

THE CONSOLIDATED SCHOOL DISTRICT OF AIKEN COUNTY

2018-2019

CODE OF STUDENT CONDUCT FOR HIGH SCHOOL GRADES (9 – 12)

IMPORTANT: PARENTS AND STUDENTS SHOULD READ THIS DOCUMENT CAREFULLY AND PROVIDE THE REQUIRED SIGNATURES ON PAGE 30. PLEASE TEAR OUT PAGE 30 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 High School students of The Consolidated School District of Aiken County. (High School 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 residents 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 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. Insuring the welfare of the greatest number of students can, in certain circumstances, and in accordance with state law, result in the dismissal of 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 certain Level 3 offenses listed in this Code, the Academic Officer Executive Director and Hearing Officer, as well as the Board, reserves discretion to consider the merits of each case presented with particular 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. Preferential 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 Grade 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.acpsd.schoolfusion.us).

IV. DISCIPLINARY PROCEDURES – PROCESS FOR HEARINGS 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 assistant principal or principal. In making such recommendation, the school administrator 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 **and the time frame (dates)** 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 **and the time frame (dates)** 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 parent or guardian has a right to one level of appeal above the administrator giving 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 ASSISTANT 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 HEARING OFFICER PROVIDES CONSEQUENCES IN LIEU OF EXPULSION, THE DECISION OF THE 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 for Administrative Placement at The Center for Innovative Learning (CIL)

In certain circumstances, a principal may decide to recommend a temporary placement at the Center for Innovative Learning at Pinecrest, rather than recommending expulsion. Only Principals have the authority to refer a student to CIL outside of the district hearing process. The principal should meet with the student and parent and notify them of the recommendation to the Center for Innovative Learning. The referral to this alternative setting is in lieu of an expulsion recommendation and the placement does not require a hearing with the Hearing Officer.

3) 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 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 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 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 Hearing Officer's decision will be final.

Written notice of the Hearing Officer's decision shall be given to the parent or guardian. All requests for appeal of an expulsion recommendation that has been upheld by the 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 Hearing Officer's written decision notice to the parent or guardian, the action of the 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 a decision of the 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 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 events 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 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 Hearing Officer or Board of Education, whichever imposed the probation.

4) 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 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, INCLUDING CELL PHONES.)**

- 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 appears as follows:

Policy JICJ Paging Devices, Cell Phones, and Other Personal Electronic Devices
Issued 12/15

Purpose: To establish the basic structure for any possession/use by students of paging devices, cell phones, and other personal electronic devices in school.

Definitions for Purposes of this Policy

- A paging device is defined in South Carolina law as a telecommunications device, to include a mobile telephone (cell phone) that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.
- A cell phone, while included in the general definition of a paging device, also includes any digital or analog portable communication device or multi-function device that has two-way communication capability (whether aural, visual or a combination thereof) and operates through a cellular telecommunication system, a global satellite system or an AM or FM two-way radio system.
- A personal electronic device includes any digital or analog portable electronic device that can capture, store, or transfer visual images such as a personal data assistant (PDA), Blackberry, iPhone (or similar smart phone), laptop computer or mini-computer (with or without wireless (WiFi) or cellular interface capability), and digital (or film-type) camera, but does not include a calculator or device utilized strictly for computational purposes.
- A violation is the activation on school grounds during the school day of any paging device, cell phone, or any other personal electronic device, except as authorized by this policy.

The Aiken County Board of Education allows possession (but not use) of personal telecommunications devices by students in order to reflect societal trends and a relaxation in state law. However, the board of education finds that the activation and/or use of personal communication devices by students during the school day, as facilitated by, but in violation of the possession-only policy, has an adverse effect on classroom instruction, student punctuality, test security, personal student privacy, the ability of school officials to maintain discipline generally, and maintaining order during times of emergency. Therefore this policy is intended to set forth the specific circumstances under which a student may bring and personally possess a paging device, cell phone, and/or other electronic communications device onto school grounds and to establish clearly the consequences for violations.

