

**CODE OF STUDENT CONDUCT FOR ELEMENTARY GRADES**

**IMPORTANT:** PARENTS AND STUDENTS SHOULD READ THIS DOCUMENT CAREFULLY AND PROVIDE THE REQUIRED SIGNATURES ON PAGE 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 5<sup>th</sup> grade students of The Consolidated School District of Aiken County. **(Elementary Principals have broad discretion in the application of this Code due to the early developmental nature of many of their students.)** This Code applies to summer school students, students who have an Individual Education Plan (IEP) or 504 Plan.

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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 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 the suspension. The student is entitled to remain in school while the appeal of a suspension recommendation is pending, unless the exclusion of the student for his safety or the safety of others is indicated. FOR VIOLATIONS IN WHICH THE ASSh] TJETQq0.00000912 0 612 7

**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 thiava6(p)6(e)14alserings,d,l4aeore Hee i**

**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**

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,



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

Legal references:

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).



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,





## **CATEGORIES OF OFFENSES AND DISCIPLINARY PROCEDURES**

### **ELEMENTARY SCHOOL BEHAVIOR CONSEQUENCES**

**Though not specifically mentioned in the list of behaviors, students may be suspended or recommended for expulsion for first-time offenses**



12. Hit/Kick/Push or Horseplay

014/520 CP/and/or ISS  
(1 day)

CP/ISS  
(1-3 days)

CP/OSS  
(2-3 days)

## **Level Two Infractions**

Disruptive conduct is defined as those

11. Indecent exposure	019	CP/ISS (1) OSS (1-3)	ISS/OSS (3-5)	OSS (up to 10) RE
12. Possession of contraband	004/018 789	CP/OSS (1-3) Conf.	OSS (2-4) Conf.	OSS (3-5) Conf.
13. Computer Violation (major)	220	CP/OSA	CP/OSS (1-3 days)	CP/OSS/OSA (3-5 days)
14. Defiance/Insubordination – refusal to comply with a school personnel request	270	ISS/OSS (1)	OSS (2-3)	OSS (3-5)
15. Bullying, retaliation for direct, indirect, and cyber bullying/false accusations of bullying	650, 651, 652	OSS (1-3)	OSS (3-5)	RE
16. Severe disrespect towards adults with				



**Level Three Infractions**

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

**LE** Call to Law Enforcement

**OSS** Out of School Suspension

**RAlt** Recommended for Alternative Placement

**RE** (Recommended Expulsion) and possible criminal charges filed.

**Note:** Any student with serious criminal charges pending may be subject to recommendation for expulsion.

**EXAMPLES \***

**Power  
School  
Code**

**Consequences**

## Weapons – Knives (Student action and Potential Consequences)

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.

Weapon	Intent	K-2 Consequences	3-5 Consequences 1st Offense	3-5 Consequences 2nd Offense	3-5 Consequences 3rd Offense
Knife with blade less than 2"	Possession, Self - Reported	Parent Contact or Conference	Parent Contact or Conference	1-3 days OSS	RAIt/RE

## DEFINITIONS

<b>Alternative Placement</b>	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. <b>**3<sup>rd</sup> – 5<sup>th</sup> Grades at Elementary Level.</b>
<b>Assault</b>	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.
<b>Bullying</b>	(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.
<b>Cheating</b>	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.
<b>Computer Violation</b>	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 ACPSD Board Policy IJNDB.
<b>Contraband</b>	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.
<b>Cutting class</b>	An unauthorized absence from an assigned class or related activity.
<b>Defiance</b>	Refusal to comply with a request from school staff/personnel.
<b>DH</b>	Detention Hall
<b>Disrespect</b>	Lack of courteous regard for another person.
<b>Disrupting class</b>	Behavior which disrupts the orderly educational process of school.
<b>Electronic device</b>	Device such as: cell phone, smart watches, iPod, headphones, handheld video game devices, etc.
<b>Extortion</b>	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

with the



**Persistently Dangerous Schools Report  
(Definitions of Offenses from the 2016-2017 South Carolina Department of  
Education the 2016**

### **Elementary School Attendance**

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



constitute a separate offense; provided the court may in its discretion suspend the sentence of anyone convicted of the provisions of the article.

### **Tardiness**

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

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

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

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

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

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

Tardies	Actions
1-3	Verbal and/or written warning by school personnel (Level 1)
4-6	Verbal and written offer to connect

**SCHOOL BUS TRANSPORTATION DISCIPLINE CODE  
ELEMENTARY**

**LEVEL I –BEHAVIORAL MISCONDUCT**

Behavioral misconduct is defined as those activities which tend to impede

*\*Level II violations may also result in out-of-school suspensions and/or restitution of property.*

**Level III - Criminal Conduct**

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The primary purpose of the school bus is to provide safe transportation for students to and from school and school related activities. The safety of students and other passengers is paramount when transporting band instruments and other large items. Any item carried on a school bus must be of such size that it can be transported in the student's lap. Any home project, musical instrument, or other item which would create a hazard or block the aisle or vision of the driver is prohibited. This is necessary to ensure that all items are kept under the control of the student at all times in case of an accident or an emergency, and that those items do not prevent or hinder the evacuation of the bus in the event of an emergency.

The United States Department of Transportation, National Highway Traffic Safety Administration, Standard 17, Pupil Transportation Safety, reads in part:

...baggage and other items transported in the passenger compartment should be stored so that the aisles are kept clear and the doors and emergency exits of school vehicles remain unobstructed at all times.

Compliance with this standard is mandatory. Carry-on items cannot be placed at any door or emergency exit, and these items must be properly secured to prevent them from becoming flying objects in the 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 judgement 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 s

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## 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) P



## **Administrative Rule IJNDB-R Use of Technology Resources**

### **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 mea

- 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. Al



## **APPENDIX (C)**

### **Policy JICFAA Harassment, Intimidation or Bullying**

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

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.

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**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 2020-2021.

**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 Code of Student Conduct (C.S.C.) and Administrative Rule IJNDB and Administrative Rule IJNDB

