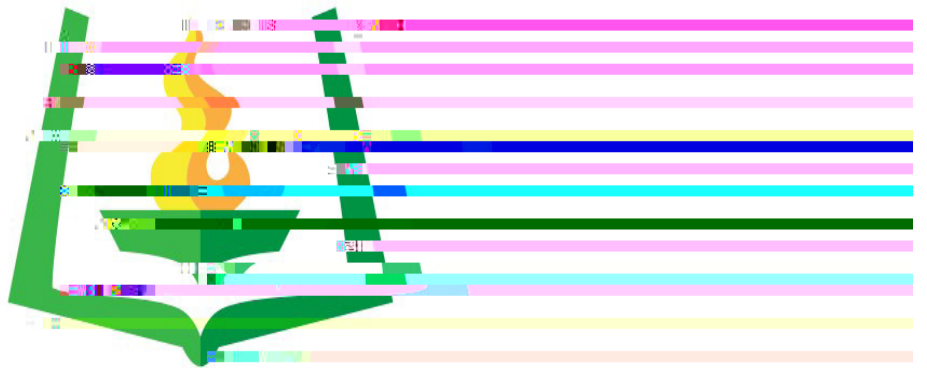


2022-2023
Aiken County
Public Schools

Elementary School
Code of Conduct



AIKEN COUNTY
PUBLIC SCHOOLS

THE CONSOLIDATED SCHOOL DISTRICT OF AIKEN COUNTY

2022-2023

CODE OF STUDENT CONDUCT FOR ELEMENTARY SCHOOL GRADES (PK – 5)

IMPORTANT: PARENTS AND STUDENTS SHOULD READ THIS DOCUMENT CAREFULLY AND PROVIDE THE REQUIRED SIGNATURES ON PAGE 35 & 36. PLEASE TEAR OUT PAGE 36 AND RETURN IT TO THE SCHOOL.

The policies set forth in the following Code, as adopted by the Aiken County Board of Education, apply to all Pre-K through 5th grade students of The Consolidated School District of Aiken County. *(Elementary 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 a 504 Plan.

* * * * *

TABLE OF CONTENTS

INTRODUCTORY MATTERS	5
HEARINGS AND APPEALS	7
SEARCHES, CONFISCATIONS, ETC.....	10
DRESS CODE.....	12
OFFENSES AND DISCIPLINARY PROCEDURES BY LEVEL.	13
DEFINITIONS.....	19
ATTENDANCE	22
BUS DISCIPLINE CODE.....	

u ° # " ' -

Board of Trustees

- Dr. John Bradley, Chairman
- Mr. Cameron Nuessle, Vice-Chairman
- Mr. Dwight Smith
- Mr. Brian Silas
- Mr. Jason Crane
- Mr. Barry Moulton
- Ms. Sandra Shealey
- Ms. Patrice Rhinehart-Jackson
- Dr. Patricia Hanks

District Superintendent

Mr. King Laurence

\ ' \ ° °

Dr. Corey Murphy

\ ' = k ' °

Mrs. Jennifer Hart

@ \

Mrs. Jeanie Glover

7 \

Mr. Tray Traxler

° ° ' - °

Mr. Eric Jef coat

Mrs. Julie Revelle

° ° ' U °

Dr. Phyllis Gamble

° ° ' = °

Mr. Berkeley Postell

) = \

Ms. Tyrall Braxton

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 redirect behavior effectively, and to become

IV. 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.

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.*

HEARINGS AND APPEALS

h . = . °

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

interventions in lieu of, or in conjunction with, the continuation of discipline.

o # U O @

Administrative Actions

Before disciplining a student, the principal, or the principal's designated administrator, will investigate, 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 consequences, 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, or referral to other agencies, and/or Family Court. If the student admits the charges, no further investigation is required. If the student

at end any school-related function or athletic events involving Aiken School District students, whether

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.

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

Any weapon, look-a-like 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 other item reasonably considered a weapon or inherently dangerous by school administration and confiscated may be held at 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 a 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.)**

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 Assistant Superintendent).

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.

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.

•

9.				

6. Possession of or use of fireworks	010	CP/ISS (1-3)/ OSS (1-3)	OSS (3-5)	OSS (5-10)/RE
7. Leaving school without permission	310	CP/ISS (1-3)	OSS (1-3)	OSS (3-5)
8. Fighting, instigating a fight or physical abuse	009 001	CP/ISS (1-3)/ OSS (1-3)	OSS (3-5)	OSS (5-10)
9. Unauthorized use of electronic devices/Computer violation (major)	390	CNF/DET (1-3)	CNF/ ISS (1-3)	CNF / OSS (1-3)
10. Sexual harassment (verbal/written/physical) using sexual comments and suggestive physical contact to torment another person	013	ISS (1-3)/ OSS (1-3)	ISS (3-5)/ OSS (3-5)	OSS (5-10)
11. Indecent exposure	019	CP/ISS (1-3)/ OSS (1-3)	ISS (3-5)/ OSS (3-5)	OSS (5-10)/RE
12. Possession of contraband	004	OSS (1-3)/CNF	OSS (2-4)/CNF	OSS (3-5)/RE
13. Defiance/Refusal to Obey	270	ISS (1-3)/ OSS (1-3)	OSS (2-3)	OSS (3-5)
14. Bullying, Harassment, Cyberbullying, and Intimidation	650/651 652/012	OSS (1-3)	OSS (3-5)	OSS (5-10)/RE
15.				