Middle and high school students may possess a paging device, cell phone, or other electronic communications device on school grounds provided that such device is not activated and/or utilized for any function unless specifically authorized as part of an instructional directive by a teacher or other classroom supervisor, such as with “bring your own device” type instructional utilization. This rule applies during the school day hours and at off-campus activities during the school day hours. Cell phones may be activated during school bus rides to and from school unless specifically prohibited by the driver for safety reasons such as excessive noise or disruption.

Elementary school students may not bring a paging device, cell phone, or other electronic device to school unless part of an instructional directive or under a “bring your own device” type program. (A principal may approve an occasional exception to this general prohibition by prior written permission.)

Cell phones or paging devices are permitted at school events during non-school hours.

A first unauthorized activation with no related infraction will result in a device otherwise permitted under this policy being taken by the school administrator for the remainder of the day and a warning being issued. The student must sign a “Condition for Return” acknowledgement and agreement before being able to bring the cell phone, pager, or electronic device back on the school campus.

A second unauthorized activation with no related infraction will result in a loss of the privilege for 10 school days and further warning.

A third unauthorized activation with no related infraction will result in loss of the privilege for the remainder of the school year, and at least one day of suspension [in-school (ISS) or out-of-school (OSS)].

Should any unauthorized activation also involve other violations of the code of student conduct (such as cheating, invasions of personal privacy, etc.), more serious disciplinary consequences may be imposed as appropriate to the gravity of the violation (up to an expulsion recommendation for serious associated violations), but in no event with less than a minimum of three days OSS.

A student needing a paging device or cell phone for a documented temporary or permanent medical need or accommodation or for volunteer service on a fire or emergency services team (for 18 year-old students or younger students who are interns in such programs and demonstrate that possession of such device is necessary to fulfilling his/her program requirements) may be exempted from the prohibition of this policy as approved in writing by the principal.

All cell phones, pagers, and personal electronic devices permitted under this policy are brought at the risk of the possessor/owner thereof and the district cannot be liable for the loss, destruction, or theft of the device.

Adopted 5/22/07; Revised 8/11/09, 12/8/15

S.C. Code, 1976, as amended:

Section 59-63-280 - Possession of paging devices by public school students; mobile telephones included; adoption of policies.

The School District of Aiken County

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.

- 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 Academic Officer).

H. Referral to School District Approved Counseling Programs: At the discretion of 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. Refrain from 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.**

Discipline of Students with Disabilities or Under Section 504 Plans (all levels):

Students with Disabilities under Individualized Education Plans (or in certain instances under consideration for the same) and Students with Section 504 Plans are not exempt from school disciplinary procedures. However, the public schools are required by federal and state law and their implementing regulations to meet the individual educational needs of these students. Parents of students so identified, or under consideration for services, are provided annually, and at other times offered, Notices of Rights and Procedural Safeguards related to the discipline of disabled and Section 504 students.

Self-Reporting of Inappropriate/Contraband Items

A student who unintentionally possesses or finds a prohibited object shall immediately notify the school staff and surrender the object. A student may approach a school staff member and voluntarily surrender an object prohibited by the Code of Student Conduct without being subjected to discipline so long as the object is one that the student could lawfully possess off school grounds. **This rule does not apply to firearms or destructive devices.**

If a student is in possession of an illegal drug and self-reports, school administration will contact law enforcement and administer appropriate consequences in accordance with the Code of Student Conduct.

If a student discovers an illegal item (i.e. weapons or drugs) or other contraband on school property or at a school function, the student may approach a school official and report the discovery. A student shall not be in violation of the Code of Student Conduct solely for making such a report.

This provision may not apply if the prohibited item is shown to ~~other students~~ **a student or a group of students** or is used in a threat to others, if a search is ongoing in any location of the school, if the object is surrendered during a search, or if the object is not turned in prior to discovery by school staff. With respect to objects that have been turned over to school staff, the parent/guardian must make arrangements to pick up the object from the school, unless it is an object that must be turned over to law enforcement.

