/> <small>GRADE</small>
<hr/> <small>SIGNATURE OF PARENT (GUARDIAN)</small>	<hr/> <small>SIGNATURE OF STUDENT</small>	
<hr/> <small>DATE</small>		<hr/> <small>DATE</small>

NOTE: State law makes it criminal conduct in South Carolina to threaten bodily harm or death to a teacher, principal, school staff member, or family member of any of these persons; to disturb schools; or to interfere with the operation of a school bus. State law also mandates that conduct which may constitute a crime be reported to law enforcement. Parents and students need to be advised of the seriousness of any such threatening statements (even when made by very young and immature students), as these will be reported to law enforcement and may result in charges being brought. Threats of violence, harm, or death by students against other students, or against other third parties, are serious violations of this Conduct Code and will lead to strict disciplinary consequences which may include expulsion (and referral to law enforcement where appropriate).

FOR PARENT / GUARDIAN REFERENCE
GO TO NEXT PAGE FOR SIGNATURE SHEET

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_____ SIGNATURE OF PARENT (GUARDIAN)	_____ SIGNATURE OF STUDENT	
_____ DATE	_____ DATE	

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PLEASE SIGN, REMOVE AND RETURN TO SCHOOL