Disciplinary Action

As a reminder, 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.

WRN	Warning	CP	Contact Parent
CNF	Conference	REST	Restitution
LP	Loss of Privileges	DET	Detention
BC	Behavior Contract	RE	Recommended for Expulsion
ISS	In-School Suspension	OSS	Out of School Suspension
CS	Community Service	LE	Law Enforcement Called

DEFINITIONS

h	<p>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, home-based instruction, or in lieu of expulsion, student may be assigned to the Elementary Behavior Intervention Program, XSEL, by the District Hearing Officer.</p>
	<p>An actual or 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.</p>
"	<p>(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.</p>
#	<p>Academic dishonesty involving copying another student's work or allowing a student to copy your own work on homework, classwork, tests, exams, projects. Includes but is not limited to plagiarism, passing another person's work as your own.</p>
# †	<p>Unauthorized or excessive personal use of school computers and computing equipment. This includes but is not limited to accessing websites without permission, sending inappropriate emails/messages, deleting other students' files, or accessing unauthorized staff/student information. See ACPD & *</p>

k)	<i>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.</i>
k	<i>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.</i>
o =	<i>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.</i>
Threat	<i>To assault or commit any act which would cause a reasonable person to be put in fear of danger or harm</i>
u h	<i>Use/Possession of tobacco products, including cigarettes, chewing tobacco, snuff, rolling papers, lighters, matches, e-cigarettes, vapors etc.</i>
Unauthorized y o	

ELEMENTARY SCHOOL ATTENDANCE

- Students are required to bring written documentation for absences within 5 days from the day they return from an absence.
- 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 the semester) in order to assist the principal in making that decision. Absences with no documentation are automatically considered unlawful.
- 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)

- The student is ill and attendance at the school was _____ on _____ District Attendance Office _____

O o #
u Any parent or guardian who neglects to enroll his child or ward or refuses to make such child or ward at end school shall, upon convict on, be fined not more than FIFTY DOLLARS (\$50.00) or be imprisoned not more than THIRTY days; each day's absence shall constitute a separate offense; provided the court may in its discretion suspend the sentence of anyone convicted of the provisions of the article.

Tardiness

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

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

- Illness on part of the student with a written medical excuse
- Emergency and/or hardships at the discretion of the principal
- Doctor or Dentist appointment
- Late bus arrival
- Teacher, Guidance, or Administrator Conference

y

u u

- Illness on part of the student without a written medical excuse
- Oversleeping, traffic, carpool trouble, or other "personal reasons"
- Missed Bus
- Car trouble

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

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

- O : Warning Level
- O : Support Services Letter: (i.e. Student Services Worker, School Counselor, Transportation, etc.)
- O : Unlawful Tardy Intervention Plan (School Level)
- O : Unlawful Tardy Intervention Plan (School Level)

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

*** Students attending a school on hardship/special permission, may have the special permission status revoked if a student has excessive absences or excessive tardies, which violates the agreement for this status.*

BUS TRANSPORTATION DISCIPLINE CODE

LEVEL I - BEHAVIORAL MISCONDUCT

Violations

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

Consequences

1st referral – suspended from the bus up to three days and contact parents

2nd referral – suspended from the bus for up to five days and contact parents

3rd referral – suspended from the bus for up to ten days and contact parents

4th referral – suspended from the bus for up to thirty days and parent conference

5th referral – suspended from the bus for the remainder of the school year and parent conference

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

○ @

Level 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 not be limited to:

A

event of an accident. Loose items on the seats or floor, or anything which obstructs the aisle, endanger all passengers on the bus.

School district transportation personnel should use prudent judgment when deciding which band instruments will be allowed on buses. The size of the instrument as well as the physical characteristics of the student may factor into determining if the instrument can be safely transported on a school bus.

- ° @ Flute, Clarinet, Oboe, Bassoon, Saxophone, Trumpet, Violin, Viola.

Legal Authority for Discipline in South Carolina:

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.

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.

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.

State Board of Education Regulations establishing minimum standards of student conduct and disciplinary enforcement procedures (R 43-279).

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 elacyonú A Q ý*

° hh-V) @E "

Policy UNDB Use of Technology Resources

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



° k (W) " k
y u k

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.

u

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

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.*
-

° hh- V) @E #

h K#7 ° ' = @ · "

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.

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 2022-2023.

_____ # _____ # _____
D

IMPORTANT - DUPLICATE OF SIGNATURE PAGE

RETURN THIS SIGNED PAGE TO THE SCHOOL

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.

u=- "\ ° k)) \ -oV\ u' -~~CE~~- #uio° c V-V & oU\ ' b & #uL) 4hUd V