**DRESS CODE
SECONDARY 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 and shorts must be worn at least three (3) inches from the knee when standing (leggings, including sheer material, or tights do not substitute for length). **ADDITIONALLY, SPLITS IN SKIRTS OR DRESSES SHOULD NOT EXTEND PAST 3" ABOVE THE KNEE.**
- Shirts with sleeves for young men.
- Clothing must cover undergarments.
- Pants, shorts and skirts must be worn at the waist.
- Straps on young ladies' tops must be the width of her "four fingers."
- Proper undergarments and supports must be worn.

2. INAPPROPRIATE ATTIRE

- **HATS, HOODS ON SWEATSHIRTS OR JACKETS AND SUNGLASSES SHOULD NOT BE WORN IN THE BUILDING (ANY VIOLATION WILL RESULT IN CONFISCATION OF THE ITEMS)**
- Head coverings such as bandanas, scarves, and wraps (etc.)
- Tank tops, tube tops, halter tops, tops with string straps, and plunging necklines that expose cleavage
- Bare midriffs and backs
- See-through garments
- Shoes with wheels or cleats should not be worn in buildings
- Sheer leggings/jeggings and tights worn as pants or underneath an inappropriate skirt
- Bedroom shoes, lounge wear, pajamas, and blankets
- Excessively long wallet/pocket chains (longer than 6 inches)
- "Sagging" pants are prohibited. Sagging is identified as pants that are not worn at the waist.
- Clothing that promotes tobacco, alcohol or other drugs
- Clothing that promotes guns, violence, gangs, sex, or disrespect to others
- Rips, tears, holes and worn places in clothing must be no higher than three (3) inches above the knee (excludes pants that have a sewn-on patch outside or inside the pants leg.)
- The display of obscene or profane language or gestures on clothing may result in an **out-of-school suspension**. 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.

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 may foreseeably result in, the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will require the student to change and 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.
 ***Exemptions to the dress code may be made by the principal in certain religious or medical circumstances.

**CATEGORIES OF OFFENSES
 AND DISCIPLINARY PROCEDURES**

HIGH 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 disciplined according to the nature and degree of the offense or act at the discretion of the administration.

Level One Infraction

Behavioral misconduct 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	* Chronic and severe violations on Level 1 may move to the next level.
CP Contact Parent	
CONF Conference	* Administrative discretion may determine the length of time in DH, ISS, or OSA.
DH Detention Hall	
ISS In School Suspension	
OSS Out of School Suspension	
OSA Other School Action	
REST Restitution	

Infraction	Power School Code	CONSEQUENCES		
		1st	2nd	3rd
1. Distribution/Sale of unauthorized materials	002	DH / 1-3 Days	ISS / 1-3 Days	OSS / 1-2 Days
2. Dress code violation	280	W / CP	ISS / 1-3 Days	OSS / 1-2 Days
3. Loitering	240	DH / 1-3 Days	ISS / 1-3 Days	OSS / 1-2 Days
4. Misconduct (minor)	007/ 017	DH / 1-3 Days	ISS / 1-3 Days	OSS / 1-2 Days
5. ID violation	360	W / CP	DH / 1 Days	ISS / 1 Day *1+ ISS Days for any additional violations
6. Unauthorized use of electronic devices (non-cell phone)	390	W/CP	DH/1 Day	ISS/1 Day
7. In unauthorized area	200	DH / 1-3 Days	ISS / 1-3 Days	OSS / 1-2 Days
8. Failure to stay-in/report to teacher/staff upon due notice	271	DH / 1-3 Days	ISS / 1-3 Days	OSS / 1-2 Days
9. Tardy (define vis policy)	180	See Tardy Policy		
10. Leaving class without permission	320	DH / 1-3 Days	ISS / 1-3 Days	OSS / 1-2 Days

11. Cafeteria violation	017	DH / 1-3 Days	ISS / 1-3 Days	OSS / 1-2 Days
12. Other minor offenses	002	DH / 1-3 Days	ISS / 1-3 Days	OSS / 1-2 Days
13. Dishonesty/Lying	006	DH / 1-3 Days	ISS / 1-3 Days	OSS / 1-2 Days
14. Violation of classroom rules (minor)	002	DH / 1-3 Days	ISS / 1-3 Days	OSS / 1-2 Days
15. Public displays of affection	022	DH / 1-3 Days	ISS / 1-3 Days	OSS / 1-2 Days
16. Parking violation	300	OSA / Pay fine	OSA / Pay fine	OSA / Pay fine
17. Driving violation	305	OSA	OSA	Driving privileges revoked
18. Computer violation (minor)	220	DH / 1-3 Days	ISS / 1-3 Days	OSS / 1-2 Days
19. Refusal to obey (minor)	270	DH / 1-3 Days	ISS / 1-3 Days	OSS / 1-2 Days
20. Unauthorized use of school equipment	023	DH / 1-3 Days	ISS / 1-3 Days	OSS / 1-2 Days
21. Riding Unauthorized School Bus	340	W/CP	ISS / 1-3 Days	OSS / 1-2 Days
22. Failure to report to administrator on due notice	271	DH / 1-3 Days	ISS / 1-3 Days	OSS / 1-2 Days

Level Two Infraction

Disruptive conduct is defined as those activities engaged in by students 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. Behavioral misconduct (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		*Chronic and severe violations on Level 2 may move to the next level.		
OSS	Out of School Suspension				
RAIt	Recommendation for Alternative Placement		*Administrative Discretion will be used to determine length/level of ISS and OSS and/or RE.		
REST	Restitution				
RE	Recommendation for Expulsion				
Infraction		Power School Code	CONSEQUENCES		
			1st	2nd	3rd
1.	Obscene or profane language/gesture (indirect)	210/ 290	ISS / 1-3 Days	OSS / 1-3 Days	OSS / 4+ days
2.	Cutting class without leaving school premises	160	ISS / 1-3 Days	OSS / 1-3 Days	OSS / 4+ days
3.	Defiance/Disrespect to staff or refusal to obey	270/ 420	Up to 1-3 days OSS	OSS / 3+ days	OSS / 5+ days
4.	Obscene/Profane language/gesture to staff (clothing, etc.)	210/ 290/	Up to 1-3 days OSS	OSS / 3+ days	OSS / 5+ days
5.	Obscene/Profane language to student (direct)	210/ 290	ISS / 1-3 Days	OSS / 1-3 Days	OSS / 4+ days
6.	Fighting or instigating (causing a fight) (including but not limited to videoing and/or posting school-related incidents online)	009/ 407	OSS - Administrative Discretion - 5+DAYS Possible RE or RAIt		
7.	Threatening, sexual harassment, victimizing, arguing or intimidating other students	027/ 407/ 013	OSS / 1-3 Days	OSS / 3-5 Days	OSS / 5+ days
8.	Willful destruction of school property (including school safety equipment)	760	ISS / 1-3 Days REST	OSS / 1-3 Days REST	OSS / 4+ days REST
9.	Unauthorized presence on school grounds (including games and afterschool activities)	750	OSS / 1-3 Days	OSS / 3-5 Days	OSS / 5+ days

10. Gambling	630	ISS 1-3 Days	OSS 1-3 Days	OSS 3+ Days
11. Possession of contraband (bullets, fireworks, stink bombs, etc.)	010	OSS / 1-3 Days	OSS/ 3-5 days	OSS 5+
12. Theft	670	ISS / 1-3 Days REST	OSS / 1-3 Days REST	OSS / 4+ days REST
13. Insubordination	270/ 420	Up to 1-3 days OSS	OSS / 3+ days	OSS / 5+ days RE
14. Possession/Distribution of obscene images/literature	018/ 710	ISS / 1-3 Days	OSS / 1-3 Days	OSS / 4+ days RE
15. Severe misconduct (slamming classroom doors, verbal confrontation, etc.)	017/ 020/ 405	Up to 1-3 days OSS	OSS / 3+ days	OSS / 5+ days RE
16. Hit/Kick/Push or Horseplay	014/ 405	ISS / 1-3 Days	OSS / 1-3 Days	OSS / 4+ days
17. Cutting class and leaving school premises	160	ISS / 1-3 Days	OSS / 1-3 Days	OSS / 4+ days
18. Tobacco-related products (e-cigarettes, vapors, etc.) a. Paraphernalia b. Use or possession of tobacco	230	a. ISS / 1-3 Days b. OSS 1-3 Days	a. OSS / 1-3 Days b. OSS 3-5 Days	a. OSS / 4+ Days b. OSS 5+ Days / RAIt/RE
19. Gang-related activity to include displaying or wearing of gang-related clothing, symbols, body tattoos, etc.	250	OSS /1-2 Days	OSS / 2-4 Days	OSS / 4+ days
20. Disturbing class	007	ISS / 1-3 Days	OSS / 1-3 Days	OSS / 4+ days
21. Forgery	011	ISS / 1-3 Days	OSS / 1-3 Days	OSS / 4+ days
22. Throwing Objects	028	ISS 1-3 Days / REST	OSS 1-3 Days / REST	OSS 4+ days / REST
23. Bullying/Cyberbullying, retaliation for bullying/false accusations of bullying/intimidation	651/ 652	OSS /1-3 Days	OSS /3-5 Days	OSS / 5+ days
24. Contract/Probation violation (school)	380	ISS / 1-3 Days	OSS / 1-3 Days	OSS / 4+ days
25. Other offenses (major)	700	Up to 1-3 days OSS	OSS / 3+ days	OSS / 5+ days RE
26. Refusal to Obey (major)	270	Up to 1-3 days OSS	OSS / 3+ days	OSS / 5+ days RE
27. Possession of over the counter medications	031	OSS 1-3 days	OSS 3-5 days	OSS 5 + days or RE
28. Under the influence of drugs/alcohol	680/ 575	OSS /5 Days *Can RE on 1 st offense	OSS / 5+ RE	RE

Level Three Infraction

Activities engaged in by a student which result in violence to oneself or another's person or property or which pose a direct and serious threat to the safety of oneself or others in the school may be classified as criminal conduct. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of 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 bus transportation vehicles, and other school sponsored activities.

OSS Out of School Suspension			
RAIt Recommended for Alternative Placement			
RE (Recommended Expulsion) and possible criminal charges filed.			
REST RESTITUTION			
Note: Any student with serious criminal charges pending may be subject to recommendation for expulsion.			
Infraction *	Power School Code	1st Offense	2nd Offense
1. Physically abusing staff	510/520	RE	
2. Possessing Firearms /BB or Pellet guns/using or threatening to use by showing any instrument	789	RE	
3. Possession of illegal drugs or alcoholic beverage, including paraphernalia/ facsimile (materials passed as illegal drugs)	580/680	RAIt	RE
4. Under Influence of illegal drugs/alcoholic beverages/intoxicants	580/680/575	RAIt	RE
5. Distribution of illegal drugs or alcoholic beverages, including paraphernalia/ facsimile (materials passed as illegal drugs)	580/680/570	RE	
6. Starting fires on school grounds/building	500	RE & REST	
7. Indecent exposure	019	RAIt	RE
8. Setting off fire alarms falsely	350	RE	
9. Bomb Threats	260	RE	
10. Severe vandalism	760	RAIt & REST	RE & REST
11. Sexual misconduct at school	025/610/690/720	RAIt	RE
12. Gross violation of probation/behavior contract	430	RAIt/RE	RE
13. Threatening, harassing, victimizing, or intimidating staff	012/027/407/650	RE	
14. Extortion	600	RAIt	RAIt/RE
15. Possession of weapon or a weapon facsimile: such as knife, box cutter, stun gun, mace, pepper spray, etc.	789	RAIt	RE
16. Lynching/Ganging (including but not limited to videoing and/or posting school related incidents on the internet)	250/700	RAIt	RE
17. Pornography	710	OSS/RAIt	RE
18. Discharging fire extinguishers	760	RE & REST	
19. Kidnapping/Abduction	660	RE	

*** If a student is in possession of an illegal drug and self-reports, school administration will contact law enforcement and administer appropriate consequences in accordance with the Code of Student Conduct. If a student discovers an illegal item (i.e. weapons or drugs) or other contraband on school property or at a school function, the student may approach a school official and report the discovery. A student shall not be in violation of the Code of Student Conduct solely for making such a report.**

Arrest or Conviction of Crimes - Charges of Extremely Serious Misconduct:

- A. Students convicted of serious criminal charges, regardless of whether or not the conduct was school-related, may be denied admission or continued attendance to school if school authorities deem such student's attendance to be threatening and/or disruptive to students, staff, and/or the school program, or to pose a danger to the physical or emotional welfare of a student so convicted. (For students identified to receive IDEA services, these provisions are subject to limitations.)
- B. Students against whom allegations of extremely serious misconduct have been brought, or who have been arrested by law enforcement authorities for serious criminal charges, regardless of whether or not the conduct was school-related, may be denied admission or continued attendance to school if school authorities deem such student's attendance to be threatening and/or disruptive to students, staff, and/or the school program, or to pose a danger to the physical or emotional welfare of a student so accused or charged. Such student **will be placed in alternative educational services such as a virtual setting** until the pending allegations or charges have been resolved.
- C. No administrative decision to take action under either (A) or (B) above shall be made without giving written notice to the parent or legal guardian advising such parent or legal guardian of the proposed action, the reason for it, and setting a time and place when the administrator shall be available for a conference with the parent or legal guardian within three (3) days of such notice. Any action taken under these provisions [VIII (A) & (B)] of the Student Conduct Code is appealable as set forth in The Disciplinary Procedure under section (IX) below, including the right to appeal to the Board of Education.

DEFINITIONS

Alternative Placement	A student who violates the rules set forth in the Code of Student Conduct may be assigned Alternative Placement as a consequence of poor behaviors. Placement may include assignment to a virtual school setting, assignment to the Center for Innovative Learning, or home-based instruction.
Assault	An actual offensive and intentional touching or striking of an individual, without use of a dangerous object or weapon, against his or her will, causing or intending to cause bodily harm.
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.
Contraband	Items which disrupt or distract from the learning process or pose safety hazards, including but not limited to toys, lighters, matches, bullets, fireworks, stink bombs, etc.
Contraband	Items including but not limited to toys, lighters, matches, bullets, fireworks, stink bombs, which disrupt or distract from the learning process or pose safety hazards.
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.
Facsimile/Imitation Drugs	A pill, capsule, tablet, or other item which is not a controlled substance, an alcoholic beverage, or illegal drugs, but which by appearance, including color, shape, size, marking or package, or by representations made, is intended to lead a

person to believe that such a pill, capsule, tablet, or other item is a controlled substance, an alcoholic beverage, or marijuana.

Fighting	Actions involving serious physical contact where injury may occur. Two or more parties striking each other with the intent to cause bodily harm. A student who is assaulted and retaliates by hitting, striking, or kicking, may be disciplined for fighting.
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.
Hit/Kick/Push	Silly horseplay, playful grabbing, pinching, nonaggressive punching or slapping, chasing, shoving. "Not keeping hands/feet to self." Shoving match, slapping, or other such low impact incident not severe enough to constitute a fight.
Horseplay	Rough or boisterous behavior that can unintentionally result in someone getting injured.
Insubordination:	Failure to respond appropriately to written or verbal directions given by school personnel, chaperones/ volunteers, or law enforcement officers is considered insubordination. refusal to complete assignments, refusal to participate in school activities.
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
Other Offenses	Problem behavior not specifically listed or defined in the student code of conduct.
Physical Altercation	Any physical contact occurring with the intent to cause discomfort or an incidence of slight physical contact will constitute an altercation between students. Physical contact of a threatening or provoking nature to another student.
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.
Refusal to Obey/Defiance:	Refusal to comply with established rules; disobedience or defiance of reasonable requests made by school personnel, chaperones/volunteers, or law enforcement officers. Refusal to accept consequences such as after school detention or failing to report to in school suspension.
Restitution	In the case of serious acts of vandalism, students shall pay for damage done to buildings, equipment or other property of the school, staff, or other students before returning to school.
Sexual Harassment	Unwanted or unwelcome behavior of a sexual nature that includes touching, groping, patting, snapping a bra or pulling down someone's pants, as well as sexual or derogatory comments, sexually suggestive gestures or sounds, spreading rumors, offensive text messages or emails, or postings to social media. **Students should report all incidents of sexual harassment to administration immediately.
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.
Unauthorized Use of School Equipment	Low-intensity misuse of property; tampering with equipment/impairing its usefulness. Tampering with a computer's settings; Using staff copy equipment; using vending machines not allowed for student use.
Victimizing	Harming/Taking advantage of another person.

Persistently Dangerous Schools Report (Definitions of Offenses from the 2016-2017 South Carolina Department of Education PowerSchool Incident Management Manual)

Aggravated Assault

Aggravated Assault is an unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. This category includes attempted murder. A weapon can be a commonly known weapon, such as a gun or knife, or any other item, which, although not usually thought of as a weapon, becomes one when used in a manner that could cause severe bodily injury (e.g., baseball bat, metal chain, large stick). A "severe laceration" is one that should receive medical attention. A "loss of consciousness" must be the direct result of force inflicted on the victim by the offender.

Homicide

Homicide is the killing of one human being by another. Do not include vehicular manslaughter or attempted murder as a homicide. Non-negligent manslaughter is defined as the willful (non-negligent) killing of one human being by another. Negligent manslaughter is defined as the killing of another person through negligence. This offense does not include vehicular manslaughter. Justifiable homicide - The killing of a perpetrator of a serious criminal offense by a peace officer in the line of duty or the killing, during the commission of a serious criminal offense, of the perpetrator by a private individual.

Drug Distribution (Drug Usage & Drug Possession)

Drug Distribution - Except as authorized by state law, it is unlawful for any person (1) to manufacture, distribute, dispense, deliver, or purchase; or to aid, abet, attempt, or conspire to manufacture, distribute, dispense, deliver, or purchase; or to possess with intent to manufacture, distribute, dispense, deliver, or purchase a controlled substance and (2) to create, distribute, dispense, deliver, or purchase; or to aid, abet, attempt, or conspire to create, distribute, dispense, deliver, or purchase; or to possess with intent to distribute, dispense, deliver, or purchase a counterfeit substance.

Kidnapping/abduction

Kidnapping/abduction is the unlawful seizure, transportation, and/or detention of a person against his or her will or of a minor without the consent of his or her custodial parent(s) or legal guardian. This category includes hostage taking.

Robbery

Robbery is defined as the taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm. Because some type of assault is an element of the crime of robbery, an assault should not be reported as a separate crime if it is performed in furtherance of the robbery. If an injury occurring during a robbery results in death, the crime should be listed as a homicide.

Sex Offenses, Forcible

A Forcible Sex offense is 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, sexual assault with an object (to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of 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 because of his or her youth or because of his or her temporary or permanent mental or physical incapacity), and/or forcible fondling (child molesting).

Weapons Offenses

The violation of laws prohibiting any person, except law enforcement officers or personnel authorized by school officials, to carry on his or her person, while on any elementary or secondary school property, a knife with a blade over two inches

long, a blackjack, a metal pipe or pole, firearms, or any other type of weapon, device, or object that may be used to inflict bodily injury or death. This category also includes carrying in a concealed manner a dirk, slingshot, metal knuckles, razor, or other deadly weapon usually used for the infliction of personal injury.

High School Attendance Policy

1. Students are required to bring written documentation for absences within 5 days from the day they return from an absence.
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 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

Lawful Tardies to School: 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 to School: 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

High School

Students who are late to school shall be marked absent to class when the entire class is missed and marked tardy to the class that is partially missed. ~~If a student misses more than 30min of a 50min class, the student will be considered unlawfully absent for that class period if they do not have an official written medical excuse etc.~~ Unexcused/Unlawful tardies are considered a violation of the CSAL in that instruction time is missed. Unexcused tardies and unlawful absences from individual classes will be addressed in an Attendance Intervention Plan and may result in a referral to the District Attendance Office or Family Court.

In that tardies to individual classes are considered a disruption to class, the following consequences are administered by class period.

Tardies	Consequence
1st-3rd	Warning
4 th & 5 th	Detention
6 th -8 th	1 Day ISS
9 th & 10 th	2 Days ISS
11 th & 12 th	3 Day ISS
13 th	1 Day OSS
14 th	2 Days OSS
15 th	3 Days OSS/ Possible RAlt

SCHOOL BUS TRANSPORTATION DISCIPLINE CODE SECONDARY

LEVEL I –BEHAVIORAL MISCONDUCT

Behavioral misconduct is defined as those activities which tend to impede 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 Behavioral misconduct with enforcement procedures or sanctions to be applied shall include, but are not limited to, the following **depending upon severity**. **All final disciplinary actions are left to the discretion of the administration.**

Level I - Behavioral misconduct

- Behavioral misconduct on bus
- Getting on or off 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.)
- Riding a different bus without permission from the principal
- Making loud noises - yelling, etc.
- Pushing, tripping, or general horseplay
- Encouraging misbehavior
- Using unauthorized electronic device (including earbuds, etc.)

Consequences

- 1st referral - warning and contact parents.
- 2nd referral – suspended from bus up to three days and contact parent.
- 3rd referral - suspended from bus up to five days and contact parents.
- 4th referral - suspended from bus up to ten days and contact parents.
- 5th referral or more - suspended from 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. **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 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 seats, etc.)
- Disrespect/refusal to obey bus driver (depending on severity)
- Harassing, threatening, intimidating, or physically abusing any other person on the bus
- Pushing, tripping, or general horseplay (depending of severity)

- Spraying/Use of scented products

Consequences

1st referral - suspended from bus up to five days and contact parent.

2nd referral - suspended from bus for up to ten days and contact parents.

3rd referral - suspended from bus for up to fifteen days or for the remainder of the school year and conference with parent.

4th referral - suspended from bus up to 45 days or for the remainder of the school year and conference with parent.

5th referral - suspended from bus for remainder of school year and parent conference.

*Transportation Supervisor be involved in conference that result in 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:

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 the bus for the remainder of the school year and conference with parents

*Transportation Supervisor be involved in conference that result in 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. RESTITUTION FOR SEVERE VANDALISM WILL BE A CONSIDERATION AND REQUIREMENT PRIOR TO ENDING A SUSPENSION OR RE-ENROLLING IN SCHOOL.***

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 the parent wishes to appeal the removal after 45 school days have been served, the parent 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 parent 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.

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 SHALL BE SUSPENDED FROM RIDING SUCH 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.acps.schoolfusion.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 2018-2019.

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.

PRINTED NAME OF PARENT (GUARDIAN)

PRINTED NAME OF STUDENT

GRADE

SIGNATURE OF PARENT (GUARDIAN)

SIGNATURE OF STUDENT

DATE

DATE

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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DATE

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**PLEASE SIGN, REMOVE
AND RETURN TO SCHOOL**